



# Mentor High School 2018-2019

## MENTOR HIGH SCHOOL PARENT-STUDENT HANDBOOK

## MENTOR CARDINALS

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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## 2018-2019 CALENDAR MENTOR PUBLIC SCHOOLS

August 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### 2018

August 13,14,15  
August 16  
September 3  
October 12  
October 19  
November 21  
November 22-23  
November 26  
Dec.24 – Jan.1

Staff Professional Development Days  
Students' First Day  
Labor Day (no school)  
NEOE Day (no school)  
Staff Report (no school)  
Compensatory Day (no school)  
Thanksgiving Break (no school)  
Staff Report/Waiver Day (no school)  
Winter Break (no school)

### 2019

January 2  
  
January 3  
January 21  
February 18  
March 8  
March 11 – March 15  
April 19  
April 22  
May 22  
May 23

Staff Professional Development Day (no school)  
Classes Resume  
Martin Luther King Day (no school)  
Presidents' Day (no school)  
Staff Report (no school)  
Spring Break (no school)  
Good Friday (no school)  
Compensatory Day (no school)  
Students' Last Day  
Staff Professional Development Day (no school)

\*\*Building principals will communicate fall/winter parent-teacher conferences.

\*\*In compliance with the state regulations on required hours of school attendance, the Superintendent will determine if make-up days are needed when multiple calamity days occur in a school year.

Staff Professional Developmental Days –  
Aug. 13-14-15, 2018; Jan. 2, 2019; May 23, 2019      5 days

■ = BREAKS / HOLIDAYS

■ = TEACHERS' INSERVICE DAYS

### GRADING PERIODS

1st Qtr. August 16 – October 19	45 days
2nd Qtr. October 19 – December 21	44 days
3rd Qtr. January 3 – March 8	45 days
4th Qtr. March 16 – May 22	47 days

MAY 2018

# MENTOR HIGH SCHOOL

6477 CENTER STREET

MENTOR, OHIO 44060

440.974.5300

WWW.MENTORHIGH.COM

## BOARD OF EDUCATION:

Mrs. Mary Bryner, President

Mr. Thomas Tuttle, Vice President

Mr. Ken Buckley

Ms. Virginia Jeschelnic

Mrs. Deanne Roberts

## CENTRAL OFFICE

Mr. William Porter, Interim Superintendent	440.974.5220
Mr. Daniel L. Wilson, Chief Financial Officer	440.974.5230
Mr. Timothy Hamman, Interim Assistant Superintendent	440.974.5210
Mrs. Kerry Bowser, Director of Student Services	440.974.5241
Mrs. Kathy Burnett, Director of Human Resources	440.974.5201
Mr. Henry Hartman, Director of Information Technology	440.974.5252
Mrs. Barbara Bonnes, Director of Curriculum	440.974.5207
Mrs. Jen Skulski, Director of Business Operations	440.974.5224
Ms. Kristen Kirby, Director of Community Relations	440.974.5249

## MENTOR HIGH SCHOOL ADMINISTRATION

Mr. Jason Crowe, Principal	440.974.5300
Mr. James McMahan, Assistant Principal	440.974.5217
Mr. Adam Dudziak, Unit Principal/Grade 12	440.974.5312
Mrs. Christl Wolf, Unit Principal/Grade 11	440.974.5311
TBD, Unit Principal/Grade 10	440.974.5310
Mr. Ryan McKnight, Unit Principal/Grade 9	440.974.5309
Mr. Joe Glavan, Career Technical Education Coordinator	440.974.5336
Mr. Jeffrey Cassella, Director of Athletics	440.974.5304

## GRADE 12:

Mr. Adam Dudziak, Unit 12 Principal	440.974.5312
Mr. Marc Nemunaitis, Counselor (A-L)	440.974.5321
Mrs. Meagan Howell, Counselor (M-Z)	440.974.5308

## GRADE 11:

Mrs. Christl Wolf, Unit 11 Principal	440.974.5311
Mrs. Miranda Rhodes, Counselor (A-L)	440.974.5256
Ms. Caroline Srsen, Counselor (M-Z)	440.974.5316

## GRADE 10:

Mr. Joseph Glavan, Unit 10 Principal	440.974.5310
Mrs. Ann Heramb, Counselor (A-K)	440.974.5329
Ms. Catherine Krizan, Counselor (L-Z)	440.974.5371

**GRADE 9:**

Mr. Ryan McKnight, Unit 9 Principal

Ms. Cindy Gomori, Counselor (A-L)

Mr. Ernest Montgomery, Counselor (M-Z)

Ms. Sara Weschler, Psychologist

Ms. Stephanie Catron, Psychologist

Jack Skelly, Resource Officer/MPD

440.974.5309

440.974.5322


440.974.5339

440.974.5332

440.974.5438

440.255.2818

**MHS DAILY SCHEDULE**



DAILY SCHEDULE		LATE START (Wednesdays)	
MOD		MOD	LATE START
1	7:22 - 7:44	1	8:05 - 8:26
2	7:48 - 8:10	2	8:26 - 8:48
3	8:15 - 8:42	3	8:53 - 9:14
4	8:46 - 9:08	4	9:14 - 9:36
5	9:13 - 9:35	5	9:41 - 10:02
6	9:39 - 10:01	6	10:02 - 10:24
7	10:06 - 10:28	7	10:29 - 10:50
8	10:32 - 10:54	8	10:50 - 11:12
9	10:59 - 11:21	9	11:17 - 11:38
10	11:25 - 11:47	10	11:38 - 12:00
11	11:52 - 12:14	11	12:05 - 12:26
12	12:18 - 12:40	12	12:26 - 12:48
13	12:45 - 1:07	13	12:53 - 1:14
14	1:11 - 1:33	14	1:14 - 1:36
15	1:38 - 2:00	15	1:41 - 2:04
16	2:04 - 2:26	16	2:04 - 2:26

**LUNCH MODS**

✓ Announcements scheduled for the BEGINNING of Mod. 3-4  
- PLEASE POST -

**BOARD OF EDUCATION POLICIES**

The Mentor Board of Education has adopted policies and regulations governing all aspects of the operation of the Mentor Schools. A copy of the Board of Education Policy Manual is located at the Board of Education Office, 6451 Center St., at the Mentor Schools Service Building, 7060 Hopkins Rd, and at each of the school buildings. Parents, students, and members of the public may examine the policies during normal school hours in the scheduled school year and in the summer recess at the Board of Education Office. Copies of the policies are available for the cost of reproduction.

**I. GENERAL INFORMATION**

**ANNOUNCEMENTS/BULLETINS**

Announcements of school activities, functions, meetings and reminders are posted in the Unit Offices and Student Center. They will be posted on the school website at [www.mentorhigh.com](http://www.mentorhigh.com) and [Schoolology](http://Schoolology). It is the student's responsibility to be aware of these announcements.

**BOOKSTORE**

In the Bookstore students may buy activity tickets (athletic tickets sold in the athletic office), books, workbooks, school supplies and/or pay fees. The Bookstore is located next to the student center/cafeteria. Checks for purchases are made payable to Mentor High School.

## CARDINAL CAFÉ/STUDENT CENTER

**Mentor High School has a closed lunch period.** Each student is assigned only one lunch period and the time is indicated on his/her schedule. **All students are expected to eat in the Student Center. No food is to be taken from the area into the halls or classrooms.** While in the Student Center, students are expected to behave in an orderly manner, respecting the rights of others. Students are expected to keep their tables clean, the chairs in line, and the floor cleared of food or paper. All disposable items are to be placed in waste cans provided throughout the room.

Juniors and seniors are not assigned to study halls, and may use the time when they are not scheduled in classes to go to the HUB or Student Center, including the outdoor courtyard. The privilege of using these areas depends upon the responsibility shown by the student; if the privilege is abused, the student may be assigned to a study hall.

**Card Playing-** Students may not play cards while in the school during the school day.

## CLINIC

One full-time registered nurse and one full-time health technician are available in the clinic during school hours. Emergency illnesses or injuries should be reported to them immediately. Students who are feeling too ill to attend class should report directly to the clinic after receiving a pass from their classroom teacher. Students entering the clinic must sign in on the clinic sign in sheet, and sign out on the sheet when leaving the clinic. Failure to follow the correct procedure could result in the student being reported as truant from a class. If the clinic is closed, students are to report directly to their unit office. **Students may not leave school due to illness without being seen by the school nurse and receiving permission to sign out through security.**

## CLOSING OF SCHOOL

In the event of bad weather conditions or other emergencies, the Superintendent makes the decision as to whether schools will be closed. This information will be posted to the district website and is relayed to local radio and TV stations prior to the start of school on such days. The District may also use the "Alert Now" phone system to notify students of school closure. In the event of an emergency occurring during the school day, the Superintendent will determine the action to be taken and school authorities will notify students.

When schools are closed due to weather conditions or emergency, all extra-curricular activities are also canceled.

## CALAMITY DAYS

PLEASE NOTE: Mentor High School allows four (4) calamity days during the school year (to be determined by a school official), which do not have to be made up. After that, the days must be made up with the completion of on-line work or attendance at school on days that are added to the school calendar.

## CRISIS RESPONSE

Mentor High School does have a Crisis Response Plan. The plan is discussed and practiced with students throughout the course of the school year.

## DANCE GUIDELINES

1. All school rules are in effect, whether the dance is on school property or at another location.
2. Once a student or guest leaves the dance they are not allowed to return. No money will be refunded.
3. The police will hold any student or guest who is in possession of alcohol or drugs, or is found to have used said substances before or during the dance, until their parents can pick them up.
4. Students or guests, who do not comply with these rules, or the directives of dance moderators will be removed from the dance and will be subject to further disciplinary action.
5. No Middle School students or individuals over the age of 20 may attend the dance.
6. All guests not attending MHS must be prepared to display a state issued I.D.

\*\* Any Mentor High School student that wishes to invite a non-Mentor High School student to a dance **MUST** have a Guest Permission Form completed **before** tickets can be purchased.\*\*

\*\* All students attending dances at Mentor High School will submit to a breathalyzer test upon entry by school administration.

## **DIRECTORY INFORMATION**

Information included in the student records referred to as “Directory Information” includes the following:

1. Student’s Name
2. Address
3. Telephone Number
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. The most recent educational agency or institution attended by the student.

Although directory information will not be released to individuals or groups engaged in profit-making activities, school officials may selectively release directory information to the public (Examples of such releases include publication of honor rolls, disclosure of students’ names engaged in extracurricular activities, etc.). Any parent or eligible student desiring that part or all of the directory information be withheld from public release must submit in writing to the principal of the student’s school the specific information not to be disclosed. Request to withhold directory information must be received by October 1 of each new school year.

## **DRIVING PRIVILEGES**

When the Superintendent of the Mentor School District receives information that a student of compulsory school age has withdrawn from school, the Superintendent or his/her designee must, within two weeks after the withdrawal, notify the Registrar of Motor Vehicles and the Juvenile Judge of the county in which the school district is located. Such notification is not necessary if a student has withdrawn because of a change of residence or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the Registrar of Motor Vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

After receiving such information from the Superintendent or his/her designee, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver’s license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under the Ohio Law.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

## **FEES SCHEDULE FOR MH**

All fees and student expenses are to be paid in the Bookstore or paid online (via SPS EZpay – go to [www.mentorschools.net](http://www.mentorschools.net) and click on “CardCredit Payment System”). Fees are assessed for the repair or replacement of school property, including textbooks, which the student has lost or damaged. Students who are in need of financial assistance when paying fees for workbooks, glasses for lab, etc. should see the principal.



## 2018-2019 MHS FEE SCHEDULE

<b>COURSE/OTHER</b>	<b>AMOUNT</b>
Activity Fee (Grades 9-12)	15.00
Parking Permits (Grades 11-12)	50.00
Technology Fee (Grades 9-12)	25.00
Allied Health 1	80.00
Allied Health 2	80.00
Architectural & Civil Engineering (sem)	15.00
Art Exploration	10.00
Art Foundations (sem)	5.00
Biology	7.00
Biology AP	17.00
Biology Honors	7.00
CAD/Engineering (sem)	15.00
CAD/Engineering Technology 1	25.00
CAD/Engineering Technology 2	35.00
Ceramics (sem)	15.00
Chem/Physics Investigation	5.00
Chemistry	11.00
Chemistry AP	9.00
Chemistry Honors	11.00
Computer Information Systems 1	36.00
Concert Bands (Scarlett, Gray and Wind)	15.00
Concert Mixed (10-12)	15.00
Concert Women (10-12)	15.00
Construction Management 1	165.00
Construction Management 2	125.00
Digital Photography	45.00
Drawing	5.00
Early Childhood Education 1	50.00
Earth/Biological Investigation	5.00
Electronics Technology (sem)	15.00
Engineering Technology (sem)	15.00
Engineering the Future	5.00
Environmental Science	5.00
Fine Art 1	10.00
Fine Art 2	8.00
Fine Art 3	5.00
Fine Art 4	5.00
Freshman Band (Males)	15.00
Gourmet Foods	18.00
Home & Maintenance Design (sem)	18.00
Interactive Media 1	50.00
International Foods (sem)	20.00

Jewelry (sem)	11.00
Manufacturing Technology 1	25.00
Manufacturing Technology 2	35.00
Men's Chorus	15.00
Orchestra (String Infonia, Concert & Symphony)	15.00
Painting (sem)	5.00
Physical Science	5.00
Physics	6.00
Physics - AP	6.00
Physics - Honors	6.00
Printmaking (sem)	11.00
Sports Nutrition	20.00
Women's Chorus	15.00

\*\*\*Fees subject to change\*\*\*

\*\*\*Not all fees may be listed\*\*\*

## IMMUNIZATION REQUIREMENTS

Students will not be permitted to attend school unless all immunization requirements required by section 3313.671 and 3701.13 of the Ohio Revised Code are met. If families are uncertain about required vaccinations or wish to update health records, they should contact the clinic at Mentor High School, 440.974.5340.

## THE HUB

The HUB serves all students. New equipment and collections of non-print media extend its capabilities beyond those of the traditional library. The staff will assist you in any area. They will aid in your search for materials for an assignment and/or guide you in the use of the many resources.

