

Copley Fairlawn Middle School
STUDENT HANDBOOK
2023-2024



1531 South Cleveland-Massillon Road
Copley, OH 44321

www.copley-fairlawn.org/cfms

Main Office: 330-664-4875

Fax: 330-664-4912

Reporting an absence: 330-664-4980
(24 hour automated attendant)

This agenda belongs to:

NAME _____ HOMEROOM _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

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COPLEY-FAIRLAWN CITY SCHOOL DISTRICT
CENTRAL OFFICE ADMINISTRATION (330-664-4800)

Mr. Brian Poe, Superintendent of Schools
Mr. Brian Williams, Assistant Superintendent
Mrs. Aimee Kirsch, Assistant Superintendent
Mr. John Wheadon, Treasurer
Mr. Steve Robinson, Business Manager

BOARD OF EDUCATION (330-664-4999)

Mr. Steven Doss, President
Mr. James L. Borchik, Vice President
Mr. Paul T. Cevasco, Member
Mrs. Beth Hertz, Member
Mrs. Paula R. Lynn, Member

MIDDLE SCHOOL ADMINISTRATION (330-664-4875)

Mr. Aaron Walker, Principal
Mr. John Callaway, Associate Principal

MIDDLE SCHOOL ADMINISTRATIVE OFFICE (330-664-4875)

Mrs. Jennifer Hurd, Administrative Secretary
Mrs. Kathryn York, Attendance Secretary
Mrs. Patti Kuthan, Office Assistant

SCHOOL COUNSELOR OFFICE (330-664-4877)

Mrs. Thea Sako, 5/6 Counselor
Ms. Tracy Faith, 7/8 Counselor
Mrs. Debbie Davis, Counseling Office Secretary

DISTRICT ATHLETIC OFFICE

Mr. Andy Jalwan, Athletic Director (330-664-4833)
Mr. Dave Antal, Asst. Athletic Director - CFMS (330-664-4999)

OTHER DISTRICT NUMBERS

Transportation 330-664-4820
Food Services 330-664-4809
High School 330-664-4822
High School Athletic Office 330-664-4833
High School Natatorium 330-664-4835
Arrowhead 330-664-4885
Fort Island 330-664-4890
Herberich 330-664-4991
Copley-Fairlawn "Classroom Connection" - School Closing Information 330-664-4917 (24 hours)

ACADEMICS 1.00

1.01 ADMISSION

Parents are asked to call for an appointment with the Central Office at 330-664-4800. The following information will be required to complete the registration process:

1. Parent/Guardian must register students in person and provide appropriate identification, and if applicable, proof of custody.
2. Proof of residency in the district.
3. Proof of immunization.
4. Birth certificate or equivalent legal document.
5. Current transcript.

1.02 PLACEMENT

Students will be placed in all courses required by the school as deemed appropriate for the grade level. Electives will be offered by the school and selected by students according to their ability to qualify for them. Placement in leveled courses will be done by consideration of teacher recommendation, standardized test results and success in current placement. Placement of students in grade five is based on records received from the school previously attended.

1.03 WITHDRAWAL

Parents should notify the office *one week prior to the students' last day of school*. Students will be issued a withdrawal slip to be completed and returned to the office. Transcripts will be released upon the following conditions:

1. Return of all school materials checked out to the student.
2. Current grades documented by the teachers.
3. A record release signed by the parent/guardian.

1.04 GRADING PROCEDURES FOR GRADES 5-12

Defined letter grades shall be used as follows:

A = demonstrates excellent competency and understanding of the skills presented in homework, testing, classroom participation, etc.

B = demonstrates above-average achievement in testing, homework, classroom participation, etc.

C = demonstrates average achievement in testing, homework, classroom participation, etc.

D = demonstrates a below-average achievement in testing, homework, classroom participation, etc.

F = demonstrates failure of achievement in testing, homework, classroom participation, etc.

The above grades shall translate into the following numerical grading scale for all students in grades 5-12 as follows:

PROGRESS REPORT CARDS

NUMERICAL

GRADING SCALE	POINT SCALE		LETTER GRADE
98-100 is	4.33	=	A+
93-97 is	4.00	=	A
90-92 is	3.67	=	A-
87-89 is	3.33	=	B+
83-86 is	3.00	=	B
80-82 is	2.67	=	B-
77-79 is	2.33	=	C+
73-76 is	2.00	=	C
70-72 is	1.67	=	C-
67-69 is	1.33	=	D+
63-66 is	1.00	=	D
60-62 is	0.67	=	D-
50-59 is	0.00	=	F

1.05 4.0 and Above, HONOR AND MERIT ROLL

A 4.0 to 4.33 is required for placement on the 4.0 and Above Roll. A 3.500 to 3.999 is required for the Honor Roll. A 3.000 through 3.499 is required for placement on the Merit Roll. Students will receive an Honor or Merit Roll Award if they have achieved Honor or Merit Roll status three out of four grading periods.

1.06 TESTING - DISTRICT WIDE

All students in grades 5-8 will take the Ohio State Tests (state achievement tests) as designated by the Ohio Department of Education.

1.07 TEST SECURITY

All test materials (except for practice test materials) are considered secure. No test questions or materials should be reproduced or shared in

any manner. Students confirmed of cheating or helping others to cheat will have their tests invalidated and may be subject to further disciplinary action.

1.08 GUIDANCE/SCHOOL COUNSELING PROGRAM

School Counselors are available to assist students or parents in making educational decisions or working through personal concerns. The school counseling program involves three components: classroom guidance, small group discussions, and individual sessions. Parents may contact the counselors through the guidance office secretary at 330-664-4877. Students may stop in to see a counselor any time, including before or after school, during lunch / recess, or they can make an appointment through the Guidance secretary. A pass is needed for students to leave class to go to the Guidance Office.

1.09 PARENT/TEACHER CONFERENCES

The dates of parent/teacher conferences are published in the School District Calendar and in the Newsletter. Parents may request a conference at any time throughout the year, and can make arrangements through the school counseling office, at 330-664-4877, from 8:00-3:05 each day.

ATTENDANCE POLICY 2.00

ATTENDANCE

In the interest of pupil progress and success, regular and punctual attendance is extremely important. However, a student who is ill should not be in school. For the safety of the students, those leaving early will be required to be picked up at the front entrance off of Cleveland-Massillon Road, in the Main Office. **Parents must come to the Main Office and sign the student out. No student is to leave school grounds without permission before, or during the school day.** If a student leaves and then returns to school, he/she must sign in through the Main Office for a pass to class. In the event the parent or guardian wishes another person to pick up the student, the parent or guardian must provide written authorization or verbal contact by telephone to the building principals to allow the student to be released to another person. The person having authority to take the child must sign him/her out in the Main Office and provide identification. If one parent has been awarded custody of the student in a divorce settlement, the parent in custody as defined in statute (O.R.C. 3313.64) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent.

2.01 Attendance Philosophy and Regulations

The Copley-Fairlawn Middle School faculty and administration feel strongly that good attendance and punctuality is essential to academic achievement, and that they also prepare students to be successful in life after school. The attendance policies of Copley-Fairlawn Middle School have been established to set reasonable expectations for attendance that will insure the appropriate, active involvement of students and help them to attain their educational goals.

2.02 Excused Absences (65 Hours per school year)

Attendance is governed by the Ohio Compulsory Attendance Laws. Copley adheres to these regulations, which are specific and leave little option for school officials to excuse students from school. Acceptable reasons for an excused absence are:

1. Personal illness or illness in the immediate family (or quarantine of the home)
2. Funerals (up to 13 school hours excused)*
3. Work at home (emergency only; not to exceed 32.5 school hours)
5. Religious holidays
6. Medical or Dental health issues, excused with a physician's note within 5 days of the absence*
7. Prearranged absences (see: Prearranged Absences and Family Vacation Absences below)
8. School sponsored field trips, juvenile detention, court appointments*
9. In-School Alternative Placement and Out-of-School suspensions (see discipline definitions, student code of conduct)

2.03 EXCESSIVE ABSENCES (LIMIT FOR PARENT-EXCUSED ABSENCES)

Per O.D.E., House Bill 410, Students may not be absent for more than 38 or more hours in one school month with or without a legitimate excuse; or absent more than 65 or more hours in one school year with or without a legitimate excuse. Parent notes will not be accepted for absences beyond the 65 hour limit. All absences beyond the 65 hour limit will be unexcused unless they are accompanied by a physician's note or a court document. (Further details are located in Copley-Fairlawn B.O.E. Policy JED.)