## LOCKERS

During the first day of school, students will be assigned lockers and combinations. Problems with lockers should be referred to their Unit Office. Lockers have built-in combination locks. Students should not share combinations with each other. Locks that are not assigned by the school will be removed. Writing on the outside and/or inside of a locker is prohibited and the student assigned will be subject to disciplinary action. Any damage occurred through carelessness, kicking, slamming, etc. will be considered as vandalism. Students are assigned lockers for their convenience; however, such assignment does not limit the right of the school officials to examine the lockers when they believe it is necessary for the safe operations of the school. The lockers supplied by the Board of Education and used by the students are the property of the Board of Education. **Therefore, the student lockers and the contents of all the student lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Random searches may include a search with the assistance of dogs trained to detect the presence of drugs.** Materials left in lockers will be removed and disposed of at the end of the school year or athletic season. **Note: Personal items of value (cell phones, I-pods, cameras, etc.) should not be brought to school since theft, damage, or the possibility of being lost can occur. The District is not responsible for lost or stolen items (including those in lockers).**

## LOST AND FOUND

A lost and found area is maintained in the Bookstore for the purpose of encouraging honesty and as a medium through which lost articles may be returned to their owners. All valuables or articles found are to be taken to the Bookstore. The owner upon proper identification may claim property.



## MEDICATIONS

Before any **prescribed** medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any **non-prescribed** medication or treatment may be administered, the Board requires the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Board Policy.

## OFFICE ASSISTANTS/AIDES

The school offices need student help for delivering passes. Any Mentor High School student who has available study hall or non-class periods and who wishes to become a student office aide should apply to the respective office during the first week of school.

## PARENT-TEACHER CONFERENCES

Two Parent/Teacher Conference nights are scheduled in October and February. If you wish to discuss your child's behavior or class work with teachers or counselors at other times during the school year, please schedule an appointment. This is requested in order to avoid conflict with previously planned duties of the teacher or counselor.

## PARKING

### **\*\* THE MENTOR HIGH SCHOOL PARKING FEE IS \$50.00 FOR ALL STUDENTS. \*\***

- a. **Process:** Parking permits will be issued by using a lottery system for all seniors who qualify, and then for juniors who qualify in the event that parking permits still remain after the senior lottery. Freshmen and sophomores do not have the privilege of driving to school due to lack of parking space. All students must have a valid MHS parking permit to park at Mentor High School. **Career Technical Education/Tech Prep and CCP students will follow the parking guidelines for their programs.**
- b. **Criteria:** The following criteria have to be met to qualify for the privilege of a parking permit at Mentor High School: (1) At least a 2.00 cumulative grade point average. (2) Absent no more than 10 days of school. If a doctor's excuse has been presented to the unit office and is on file in the nurse's office, the dates covered by the note are not included in the 10 day total. (3) No more than one suspension.
- c. **Revocation/Suspension of Parking Privileges:** A parking permit may be revoked/suspended at the discretion of the school administration. Reasons may include disciplinary violations, academic and/or attendance issues.
- d. **There will be no refunds of previously paid parking fees if a student has his/her permit revoked.**

## PASSES

Students are expected and required to be in their assigned areas during the time designated on their schedules. When not in the assigned areas, they must have in their possession a valid pass permitting them to go to the area written on the pass. Except for CTE students who have been assigned job stations, under no circumstances are students permitted to leave the building without checking out through Security in the main entrance. When a student enters (or re-enters) during the day, he or she must check-in /out at the Security booth located in the vestibule at the main entrance.

## POSTERS/SIGNS

Students desiring to put up posters should come to the principal's office for approval. Posters not approved will be removed from the wall. Only High School organizations or groups with special permission from the Superintendent or his/her designee may post signs in the school. All signs/posters are to be placed in designated areas. School organizations posting signs are responsible for their prompt removal.

## SCHOOL BUS RULES

Regular school rules are enforced on the bus. Violation of bus rules may result in the denial of the privilege of riding the bus or disciplinary action. The transportation office will answer questions regarding transportation at 440.974.5260.

## SCHOOL PICTURES

Individual student pictures will be taken at the beginning of the school year for the yearbook. All students are photographed. Students may purchase school pictures at their expense.

## SELECTIVE SERVICE REGISTRATION INFORMATION

Section 3 of the Military Selective Service Act requires that all male United States citizens and male aliens, except aliens lawfully admitted to the United States as nonimmigrant on visas (e.g., students, tourists, and diplomatic and consular personnel and their families), residing in the United States and its territories, who are 18 through 25 years of age, register with Selective Service. They must do so within the 30 days before or after their 18th birthday. Men may still register late, as long as they have not yet turned 26 years of age.

Men who fail to register, as required by law, may lose eligibility for valuable benefits or privileges, such as job training under the Federal Job Training and Partnership Act (JTPA) and student financial aid under Title IV of the Higher Education Act. Educational benefits include such need-based programs as Guaranteed Student Loans and Pell Grants. In addition, the opportunity to work for the Federal Government, including the U.S. Postal Service, or the privilege of becoming a United States citizen, may be denied to otherwise eligible men if they fail to register. Stop in the Records Office for more information.

## STUDENT STUDY HALLS

Freshmen and sophomores are scheduled for class or study hall and are not to be in the student center except for lunch. Freshmen and sophomores must have a pass from a subject teacher to go to a classroom or the HUB during the study hall, and show the study hall teacher the pass before going to a classroom or the HUB. Study halls are considered an assigned class period; therefore, all students are to be in attendance daily. **All freshmen and sophomores must remain in their scheduled lunch/study hall.**

## STUDENT PUBLICATIONS/EDITORIAL GUIDELINES

School-sponsored publications have been established to provide a forum for student expression, to help students learn advanced journalism techniques, and to serve the entire school by reporting school activities. Publications should provide a full opportunity for students to inquire, question, and exchange ideas. Content should reflect all areas of student interest, including topics about which there may be dissent or controversy.

The school urges student journalists to recognize that with editorial expression comes responsibility, including the responsibility to follow professional journalism standards as expressed by the Society of Professional Journalists.

The student should:

- a. Determine the content of the student publication.
- b. Strive to produce a publication based upon professional standards of accuracy, objectivity, and fair play.
- c. Review material to improve sentence structure, grammar, spelling, and punctuation.
- d. Check and verify all facts and verify the accuracy of all quotations.
- e. In case of editorials or letters to the editor concerning controversial issues, determine the need for rebuttal comments and opinion and provide space if appropriate.

School-sponsored publications and their staff are protected by, and bound to, the principles of the First Amendment, and other protections and limitations as afforded by the Constitution and the various court decisions implementing those principles. Students, in turn, shall refrain from libel, obscenity, material disruption of the school process, and unwarranted invasion of privacy as specified in Board Policy. These freedoms and responsibilities apply to all the articles, letters, photographs, artwork, and advertisements, which appear in publications.

In addition, publications shall not print:

- a. Material which criticizes or demeans any race, religion, sex, or ethnic group
- b. Profanity
- c. Endorsements of political candidates or ballot measures, whether such endorsements are made by article, photo, letter, or cartoon. The paper may not officially advocate a position. It may, however, present through article, letter, photo, or cartoon, opposing positions and candidates so long as the paper provides an equal opportunity to persons and groups possessing opposing positions regarding all major issues and candidates to publish, through article, letter, photo, or cartoon, their viewpoint(s) as long as such articles, et cetera, conform to all other editorial guidelines set forth in the handbook in student rights and responsibilities. In addition, all such articles must be signed by the writer or writers;
- d. Material which advocates breaking any law.

## **STUDENT RECORDS**

Procedures to be followed when requesting access to Student Records:

Board Policy provides parents (or legal guardians) and eligible students (18 years of age or older) the right to inspect and review the education record of the student. The policy also outlines the procedure students follow when requesting a review of a student record. The procedure for gaining access to a student's education record is as follows:

- a. Parents or eligible students wishing to review student records may arrange for an appointment with the student's building principal or Director of Secondary Education by submitting a request for an appointment form. These forms are available in every school building and the Board of Education office.
- b. When possible, the record review will be scheduled within ten school days of the request. In no cases will the review be held later than 45 days from the date of the request.
- c. A designated school administrator and/or counselor will be present during all record reviews.
- d. School officials will explain areas of the cumulative record which are of concern to the parent or eligible student.
- e. When a student has reached 18 years of age, it becomes his/her sole right to review his/her student education record unless the student is financially dependent upon his/her parents. Parents of dependent students may review the records of a student 18 years of age or older without the student's consent. Students under the age of 18 will not be permitted access to their records.

Copies of student records will be provided to parents or eligible students upon request as soon as possible but no later than 45 days after the request has been received.

Parents or eligible students have the right to challenge the contents of a student's education record if they believe specific information to be inaccurate or in violation of the rights of the student. Parents or eligible students asking that an education record be amended will submit a request form to either the student's building principal or the Director of Secondary Education. Each request to amend a student's education record is reviewed, and parents or eligible students are notified of the decision. If the decision is to refuse the request to amend the education record, parents or eligible students are informed of their right to a hearing to further consider their request. Parents or eligible students desiring a hearing will submit a request form to the Director of Secondary Education.

After the hearing, the parent or eligible student will be informed in writing as to the information contained in the student's education record. The parent or eligible student will be informed of their right to place in the student's education record a statement of explanation or disagreement.

## **TELEPHONE CALLS**

In case of an emergency please call the unit offices. Messages will be delivered to the students.

Students are permitted to use cell phones during class exchanges and in the Student Center. Students are NOT PERMITTED to make phone calls and/or text during class time. Please do not call or text your child's cell phone as a means of contacting them during school hours as this is disruptive to the educational process. Students may receive school consequences for cell phone violations.

## **TEXTBOOKS/ELECTRONIC DEVICES**

All necessary textbooks/electronic devices are furnished by the Board of Education and are issued by subject teachers or school personnel. They are the property of the Board of Education. Students are responsible for their books/electronic devices.

Any student who through neglect or carelessness who damages or loses any book/electronic device belonging to the Board of Education may be fined the full current purchase price.

## **VISITATION TO COLLEGE**

Pre-arranged absence forms need to be completed one week prior to the visit. Students are encouraged to make college visitations during times of non-school days and during the summer months.

## **VISITORS TO MENTOR HIGH SCHOOL**

All visitors must register with Mentor High School security upon entering the building. Parents and other interested persons are encouraged to visit school as often as necessary to keep abreast of the student's progress, school adjustment, and the school program. Visits should be scheduled at least one day in advance by contacting the appropriate administrator.

**Student visitors are not permitted.**

## **WITHDRAWAL**

A student under the age of eighteen (18) shall not be permitted to withdraw from school unless one (1) of the following applies:

- a. The student is moving out of state.
- b. The student is transferring to another approved school.

If a student has withdrawn for a reason other than those listed above, the Superintendent will then notify the Department of Motor Vehicles and the Judge of the Juvenile Court, as required by law.

## **WORK PERMITS**

All students 14 to 18 years of age must have a work permit to be legally employed. Applications for work permits are available in the records office.

## **SURVEILLANCE CAMERAS**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to the local law enforcement agencies.

# **II. COUNSELING**

## **COUNSELING SERVICES**

The counselors provide the following services:

- a. Academic Development
- b. Career Development
- c. Social/Emotional Development

The student body is divided equally among the counselors. Students are assigned to counselors by grade level and alphabetically. If there is a problem a student wishes to discuss with a particular counselor, he/she should feel free to schedule an appointment.

Students are to schedule appointments during non-class times.

## **FINANCIAL AID FOR POST-SECONDARY EDUCATION**

### **Lake-Geauga Education Assistance Foundation (LEAF)**

LEAF is a private, non-profit college action agency that assists students with the financial aid and planning process associated with post-secondary educations. A LEAF representative is available on most days in the main office during school hours. The LEAF phone number is 440.255.2947.

### **Scholarships**

Seniors are encouraged to become familiar with the scholarship drawer which is located in the guidance office (A-114). Scholarship information is also available through the MHS website. Throughout the school year, applications for scholarships offered by many national, state and local organizations as well as from 2 and 4-year colleges/universities and technical schools are available.

## **HONORS DIPLOMA**

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students have the opportunity to pursue any of the following honors diploma types:

- *Academic Honors Diploma*
- *Career Technical Honors Diploma*
- *STEM Honors Diploma*
- *Arts Honors Diploma*
- *Social Science and Civic Engagement Honors Diploma*

## **ACADEMIC HONORS DIPLOMA**

To be awarded a Diploma with Honors, the student who completes the College Preparatory Curriculum in the high school shall meet all but one of the applicable criteria:

1. Earn four units of English
2. Earn four units of mathematics, which shall include Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four course sequence that contains equivalent or higher content
3. Earn four units of science, including two units of advanced science
4. Earn four units of social studies
5. Earn either three units of one world language or two units each of two world languages
6. Earn one unit of fine arts
7. Maintain an overall unweighted high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
8. Earn a composite score of 27 on the American College Testing (ACT) assessment or a score of 1280 on the Scholastic Aptitude Test (SAT)

## **CAREER TECHNICAL HONORS DIPLOMA**

To be awarded a Diploma with Honors, the student who completes at least two years of an intensive Career Technical Education curriculum in the high school shall meet all but one of the applicable criteria:

1. Earn four units of English
2. Earn four units of mathematics, which shall include Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four course sequence that contains equivalent or higher content
3. Earn four units of science, including two units of advanced science
4. Earn four units of social studies
5. Earn two units of one world language
6. Earn four units in Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit
7. Maintain an overall unweighted high school grade point average of at least 3.5 on a 4.0 point scale up to the last grading period of the senior year
8. Earn a composite score of 27 on the American College Testing (ACT) assessment or a score of 1280 on the Scholastic Aptitude Test (SAT) or scores of 6 or higher on Reading for Information and 6 or higher on Applied Mathematics on the WorkKeys assessment
9. Complete a field experience and document that experience in a portfolio specific to the student's area of focus
10. Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.
11. Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

## **STEM HONORS DIPLOMA**

1. Earn five units of mathematics, which shall include Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four course sequence that contains equivalent or higher content
2. Earn five units of Science, including 2 units of advanced science
3. Earn three units of social studies
4. Earn either three units of one world language or two units each of two world languages
5. Earn one unit of fine arts
6. Earn two units of electives with a focus in STEM
7. Maintain an overall unweighted high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
8. Earn a composite score of 27 on the American College Testing (ACT) assessment or a score of 1280 on the Scholastic Aptitude Test (SAT)
9. Complete a field experience and document the experience in a portfolio specific to the student's area of focus
10. Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

## ARTS HONORS DIPLOMA

1. Earn four units of mathematics, which shall include Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four course sequence that contains equivalent or higher content  
Earn five units of Science, including 2 units of advanced science
2. Earn three units of science, including one unit of advanced science
3. Earn three units of social studies
4. Earn either three units of one world language or two units each of two world languages
5. Earn four units of fine arts
6. Earn two units of electives with a focus in fine arts
7. Maintain an overall unweighted high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
8. Earn a composite score of 27 on the American College Testing (ACT) assessment or a score of 1280 on the Scholastic Aptitude Test (SAT)
9. Complete a field experience and document the experience in a portfolio specific to the student's area of focus
10. Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

## SOCIAL SCIENCE AND CIVIC ENGAGEMENT HONORS DIPLOMA

1. Earn four units of mathematics, which shall include Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four course sequence that contains equivalent or higher content
2. Earn three units of science, including one unit of advanced science
3. Earn five units of social studies
4. Earn either three units of one world language or two units each of two world languages
5. Earn one unit of fine art
6. Earn three units of electives with a focus in social sciences
7. Maintain an overall unweighted high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
8. Earn a composite score of 27 on the American College Testing (ACT) assessment or a score of 1280 on the Scholastic Aptitude Test (SAT)
9. Complete a field experience and document the experience in a portfolio specific to the student's area of focus
10. Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

## ACADEMIC LETTER PROGRAM

Each May we will hold an Underclassmen Awards Ceremony to recognize outstanding academic achievement. Academic letter awards for full-time MHS students will be based on the grade point average from students' first three grading periods. Full-time CCP student awards will be calculated using first semester grades earned at the college. Part-time CCP student awards will be calculated using a combination of the first three quarter MHS grades and the first semester college grades. Letter criteria are as follows:

Year	GPA	Award
1st	3.5 or above	Class Numerals and Certificate
2nd	3.5 or above	Academic Letter and Certificate
3rd	3.5 or above	Lamp of Knowledge Pin and Certificate
4th	3.5 or above	Lamp of Knowledge Pin and Certificate

## SENIOR AWARDS

Summa Cum Laude (cumulative GPA of 3.8+), Magna Cum Laude (cumulative GPA of 3.5-3.799), and Cum Laude (cumulative GPA of 3.0-3.499) awards will be based on academic achievement during the first seven semesters of a student's high school career. If a student's standing changes once the final grades from the eighth semester have been posted on the student transcript, the student may appeal to the school to receive alternate honors if the student's status has changed as a result of the final semester.

## 2018-2019 TEST DATES

### AMERICAN COLLEGE TEST (ACT)

TEST CENTER CODE 182620 – [WWW.ACTSTUDENT.ORG](http://WWW.ACTSTUDENT.ORG)

TEST DATES:	REGISTRATION DEADLINES:
September 8, 2018	August 10, 2018
October 27, 2018	September 28, 2018
December 8, 2018	November 2, 2018
February 9, 2019	January 11, 2019
April 13, 2019	March 8, 2019
June 8, 2019	May 3, 2019

## SAT REASONING AND SAT SUBJECT

TEST CENTER CODE 36-480 - [WWW.COLLEGEBOARD.COM](http://WWW.COLLEGEBOARD.COM)

SAT	TEST DATES:	REGISTRATION DEADLINES:
Reasoning/Subject	● August 25, 2018	● July 27, 2018
Reasoning/Subject	● October 6, 2018	● September 7, 2018
Reasoning/Subject	● November 3, 2018	● October 4, 2018
Reasoning/Subject	● December 1, 2018	● November 1, 2018
Reasoning/Subject	● May 4, 2019	● April 5, 2019
Reasoning/Subject	● June 1, 2019	● May 2, 2019

### SCHOOL WIDE TESTING DATES (SUBJECT TO CHANGE):

**PSAT 8/9 AND PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT) (GRADE 10/11):**

*October 10, 2018*

**OHIO'S STATE END OF COURSE EXAMS TESTING WINDOWS:**

*OCBA – December 3, 2018 - January 11, 2019*

**OHIO'S STATE END OF COURSE EXAMS TESTING WINDOWS:**

*OCBA – March 25, 2019 – May 10, 2019*

**ARMED SERVICE VOCATIONAL APTITUDE BATTERY TEST (ASVAB):**

*October 10, 2018 and March 22, 2019*

**ACT TEST (GRADE 11 ONLY)**

*February 20, 2019*

**OHIO GRADUATION TEST (OGT):**

*October 22 – November 4, 2018*

*March 12-24, 2019*

**ADVANCED PLACEMENT TESTS (AP):**

*May 6-17, 2019*

### **III. ACADEMIC INFORMATION**

#### **ACADEMIC MISPLACEMENT**

##### **Academic Placement versus Academic Misplacement**

To maximize a student's educational potential, a student should be placed in courses equal to their capability. At times, students may enroll in courses surpassing their capability and even with a great amount of effort and support, they are unable to succeed. This would be an "Academic Misplacement." Prior to being removed from a class for academic misplacement the following should be attempted (this is not an inclusive list):

- Student and/or Parent speak with the teacher to create a plan for extra help or isolate the reason(s) for struggles and how to best attempt to address those areas of concern.
  - o Students who do not have work completed may not be considered for "Academic Misplacement". A student must put forth the necessary effort to determine if misplacement is a result of his/her ability.
- Student participates in extra help with the teacher, tutor (i.e. peer tutor, math lab, etc.) or some other resource (i.e. worked with guidance counselor, online supports, etc.).
  - o This extra help should be over a period of time to determine if the interventions are assisting the student in being more successful.

##### **ACADEMIC MISPLACEMENT PROCEDURE**

If after substantial attempts to improve his/her performance a student is still not being successful in a course and the student, parent and teacher feel all options have been exhausted, a student may be declared academically misplaced. If this occurs the student should pursue the following procedures:

1. The student should meet with the counselor to review his/her current progress and interventions tried to improve performance.
2. The counselor will speak to the teacher and parents to review the current progress (i.e. speak to the current teacher, review the student's records, etc.).
3. If findings indicate an "Academic Misplacement", the counselor will give the student the Academic Misplacement Form.
4. Student follows the form for signatures:
  - o Parent signature
  - o Teacher signature and agreement or disagreement
  - o Counselor signature and agreement or disagreement
  - o Principal signature and makes the final decision
5. If the Academic Misplacement is granted:
  - o Counselor will change the student's schedule as appropriate.
  - o Teachers will transfer grades if necessary.
  - o Counselor will make copies of the Academic Misplacement Form for all appropriate teachers and a copy of the form will be placed on file.

##### **REASONS CONSIDERED INAPPROPRIATE FOR ACADEMIC MISPLACEMENT**

1. Teaching Style Preference Conflict
2. Unnecessary Class for Graduation
3. Class Preference Change
4. Scheduling Conflict (i.e. coming to school late, leaving early, etc.)



## **DROP AND ADD REGULATIONS**

Students are required to take a minimum number of courses each year. This “minimum course load” includes both required and elective courses. With the guidance of parents and counselors, students select these courses during the registration period. In addition to the required courses, students have an opportunity to select elective courses. The program of studies is available to students and parents online at [www.mentorschools.net](http://www.mentorschools.net).

During the time between registration and the end of the school year (end of May), students and parents may request changes in these courses. After the end of the school year, schedule changes will not be made unless:

1. A technical error was made in the process of scheduling the student’s requests.
2. The student has been clearly academically misplaced.

Schedule changes **will not** be made for:

1. Teacher preference
2. Late arrival or early dismissal to or from school
3. Work considerations
4. Transportation
5. Special lunch requests

Due to scheduling complications, once courses are selected they may not be dropped due to student change in preference.

Courses may be **added** after the close of school in the spring and during the next school year during the first two weeks of each semester if the class the student wishes to take is not filled.

## **EARLY GRADUATION**

### **Sixth Semester Graduation Grade 11/Seventh Semester Graduation Grade 12**

A student may be eligible for early graduation either at the end of the junior year (sixth semester) or at the end of the first semester of the senior year (seventh semester). Early graduation must be approved by an administrator, counselor and parent.

## **GRADING**

### **Purpose of Grading**

Mentor Public Schools believes that the purpose of grading is to measure and communicate student achievement to students, teachers, parents, and community members. Grades also:

- Monitor student progress against established standards
- Guide teacher instruction
- Identify students for available educational opportunities
- Provide information that students can use for self-evaluation and growth.

### **KEY TERMS FOR CONSIDERATION:**

#### **Graded Course Objectives:**

Graded course objectives include tests, quizzes, projects, performances, compositions, research papers, reports, presentations, and other activities based on the Ohio Academic Content Standards and/or stated course objectives.

#### **Summative Assessment:**

A summative assessment is typically used to arrive at a conclusion of what a student knows and can do with specific knowledge and skills. Summative assessments can take the form of projects, papers, exams, or other performance tasks designed to measure student learning related to the course objectives. Students will be assessed using a wide variety of summative assessment tools and given multiple opportunities to demonstrate content/skill mastery.

## Supports to Course Objectives:

Assignments, activities, and other related work that is designed to help students master course objectives. The supports may include, but are not limited to, activities related to assisting students in becoming organized and improving study skills, types of formative assessment as noted below, and procedures leading to successful completion of major assignments. Supports to course objectives may differ from subject to subject.

## FORMATIVE ASSESSMENT:

A formative assessment is an ongoing assessment that provides information to guide instruction, provides feedback to students, and supports learning. Formative assessments are used to monitor and adjust instruction in order to improve learning for current students. Formative assessment may include pre-assessments, homework, class discussions, entry and exit slips, bell work, and other instructional activities.

## GRADING GUIDELINES

The following guidelines will be used by all teachers to arrive at a student's final mark. These guidelines ensure that the purpose of grading established in the grading protocol is reflected in the reporting of student learning. Teachers still have the flexibility to work within these guidelines to develop the most appropriate grading model for their particular grade, course, or group of students.

### Guideline 1:

Teachers will base the vast majority of a student's final grade on assessments that directly measure the content standards and course objectives. The balance of the grade will be based on work done to support the learning of these content standards and course objectives.

Teachers will base a minimum of 70% of a student's final grade on graded course objectives and a maximum of 30% on supports of those course objectives. More specifically, each department has its own percentages to which the department members will adhere. They are:

• <b>Art</b>	70% Graded Course Objectives	30% Supports to Course Objectives
• <b>Social Studies</b>	80% Graded Course Objectives	20% Supports to Course Objectives
• <b>FCS</b>	70% Graded Course Objectives	30% Supports to Course Objectives
• <b>Business</b>	80% Graded Course Objectives	20% Supports to Course Objectives
• <b>Math</b>	80% Graded Course Objectives	20% Supports to Course Objectives
• <b>Tech</b>	70% Graded Course Objectives	30% Supports to Course Objectives
• <b>English</b>	80% Graded Course Objectives	20% Supports to Course Objectives
• <b>World Language</b>	70% Graded Course Objectives	30% Supports to Course Objectives
• <b>Science</b>	80% Graded Course Objectives	20% Supports to Course Objectives
• <b>Music</b>	70% Graded Course Objectives	30% Supports to Course Objectives
• <b>PE/Health</b>	100 % Graded Course Objectives	
• <b>Career Tech</b>	100% Course Objectives	

### Guideline 2 - Classroom Conduct

Appropriate classroom conduct is expected of all students, including regular attendance, being punctual and respectful, and following all rules in the student handbook. Classroom conduct will not be included in an academic grade unless otherwise stated in the standard. Performance(s) may be included in a student's grade if it is the actual standard being taught or measured.

### Guideline 3 - Group Grades

Cooperative learning is a powerful teaching/learning strategy when it combines individual accountability and positive interdependence. Teachers will hold students accountable as individuals while assessing the performance of the group.

#### **Guideline 4 - Extra Credit**

If it is offered, extra credit is curriculum-based work offered to all students in order to earn additional credit or provide a learning opportunity beyond traditional curriculum. Extra credit is intended to support and supplement the curriculum and cannot replace required assignments nor be offered merely to adjust a grade. Extra credit should not exceed 3% of the overall grade earned.

#### **Guideline 5 - Student Late Work and Zeroes**

Students are expected to complete all assignments and need to be given opportunities to submit late work for credit during a current unit of instruction, thereby providing evidence of their learning. Student and teacher will work together to develop a plan to complete work in a timely manner.

Teachers will accept late summative work with a grade reduction of up to 50% of the grade earned to align with the primary purpose of grading.

Unexcused absences from class and academic dishonesty will result in a serious disciplinary consequence and up to a 50% reduction in a student's grade.

#### **Incomplete Grades (I) for 9 weeks, Semester or Year:**

Students receiving an incomplete (I) grade on their report cards shall complete the work. *If work is not completed in a timely manner, a grade of F shall be given for the missing work.* Incomplete grades may influence or determine your eligibility for athletics/activities/etc.

#### **MINIMUM COURSE LOAD**

**Ninth grade students** are required to take a minimum of six courses each semester. English, math, science, World History, health, and physical education must be included in the minimum course load.

**Tenth grade students** are required to take a minimum of six courses each semester. English, math, science, U.S. History, and physical education must be included in the minimum load.

**Eleventh grade students** are required to take five courses one semester and six courses in the other semester. English, math, science and American Government must be part of the course load.

**Twelfth grade students** are required to take five courses each semester. English, math and Economics are required in the twelfth grade and any other graduation requirements not met in previous years.

To be eligible for athletics, you must have received passing grades in a minimum of **five (5) one-credit courses**, or the equivalent, in the immediately preceding grading period. Physical education does not fulfill this requirement.



## GRADUATION REQUIREMENTS

The State of Ohio and the Mentor Exempted Village Board of Education have prescribed minimum unit requirements for a diploma. All credits completed in grades 9-12 are counted toward meeting the graduation requirements.