TRUANCY

Attendance in school is very important in order for your child to benefit from the education provided. A student is considered Habitually Truant if they are absent for 30 or more consecutive hours without a legitimate excuse; absent 42 or more hours in one school month without a legitimate excuse; or absent 72 or more hours in one school year without a legitimate excuse.

2.04 ANNUAL STUDENT INFORMATION UPDATE

All parents/guardians must have updated the online Annual Student Information Update. Students who do not have their online information updated may be prohibited from attending school.

2.05 REPORTING ABSENCES

In order for the school to have adequate information concerning the health, welfare and safety of students, parents should follow steps 1, 2 and 3 listed below regarding absences:

1. If the student is going to be absent or late in arriving, the parent must notify the school of the absence by 8:30am.
2. Parents should call the 24 hour automated attendant to report all absences: **330-664-4980**
3. The student must bring a note from his/her parent or guardian the day he/she returns, if the school was not previously notified.
4. Students who arrive at school without a doctor/dentist note will be considered unexcused tardy.
5. The following procedure will be followed if a student is absent and the school has not been notified by note or phone by 8:30 A.M.
 - A. An automated reminder call will go out to the first contact listed.
 - B. The child's first contact will be called and a voicemail / message will be left.
 - C. The parent's work number will be called if unable to leave a message at home.
 - D. The child's emergency numbers may be called.
 - E. The police may be notified.
6. Any continual attendance problems will be referred to the attendance officer.
7. Any unexcused absence will be considered truancy, and appropriate authorities may be contacted.

2.06 PREARRANGED ABSENCES

Students taken out of school for trips and vacations must complete a pre-arranged absence form. These are obtainable in the Main Office or on the Copley-Fairlawn website under the Middle School forms section. Instructions on these forms must be followed.

2.07 FAMILY VACATION ABSENCES

Family vacations are absences that will count in the 65 hour yearly limit on approved absences. The absence will be unexcused unless all of the following criteria are met:

1. One of the student's parents or legal guardians accompanies him/her on the vacation.
2. The Vacation Form, obtained in the Main Office or online, is submitted 5 days prior to the absence.
3. The student must not be in danger of failing any classes and must have an acceptable attendance rate.
4. The student must obtain assignments and submit them as determined by the individual teacher.

Note: Maximum of 5 vacation days for the school year allowed.

2.08 MAKE-UP WORK POLICY FOR ILLNESS

The student's role:

1. Ask the teacher for missed assignments immediately upon return to school.
2. Ask for assistance on assignments missed during absence if needed.
3. The normal time frame for make-up work/tests shall be the number of days absent, and work is due on the following day during the appropriate class time.

The parent's role: Request assignments by telephone 330- 664-4900 or by note for students. If the office is notified by 8:30 A.M., assignments should be ready by 3:00 P.M. If notified after 8:30 A.M., assignments should be ready around noon the next day.

2.09 INCOMPLETE WORK

It is the responsibility of the student to be sure that all assigned work is completed on time. If for reasons of extended absences (illness, etc.) the student receives an F for incomplete work, it is the student's responsibility to arrange make-up work for the teacher. Failing grades that are not made up within the number of days absent (not to exceed one week without teacher or administrative approval) will remain a failing grade.

2.10 TARDY TO SCHOOL / CLASS

1. Students not present in their homeroom at the start of the school day at 8:10am will be considered tardy to school.
2. Students not present in their classroom when the bell rings to start class will be considered tardy to class.
3. Doctor or dental appointments are excluded from this policy.

***If your child is late to school the parent/guardian must come into the building to sign their child in.**

PROGRESSIVE DISCIPLINE PROCEDURE FOR TARDINESS

Please see Rule 38

***Tardy to school / class will be calculated per semester**

GENERAL INFORMATION 3.00

3.01 OFFICE

The purpose of the school office is to carry on the business of the school. To maintain an efficient office, students are asked to note the following:

1. The student is welcome to come to the office when he/she has a problem or when he/she needs information or assistance. He/she should remember that the school office is a place of business, act in a courteous manner, and quickly state the reason for being there. Students will not bring groups of friends who might disrupt the office.
2. To visit the clinic, students must bring the clinic pass from a teacher.
3. The telephone in the office is for school business. Students may use the office phone in case of an urgent/emergency need with permission of the secretary. (Classroom phones should not be used by students.)

3.02 MEDICATION-ADMINISTERING MEDICATION TO STUDENTS AT SCHOOL

Students who have to take prescription medication must have a form completed and signed by their physician. Students who require over the counter medication during the school day must have a form completed and signed by parent/guardian. Board of Education Policy JHCD and Ohio state law both require signed Medication Authorization Forms on file before any medication can be disbursed at school. All medications must be left in the Main Office. Students are not permitted to possess any medication during school hours. Medications in the possession of students will be considered contraband and appropriate disciplinary consequences may result. Students may carry their own prescription asthma inhalers and Epi-pens with the proper paperwork turned into the office. These forms are available in the office, or in an emergency, be faxed to your physician.

3.03 CLINIC

Students need a pass from their teacher to come to the clinic, located in the Main (Gold) Office. This means that students should not come to the clinic as they transition from class to class (unless there is an emergency). This allows us to maintain a secure school environment. Students are allowed to remain in the clinic for a limited time. Students may also call home, with permission from the nurse or medical assistant, to be picked up if their illness persists. A nurse or medical assistant is available at scheduled times. In order for the school to be as efficient with respect to your child's medical needs, please make sure that you update and submit your online Emergency Medical Form to the Middle School during the first week of school.

3.04 FIRST AID

We do administer routine first aid and maintain a clinic to comfort children who are injured or become ill at school. First aid consists of applying ice, washing wounds, stopping bleeding, and applying a bandage. Parents or another designated adult will be notified as soon as possible in case of illness or serious injury. Please make sure you have updated and submitted the "Emergency Medical Form", sent via email link, the first week of school. Also, be sure to let us know of any changes, particularly phone numbers. It is impossible for us to maintain sick or injured children in the office for long periods of time; therefore, it is the parents' responsibility to arrange for the pick-up of their child.

3.05 LOST AND FOUND

The "Lost and Found" items are located in the office and the cafeteria. Please encourage your child to check for lost articles. Labeling your child's belongings minimizes losses. Unclaimed articles are sent to charitable organizations periodically. Please remind your child not to bring valuable items to school.

3.06 DIRECTORY INFORMATION

Student directory information (names, addresses, telephone numbers, grade level, etc.), which is not in violation of the Family Educational Rights and Privacy Act, may be released to appropriate individuals or organizations without the direct written consent of students (18 years or older) or parents. Such information is usually released in publications such as programs, yearbooks and Honor Roll recognition lists. Students and parents who do not wish to have their directory information released to recruiters must submit that request in writing to the guidance department. Parents and students have a right to inspect and review their educational records. Parents may request, in writing, amendments to the records if there is reason to believe the record is inaccurate, misleading, or otherwise in violation of the student's rights.

3.07 ONLINE COMMUNICATION

School information can be accessed on-line. Copley-Fairlawn City Schools Connect service is utilized to deliver the Principal's weekly update and other building communications directly to your email inbox. To access, www.copley-fairlawn.org select "Resource" tab, then select "CFCS Connect!" Please click on the appropriate link to register or update your account.

3.08 VISITORS DURING SCHOOL HOURS

No one other than students, teachers and employees of the Copley Board of Education is permitted in the school building without first securing a visitor's pass from the Main Office. Telephone messages to students are not permitted except for emergency messages from parents. Student visitors from other schools cannot be accommodated. Parents who wish to visit the school are required to register in the Main Office, and pick up a visitor's badge. Use the Cleveland-Massillon Road entrance doors at the front of the building.

3.09 SCHOOL CLOSING (EMERGENCY)

Emergencies sometimes arise that necessitate closing a school after children have arrived at school. Parents should discuss with their children where they should go or what they should do in case of emergency closings during school hours. Parents will be requested to complete a form to provide information for the purpose of facilitating this procedure. A phone call will also be made through the district's automated calling system.

3.10 SCHOOL CLOSING (WEATHER)

During the winter months there may be times when school must be closed due to bad weather. This decision is made by the Superintendent as soon as possible. We will make every effort to see that the closing decision is announced by 6:00 A.M. The decision to close will be carried by

radio stations WAKR-AM (1590), WKDD-FM (98.1), WNIR-FM (100), as well as television stations Fox 8 and Channel 5, as soon as they receive notification from our district. A phone call will also be made through the district's automated calling system or you may call our 24-hour Copley-Fairlawn Hotline at 330-664-4917.

The decision to keep schools open does not mean you must send your child. It means that the buses can run safely and the majority of community activities will be near normal. You must then decide whether conditions in your neighborhood are safe enough for your child to walk to school or to the bus stop. If you do not hear Copley-Fairlawn Schools on the closing list, schools will be open.

3.11 FIRE DRILLS, TORNADO DRILLS, AND SAFETY DRILLS

Fire drills, tornado drills, and safety/lock-down drills will be held periodically. Instructions and directions for fire and tornado drills are posted in each room of the building. Students should be aware that setting off false fire alarms, initiating a false school lockdown, tampering with fire extinguishers, or initiating pranks or other false alarms are serious offenses that may result in a suspension and could include a recommendation for expulsion.

3.12 STUDENT DROP OFF AND PICKUP / AFTER SCHOOL ACTIVITIES AND HOURS

Students are permitted in the school at 7:30am daily, if they participate in the parent drop-off. These students must be dropped off in the rear of the building at the Cafeteria door between 7:30 and 8:00am. All students dropped off must proceed to the Cafeteria for supervision. All students are expected to leave the school building by 3:08pm, unless they are participating in a sponsored and approved after-school activity. Unsupervised groups will not be allowed to use the building or school facilities.

3.13 SPECIAL ACTIVITIES / PROGRAMS

Interscholastic Sports: A wide variety of sports are offered for students to develop athletic skills while learning responsibility and good sportsmanship: football, girls volleyball, boys basketball, girls basketball, boys wrestling, boys and girls track, and boys and girls cross country. Interscholastic sports are open to all seventh and eighth grade students. Eligibility standards are established for all participants in these sports.

3.14 AFTER-SCHOOL ATHLETIC CONTESTS / ACTIVITIES

Students who wish to attend after-school athletic contests or programs/activities as spectators should make arrangements with parents ahead of time for transportation. Students should ride the bus home and carpool back for athletic contests or other activities that do not occur immediately after school. There will be no phone passes issued to call for rides and there is no adult supervision provided for students after school. Students are not permitted to leave school property to visit local businesses and then return for the game. This is a safety issue because students must cross Cleveland-Massillon Road in heavy traffic. It can also become a legal issue if students disrupt businesses. Attendance at after school events is a privilege that can be removed if students choose not to follow the rules.

3.15 ASSEMBLY PROGRAMS

Programs are planned during the year for the education and enjoyment of students. On the day of an assembly, directions are given to all students about seating and behavior. Courteous and respectful behavior is expected at all times. Failure to follow school rules may result in denial of assembly privileges and/or further consequences.

3.16 STUDENT COUNCIL

Student Council is a service organization made up of representatives elected from each homeroom. Student Council membership is a position of responsibility and members are expected to meet high standards and to participate in all related activities.

3.17 OFF LIMITS AREAS

Students must obtain a written pass from a teacher or office personnel to be anywhere in the building outside their assigned area. The use of skateboards, skates, wheeled shoes, bicycles, motorized skateboards, or motorized bicycles is not permitted on school property. Violators may receive an out-of-school suspension. Teacher desks, cabinets, storage and computers are always off limits.

3.18 PASSES

An official school pass is required for a student to leave class to report to the office, clinic, etc. Students are responsible for securing a pass before reporting to a non-scheduled area during the school day.

3.19 SELLING WITHIN SCHOOL

Students are not permitted to sell anything within the school that is not sponsored by the school. This includes during lunch, on the bus, at the bus stop, etc.

3.20 LEAVE IT AT HOME

There are certain items which should be left at home and usually do not have a place at school. Personal electronic devices, lasers, fireworks, lighters, matches, silly string, perfume, body spray, toy weapons, playing cards, sports cards and other collectibles, comic books, bicycles, pets, sports equipment, large amounts of candy, gum, etc. will be considered in this category. Toy trends may be banned from time to time due to their disruptive nature. Such items will be confiscated from students and the appropriate disciplinary measures will be applied. ***Cell phones that are brought to school should be turned off and placed in your locker until dismissal, unless approved by the teacher for educational purposes.**

3.21 BOOK BAGS

Bookbags or gym bags must be an appropriate size to fit into school lockers and must be kept in lockers during the school day. Teachers may allow bookbags/gym bags in classrooms in certain situations and will communicate guidelines to students. Students will be permitted to visit lockers at designated times throughout the day to change books.

3.22 LOCKERS

A school locker will be assigned to each student. Students are not permitted to share lockers. Lockers are the property of the school and, therefore, may be opened/searched by the administration at any time. CFMS may also have periodic visits by K-9 units (dogs) associated with local law enforcement. The purpose of these visits is to ensure a safe and secure learning environment for all students. Drugs, alcohol, tobacco products, nicotine products, and weapons, are not permitted in Copley-Fairlawn City Schools. Any illegal materials found in lockers will be confiscated and, if necessary, law enforcement agencies will be notified. Students remaining after school for practices, clubs, detentions, special projects, etc. are to take all coats and books with them since sections of the building may be closed. Only school issued locks are permitted to be used for hall lockers. Students are required to keep their locker locked at all times. Students should not disclose their lock combination to others and should always secure their locker. School officials and the Board of Education do not provide insurance or assume responsibility for items missing or stolen. Valuables should not be brought to school. Under normal circumstances, a student does not need to bring more than a few dollars to school. Student fees, etc. should be paid by check. If a student brings cash to pay a school fee, he/she should submit it to the school office upon arrival. School personnel cannot be responsible for money or valuables which are left in lockers or the school building overnight. Each student is responsible for the cleanliness of his/her locker.

3.23 LOCKER ROOM - GYM

Students should not take money or valuables (including cell phones) to gym classes or the gym locker room.

3.24 SECURITY OF PERSONAL PROPERTY

The following preventative measures will reduce the risk of theft or loss of students' personal property:

1. Keep your locker locked at all times
2. Do not share a locker with anyone.
3. Do not bring money or valuables to school.
4. Keep your mobile phone secured in your locker.
5. Do not leave valuables, phone, purse, books, bookbag, etc. unattended.
6. Do not leave electronic devices in an unattended book bag or purse, out in the open, out of sight, or out of your secured locker.
7. Do not bring valuables or unnecessary/ expensive accessories to school. This includes discretionary electronic devices, headphones, etc.

Once a theft occurs, recovery of stolen items is very difficult. Without eye witnesses or positive evidence, it is next to impossible to recover items. Remember to follow the above preventative measures and use common sense.

3.25 LOST OR STOLEN PROPERTY INCLUDING ELECTRONIC DEVICES

Items found should be taken to the Main Office. Students reporting lost or stolen property should check with lost and found in the Main Office. Lost student property should be documented with the Main Office on an incident report. Administrative discretion investigating lost or stolen property will be used based upon the nature, timing, and circumstances surrounding the incident.