Subject	Units of Credit	Course
English/Language Arts	4	By Grade Level
Social Studies	1	United States History
	1/2	American Government
	1/2	Economics
	1	Social Studies Elective
Science	1	Physical
	1	Biological
	1	Science Elective
Mathematics	4	Including 1 unit of Algebra II
Health	1/2	
Physical Education	1/2	2 semesters
Business/Technology/Fine Arts/Foreign Language	1	1 credit from any listed area
Electives	5	Any area
<b>Total</b>	<b>21</b>	<b>Needed for Graduation</b>

## GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND BEYOND

The Ohio Department of Education made changes to the graduation requirements for the class of 2018 and beyond that will require students to take seven (7) end-of-course exams in addition to the 21 credits they must earn to graduate. The seven end-of-course exams include: English 9, English 10, Algebra I, Geometry, American History, American Government and Physical Science 9 or Biology. Additionally, students must meet one (1) of the following three (3) requirements: (a) Earn at least 18 points cumulatively on the 7 end-of-course exams where students must earn a minimum of four (4) points in math, four (4) points in English and six (6) points across science and social studies, (b) Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT, or (c) Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in career and achieve a score that demonstrates workforce readiness and employability on job skill assessments.

Complete information about the academic program of Mentor High School including information about course descriptions and grading policy is in the program of studies available online at [www.mentorschools.net](http://www.mentorschools.net).

It is the student's responsibility to see that requirements for graduation are met. The School will make every effort to keep up-to-date records and to keep students and parents informed about the status of progress toward graduation.

## WEIGHTED GRADES

Weighted grades, grades 9-12, are based upon the impact that weighting will have on the predictive value on the grade point average for college admissions purposes. A weighted grade gives additional point value for the grade achieved in a specific course. For example, an "A" is worth 4.0 in a non-weighted system. In a weighted grade system certain courses would be worth "A" - 4.5; "B" - 3.5; "C" - 2.5. Weighted grades do not change the letter grade, but do change the point value. Classes that shall be designated as weighted are Honors Level courses, level 3 foreign language courses, and Advanced Placement Courses. These courses shall be weighted by a (.5) factor. Students earning below a grade of "C" in a course designated as weighted will not be given the (.5) value. Students must earn a grade of "C" or above in order to receive the (.5) value on their transcript.

## IV. ATTENDANCE GUIDELINES

### COMPULSORY SCHOOL ATTENDANCE

A child between six (6) and eighteen (18) years of age is “of compulsory school age” for the purpose of O.R.C. §§3321.01 to 3321.13, inclusive. A child under age six (6) who has been enrolled in kindergarten also shall be considered “of compulsory school age” unless at any time the child’s parent or guardian, at the parent’s or guardian’s discretion and in consultation with the child’s teacher and principal, formally withdraws the child from kindergarten. All children of compulsory school age whose parents, as defined in O.R.C. §3321.01, reside in the Mentor Exempted Village School District shall be compelled to attend the schools of this district or another school that conforms to the minimum standards prescribed by the State Board of Education, or otherwise be instructed in accordance with law until one (1) of the following occurs:

- a. The child receives a diploma granted by the Board of Education or other governing authority, successfully completes the curriculum of any high school, or successfully completes the individualized education program (IEP) developed for him/her by any high school pursuant to O.R.C. §3323.08
- b. The child receives an age and schooling certificate as provided in O.R.C. §3331.01
- c. The child is excused from school under standards adopted by the State Board of Education or if in need of special education, the child is excused from such programs, pursuant to O.R.C. §3321.04.

### STUDENT ABSENCES AND EXCUSES

Absences for the following reasons shall be considered as excused:

1. Personal illness
2. Serious illness or death of a family member
3. Funeral
4. Medical appointments that cannot be arranged during non-school hours
5. Unusual or emergency situations at home
6. Religious holidays and activities
7. Authorized school activities
8. Approved college visits
9. Acts of God
10. Quarantine.

An absence for any reason other than those listed above shall be classified as unexcused. 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 a reasonable time 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.

**Classroom Level Attendance:** The classroom teacher has the responsibility to record and monitor each student’s attendance in class. The Daily Absence Report is the teacher’s official notification of student absence and will indicate whether or not an absence is considered excused or unexcused. All students listed on the Report will be considered excused unless otherwise noted. Teachers may not permit “make-up” work credit for any work missed due to an unexcused absence. This includes tests and quizzes. In the case of a suspension (In-school or Out-of-school), however, a student will be permitted to complete tests, etc., which assess work completed outside the days of suspension.

**Building Level Attendance:** Building level administrators have the responsibility to record student attendance in regard to total number of days absent and present in school. Records regarding excused or unexcused absence will not specifically be monitored at the classroom level. Each building principal shall work with his/her administrative and professional staff to develop systems within the building whereby the absence of any student from any scheduled period, module, or block of time is reported to the administrator in charge of attendance. Each building will inform parents of the requirement to call the school on days their child will be absent. The school will attempt to call those parents for a day. In instances where the school is unable to contact the parent, a notice of the absence will be sent by mail to the parent.

## STUDENT DISMISSAL

No staff member shall excuse any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the building principal. The building principal shall not excuse a student before the end of the school day without a request for the early dismissal by the student's parents or the request of the student if he/she is eighteen (18) or older. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Additional precautions shall be taken by the administration which are appropriate to the age of students, and as needs arise. Justifiable reasons shall be determined by the building administrator. If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent a custody order, the school will presume that the student may be released into the care of either parent. No student shall be released to anyone whose signature authorizing such custody is not on file in the building.

## ABSENCE FROM SCHOOL

Parents/guardians **must call** the appropriate Unit Office by **9:00 a.m.** on the day of the absence. The telephone numbers for the individual unit offices are:

Grade 9 – 440.974.5309

Grade 10 – 440.974.5310

Grade 11 – 440.974.5311

Grade 12 – 440.974.5312

All medical notes from a doctor should be given to the Unit Office. If a student is absent and the Unit Office has not received a phone call by 9:00 a.m. on the day of the absence, the appropriate Unit Office staff will attempt to contact the parent(s) or guardian at home or work. If, after two days, the Unit Office is not notified of an absence or the school has not been able to make verbal contact with a parent or guardian, the student will be considered truant and the Unit Principal will administer the appropriate consequences.

A series of letters will be sent to parents and to the student to alert them to excessive absences. This will be done according to the schedule listed below. Absences due to suspension or illness for which written verification is obtained from a doctor are not included in the number of days absent to determine Habitually Truant. Other absence letters include all absences, excused or unexcused.

- First letter after 3 absences
- Second letter after 4-11 absences (Excessive Absence Letter)
- Third letter after 12 absences
- Fourth letter after 18 absences
- Habitually Truant Letter sent when:
  - o Unexcused absent 30 or more consecutive hours (5 days)
  - o Unexcused absent 42 or more hours in a month (6 days)
  - o Unexcused absent 72 or more hours in a school year (11 days)

## OVER 18 ABSENCES:

1. A note from a doctor must accompany each absence. Without a note, the absence will be considered unexcused.
2. File in juvenile court if appropriate.

The student has the right to a hearing in order to appeal the determination of the number of days of absence. The administrator in charge of attendance at each building will conduct this hearing.

This procedure is designed to provide a means of accounting for student attendance and encouraging students to attend in a regular manner. The procedure is also designed with intent to confront and curtail an attendance problem at its onset.

In all cases, the Unit Principal will make determinations regarding whether or not an absence is considered excused or unexcused. The administrator may deny pre-arranged absence requests if he/she believes an absence is unjustified, or if he/she feels that student has exceeded a reasonable limit of absences. In making any determinations, however, the administrator will use the criteria listed above.

## LONG TERM ABSENCE

Parents who know that because of illness a student will be absent for twenty or more consecutive school days are encouraged to contact the unit principal to explore the possibility of the student's receiving home tutoring.

## EXTRACURRICULAR PARTICIPATION

In order to participate in an extracurricular activity or function, a student must be in school for a minimum of one-half (1/2) day on the day of the event.

## APPOINTMENTS (MEDICAL/DENTAL)

Efforts should be made to arrange appointments during non-school hours. If your child has a morning doctor or dentist appointment, an excuse from the doctor is required so that the tardiness will be medically excused. The tardiness to school will be considered unexcused if there is no confirmation of an appointment.

## PRE-ARRANGED ABSENCE

Pre-arranged absences are for appointments, personal business or other reasons not excused by the state. Students requesting permission to be excused from school must bring a written request signed by a parent or guardian. The request must state:

1. Reason
2. Time of desired dismissal
3. Tentative time of return, and
4. Phone number where parent may be reached.

The early dismissal request should be presented to the Unit Office at least one full day prior to the time requested. The appointment will be verified and the student's name will be listed along with the time of leaving when the daily attendance sheet is prepared for all teachers. Students pick up exit passes in the Unit Office when they leave for their appointment. Should students return to school after their appointment, they are to check in with Security where the time of re-entry will be recorded. We strongly urge doctor and dentist appointments be made outside school hours.

For vacation requests, students should contact the Unit Office at least one week prior to the proposed absence. Teachers' and administrators' signatures on vacation absence requests do **NOT** constitute approval by the school for the absence but simply confirm proper notification of the reason for this absence. Teachers are not obligated to permit make-up work if proper arrangements have not been made **prior** to departure. Teachers are encouraged to assess the impact of the absence(s) upon the student's academic performance but shall allow the student to make up any work missed due to an excused absence as determined by the Unit Office. Assignments during a prearranged absence are due on the day the student returns to school, unless other arrangements have been made with the teacher affected. **A teacher may choose not to give credit for work turned in after the due date.**

## TRUANCY

### HOUSE BILL 410

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. After careful review, the Mentor School District is implementing guidelines contained in House Bill 410 in order to help support academic success of our students and partner with families to identify and reduce barriers to regular school attendance.

Beginning with our 2017-18 school year the following changes will be taking place.

### A. CHANGES IN THE DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES\*

- The definition of "**habitual truant**" will be changed from days to hours. The new definition is:
  - o Absent 30 or more consecutive hours without a legitimate excuse (5 days for both elementary and secondary);
  - o Absent 42 or more hours in one school month without a legitimate excuse (7 days for elementary, 6 days for secondary);
  - o Absent 72 or more hours in one school year without a legitimate excuse (12 for elementary, 11 for secondary);

- Definition of “**excessive absences**”
  - o Absent 38 or more hours in one school month *with or without* a legitimate excuse (7 days for elementary, 6 days for secondary);
  - o Absent 65 or more hours in one school year *with or without* a legitimate excuse (11 days for elementary, 10 days for secondary)
- Definition of “**chronic absenteeism**”
  - o Absent 92 or more hours *with or without* a legitimate excuse (16 days or elementary, 14 days for secondary)

*\*Notifications to the family will be sent prior to the triggering absences above through Infinite Campus messages.*

## **IF A STUDENT IS “HABITUALLY TRUANT” OUR DISTRICT WILL FOLLOW THESE GUIDELINES TO WORK WITH THE STUDENT AND THEIR FAMILIES.**

1. Within **seven** calendar days of the triggering absences, our absence intervention team will notify the family *in writing*.
2. Within **ten** calendar days of the triggering absence, the student will be assigned to an absence intervention team that will include two district representatives and the child’s parent or guardian. If families are not responsive to at least three good faith attempts by the district to engage them in the absence intervention team process, the district may file a report to the county children services agency for abuse or neglect.
3. Within **14** school days after the assignment of the team, a student-centered absence intervention plan will be developed with and for the student containing an agreed-upon strategy for getting the student to school every day and may provide supportive services to families that could include counseling, education and parenting programs, mediation, or intervention programs available through juvenile authorities.
4. If the student does not make progress on the plan or continues to be excessively absent, the district will file a complaint in the juvenile court.

These changes are taking place because we know that it is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. We also know that there are many reasons students miss school and want to make sure we are identifying and supporting students who may need extra support and services. We are sure these changes will help increase attendance rates to help students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce.

Other changes that are implemented due to House Bill 410 related to **student discipline** include:

- Students cannot be expelled or suspended out of school due to excessive absences or truancy.
- Students are permitted to make up missed work due to out-of-school suspensions
- Students may be required to participate in community service or an alternative consequence for the number of hours equal to the time left on a suspension in a school year.

## **TARDINESS**

School begins at 7:22 a.m. Students arriving late must report to Security to check in. A student who fails to do so will be considered unexcused. Tardiness to class is the responsibility of the classroom teacher. Teachers will determine consequences for tardiness. Problems of excessive tardiness will be referred to the appropriate unit principal. Students late because of talking with a teacher, etc., should go directly to class with a pass from that teacher.



## TARDY TO SCHOOL CONSEQUENCES

TARDY TO SCHOOL PRIOR TO 7:35 A.M.	
1 - 2 tardies	Warning
3 - 4 tardies	Teacher/Office Detention
5th and subsequent tardies	ASR/Saturday School

TARDY TO SCHOOL AFTER TO 7:35 A.M.	
1st tardy	Teacher/Office Detention
2 - 3 tardies	ASR
4th and subsequent tardies	Saturday School

### LATE START WEDNESDAYS

TARDY TO SCHOOL PRIOR TO 8:20 A.M.	
1 - 2 tardies	Warning
3 - 4 tardies	Teacher/Office Detention
5th and subsequent tardies	ASR/Saturday School

TARDY TO SCHOOL AFTER TO 8:20 A.M.	
1st tardy	Teacher/Office Detention
2 - 3 tardies	ASR
4th and subsequent tardies	Saturday School

## V. STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

### INTRODUCTION

The Board of Education acknowledges that conduct is closely related to learning—an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

Parents or guardians have the primary responsibility for establishing and maintaining positive discipline with their children. While students are in school, however, members of the school staff must act in the place of parents (*loco parentis*) in maintaining discipline; therefore, they shall have the authority necessary to maintain a proper learning climate. In addition, teachers are expected to employ sound, preventative measures as well as to avoid provoking negative behaviors. Teachers may refer students to the building administrator who is then responsible for determining the necessity for, and the nature of, further disciplinary action.