3.26 SURVEILLANCE CAMERAS AND VIDEO RECORDING

For security reasons, the Board of Education uses surveillance cameras on school property and on school buses. Students are on notice that they may be video recorded by these cameras.

3.27 BOOKS, SUPPLIES, MATERIALS, FEES

Books which are provided by the Board of Education are loaned to students. Students are responsible for their care and return. Fines will be charged for books damaged or lost. Books are numbered so accuracy is ensured. Students are to bring any books, papers, pencils, pens or other supplies which are needed.

3.28 BRING YOUR OWN TECHNOLOGY (BYOT)

Students who elect to bring their own technology must adhere to the board policy: "[Bring Your Own Technology \(BYOT\) Program](#)", the District Acceptable Use Policy, and the Student Code of Conduct at all times. *Teachers/school personnel may make decisions regarding the practicality and necessity of student-owned technology in their classrooms.* CFMS administration may, at any time, suspend or alter the BYOT program. Consequences for violations of the BYOT Program are addressed in the Student Code of Conduct.

BYOT (EDEB) policy link: <https://www.copley-fairlawn.org/byot>

Acceptable Use (EDE) policy link: https://www.copley-fairlawn.org/aup_edc

Electronic Devices

Electronic technology is classified as disruptive, non-disruptive, and mobile phone. Permissibility of each type of electronic device is described as follows:

A. Disruptive Electronic Devices

1. Recording devices, radios, laser pointers, and other discretionary electronic devices are deemed distracting to the educational

environment. As such, these devices are not permitted in any area of Copley-Fairlawn Middle School.

2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of acceptable technology includes, but is not limited to:
 - a. Use of any electronic device in a classroom or other area of Copley-Fairlawn Middle School not authorized by school personnel.
 - b. Violation of the Copley-Fairlawn City Schools' Acceptable Use Policy.
 - c. Listening to video or audio without headphones or earbuds.
 - d. Use of headphones/earbuds at a volume level where others can hear.

B. Non-disruptive Devices

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disrupted devices are (a) laptops, (b) netbooks, (c) tablets, (d) eReaders, and (e) audio players (MP3 players).
3. These devices may be used as permitted and directed by individual teachers/school personnel during classroom instruction, at lunch/in the Cafeteria, and/or in the Media Center.

C. Cell Phones

1. Students may not use cell phones during school hours for any of the following: voice/text communication, use of or access to social media.
2. Cell phones may possess advanced functions for educational use including eReaders, video/audio functions, word processing, etc. Cell phones with these functions may be used for educational purposes under the BYOT policy in a classroom, study hall, and lunch period as permitted and directed by individual teachers/school personnel.

Internet Connection

Wireless Internet connection will be provided by the Copley-Fairlawn City Schools for students to connect their devices to the Internet. Internet access from outside sources, including, but not limited to, cellular phone data plans or mobile hotspots is not permitted on school grounds in order to promote safe, filtered Internet access. Students must have a completed Acceptable Use Policy signed and on file at CFMS and may only connect to the Internet when permitted and directed by individual teachers/school personnel.

Lost, Stolen, or Damaged Device

CFMS assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to school at their own risk.

District-Level BYOT Policy items not covered in the Acceptable Use Policy or this Guideline

1. Approved devices must be in silent mode while on school grounds, unless otherwise allowed by a staff member.
2. Individuals may not use devices to capture, record, transmit or post audio, video or photos of other students, faculty, or staff, unless otherwise allowed by a teacher or school official.
3. Students are responsible for the care and maintenance of their personal electronic devices. The District will not service, repair, or maintain any non-district owned electronic devices.
4. Individuals should strive to maintain appropriate bandwidth for school-related work and communications. The District does not guarantee connectivity or quality of connection with personal devices.

3.29 RECESS

Playground and recess rules are enforced for student safety and educational benefit. It is a school policy that all students go outside during recess when the recess supervisor is outside. Recess is moved indoors when it is raining or extremely cold outside.

3.30 PARTIES AND OUTSIDE FOOD/SNACKS

Teachers may have classroom- or grade-level parties/celebrations at special times throughout the year. Students who desire to bring in food/snacks/treats for special occasions should consider that other students may have food allergies (peanuts, gluten for example) and must secure prior permission from the classroom teacher(s).

3.31 PUPIL TRANSPORTATION GUIDELINES

Students eligible to attend Copley-Fairlawn City Schools who live more than one mile from the building to which they are assigned will be transported. Students may only ride the bus they are assigned. Parents cannot request their child ride a different bus. Safe operation of buses depends heavily on the good behavior and cooperation of riders. From this standpoint, transportation is a privilege and may be forfeited if the guidelines below are not followed.

3.32 STUDENT CONDUCT ON SCHOOL BUSES

SCHOOL BUS RULES

The transportation of middle school students is a privilege which the Copley-Fairlawn Board of Education provides for its students. The fact that the Board of Education provides transportation to middle school students as a privilege and to other students by law does not relieve parents or students from the responsibility of appropriate supervision. The responsibility/supervision of students is the parent's until such time

as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. When a student boards the bus, the student becomes the responsibility of the school district. Students must ride their assigned bus and enter and exit that bus at their assigned stop.

Students on the bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct (Ohio Administrative Code 3301-83-08 and Board Policy EEAC-R). The Superintendent or other district administrator may suspend a student from school bus privileges for a specific period of time, not to exceed the remainder of the school year, for violation of this policy or the regulations found in EEAC-R. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Additional consequences may result from inappropriate behavior and/or failure to follow all the rules and regulations contained in this Student Code of Conduct.

A student shall not interfere with nor disrupt the operation of a school bus through activities which pose a danger to the safe operation of a school bus. Students shall comply with the following requirements:

1. Students must ride their assigned bus and enter and exit the bus at the assigned stop.
2. Students shall arrive at the bus stop before the bus is scheduled to arrive.
3. Students must wait in a location clear of traffic and away from the bus stops.
4. Behavior at school bus-stop must not threaten the life, limb, or property of any individual.
5. Students must go directly to any available or assigned seat so the bus may safely resume motion.
6. Students must remain seated, keeping aisles and exits clear.
7. Students must not bring animals on the bus, except those intended for special needs assistance.
8. Students must not throw or pass objects on, from, or into the bus.
9. Students may carry on the bus only objects that can be held in their laps. Equipment such as music instruments, athletic uniforms etc. which cannot be held by students in their seats shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with students, space shall be provided to comply with this rule without having students stand on the bus. Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times.
10. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped students.
11. Students must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
12. Students must not put their heads or arms out of the bus windows.
13. Students must not bring items aboard which obstruct the vision of the driver.

In addition, students must not engage in the behaviors listed below, as these behaviors could cause physical harm, emotional stress or diversion of the bus driver's attention and/or threaten the safety and welfare of all school bus passengers. Improper behavior includes, but is not limited to:

1. Disrespect to drivers/others.
2. Loud talking, rude or boisterous conduct, yelling out windows or other behavior which is potentially distracting to the driver.
3. Not remaining seated or changing seats without permission. Not sitting properly in seats nor keeping all body parts and other items inside the bus.
4. Eating, drinking, or littering on the bus.
5. Profanity or unacceptable language, whether directed at the bus driver or others.
6. Fighting, scuffling, or horseplay.
7. Use or possession of lethal weapons, objects, fire arms, explosives or other dangerous materials which could cause injury to any bus rider or driver.
8. Use of tobacco or related products, lighting matches, cigarette lighters, or any object capable of starting fires.
9. Possession, transmission, consumption of alcohol, drugs or drug paraphernalia.
10. Refusing to promptly obey the instructions of the bus driver, or talking back to the driver.
11. Damaging or destroying parts of the bus or other's property.
12. Purposely annoying other students.
13. Interfering with the movement of the bus.
14. Improperly exiting from the bus, or opening the rear door without permission.
15. Disorderly conduct during loading or unloading the bus, or delaying too long before taking a seat or exiting the bus.
16. Talking at a railroad crossing or when lights are on.
17. Refusing to identify oneself when asked.
18. Riding another bus or getting on or off the bus at another stop without permission.
19. Use of audio equipment on the bus.