Parents and school personnel share the responsibility for educating and disciplining students, so they must work closely together. The school staff has the obligation to be fair, honest, reasonable, and consistent in their dealings with students. The parents have the obligation to be cooperative, reasonable, and honest in working with school personnel. Only by developing a climate of mutual trust and respect can the school and the home work effectively together in the best interest of the child.

Teachers and administrators are assured of prompt and decisive support of the Board of Education in cases involving incorrigible conduct. The Board of Education will expect the support of the professional staff in maintaining an orderly educational climate for learning.

## **BASIC ELEMENTS OF SCHOOL DISCIPLINE**

The maintenance of school discipline and proper behavior is essential to the establishment of a proper learning environment. All employees as well as all students are responsible for the maintenance of good discipline within the school setting.

A breach of discipline is any pupil conduct which substantially and materially interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the education program or which are antagonistic to the welfare of other students, the staff and/or the system cannot and will not be tolerated.

School authorities cannot accept liability and responsibility for student health, safety and welfare unless the student conforms to the specified standards of good conduct.

In order to maintain the proper learning environment of all students, students committing serious breaches of discipline will be removed from the school setting in compliance with the student suspension and expulsion procedures.

## **CODE OF STUDENT CONDUCT – POLICY 6.19**

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities, events, or incidents that have occurred on property owned or controlled by the District and misconduct by a pupil that, regardless of where it occurs, is directed at a school District official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

## **VIOLATIONS**

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

A. Disruption of School: A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

Disruption of school shall include, but is not limited to, the following types of behavior:

1. Unauthorized occupying of any school building, school grounds, or part thereof with intent to deprive others of its use.
2. Unauthorized blocking of the entrance or exit of any school building or corridor or room therein, with intent to deprive others of lawful access to or from, or use of, the building or corridor or room.
3. Prevention of or attempting to prevent by any act the convening or continued functioning of any school, class, or activity of or any lawful meeting or assembly on the school campus.
4. Preventing students or other authorized persons from attending a class, a school activity, or boarding/unboarding a school vehicle.
5. Except under the direct instruction of the principal or his/her designee, blocking normal pedestrian or vehicular traffic on a school campus.
6. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class, supervise a study hall, or conduct any other proper school function.

7. Displaying a belligerent, defiant and/or insubordinate (disobedient) manner in refusing to comply with reasonable requests of authorized school personnel.
  8. Consensual and inappropriate physical contact or public display of affection.
  9. Prevention of or attempting to prevent by any act the functioning of the school disciplinary process.
  10. ID Card Violation – All high school students must wear on a lanyard, around their neck, an official Mentor High School identification card.
  11. Temporary ID Card Violation – All students must wear an official temporary identification card obtained from the high school pupil services office when not in possession of their card.
  12. Defacing ID Card – All students must not deface their identification tag in any way. This includes stickers, press-ons, personal markings, pictures or cuttings. All defaced identification cards must be replaced immediately.
- B. Damage, Destruction or Theft of Property:**
1. **School Property:** A student shall not intentionally cause or attempt to cause damage or to vandalize school property or to steal or attempt to steal school property. Damage or vandalism can include, but is not limited to, writing on desks, graffiti, or damaging bus seats. In accordance with the Ohio Revised Code 3109.09, parents or guardians will be held fiscally responsible for any property damage by their child.
  2. **Property of Others:** A student shall not intentionally cause or attempt to cause damage to property of others, or steal or attempt to steal others' property.
- C. Threats and Intimidation (Menacing):** A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to, threats used to extort money or any other item of value from another student or person. This includes pushing of another student.
- D. 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 organizations that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, negligence, or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this rule.
- E. Use or Possession of Tobacco/Nicotine Products:** A student shall not possess, use, sell, or offer to sell, buy or offer to buy, or distribute any tobacco product, (including, but not limited to cigarettes, cigars, snuff and chewing tobacco), or any alternative nicotine product or device (including electronic, vapor, or other substitute forms of cigarettes), or any tobacco or nicotine cessation product, or aid any other student to use, sell or distribute any tobacco product (including, but not limited to cigarettes, cigars, snuff and chewing tobacco), or any alternative nicotine product or device (including electronic, vapor, or other substitute forms of cigarettes), or any tobacco or nicotine cessation product.
- F. Use or Possession of Alcoholic Beverages or Drugs:** A student shall not possess, use, sell or offer to sell, buy, or offer to buy, transmit, cultivate, manufacture, be under the influence of or aid any other student or person to possess, use, sell or offer to sell, buy or offer to buy or transmit, cultivate, manufacture, any substance containing betel nut or narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, "inhalant," "look-alike," "designer drug," controlled substance, dangerous substance or any other drug or counterfeit controlled or dangerous drug or intoxicant of any kind. The prescribed use of a drug as authorized by a medical prescription and properly contained and labeled from a registered pharmacist or physician or aspirin or its substitutes or over the counter cold remedies or drugs which are properly labeled and contained or which are for external use only, shall not be considered a violation of this rule, provided school policy is adhered to, possession of medication is in a prescribed quantity, and drugs are not transferred in any way and remain in the possession of the person for whom the prescription or medication was specifically intended. Medications and prescription drugs that are authorized for possession or consumption during school should be registered with the school nurse prior to their consumption (Policy 6.34). The sale of any substance specified in the section or the possession of or aiding another student in the possession of a quantity of a controlled substance or dangerous substance, as specified above, which meets or exceeds the quantities necessary to qualify as a "bulk" amount (defined in R.C. 2925.01) shall be considered a more serious offense than possession of a quantity less than the "bulk" amount.

The possession, use, sale or offer to sell, purchase or offer to purchase or transmittal of any substance which is represented or held out to be one of the substances prohibited by this rule, including, but not limited to illegal, illicit, prescription, over the counter medication, or “look-alike” drugs, is also prohibited. Possession of smoking devices or other paraphernalia typically used in the consumption of dangerous drugs or controlled substances is also prohibited as is the possession or use of any electronic device with the capability of transmitting and/or receiving communication, not authorized by school personnel. Over-the-counter drugs containing known stimulants (caffeine, phenylpropanolamine and ephedrine), for example NO-DOZ and diet pills and antihistamines, which act as sedatives, are known to serve as gateway drugs to use of stronger and more dangerous substances. These drugs can be in and of themselves, abused, and are prohibited from school.

- G. Repeated Violation of School Rules: A student shall not repeatedly fail to comply with school rules and regulations or directions of teacher, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.
- H. Use or Possession of Weapons and Dangerous Instruments: A student shall not possess, handle or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, stun gun, pepper spray, mace, chains, smoke or irritant-producing devices or any other object that can be used as a weapon or that can reasonably be considered a weapon or resemble or is a facsimile of a weapon. This rule does not apply to normal school supplies like screwdrivers in industrial arts or vocational programs or exacto knives in art class when used for their intended purpose. A student shall also not knowingly possess a deadly weapon or dangerous ordnance or knowingly convey or attempt to convey any deadly weapon or dangerous ordnance or possess an object, as defined in the policy governing dangerous weapons, in a school safety zone.
- I. Setting of Fire and Possession and Use of Fireworks and Other Explosive Devices:  
No student in school, on school premises, or school buses shall:
1. Expend fireworks.
  2. Possess or transport commercial fireworks or materials that could easily be converted to use in creating explosive type devices.
  3. Aid any other student or person to expend fireworks.
  4. Construct or help another student or person to construct an explosive-type device.
  5. Set a fire, urge or aid any other student or person in setting a fire.
  6. Set a smoke or “stink” bomb or urge or aid any other student or person in setting a smoke or “stink” bomb in school or on school premises.
  7. Possess or use any incendiary device not under supervision of a faculty member to include, but not limited to, cigarette lighters or matches.
  8. Be in possession of, handle, or sell any form of ordnance (for example, bullets, blanks, or look-alike ammunition).
- J. False Reporting of Fire Alarms, Bomb Threats, Fires: No student shall submit or urge any other student or person to submit a false fire alarm or false report that a bomb or other explosive device is located within any school building, on a school bus or other service or administrative buildings. No student shall interfere with, tamper with, or otherwise reduce the effectiveness or accessibility to fire extinguishers, fire hoses, fire alarms, emergency exit signs, automated external defibrillators (AED), or other safety equipment.
- K. Identification: All students must promptly, upon request, correctly identify themselves to authorized personnel in school buildings, on school grounds, on school buses, or at school-sponsored events.
- L. Profane, Abusive, or Disrespectful Language and Gestures: Students shall not use any form of abusive, profane, offensive, obscene, or disrespectful language or gestures. . .
1. in general, or
  2. toward authorized school personnel.
- M. Physical Injury and/or Fighting:
1. Fighting – A student shall not cause or attempt to cause physical injury by fighting.
  2. Physical Injury – A student shall not behave in such a way as could reasonably cause physical injury to self or another.

- N. Actions for Assault and Battery: No student or group of students shall threaten/assault or use force/battery to any staff member, his/her family or property or to any other person.
- O. Attendance: Students (and their parents) shall comply with state and local attendance laws. School attendance shall include, but is not limited to, attendance at all assignments as specified in the student's schedule. In addition, students must not be tardy to their assignments as specified in their schedules. Thus, the following subsections of this code apply:

1. Students must not be tardy to school in general. They must report to their first assignment on time, and they must be on time to their class periods or other assignments as specified in their schedule.
2. Students must not be absent from class without permission. This includes being present in school but not attending assigned classes. Such absence will be considered class truancy.
3. Students must not be absent from school without permission. This includes coming to school and then leaving the building without authorization. Such absence will be considered truancy from school.
4. Students must attend teacher detentions on time and as assigned. Absence from or tardiness to teacher detentions will be considered truancy from teacher detentions.
5. Students must attend office detentions/ASR's on time and as assigned. Absence from or tardiness to office detentions/ASR's will be considered truancy from office detentions.
6. Unauthorized presence in areas of the school without a pass or without the permission of a staff member is considered a violation of this code.

(NOTE: Students of compulsory school age who have been absent without legitimate excuse as approved by school personnel for 10 consecutive days, or a total of at least 15 days during a semester, with appropriate hearing and notification procedure, shall be reported to the Ohio Bureau of Motor Vehicles for denial of driving privileges.)

- P. Gambling: No student shall gamble or assist others to gamble.
- Q. Unlawful Behavior: No student shall be involved in any conduct which violates local, state or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of self and others. School disciplinary action will be in addition to any action civil or juvenile authorities choose to take. Unlawful acts may include, but are not limited to: spitting, assault, battery, larceny, robbery, malicious mischief, unlawful assembly, malicious threats, affrays, arson, malicious use of the telephone, false fire alarms, or extortion.
- R. Falsification, Forgery, and Cheating:

1. Falsifying Information – No student shall change, alter or modify, or attempt to change, alter or modify any record, document or form required to be submitted to or used in the operation of the schools. Falsification also shall include, but is not limited to, any verbal representation intended to have or actually having the same effect of any written forgery as specified.
2. Forgery of school or school related documents – No student shall knowingly forge any writing of another or forge any writing so that it purports to be genuine when it is actually false. No student shall use or aid another student to use any altered, modified or forged record, document or form required to be submitted or used in the operation of the school.
3. Cheating or plagiarizing – No student shall copy or plagiarize any record or document of another or use a record or document as their own when it is actually someone else's. This includes, but is not limited to, any documents from the internet.

- S. Transportation: Students must ride only their assigned bus unless approved by their building principal for riding other than their assigned bus. All students must comply with the following regulations while using, preparing to use, or immediately after the use of any transportation provided by the Mentor Schools:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly. When any school bus is stopped for any railroad crossing, all passengers must be silent until the crossing is completed.

7. Pupils must refrain from eating and drinking on the bus except as required for medical reasons. (This includes pop, candy, gum, etc.)
  8. Pupils must not use profane language.
  9. Pupils must not use tobacco on the bus.
  10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
  11. Pupils must not throw or pass objects on, from, or into the bus.
  12. Pupils may carry on the bus only objects that can be held in their laps. Animals, firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses.
  13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
  14. Pupils must not put head or arms out of the bus windows.
  15. Students must wait for driver's signal before crossing in front of the bus. Students shall cross ten feet in front of bus and be alert for oncoming vehicles.
  16. Students who fail to properly identify themselves, when requested, shall be considered for suspension from all bus service from school.
- T. Dress and Appearance: Students' dress and appearance shall be in accordance with the properly adopted dress guidelines and not in a manner that presents a clear and present danger to the student's health and safety, or in a manner which causes or can cause an interference with school work or which creates a classroom or school disruption. The wearing of insignia, including, but not limited to T-shirts, belt buckles, etc., which promote, encourage and/or describe activities prohibited in this policy and those insignia which can be forecast to materially and substantially disrupt the operation of the school are prohibited. Hats/caps and coats/jackets will be removed upon entering the school building.
- U. Compliance with Driving/Parking Regulations: All students driving to school must keep their vehicles under control at all times, following established safety procedures, and comply with school parking regulations, as defined in School Board Policy.
- V. Possession of Stolen School or Private Property: No student shall receive, retain, or possess school or private property knowingly or having reasonable cause to believe it has been stolen.
- W. Refusing to Accept Discipline: Violation of the conditions of student discipline as specified in the student discipline notice to parents shall be considered a separate and distinct disciplinary violation and subject to additional disciplinary penalties including additional suspension and /or expulsion. This pertains to all disciplinary actions: In School Restriction, After School Restriction, Saturday School Detention and the Insight Program.
- X. Sales on School Premises: No student shall sell, offer to sell, buy, offer to buy, or exchange or trade any service, product, material, substance or other thing of value without prior authorization of the building principal.
- Y. Harassment: No one, including employees or administrators shall be subjected to harassment in any form and by any means of communications or actions. Harassment includes but is not limited to unwelcome sexual advances or any form of uninitiated or improper physical contact, sexual remarks or sexual acts. Harassment shall also include stalking of another person, or any speech or action that creates a hostile, intimidating, or offensive learning or work environment. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to proper authorities in compliance with state law.
- Z. Harassment, Intimidation, or Bullying: No student shall harass, intimidate, or bully or attempt to harass, intimidate, or bully another student, employee or administrator.
- AA. Racial, Religious or National/Origin Bigotry and Intolerance: No student shall display racial, religious or national origin bigotry or intolerance. No students shall violate or urge others to violate the civil rights of any other person.
- BB. Student Group: It is the policy of the Board of Education that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

Definition of a Gang: A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes but is not limited to: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes members in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting policy profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any action directly resulting from membership or interest in a gang. Membership in the organization or operation of any school fraternity, sorority, or other secret society as described by law is prohibited through the School District.