School bus drivers shall report in writing to the designated building administrator all rule violations or conduct that justify immediate removal, suspension, or expulsion from school bus riding privileges. When a conduct report is issued by the bus driver, the following options are available to the administrator:

- A. A warning.
- B. Denial of riding privileges for a period not to exceed the balance of the days remaining in the current school year.
- C. Immediate removal from school bus riding privileges.

3.33 CAFETERIA - LUNCHES

The CFMS Cafeteria provides nutritious school lunches each day including a hot lunch with milk. Prices and menus can be found on the Food Service web page. Students may buy the complete lunch, or may pack part of their lunch and buy individual items a la carte. Lunch/food items may not be charged. Applications for free and reduced-price lunches are sent home during the first week of school, and are available in the Main Office. Lunch pre-payments may be arranged in the Cafeteria or on the food service web page. Parents can make payments online utilizing the online link.

3.34 CAFETERIA RULES

1. Purchase all items when going through the line the first time
2. Students should not borrow money
3. Remain in seats until finished eating or dismissed
4. Show responsible behavior

Misuse of the Cafeteria facility may result in students eating in alternate locations.

3.35 LIBRARY / MEDIA CENTER INFORMATION

The school Library / Media Center is a hub of academic activity at Copley-Fairlawn Middle School. A variety of books, ebooks, books on tape, electronic resources and magazines are accessible for student use. The Media Center staff are available to instruct students how to use the Library and improve research skills. During school hours, a pass is needed for the Media Center, unless the student is with his/her class or teacher. Students may obtain a pass from any of their classroom or subject area teachers.

Students may access the Library catalog (Cat / Cat Jr), electronic databases (including InfoOhio) and the ebook collection online twenty-four hours a day at the links located on the Copley-Fairlawn Middle School Media Center homepage.

Student Use of Materials

Circulation Information

- Students may check out a maximum of two (2) books unless special arrangements are made with the Media Center staff
- Books are checked out for fourteen (14) days. If a book is needed longer, the student may request a renewal at the Library circulation desk
- eReaders may be checked out for Library use only

Fine Policy

- Students will be charged the cost of replacing any lost or damaged materials

Overdue Books

- Overdue notices are sent out periodically throughout the school year
- Overdue or unreturned materials may cause a loss of check-out privileges

Since the Library / Media Center is considered a quiet place, we ask students to observe the following rules:

1. No eating or drinking
2. No defacing of materials and / or furniture or theft of materials
3. Follow computer use policy

All other rules of the school as stated in the Student Handbook shall be observed in the Library / Media Center

3.36 HARASSMENT/BULLYING

Everyone in Copley-Fairlawn City Schools has a right to feel respected and safe. Consequently, our plan to prevent sexual harassment, harassment/bullying because of race, religion, disability, and other human differences is as follows:

1. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, religion, disability or other differences:
 - a. Name calling
 - b. Pulling on clothing
 - c. Graffiti
 - d. Notes or cartoons
 - e. Unwelcome touching of a person or clothing
 - f. Offensive or graphic posters or book covers
 - g. Violent acts
2. If any words or actions make you feel uncomfortable or fearful, you need to tell or make a written report to a teacher, counselor, the principal, or the district's Grievance Officer/Coordinator of Pupil Services (330-664-4856).
3. Your right to privacy will be respected as much as possible.
4. The School District will take seriously all reports of sexual harassment and harassment based upon race, religion, disability and other human differences, and will take all appropriate actions to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.
5. The School District will also take action if anyone tries to intimidate you or to harm you because you made such a report.

6. This is a summary of the district's policy against sexual harassment and harassment because of race, religion, disability or other human differences. A complete copy of the policy is available at the Board of Education office upon request.

3.37 SEXUAL HARASSMENT AND HARASSMENT BASED ON RACE, RELIGION, DISABILITY OR OTHER HUMAN DIFFERENCES ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Copley-Fairlawn City School District is an equal opportunity education institute and will not discriminate on the basis of race, color, creed, disability, religion, gender, ancestry, age, and national origin, place of residence within the boundaries of the District or social or economic background in its activities, programs or employment policies. Please contact the office of Pupil Services with any inquiries or complaints regarding discrimination or denial of equal access relevant to Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination in Federal Assisted Programs Act.

SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, participation in, or treatment, or employment in, its programs or activities. As such, the Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District. As used in this policy and the implementing administrative guidelines, "an individual with a disability" means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. For more information regarding protection under Section 504 please contact the Guidance Office.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities. The Copley-Fairlawn City School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. It is the policy of Copley-Fairlawn City School District that ongoing efforts will be made to identify, locate, and evaluate students below twenty two years of age, who reside within the district and have a confirmed or suspected disability in accordance with all Federal regulations and State standards.

Parent involvement in this procedure is required. For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact the office of Pupil Services.

It shall be the policy of Copley-Fairlawn City Schools that the education of children with disabilities shall occur in the least restrictive environment; special education programs and services shall be appropriate and designed to meet the unique needs of each child with a disability; to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, shall be educated with children who do not have disabilities; special classes, separate schooling, or other removal of children with disabilities from the regular educational environment, shall occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact a guidance counselor. Parents who believe their child may have a disability that substantially limits major life activities of their child should contact the principal or assistant principal.

3.38 REMOTE LEARNING

Remote learning will occur if unforeseen circumstances close the school buildings in the Copley-Fairlawn City School District for an extended period of time. If this occurs, instruction will be delivered online or offline by a teacher or educator. Copley-Fairlawn educators will work with families to ensure learning continues even though the school buildings are closed.

ATHLETIC CODE OF CONDUCT 4.00

Participation in interscholastic athletics is a privilege which provides many benefits. Copley-Fairlawn City Schools challenges its athletes with additional expectations and responsibilities. In their pursuit of success in athletics, the athletes of Copley-Fairlawn City Schools are expected to conduct themselves as young men and women who understand the value of healthy bodies and minds. To this end, the following rules and regulations have been developed to help guide our student athletes as they participate in athletics. These rules and regulations are to be read in conjunction with the Board of Education Policy and the Student Code of Conduct.

1. The use, possession, or sale of alcohol or illegal/non-prescription/counterfeit drugs will not be tolerated. The consequences for violation of this rule are as follows:

First offense: An athlete found in violation of the aforementioned alcohol/drug rule will be prohibited from athletic participation by the Superintendent, Principal, Athletic Administrator, and/or Assistant Principal for a minimum of 50% of the contests (including regular season and tournaments), based upon the number of scheduled events. If the athlete agrees to complete an approved substance abuse assessment and successfully follows the recommendations made, the prohibition will be reduced to a minimum denial of participation of 25% of the contests. Refusal or failure to successfully complete the approved assessment and/or the follow the recommendations made may result in a further prohibition, up to and including full denial of athletic participation. Student athletes will be permitted to avoid the application of this rule by virtue of the timing of any infraction. If a violation occurs at or near the end of a sport season, or if the athlete is not in season at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next in-season sport in which the athlete is a regular participant, i.e., a sport in which the student athlete has participated in previously. Further, student athletes prohibited from participation under this rule may not avoid the consequences of a denial of participation by trying out for a new sport, i.e., one in which the student athlete is not a regular participant. In such cases, the prohibition would apply to the new sport and the next sport in which the student athlete is a regular participant.

Second Offense: An athlete found in violation for a second time under this rule will be prohibited from participating in all athletics for a minimum of one calendar year from the date of the violation.

Third offense: An athlete found in violation of this rule will be denied participation in athletics indefinitely.

Additional conditions: Penalties for any violation of the alcohol/drug rule shall apply to conduct occurring on school property, at a school or school related function, or if otherwise admitted by the student athlete and/or confirmed by the police. Violations of the alcohol/drug rule may result, at the discretion of the administration, in a loss of any or all post-season recognition for the athlete, including but not limited to attendance at any awards function. Prohibitions from participation imposed for violation of the alcohol/drug rule apply to all levels of athletic competition.