CC. Computer Use: Students may not use any school computers in an unauthorized manner. Unauthorized use may include, but not be limited to, access to illicit areas of the internet, plagiarism, tampering with school records or school work, or in any way using a school computer for personal gain not related to official school projects or papers.

DD. Possession of Electronic Communication Devices: Students may not use any electronic communication devices in an unauthorized manner.

EE. Students may not attempt to engage in conduct prohibited by this policy.

**Adopted: November 21, 2017**

## **STUDENT DISCIPLINE-POLICY 6.18**

### **IN-SCHOOL/AFTER SCHOOL RESTRICTION, IN-SCHOOL SUSPENSION, SATURDAY SCHOOL, DETENTION**

In-school/after school restriction, in-school suspension, Saturday School, and/or detention are progressive discipline options that the principal may use to improve attendance, modify student behavior and to monitor the student's behavior during the disciplinary process.

1. Lunch Time Detention: The principal (or faculty member) may designate an area in which the student must remain during the lunch period. Students are to have an opportunity to eat their lunch. Failure to report for or to complete the detention may result in an in-school restriction, Saturday school restriction, or an out-of-school suspension.
2. Before and After School Detention: The principal (or faculty member) may require a student to serve a detention before school or after school provided the parents have been given at least one (1) day notice and have agreed to be responsible for the child's transportation either to or from school. If the student is a bus rider and the principal cannot verify that the parents agree to be responsible for the student's transportation before or after school, detention should not be used or should be delayed until verification is received. Failure to report for or to complete the detention may result in additional school discipline up to and including out-of-school suspension.
3. In-School/After School Restriction/Saturday School: The Saturday School will be in session from 8:30 a.m. to 11:30 a.m. Attendance is to be taken from the attendance sheet and recorded by the supervising personnel. Any discrepancy noted should be promptly reported to the administrative personnel. A student missing any portion of his/her assigned time in restriction or Saturday School may be subject to additional school discipline up to and including out-of-school suspension. The rules and procedures regarding participation are to be published in the student handbooks. Rules should include but not necessarily be limited to the following:
  1. Students are to have sufficient learning activities and materials for the period of their restriction or Saturday School.
  2. Students are not to communicate with each other unless given special permission to do so.
  3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
  4. Students shall not be allowed to use the telephone or to go to their lockers.

5. Students shall not be allowed to put their heads down to sleep.
6. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
7. No food or beverages shall be consumed.
8. Students are required to have class assignments with them when they attend restriction or Saturday School.

Transportation to and from Saturday School shall be the responsibility of the parent/guardian of the student. Transportation from after school restriction is the responsibility of the parent/guardian. The Saturday School and restrictions shall be held in a school building as determined by the Superintendent.

### **EXPULSION, SUSPENSION, EMERGENCY REMOVAL, PERMANENT EXCLUSION, AND ALTERNATIVE DISCIPLINE**

During the time of suspension, expulsion, or removal, the student (if he/she is eighteen (18) years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, to be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend the class or participate in the activity for the duration of the removal.

A suspension or expulsion shall result in the student's total removal from the education program. Credit will not be given for work missed due to out-of-school suspension. For an in-school suspension, credit will be given for all classroom assignments that can be completed during the in-school suspension or as homework if the student collects the assignments.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline.

A student who is suspended or expelled from the Joint Vocational School District is also to be regarded as suspended or expelled from the School District.

#### **A. Definitions**

1. Suspension is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function.
2. Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten (10) school days but not exceeding the greater of eighty (80) school days, or one (1) year in certain circumstances, or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to O.R.C. 3313.66 (F).
3. Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.
4. Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled, or participate in an extracurricular activity in which he/she has been involved, for a period of less than one (1) school day.
5. Permanent Exclusion means the prohibition of a pupil forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school district.

#### **B. Expulsion**

1. The Superintendent is the only school administrator who may expel a pupil.
2. Whenever an incident occurs that may lead to an expulsion, the principal may suspend a student prior to the expulsion hearing.



3. The Superintendent shall give the pupil and his/her parent, guardian, or custodian written notice of the intention to expel the pupil and his/her parent, guardian, custodian, or representative an opportunity to appear before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain his/her actions. The notice must include:
  - a. The reason(s) for the intended expulsion.
  - b. Notification of the right of the pupil and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the pupil's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.
  - c. The date, time and place to appear must not be earlier than three (3) nor later than five (5) school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained eighteen (18) years of age, the right accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, his/her refusal will be noted in the presence of a witness.
  - d. If the proposed expulsion is based on a violation listed in O.R.C. 3313.662(A) and the pupil is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.
4. The Superintendent or designee may grant an extension of time if requested on behalf of the student. If granted, the Superintendent must notify all parties of the new date, time, and place of the hearing.
5. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story.
6. The student may waive his/her right to a hearing. This waiver is to be in writing and signed by both student and parents. Additionally, the student can waive the hearing by not appearing or by his/her representative not appearing at the scheduled hearing.
7. If the Superintendent decides to expel, within one (1) school day of the decision to expel, the Superintendent must notify the parent, guardian, or custodian of the pupil and the Chief Financial Officer of the Board of Education of the action to expel in writing. If at the time an expulsion is imposed there are fewer school days remaining in the school year in which the incident that gives rise to the expulsion takes place than the number of days the student is to be expelled, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:
  - a. The reason(s) for the expulsion.
  - b. Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of expulsion.
  - c. The right of representation at the appeal.
  - d. The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
  - e. Notification that the expulsion may be subject to extension pursuant to O.R.C. 3313.66(F) if the student is sixteen (16) years of age or older.
  - f. Notification that the Superintendent may seek the pupil's permanent exclusion if the expulsion is based on a violation listed in O.R.C. 3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
  - g. If the Superintendent expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.
8. An appeal of the expulsion must be made within ten (10) school days of receipt of the notice of expulsion.
9. A pupil or his/her parent, guardian, or custodian may appeal the expulsion to the Board of Education or its designee. The pupil or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the pupil, parent, guardian, custodian or representative.

10. A verbatim record shall be made of the hearing.
11. The Board of Education or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion.
12. The action of the Board or its designee on the expulsion must be in a public meeting.
13. The Chief Financial Officer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision.
14. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
15. The Superintendent, at his/her discretion, may require/allow a student to perform community (including the school district) services in conjunction with or in place of an expulsion. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the expulsion into the following school year. This provision does not apply to students expelled for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.
16. The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Code of Student Conduct even if the student withdraws from the Schools for any reason after the incident that gave rise to the hearing but prior to the hearing or decision to expel. If, following the hearing, the student would have been expelled had he/she still been enrolled in the school, the Superintendent shall impose the expulsion for the same length of time as a student who has not withdrawn from school.

### **C. Suspension**

1. The Superintendent, principal, assistant principal, or any other administrator from the district's educational program, are the only school administrators who may suspend a pupil.
2. Whenever an incident occurs that may lead to a suspension, an administrator shall investigate the nature of the alleged offense.
3. Prior to suspension or a hearing, the Superintendent or principal must give the pupil written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in O.R.C. 3313.662(A) and the pupil is sixteen (16) years of age or older, the notice may include a statement that the Superintendent may seek to permanently exclude the pupil if he/she is convicted or adjudicated a delinquent child for the violation.
  - a. The pupil shall be provided an opportunity to appear at an informal hearing before the Superintendent, principal, assistant principal, or any other administrator from the District's educational program, to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend.
  - b. Whenever a student has attained eighteen (18) years of age, the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness.
  - c. The principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
4. If the administrator decides to suspend, within one (1) school day of the decision to suspend, the Superintendent, principal, assistant principal, or any other administrator from the District's educational program, must notify the parent, guardian, or custodian of the pupil and the Chief Financial Officer of the Board of Education of the action to suspend in writing. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. The notice of suspension must include:
  - a. The reason(s) for the suspension.
  - b. The duration of the suspension.
  - c. Notification of the right of the pupil, parent, guardian or custodian to appeal to the Board of Education or its designee within five (5) days after the date of the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than five (5) days after the date of the notice of suspension.
  - d. The right of representation at the appeal.

- e. The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
  - f. Notification that the Superintendent may seek the pupil's permanent exclusion if the suspension is based on a violation listed in O.R.C. 3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
5. An appeal of the suspension must be made within fourteen (14) days of receipt of the notice of suspension.
  6. A verbatim record of the appeal hearing shall be made.
  7. The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the suspension.
  8. The action of the Board or its designee on the suspension must be in a public meeting.
  9. The Chief Financial Officer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision.
  10. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
  11. The Superintendent, at his/her discretion, may require/allow a student to perform community (including the school district) services in conjunction with or in place of a suspension. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the suspension into the following school year.
  12. If, in the principal's opinion, the alleged infraction may warrant expulsion, s/he shall, as soon as practicable after the infraction, refer the case to the expulsion committee and submit the following documentation.
    - a. the rule(s) alleged to have been violated
    - b. the charges against the student
    - c. approximate date of the violation
    - d. recommendation(s) for expulsion
    - e. copy of the removal
    - f. chronology of disciplinary/corrective actions and witness statements
    - g. written notice to parents
    - h. transcript of grades
    - i. attendance records
    - j. statements from professional staff regarding student's efforts, attitudes, or particular problems
    - k. statement from counselor regarding help to student, attempts at remediation or correction, etc.
    - l. permanent record

#### **D. Emergency Removal**

##### **1. By Teacher**

- a. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a pupil from curricular activities under his/her supervision, but not from the premises.
- b. During school hours, the pupil must be sent to the office.
- c. If a teacher makes an emergency removal, the reason(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.
- d. If the emergency removal exceeds one (1) school day, then a due process hearing must be held within three (3) school days after removal is ordered.
  - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the pupil as soon as practicable prior to the hearing.
  - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

- iii. The hearing and notice requirement shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- e. If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given.
- f. In an emergency removal, a pupil can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

## 2. By Administrator

- a. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal may remove a pupil from the school premises.
- b. If it is intended that the pupil be removed for more than one (1) school day, a due process hearing must be held within three (3) school days after the removal is ordered.
  - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the pupil as soon as practicable prior to the hearing.
  - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
  - iii. The hearing and notice requirement shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- c. In an emergency removal, a pupil can be kept from class or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.
- d. Less than One (1) School Day Removal

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity or school premises for less than one (1) school day and is not subject to suspension or expulsion, the due process requirements of this policy do not apply.

**Adopted: November 7, 2007**

## **ACADEMIC CONSEQUENCES OF SUSPENSION AND EXPULSION**

Since the goal of the Mentor Public Schools is to provide each student with a quality education, exclusion from school by suspension or expulsion will be reserved for only the most serious or persistent offenses. Students committing offenses warranting suspension or expulsion have forfeited their right to participate in the educational program during their suspension or expulsion. While students are expected to complete all course work assigned during the period of suspension, this work will not be done for credit unless the principal with teacher input finds the existence of extenuating circumstances. Students will, however, be permitted to make up tests or turn in projects that were assigned (or covered materials) before the period of suspension. Students may not attend extra or co-curricular school activities during a suspension or expulsion.

## **SENATE BILL 218 – SMOKING CITATIONS**

With the passage of Substitute Senate Bill 218, Ohio children under the age of 18 will now be cited for using, possessing, or purchasing tobacco products -- legally defined as cigarettes (including clove and hand rolled cigarettes), cigars, pipe tobacco, chewing tobacco, and snuff. Law enforcement officials will issue a minor misdemeanor citation and allege a violation of Section 2151.87 (B) of the Ohio Revised Code for juveniles possessing or using a tobacco product. Any tobacco product confiscated will be destroyed as contraband.

The offense is waivable and, therefore, upon a citation being issued, the juvenile and parent can waive their appearance in Juvenile Court by paying a \$100.00 fine and court costs, currently \$38.00. Should no waiver be sought, an optional consequence the juvenile court may assign is a smoking intervention program through Lake Hospitals. The program includes four evening sessions and will cost the juvenile and parent \$55.00.

## **COMPULSORY SCHOOL ATTENDANCE – POLICY 6.00**

A child between six (6) and eighteen (18) years of age is “of compulsory school age” for the purpose of O.R.C. §§3321.01 to 3321.13, inclusive. A child under age six (6) who has been enrolled in kindergarten also shall be considered “of compulsory school age” unless at any time the child’s parent or guardian, at the parent’s or guardian’s discretion and in consultation with the child’s teacher and principal, formally withdraws the child from kindergarten. All children of compulsory school age whose parents, as defined in O.R.C. §3321.01, reside in the Mentor Exempted Village School District shall be compelled to attend the schools of this district or another school that conforms to the minimum standards prescribed by the State Board of Education, or otherwise be instructed in accordance with law until one (1) of the following occurs:

- A. The child receives a diploma granted by the Board of Education or other governing authority, successfully completes the curriculum of any high school, or successfully completes the individualized education program (IEP) developed for him/her by any high school pursuant to O.R.C. §3323.08.
- B. The child receives an age and schooling certificate as provided in O.R.C. §3331.01.
- C. The child is excused from school under standards adopted by the State Board of Education or if in need of special education, the child is excused from such programs, pursuant to O.R.C. §3321.04.

**Adopted: July 18, 2006**

## **STUDENT ABSENCES AND EXCUSES – POLICY 6.08**

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. Out-of-state travel, not to exceed twenty-four (24) hours per school year that the student’s school is open for instruction, for participation in an enrichment activity approved by the Board or an extracurricular activity, defined as a pupil activity program operated by the District but not included in a graded course of study.
- L. 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 makeup work shall be completed within a reasonable time 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.

## Classroom Level Attendance

The classroom teacher has the responsibility to record and monitor each student's attendance in class. The Daily Absence Report is the teacher's official notification of student absence and will indicate whether or not an absence is considered excused or unexcused. All students listed on the Report will be considered excused unless otherwise noted. Teachers will not permit "make-up" work credit for any work missed due to an unexcused absence. This includes tests and quizzes. In the case of a suspension (In-school or Out-of-school), however, a student will be permitted to complete tests, etc., which assess work completed outside the days of suspension.

## Building Level Attendance

Building level administrators have the responsibility to record student attendance in regard to total number of days absent and present in school. Records regarding excused or unexcused absence will not specifically be monitored at the classroom level.

Each building principal shall work with his/her administrative and professional staff to develop systems within the building whereby the absence of any student from any scheduled period, module, or block of time is reported to the administrator in charge of attendance. Each building will inform parents of the requirement to call the school on days their child will be absent. The school will attempt to call those parents for a day. In instances where the school is unable to contact the parent, a notice of the absence will be sent by mail to the parent.

LEGAL REFS: O.R.C. §§3301.60, 3321.041, 3321.13

ODE EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017)

**Adopted: December 12, 2017**

## **EXCESSIVE ABSENTEEISM ADDENDUM – POLICY 6.09 (August 4, 2017)**

In December 2016, the Ohio General Assembly passed **House Bill 410** to encourage and support a preventative approach to excessive absences and truancy. After careful review, the Mentor School District is implementing guidelines contained in House Bill 410 in order to help support academic success of our students and partner with families to identify and reduce barriers to regular school attendance.

Beginning with our 2017-18 school year the following changes will be taking place.

### **A. Changes in the Definition of Truancy and Excessive Absences\***

- The definition of **'habitual truant'** will be **changed from days to hours**. The new definition is:
  - o Absent 30 or more consecutive hours without legitimate excuse (5 days for both elementary and secondary);
  - o Absent 42 or more hours in one school month without a legitimate excuse (7 days for elementary, 6 days for secondary) ;
  - o Absent 72 or more hours in one school year without a legitimate excuse (12 for elementary, 11 for secondary);
- Definition of **"excessive absences"**
  - o Absent 38 or more hours in one school month *with or without* a legitimate excuse (7 days for elementary, 6 days for secondary);
  - o Absent 65 or more hours in one school year *with or without* a legitimate excuse (11 days for elementary, 10 days for secondary)
- Definition of **"chronic absenteeism"**
  - o Absent 92 or more hours *with or without* a legitimate excuse (16 days or elementary, 14 days for secondary)

\*Notifications to the family will be sent prior to the triggering absences above through Infinite Campus messages.

**If a student is “habitually truant” our district will follow these guidelines to work with the student and their families.**

1. Within **seven** calendar days of the triggering absences, our absence intervention team will notify the family in writing.
2. Within **ten** calendar days of the triggering absence, the student will be assigned to an absence intervention team that will include two district representatives and the child’s parent or guardian. If families are not responsive to at least three good faith attempts by the district to engage them in the absence intervention team process, the district may file a report to the county children services agency for abuse or neglect.
3. Within **14** school days after the assignment of the team, a student-centered absence intervention plan will be developed with and for the student containing an agreed-upon strategy for getting the student to school every day and may provide supportive services to families that could include counseling, education and parenting programs, mediation, or intervention programs available through juvenile authorities.
4. If the student does not make progress on the plan or continues to be excessively absent, the district will file a complaint in the juvenile court. These changes are taking place because we know that it is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. We also know that there are many reasons students miss school and want to make sure we are identifying and supporting students who may need extra support and services. We are sure these changes will help increase attendance rates to help students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce.

Other changes that are implemented due to House Bill 410 related to **student discipline** include:

- Students cannot be expelled or suspended out of school due to excessive absences or truancy.
- Students are permitted to make up missed work due to out-of-school suspensions
- Students may be required to participate in community service or an alternative consequence for the number of hours equal to the time left on a suspension in a school year.

**Revised: May 2018**

**STUDENT DISMISSAL AND TARDINESS – POLICY 6.11**

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person’s custody, without the direct prior approval and knowledge of the building principal. The building principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student’s parents or the request of the student if he/she is eighteen (18) or older. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil’s parent or guardian. Additional precautions shall be taken by the administration which are appropriate to the age of students, and as needs arise. Justifiable reasons shall be determined by the building administrator. Student absences and tardiness shall be determined in accordance with the timeframes established in each District school’s student handbook. If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent. No student shall be released to anyone whose signature authorizing such custody is not on file in the building.

**Adopted: September 13, 2016**



## **STUDENT CONDUCT (ZERO TOLERANCE) – POLICY 6.20**

A student who fails to comply with established school rules or with any reasonable request made by school personnel in accordance with Board policy is subject to approved student discipline regulations. Students and parents shall annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. The student code of conduct is made available to students and parents and is posted in a central location within each building.

**Adopted: July 18, 2006**

## **COUNTERFEIT OR LOOK-ALIKE DRUGS – POLICY 6.22**

Students are prohibited from possessing, or distributing counterfeit controlled substances.

Counterfeit controlled substance is defined in the following ways:

- A. Any drug or drug container or label that bears a trademark, trade name, or other identifying mark used without the owner of the rights to such trademark's authorization;
- B. Any unmarked or unlabeled substance that is represented to be controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it;
- C. Any substance that is represented to be a controlled substance or is a different substance; and
- D. Any substance other than a controlled substance that a reasonable person would believe to be controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Not only will students be disciplined in accordance with Board Policy for violating this Policy, but such conduct will also be reported to law enforcement for prosecution. A controlled substance is defined as a drug, compound, mixture or substance included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

**Adopted: July 18, 2006**

## **HAZING – POLICY 6.23**

Hazing activities are prohibited. No administrator, faculty member, or other employee shall encourage, permit, condone, or tolerate hazing. No student 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. All District employees are required to be alert to possible situations, circumstances or events which might include hazing. If an employee discovers that hazing has, will or might occur, the students involved shall be informed that hazing is prohibited and shall be directed not to engage in hazing. All hazing incidents shall be reported immediately to the Superintendent or designee. This policy shall be distributed to all students and school district employees. Failure to follow this policy could result in discipline and subject the violator to civil and criminal penalties.

**Adopted: July 18, 2006**



## **STUDENT DRESS CODE – POLICY 6.24**

Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance.

The Board prohibits student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school;
2. Materially interfere with school work, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property;
4. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests or promotes violence against an individual or group of individuals because of their sex, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes or depicts alcoholic beverages, tobacco products or illegal drugs. Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.

The following specific limitations shall be observed:

1. No blouses or shirts that expose the midriff, or that have an inappropriate neckline.
2. Shorts if in good taste may be worn at the discretion of the student. Spandex/bicycle and short-short shorts are NOT permitted.
3. Students will need to wear shorts, skirts, and dresses that are no shorter than three inches above the knee.
4. No shirts with inappropriate or obscene images or writing (e.g., gang related, advertisements for alcohol, tobacco or sexual reference).
5. No hats or bandanas.
6. No underwear shirts and sleeveless shirts/blouses (tank tops, halter tops).
7. No bare feet.
8. No see-through shirts without an undershirt.
9. No torn or cut jeans, shirts, and shorts.
10. No sagging or excessively baggy pants.
11. No coats worn in classroom.
12. Tattoos, slogans, insignia, buttons and other paraphernalia may not be worn or displayed if their message may be reasonably anticipated to substantially or materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.



Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his or her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

High school or middle school students who violate this policy shall be subjected to the following disciplinary actions: A warning will be issued and the student's parents/guardian shall be notified that they have to come pick the child up or bring alternative clothing for him/her to wear. If the offensive clothing is a shirt, the student will be requested to turn the shirt inside out for the remainder of the school day. If the student should miss any class time because of dress code violations or is sent home to change, his or her absence will be considered unexcused. Repeated violations may result in other student discipline pursuant to the Student Code of Conduct, including but not limited to, detention, suspension, and/or expulsion. Elementary students failing to comply with the dress code will be dealt with in accordance with these guidelines. If clothing has been deemed unsuitable students will be asked to change into clothing supplied by the building administrator. If suitable clothing is unavailable, a parent contact may be made which would require the parents to bring appropriate dress code attire to school.

Students who habitually violate the elementary dress code guidelines may be subject to after school detention and or suspension.

**Adopted: July 18, 2006**

### **DANGEROUS WEAPONS IN THE SCHOOLS, BOMB THREATS AND VIOLENT CONDUCT – POLICY 6.26**

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, other dangerous weapons, bomb threats and violent conduct.

**Firearms and Knives:** The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade or edge. The Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm to a school operated by the Board or onto any other property owned or controlled by the Board, except that the expulsion may be reduced on a case-by-case basis in accordance with this policy. The Superintendent may expel a student from school for a period of one (1) year for bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with this policy. The Superintendent may expel a pupil from school for a period not to exceed one year for bringing a knife to a school operated by the Board, onto any other property owned or controlled by the Board, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the District or in which the District is a participant, or for possessing a firearm or knife at a school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, which firearm or knife was initially brought onto school property by another person. The Superintendent may extend the expulsion, as necessary, into the school year in which the incident that gives rise to the expulsion takes place. Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of or awareness of the perpetrator regarding the possession of a firearm or knife. A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the proper authorities within two weeks of the suspension, expulsion or permanent exclusion.

**Bomb Threats:** The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

**Objects Indistinguishable from Firearms:** The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply:

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that he/she possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm. As defined by Ohio law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm. Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's Student Code of Conduct and Ohio law.

**Violent Conduct:** If a student commits an act at school, on any other property owned or controlled by the Board, at an interscholastic competition, extracurricular event, or any other school program or activity and the act:

1. would be a criminal offense if committed by an adult; and
2. results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6) the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision. The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons: 1. for students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs; or 2. other extenuating circumstances. If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

**Adopted: July 18, 2006**

### **USE OF TOBACCO – POLICY 6.33**

No pupil shall smoke or use tobacco or possess any substance containing tobacco, or any alternative nicotine product, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product in any area under the control of the school board or at any activity supervised by any school operated by the Board. Smoke means to burn any substance containing tobacco, including a lighted cigarette, cigar, or pipe, or to burn a clove cigarette. Use of tobacco shall mean all uses of tobacco or any other plant, including chewing or maintaining any substance containing tobacco, including smokeless tobacco in the mouth; or using or possessing any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and smoking pipes. Violation of this policy may result in discipline pursuant to the Code of Student Conduct.

**Adopted: November 25, 2014**

### **CORPORAL PUNISHMENT – POLICY 6.44**

Persons employed or engaged as teachers, principals, or administrators in a school and nonlicensed school employees and school bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the student, for the purpose of self-defense, or for the protection of persons or property. When any employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, he/she may be subject to discipline by this Board and criminal assault charges as well. No person employed or engaged as a teacher, principal, administrator, nonlicensed school employee, or bus driver may inflict or cause to be inflicted corporal punishment as a means of discipline upon a pupil. Corporal punishment shall be defined as physical contact meant to inflict pain.

**Adopted: October 13, 2009**

## **HARASSMENT AND VIOLENCE – POLICY 9.09**

Harassment and violence by students or staff in the school environment can substantially interfere with their ability to learn, perform, work, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, in any school, during transit to or from school, or during any school sponsored activity or event that constitutes harassment or violence involving either students or staff shall be strictly prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal or other appropriate administrator. All reports shall be investigated in accordance with the policies applicable to the harassment being complained of.

This policy shall be included in all student and staff handbooks.

**Complaint Procedure:** Any student who alleges sexual harassment by any staff member or student in the District may complain directly to the Title IX Coordinator, guidance counselor, teacher, Superintendent, any other school employee whom the student trusts, or any other individual designated to receive such complaints.

**Adopted: July 18, 2006**

## **HARASSMENT, INTIMIDATION, AND BULLYING-POLICY 9.34**

The Mentor Exempted Village Board defines a positive climate as one that evokes non-violence, cooperation, teamwork, understanding, and acceptance toward all students and staff in, and in transit to and from, the school environment. It is the goal of this policy to enhance learning and teaching environments.

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, or on school transportation, including drop-off and pick-up locations, 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.

**Adopted: October 9, 2012**

## **LOCKER, AUTOMOBILE AND OTHER SEARCHES**

The lockers supplied in District schools and used by pupils are the property of the Board of Education. Therefore, the pupil lockers are subject to a random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Motor vehicles driven by students to school and parked on school property are subject to random search by dogs trained to detect the presence of drugs. These searches may be conducted without regard to whether there is a reasonable suspicion that any motor vehicle or its contents contains evidence of a violation of a criminal statute or a school rule. School authorities may search the person or property, including vehicles of a student, with or without the student's consent.

## **NON-AUTHORIZED PERSONS ON SCHOOL PREMISES**

Non-authorized persons should not be in the school building or on the school premises at any time without authorization of the school building administrator. Teachers are obligated to inform the administrator of an intruder. Any non-authorized person in the building or on the school premises will be requested to leave the school premises, and if his/her activities or actions disrupt the orderly operation of the school or disrupt the discipline, scholarly atmosphere, he/she may be subject to prosecution.

**Revised – May 2018.**

## VI. ATHLETICS

### CODE OF CONDUCT

The administration and coaching staff of the Mentor Public Schools believe that a code of conduct is essential for athletes. Each student athlete is expected to conduct himself/herself in an exemplary manner while a member of a Mentor team. By participating in athletics to the maximum of his/her ability the athlete contributes to the reputation of his/her school. He/she assumes a leadership role when on the athletic squad. The student body and citizens of the community know the athletes. They are on stage with the spotlight on them. The student body, community, and other communities judge a school by the athlete's conduct and attitudes both on and off the field. Because of this leadership role, athletes can contribute greatly to school spirit and community pride.

The Code of Conduct includes the Students' Rights & Responsibilities Discipline Policy 6.19, Policies and Practices of the Ohio High School Athletic Association, and the expectations/standards set forth by the coach(s). Full compliance is expected of all policies, expectations and standards.

The policies of the Mentor Schools and the Ohio High School Athletic Association are established yearly. However, the expectations/standards of the coach(s) are enforced on a seasonal basis and may or may not be included in official Mentor Schools or OHSAA policy documents. Nevertheless, the athlete is expected to fully comply with coach(s) expectations/standards with regard to but not limited to: practices, dress/appearance, language, curfew, proper conduct, care of equipment, respectful behavior, transportation, practice/contests, and locker room demeanor.