Coach Referrals: Coaches are expected to make referrals to the C.A.R.E. Coordinator for any student athlete reasonably suspected to be engaged in substance abuse. If this referral results in a recommendation for further assessment, the parents of the student athlete will be so advised. A failure to submit to an assessment and/or follow the recommendations developed from that assessment may result in the denial of further athletic participation.

2. The possession or use of any form of tobacco will result in a minimum denial of participation in 25% of the contests of the current season and/or next season in which the athlete is a regular participant, depending upon the timing of the violation.
3. The student athletes participating in the Copley-Fairlawn City Schools sports programs must not engage in acts such as assault, sexual misconduct, theft, vandalism, destruction of property or any other conduct which is of a criminal nature or results in prosecution. Violation of this rule may result in an immediate prohibition from athletic participation for the remainder of the present season and, at the discretion of the administration, may be adjusted and/or extended up to and including an indefinite prohibition depending upon the nature of the violation. This rule shall be applied to student athletes on the date they are determined by the administration to have engaged in or otherwise found guilty of any of the aforementioned or related acts of misconduct.
4. The athletes participating in Copley-Fairlawn City School sports must follow the specific academic eligibility guidelines adopted by the Ohio High School Association and the Copley-Fairlawn Board of Education (provided by AD/Coach).
5. The athletes participating in Copley-Fairlawn City School sports must return all school issued equipment, such as uniforms and protective gear or make payment for lost items prior to being released to participate in a sport during the next sports season. The replacement cost of lost items is determined by the coach and athletic director.
6. The athletes participating in Copley-Fairlawn City School sports must follow the Athletic Code of Conduct, the Student Code of Conduct, and the individual coach's Code of Conduct. Violation of rules contained in these codes of conduct will result in disciplinary action enacted by the coach of the sport in season. Each coach must prescribe rules and regulations for his/her sport. These must be made available to athletes and their parents. Parental and student signatures on the Coach's Code of Conduct indicate that both parents and athletes understand the rules. The following are rules that may be included, but not necessarily be limited to: Absence or tardiness to practice or game; attitude or behavior detrimental to the team; violation of athletic safety rules; curfew violation.
7. If an athlete misses more than ½ day of school (4 hours), then he/she is not eligible to participate in an athletic event that day or evening. Extenuating circumstances can be appealed to administration (e.g. funerals).
8. Student athletes must be passing a minimum of 5 classes for each grading period.
9. Student athletes cannot fail 2 or more core classes (math, literacy, science, history) for each grading period.
10. Student athletes require a minimum Grade Point Average (GPA) of 1.5 for each grading period.

STUDENT CODE OF CONDUCT 5.00

Discipline at Copley-Fairlawn Middle School serves several purposes. Primarily, discipline is the reasonable consequence for inappropriate behavior on the part of a student. In a larger sense, however, a Code of Conduct exists in order to establish standards for student behavior that ensure the good order and operation of a productive learning environment. The rules and consequences that exist at Copley-Fairlawn Middle School have been established with the best interests of each member of the school community in mind. Discipline is also a teaching tool. Our goal is to be appropriate to the developmental needs of our students.

CONDUCT - STUDENT

The Board of Education recognizes the right of each student to receive an education. The Board further recognizes that the primary responsibility of the Copley-Fairlawn City Schools and its professional staff is to provide all students access to equal educational opportunities and equal consideration under the rules and regulations governing student behavior. These opportunities provide experiences which assist each student in becoming a responsible individual capable of fulfilling his/her role as a citizen.

It is the responsibility of each student, parent and citizen to understand that the school is a community governed by rules and regulations. The major purpose of these is not punitive control; rather, it is the protection of the rights of those who wish to make full use of their educational opportunities.

Those individuals enjoying the rights of education must accept the responsibilities of good citizenship. Students may forfeit their right to educational opportunities when their conduct is such that it disrupts the educational process, deprives others of their rights, or violates the law. The Board acknowledges that deprivation of right may only occur with just cause and by due process of law.

COPLEY-FAIRLAWN B.O.E. POLICY JFC

Discipline actions that may be used include, but are not limited to:

- 1) conferences with parent and/or student
- 2) time out
- 3) loss of privileges such as attending or participating in extracurricular activities
- 4) after school detention
- 5) recess restriction
- 6) Friday detention
- 7) compensation
- 8) suspension
- 9) emergency removal
- 10) expulsion

*School and bus rules are posted on the news bulletin board in the student Cafeteria, as well as in the Main Office.

5.01 DEFINITIONS

Board policies are available through the Copley-Fairlawn City School District website. Students are encouraged to become familiar with them. It is the responsibility of each student to observe the recommendations for and parameters of student expectations as outlined in the student handbook.

Progressive Discipline

Discipline at Copley-Fairlawn Middle School is progressive. Regardless of the stated consequences for rule violations, students who repeatedly violate the code of conduct will face increasingly severe consequences leading from detentions to suspensions to expulsion.

Detention

Teachers or administrators may assign a detention with at least one day's notice. Students are to make arrangements for transportation to or from school in order to serve a detention. The individual teacher or administrator determines detention assignments, and the times in which they are served. A parent/guardian may request a detention be rescheduled with the Assistant Principal's office. Students who are absent the day of their scheduled detention will automatically have their detention rescheduled for the next week.

Public/Community Service

School officials reserve the right to institute public/community service as an alternative disciplinary consequence. Students and parents will be notified if such alternative suspensions are instituted and are available to them. Administrators may design and assign (with parental notification) alternative forms of consequences, such as community service, in-school service, etc.

In-School Alternative Placement (I.S.A.P.)

ISAP is a change of educational setting within the middle school. When students serve ISAP, they report to the ISAP Room for the entire day. Teachers send assignments that are to be completed each day while the student serves the restriction. Work completed during the restriction will be collected for full credit provided it is completed on the day it is assigned. Students who fail to comply with ISAP rules may be suspended Out-of-School. Students are not permitted to participate in or attend regularly scheduled classes or extra-curricular events while serving ISAP.

Out-of-School Suspension (O.S.S.)

Out-of-school suspensions constitute a complete removal from the educational environment for a period of time not to exceed 10 consecutive school days (out-of-school suspensions can carry over from one school year to the next). Students who are suspended out-of-school are not permitted on any school grounds during their suspension, and students that are suspended may not attend any school functions on or off school grounds. Students will be permitted to make up school work for an out-of-school suspension under the following provisions.

1. Students must contact all teachers via email or on-line classrooms in order to receive work while suspended
2. Students will not be escorted to their teachers to receive their work.
3. Building secretaries and guidance counselors are not responsible for contacting teachers for work.
4. All assignments are to be completed upon the student's return to school at the beginning of the class without exception.
5. All tests and quizzes will be taken on the day of the student's return without exception.
6. Assignments such as labs, speeches, concerts, etc. cannot be made up and will receive no credit.
7. Students expelled from school will not be permitted to make up work.
8. The building administration has the authority to make special provisions to help students be successful in school. They may override this guideline as extenuating circumstances arise.

Expulsion

Behavior of a student can be so serious as to justify total removal from the educational program for a prolonged period of time. Expulsion is a removal for more than ten (10) days, but not more than eighty (80) days duration (except in the case of weapons possession). Expulsion can extend beyond the current semester and school year.

Emergency Removal

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, that student may be removed from the premises under emergency removal. The student may not participate in any school function during the emergency removal.

Administrative Discretion

Some infractions list administrative discretion as the consequence. Ohio law gives principals the authority to assign disciplinary consequences ranging from after school detentions through 10-day out-of-school suspensions. Students have due process rights guaranteed by the United States Constitution and the Ohio Revised Code and these rights will not knowingly be denied or abridged by this Code of Student Conduct or resulting disciplinary actions.

Students are subject to all provisions of the Code of Student Conduct while on school property or buses, during, before and after school hours, when school is in session or during vacation, and at extracurricular activities involving students of Copley-Fairlawn City Schools. The administration has the right to exercise authority for the protection of all school staff members and their property.

Consequences for violation of this Code of Student Conduct may include: detention, emergency removal, assignment to ISAP, out-of-school suspension, expulsion, and/or other forms of disciplinary action to help modify behavior or to ensure the safety, health and welfare of other students and staff, and to protect the integrity of the educational environment. Consequences are administered at the building level in accordance with administrative procedures.

Search and Seizure

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.), and the seizure of items contained in such school property:

1. The administration may enter any area of school property, including storage spaces assigned to students, at any time.
2. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
3. The Board reserves the right to conduct canine searches on school grounds.
4. Principals or their designees are specifically authorized to search any student's locker, and the contents of any student's locker, at any time without regard to whether the Principal/designee reasonably suspects that the locker or its contents contains evidence of a violation of the law or school rules/regulations.
5. Principals or their designees are also authorized to search any student's locker and the contents of the locker if the Principal reasonably suspects that the locker or its contents contain evidence of a student's violation of the law or school rule/regulation.

Searches of a Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and/or personal property (e.g., purse, knapsack, gym bag, etc.) of a student which is not contained in an area of school property specifically assigned to the student, when there is reasonable suspicion that evidence will be obtained indicating the student's violation of either the law or school rules/regulations. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time. The Board also reserves the right to conduct canine searches.

Searches of Students and Student Property by Police

Generally, the police are required to obtain a proper search warrant for any search of a student's personal property kept on school premises or of the student's person; however, if the police have probable cause to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space or that a student has evidence on his/her person, or that the student's property or person contains evidence of a student's violation of law, searches may be conducted without a previously issued warrant.

Student Interrogation by Police

1. Except as specified below, interviews of minor students by the police will not be granted without express permission of the parent or legal guardian. Interviews are to be conducted in private. An administrator or counselor will remain throughout the interview.
2. Students shall not be permitted to leave the school with an officer unless parental permission has been granted or a warrant has been issued and presented to the Principal, or unless the student is to be taken directly into custody for the purpose of being charged with an unlawful act.
3. Law enforcement officers from communities outside the Copley-Fairlawn City School District with warrants shall ask the appropriate local police department for courtesy assistance when serving warrants within a school.
4. Law enforcement officers or others shall not be permitted to interrupt normal school activities in their investigative activities, except in cases of immediate threat to safety or security.
5. Police may interview minor students without prior parental permission if the police are investigating allegations of child abuse involving the parent/guardian or if the alleged incident occurred on school property, at a school sponsored event/activity, or on the way to school or a school sponsored event/activity.

Due Process Rights and Disciplinary Procedures

Due process rights and disciplinary procedures are governed by section 3313.66 of the Ohio Revised Code. In satisfying a person's due process rights, a student can expect to receive written notice of intent to suspend or expel and the reasons for such action. The student will be given the opportunity to appear at an informal hearing to explain his/her actions or challenge the reasons for the suspension. Within twenty-four (24) hours after the time of a student's suspension, a written notice of suspension will be sent to the parent(s)/guardian(s). The notice will specify the duration of the suspension and the reason(s) for the suspension as well as the right and procedure to appeal. Prior to expulsion, the Superintendent will give the student and his/her parent(s)/guardian(s) written notice and provide an opportunity to appear to explain the student's actions or challenge the reason(s). The notice will include reason(s) for the possible expulsion and the right and procedure to appeal.

RULE 1: ACADEMIC APATHY

Behavior that suggests disregard for the educational process is unacceptable. Such behaviors include, but are not limited to, sleeping in class, repeatedly failing to bring books/material to class (including failure to dress for P.E.) and failing to complete assigned work in a timely manner. Teachers and other members of the school community will attempt to intervene and improve the student's behavior with detention(s) and parental contact. However, when the problem persists, the following consequences apply:

1st Offense.....After School Detention, possible I.S.A.P.
2nd Offense.....1-3 days I.S.A.P. (or until all make-up work is completed)
Repeated Offenses.....1-10 Days I.S.A.P., possible O.S.S.

RULE 2: ALCOHOL/DRUGS

A student shall not possess, use, transmit, sell/buy, offer to sell, conceal, consume, or display evidence of consumption of illegal substances, narcotics, alcohol, inhalants, prescription drugs or intoxicants. Possession, use, sharing, giving with others of over-the-counter drugs is prohibited. Any type of drug paraphernalia is prohibited. Any student found supplying, selling, or distributing a controlled chemical or "look-alike" drug as defined in Section 2925.01 (P) of the O.R.C. may face the same consequences listed below.

1st Offense.....10 days O.S.S. for consumption, possession, selling, or distribution; may be referred for expulsion
• Referral to Law Authorities
• Reduction to 5 days O.S.S. with confirmed assessment, remaining 5 day O.S.S. held in abeyance may be offered per administrative discretion
2nd Offense.....10 days O.S.S., possible recommendation for expulsion
• 180 school day exclusion from all inter-scholastic activities
3rd Offense.....10 days O.S.S., possible recommendation for expulsion

RULE 3: ARSON/UNAUTHORIZED USE OF FIRE

A student shall not purposely set fire or attempt to set fire to anything in, on, or around the school, school board buildings or property, including buses. Lighting any flame is prohibited.

1st and Subsequent Offenses.....Emergency removal and/or suspension; possible recommendation for expulsion, notice given to fire and police department, restitution, possible prosecution

RULE 4: ARTICLES PROHIBITED IN SCHOOL/ELECTRONIC DEVICES

While Copley-Fairlawn Middle School recognizes that rapidly changing technology, and our ability to access it, has become an integral part of our lives, its use during the regular hours of school operation via communication devices, video-taping devices, cameras, personal electronic equipment (i.e. pagers, cellular phones, smart watches, iPod/mp3 players, radios, CD players, headsets, televisions, electronic games, digital players, laser pointers, etc) can pose a significant disruption to the educational process. Earbuds, headphones, AirPods can be used in the classroom with teacher permission. These items may not be used/worn during class change or during lunch periods. Once a student enters the building, these items must be removed and placed in the student's locker. Lighters and matches are not permitted in school. Personal items that interfere with classroom instruction will be confiscated by the supervising adult or administrator and secured in the main office. Consequences for violations of this rule include:

1st Offense..... Lunch/Recess detention or parent /guardian must pick up the device.
*Possession of lighters or matches will result in an automatic I.S.A.P. or possible O.S.S.
2nd Offense..... After School Detention, parent/guardian must pick up the device.

3rd Offense 1-3 days I.S.A.P., parent/guardian must pick up the device.

Subsequent Offenses..... 1-5 days O.S.S., parent/guardian must pick up the device.

RULE 5: ASSAULT

A student shall not act or behave in such a way as to cause, attempt to cause, or threaten to cause physical injury to any person or their property. Consequences for violations of this rule include:

1st Offense.....5-10 days O.S.S., possible recommendation expulsion, police report may be filed

2nd Offense.....10 days O.S.S., possible recommendation for expulsion, police report filed

Any type of assault on school personnel will result in a 10-Day OSS, recommendation for expulsion and charges filed with the local police department.

RULE 6: BUS MISCONDUCT

BUS CONDUCT CODE

The following rules are for ensuring a safe and pleasant ride to and from school. You will find that some rules are obvious and reflect nothing more than common sense. These rules have evolved from state and national guidelines for safety on buses.

1. The Student Code of Conduct also applies to students while riding a school bus.
2. When boarding, the student should go directly to a seat. The bus driver will assign seats.
3. Students are not to use profane, vulgar, and/o improper language.
4. Students must remain seated keeping the aisles clear.
5. Students must be at their approved bus stop five (5) minutes in advance of normal bus stop time.
6. Students must only bring items onto the bus that they can hold on their laps.
7. Eating, drinking, and chewing gum is prohibited.
8. Students are not permitted to use tobacco, alcohol, or drugs on the bus.
9. Students are not permitted to throw objects on, from or into the bus
10. Students are to keep their heads, hands and feet inside the bus.
11. Talking should be kept to a conversational tone.
12. Students must obey all reasonable requests made by the bus driver.
13. Students should cross the street only on the driver's signal.
14. Students may only ride their assigned bus to and from school.