The Mentor Public Schools and Department of Athletics strongly believes in the **"NO USE"** position for tobacco, alcohol, drugs and steroids. The athlete is clearly not to use, possess, or transmit any tobacco, alcohol, or illegal/illicit drugs including any product that may enhance or inhibit performance and/or modify behavior.

### ELIGIBILITY REQUIREMENTS

The Ohio High School Athletic Association eligibility standards for participation in athletics are as follows: In order to be eligible in grades 7-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period.

During the preceding grading period, the student enrolled in grades 9-12 must have received passing grades in a minimum of five (5) one-credit courses, or the equivalent, which counts toward graduation.

**Physical Education Class does not meet the one credit equivalent.** Students in grades 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 75% of those subjects carried.

The Mentor Board of Education eligibility standards for participation in interscholastic athletics and extra-curricular activities require that a student achieve a grade point average of 2.0 or more the **preceding 9 weeks grading period.**

**\*\*\*PROBATION:** Students who achieve a grade point average of 1.0 but less than 2.0 the preceding grading period may apply for probation status. If you apply for probationary status, you may participate in extra-curricular activities or interscholastic athletics under the conditions specified in the probationary status agreement. If you do not apply for probationary status, you will remain ineligible for the duration of the nine-week period. If you apply for probation, your grades will be monitored at interim report time and, if you achieve a 2.0 grade point average or above, you will remain eligible for the remainder of the nine-week grading period. If however, your grades continue to be below a 2.0 grade point average, you will be declared ineligible for the remainder of the nine-week period. You may not apply for probation two consecutive nine-week periods.

### **BOTH OHSAA AND MENTOR BOARD OF EDUCATION REQUIREMENTS MUST BE MET. PRE-PARTICIPATION**

Parents/guardian shall be responsible for signing a copy of the athletic code of conduct prior to participation in that sport and paying the appropriate pay-to-participate fee.

### **RULES AND REGULATIONS**

1. The athlete will comply with the rules and regulations set forth at all times both on and off school property, during the seasons of preparation and participation, including pre-school practice and vacation periods.
2. If the violation to the discipline code occurs during the pre-school practice or vacation periods when practice for a sport is officially begun, according to OHSAA rules, the period of denial of participation will begin upon the effective date of the denial and will include the first or next regularly scheduled interscholastic contest or contests held within that particular denial period.
3. Violation(s) under the Code of Conduct may result in denial of participation including disciplinary action ranging from immediate and/or temporary removal to permanent exclusion from the team and/or Mentor athletic program.

## VII. ACTIVITIES/CLUBS

Below is the list of clubs and organizations available to Mentor High School students. These groups offer opportunities for pursuing special interests, for learning to work with others and for forming friendships. Each student is encouraged to learn about the programs of the different clubs and organizations and to participate in those in which he/she feels an interest. If any of the clubs or activities listed are of interest to you please contact the sponsor of the activity or your Unit Principal as they will be able to give you specific information on how to become a member and details of the kinds of activities in which the club participates. A list of advisors for each activity is located in the office to enable the student to go directly to that sponsor for information. **Additional information is available on the Mentor High School website at [www.mentorhigh.com](http://www.mentorhigh.com)**

### ELIGIBILITY

Students are eligible to participate in extra-curricular activities (including athletics) only if they meet both of the following criteria: (a) they pass five credits per quarter and; (b) they achieve a grade point of 2.0 or higher. Students who do not pass five credits may not participate in extra-curricular activities during the following quarter.

**\*\*\*PROBATION:** Students who do pass five (5) credits, but whose grade point average is between .80 and 2.0 may apply for probationary status. Students who are granted probationary status will have their grades monitored at interim report time. If the grade point has increased to 2.0 or higher, and five (5) credits are still being passed, the student shall be eligible for the remainder of the grading period. However, if the grade average continues to be below 2.0, the student will be declared ineligible for the remainder of the grading period. Students may not apply for probation during two consecutive grading periods.

Students should be aware that eligibility for any given grading period is determined by their grades in the preceding grading period. This means that students who wish to participate in fall activities must meet the two (2) criteria listed above at the conclusion of the fourth (4th) nine (9) weeks (spring quarter) of the preceding year. Students should also be aware that exam or summer school grades do not affect eligibility. The Athletic Office will answer questions regarding eligibility. In addition to state standards, Mentor High School requires a 2.0 or higher grade point average to be eligible.

### ACTIVELY CARING FOR PEOPLE (AC4P)

Members help create a more welcoming learning and social environment. We use kindness, compassion, and service to create a positive change in the school and community.

### ATHLETIC TRAINERS, STATISTICIANS AND MANAGERS

Each head coach and head trainer needs assistance from students who are willing to give up their time to assist. Trainers assist the head trainer in all aspects of his job, statisticians' record play and keep records, and managers assist with equipment. Sign up with the coaches if you are interested.

### BUCKEYE BOYS' AND GIRLS' STATE

The American Legion and Auxiliaries sponsor juniors to attend a week-long program in the summer. Buckeye Boys' and Girls' State gives students the opportunities to learn about local and state government through first-hand experience. Interviews are held in the early spring.

### CARDINAL NOTES (YEARBOOK)

The Mentor High School yearbook, Cardinal Notes, is planned and designed to give a complete and lasting record of school functions and activities to the students. Staff members must have a sense of responsibility, leadership, and be able to accept and follow through with assigned tasks. Some of the activities are picture taking, reporting, creative writing, designing layouts, drawing, creative thinking, and selling advertisements and yearbooks.

### CARDS

Mentor High School's bullying prevention club. The central mission of this group is to change the culture of the school through promoting bullying prevention.

### CHEERLEADERS

For those interested in becoming a football or basketball cheerleader, tryouts are held in the spring. A panel makes selections based upon tryout performances. Cheerleaders selected are expected to practice in the summer, attend clinics, and participate in athletic events.

## **CLASS OFFICERS**

Each class at Mentor High School is an organization in itself with class officers, activities, and projects. The purpose of these class functions is to provide a feeling of unity among class members. Traditional class activities are associated with each year of a student's high school career and he/she is encouraged to participate in the functions of his/her class. The class officers work with interested class members to organize and complete class activities. The class officers are the spokespersons for the members as their elected officials. Freshman Class officers are elected in the fall of each year, while officers for the upper class are elected in the spring. Information about becoming a candidate will be announced.

## **COMPUTER CLUB (WEB TEAM)**

Participants work on the school web-site and learn programming and applications skills.

## **COOKING CLUB**

Cooking Club is designed for students who love to cook and gather with friends over a great meal or snack(s). The club meets twice a month after school in the food room and the theme varies from month to month. While participating in cooking club students learn new cooking and baking techniques as well as practice previously learned skills.

## **ECOLOGY CLUB**

The Ecology Club is responsible for developing and maintaining a recycling program. Students interested in social concerns about their environment and who are willing to address those concerns will find this Club very interesting

## **FLAG-BEARERS AND MAJORETTES**

Each spring tryouts are held to select the flag-bearers and majorettes who perform with the marching band at football games, other athletic events, and parades. Practices are held in the summer, and often those selected will attend summer camp. Membership in a school band is a prerequisite.

## **FUTURE LEADERS CLUB**

The Future Leaders Club promotes leadership through school and community activities. These include the senior citizen dinner dance, student recognition program, and leadership conferences.

## **GAHTAH**

Give a Hand Take a Hand is an organization dedicated to helping other students in need.

## **GAMERS/ANIME CLUB**

Club members meet bi-monthly. Animers share pictures, videos, etc. Gamers play video, online, handheld or card games. The club offers students a chance to share common interests with their peers.

## **INKWELL SCHOOL NEWSPAPER**

The students who work on the *Inkwell* staff have an interest in journalism. This group meets to research stories, share ideas and edit the paper.

## **INTRAMURAL SPORTS PROGRAM**

For those with an interest in athletics and don't have the needed time for practice and competition should join the Intramural Sports Program. The Program offers group competitions in bowling, basketball, flag football, soccer, wallyball, softball, table tennis, ultimate Frisbee, golf, and tennis.

## **JAZZ BAND**

Jazz Band is a select group of students from the Instrumental Music Department. Students are selected through auditions in the fall of each school year. Rehearsals are held after school.

## **MANNHEIM ORCHESTRA**

Mannheim Orchestra is a select string group of students from the Instrumental Music Department. Students are selected through auditions in the fall of each school year. Rehearsals are held after school.

## **MATH LEAGUE**

Students who are interested in problem solving meet on Tuesdays after school. The students will compete in a series of six contests through the school year. The contests require no knowledge beyond secondary school mathematics.

## **MENTOR THEATRE**

Students are involved in acting, and in technical areas of lighting and sound, in addition to set design and construction. The Drama Club performs at least one major play and one musical each year, with one-act plays included in their schedule.

## **MOCK TRIAL TEAM**

Mock Trial Team members are given mock court cases dealing with a topic relevant to students. They study the case, then present it as lawyers and witnesses and compete with other schools.

## **MODEL UN**

Model UN is an organization that seeks to promote students' awareness and understanding of international affairs.

## **NATIONAL HONOR SOCIETY**

National Honor Society recognizes academic achievement, citizenship, and service. Students are informed if they meet the eligibility requirement of a 3.5 grade point average and are told how to apply for membership into NHS. Induction is held in the fall of each year.

## **PRIDE CLUB**

The PRIDE Club honors and recognizes the diversity of all people. The club demonstrates and teaches tolerance for all people and groups.

## **RED LIGHTENING PHOTOGRAPHY**

This is a student based photography club that takes pictures at school events and they are shared on the school website.

## **REFUGE**

Refuge is a student-led and student-taught Bible study from a Christian perspective. The group meets on Mondays after school. The basic components include Bible study, prayer, eating, and fun.

## **SCIENCE OLYMPIAD**

Science Olympiad is a 23 event science and technology competition. Contact Mr. Ramsey for information or go to [mentorhigh.com](http://mentorhigh.com) for further information.

## **SKI/SNOWBOARD CLUB**

The Mentor High Ski/Snowboard Club is organized in October to provide lessons and/or practice time for our students. Ski Club is an excellent opportunity to learn to ski or even just ski with your friends at a reasonable cost.

## **SPEECH/DEBATE TEAM**

The Speech/Debate Team helps members learn effective oral communication through competition. It helps develop skills to express and defend your ideas clearly and successfully.

## **SPORTS**

Baseball, Basketball, Cross Country, Football, Golf, Gymnastics, Ice Hockey, Lacrosse, Soccer, Softball, Swimming & Diving, Tennis, Track, Volleyball and Wrestling.

## **STUDENT GOVERNMENT**

Student Council is the elected government organization which serves as a liaison among the student body, faculty, and administration. It sponsors a number of traditional social activities and conducts student elections and charity drives. Election of officers is held in the spring.

## **TOP 25 SHOW CHOIR**

The Mentor Top 25 is a select group of students from the Vocal Music Department. The singers are chosen for their singing and dancing ability. Auditions are held in the spring for the following school year.

## **VOCAL CHAMBER**

Qualified students are accomplished and flexible in tone production, proficient in sight-reading, and interested in studying a wide variety of music literature. Students must audition and be enrolled in curricular performing ensemble. Rehearsals are once a week after school. There are approximately 8-10 performances per year.



# CALENDAR YEARS

## 2018

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	4		5	6	7	8	9	10	4		5	6	7	8	9	10	1		2	3	4	5	6	7	
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		11	12	13	14	15	16	17		8	9	10	11	12	13	14
	14	15	16	17	18	19	20		18	19	20	21	22	23	24		18	19	20	21	22	23	24		15	16	17	18	19	20	21
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	1	2		3	4	5	6	7	1	2		3	4	5	6	7	1	2		3	4					
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		8	9	10	11	12	13	14		5	6	7	8	9	10	11
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		15	16	17	18	19	20	21		12	13	14	15	16	17	18
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	1		2	3	4	5	6	1	2		3	4	5	6	7	1	2		3	4	5	6	7		
	2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6	7	8
	9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17		9	10	11	12	13	14	15

## 2019

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	3	4		5	6	7	8	9	3	4		5	6	7	8	9	1	2		3	4	5	6	7		
	6	7	8	9	10	11	12		10	11	12	13	14	15	16		10	11	12	13	14	15	16		7	8	9	10	11	12	13
	13	14	15	16	17	18	19		17	18	19	20	21	22	23		17	18	19	20	21	22	23		14	15	16	17	18	19	20
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	2	3	4		5	6	7	8	1	2	3		4	5	6	7	4	5	6		7	8	9	10			
	5	6	7	8	9	10	11		9	10	11	12	13	14	15		7	8	9	10	11	12	13		11	12	13	14	15	16	17
	12	13	14	15	16	17	18		16	17	18	19	20	21	22		14	15	16	17	18	19	20		18	19	20	21	22	23	24
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		6	7	8	9	10	11	12		3	4	5	6	7	8	9		8	9	10	11	12	13	14
	15	16	17	18	19	20	21		13	14	15	16	17	18	19		10	11	12	13	14	15	16		15	16	17	18	19	20	21

## 2020

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	2	3	4		5	6	7	8	1	2	3		4	5	6	7	1	2	3		4	5	6	7			
	5	6	7	8	9	10	11		9	10	11	12	13	14	15		8	9	10	11	12	13	14		5	6	7	8	9	10	11
	12	13	14	15	16	17	18		16	17	18	19	20	21	22		15	16	17	18	19	20	21		12	13	14	15	16	17	18
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7
	3	4	5	6	7	8	9		7	8	9	10	11	12	13		5	6	7	8	9	10	11		2	3	4	5	6	7	8
	10	11	12	13	14	15	16		14	15	16	17	18	19	20		12	13	14	15	16	17	18		9	10	11	12	13	14	15
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	1	2		3	4	5	6	7	1	2		3	4	5	6	7	1	2		3	4	5	6	7		
	6	7	8	9	10	11	12		4	5	6	7	8	9	10		8	9	10	11	12	13	14		6	7	8	9	10	11	12
	13	14	15	16	17	18	19		11	12	13	14	15	16	17		15	16	17	18	19	20	21		13	14	15	16	17	18	19