Students shall not engage in any conduct which violates bus rules, or interferes with the safe operation and transportation of students to and from school, or to and from any extracurricular activities. Bus misconduct of a repeated or dangerous nature may result in removal from the bus for a period of (1) semester.

1st and Subsequent Offenses...Administrative discretion

RULE 7: CAFETERIA MISCONDUCT

Students are expected to obey the following rules for behavior in the cafeteria: no cutting in line; use appropriate language and volume; clean up the table and the surrounding area; push in chair; demonstrate respect for monitors and staff. Failure to do so may result in the following*:

1st Offense.....Verbal warning, change of seat, possible detention

2nd Offense.....Detention, possible I.S.A.P.

3rd Offense.....1-3 Days I.S.A.P., possible O.S.S.

***Any student throwing food or other objects may be suspended out-of-school for 1-10 days.**

RULE 8: CELL PHONE USE

The possession of cell phones in school by students is a privilege, not a right. Cell phones are not to be charged in school. **Students are not permitted to use their cell phone during school hours to talk, text, or access apps. Cell phones should be secured in students' locked lockers during the school day unless special permission for cell phone use has been granted by a teacher or staff member.** Students may contact parents by reporting to the Main Office to use the office phone or seek permission to text a parent. **Taking pictures or videos on cell phones and/or posting pictures or videos on social media is prohibited and may be considered an inappropriate behavior, potentially inciting, and subject to those rules.** Consequences for violations of this rule include:

1st Offense.....Phone confiscated and kept in the office until the end of the day. Call home informing parents of the offense.

2nd Offense.....Phone confiscated and kept in the office until the end of the day. Lunch Detention or After school detention assigned

3rd Offense.....Phone confiscated and kept in the office until the end of the day. Parent picks up the phone from the office

4th Offense.....1 Day I.S.A.P., possible O.S.S.

Any violation after the 4rd offense, may result in the requirement that a student surrender their cell phone to the school office upon entrance to the building to start the academic school day. The cell phone will be returned to the student at the end of the school day. If this becomes a consistent distraction, the student will be prohibited from bringing a cell phone to school for the remainder of the school year. In order to get students on their buses for dismissal, cell phones must not be accessed or used until students are on the bus. Student's refusal to relinquish their cell phone upon adult request will be treated as insubordination with related consequences per the Code of Conduct. The school reserves

the right to prohibit a student from possessing a cell phone after repeated violations of the Code of Conduct. Please refer to the district BYOT policy regarding appropriate classroom use of personal technology devices.

RULE 9: CHEATING/PLAGIARISM

Academic dishonesty is a serious offense. All students willfully involved in cheating/plagiarism will receive consequences for their actions. If a student is caught cheating or plagiarizing, the following will occur:

1st Offense.....Detention, possible I.S.A.P., student may receive a zero for the assignment; parent contact

2nd Offense.....1-3 days I.S.A.P.

*Students found attempting to access or tamper with teacher/student records will be subject to 10 days O.S.S. and a possible recommendation for expulsion.

Rule 10: CLASS CUT

A class cut is defined as being absent from a class or part of a class (more than 10 minutes) without a pass from a teacher or administrator. Students must make arrangements before being absent from a class. Personal illnesses or emergencies are not an excuse for missing a class without permission. Students who leave a classroom without a teacher or administrator's permission are also classified as a cut. Consequences for violations of this rule include:

1st offense.....Detention, possible I.S.A.P.

2nd offense.....1-3 Days I.S.A.P.

3rd offense.....3 Days I.S.A.P.

Repeated offenses.....1-10 days O.S.S.

Rule 11: CLASS MISCONDUCT

Students whose misconduct disrupts the educational process will first face the consequences of the classroom teacher's rules. Students who substantially disrupt class may be removed from that period under the policy regarding emergency removal. Teachers will contact the student's parent/guardian in order to correct the problem. Consequences for violations of this rule include:

1st offense- Lunch/Recess detention Parent called by teacher

2nd offense- After school detention assigned- parent called by teacher

3rd offense- 1-3 days in school suspension- parent called by administrator

4 Or more Repeated offenses- 1-3 days out of school suspension

RULE 12: COMPUTER USE POLICY

Computer use is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers (See Board Policy 7540.03 - Student network and internet acceptable use and safety).

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

1. Files stored on school computers are restricted to school-related assignments only. Personal files may not be stored. Students are subject to disciplinary consequences for misuse or neglect of school computers even if there are no apparent damages.
2. Network password security is the responsibility of the student. Do not let others use your password.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Usage of all telecommunications is restricted to school-related projects and must be supervised by the teacher or network administrator. Students are not permitted to use the internet/network for personal communication purposes. Students are not permitted to use instant message services/apps or social media sites such as Instagram or SnapChat during school hours. Students are not permitted to send or reply to mass emails (a "mass email" is a message sent to multiple recipients such as a whole class, whole grade level, or whole group. Students may communicate via email to a small group for educational purposes. Students are not permitted to post pictures, videos, text, or other items without the express permission of a teacher or administrator. .
7. No students shall attempt to establish computer contact with school district restricted computer nets or any other unauthorized database, proxy server or web site.
8. Users must not reveal addresses and telephone numbers of others without the expressed consent of the other party.
9. Users will not access or show others how to access obscene, pornographic, abusive, or other objectionable material, which the district may believe to be unlawful or inappropriate.
10. Users will not transmit materials in violation of copyright law and will not use the system for commercial purposes.
11. The Network is a shared resource with infinite capacities and users must be considerate when transferring or storing large files on the Network resources. Any use that disrupts other users or seriously disrupts performance may be deemed improper by the network administrators and/or staff.
12. Local and worldwide networks are not guaranteed to be private. The network administration and/or staff reserves the right to review any material stored in files which are generally accessible to others and will edit and/or remove any material deemed inappropriate by the same.

13. The use of obscene, vulgar, threatening, abusive, defamatory or otherwise objectionable language is prohibited. It is expressly forbidden for any users to use the Network to obtain, view, download, store, forward or otherwise access such materials. Consequences for violations of this rule include:

1st Offense.....1-3 days I.S.A.P., possible O.S.S. and recommendation for expulsion; suspension of computer use, pay costs for repair or restoration of files

2nd Offense.....3-10 days O.S.S., possible recommendation for expulsion; loss of computer use for remainder of semester/school year

*Students without a signed Internet Acceptable Use Policy will not be permitted to use school computers for any purpose.

***PLEASE SEE COPLEY-FAIRLAWN 1:1 HANDBOOK**

RULE 13: DESTRUCTION OF PROPERTY/VANDALISM

A student shall not cause, attempt to cause, or aid in, the destruction of school (public) or staff/student (private) property. A student shall not remove or conceal public or private property for any reason. This prohibition is in effect at all times and at any school function on or off school grounds. A student who accidentally defaces or damages school property or the property of another is obliged to notify the office of this damage and is liable for restitution. Failure to report such damage may entail serious disciplinary action.

Consequences for violations of this rule include:

1st Offense.....1-10 days O.S.S., restitution, police report filed, possible recommendation for expulsion.

RULE 14: DISRESPECT

Good conduct shows respect for others. No student shall engage in any act which disrespects or degrades another person by written, verbal, or gestured means. Profanity, vulgar language, racial slurs, slurs regarding sexuality and/or gender, or sexually suggestive remarks are prohibited. (Also see Rule 26.)

1st Offense.....1-3 days I.S.A.P.

2nd Offense.....1-3 days O.S.S.

3rd Offense.....5 days O.S.S.

RULE 15: DISRUPTION OF SCHOOL

A student shall not, by the use of violence, force, noise, coercion, threat, intimidation, insubordination, fear, passive resistance, prank, false alarm, or any other conduct attempt to interfere with the safety or the orderly operation of school events or the educational process.

1st and Subsequent Offenses.....1-10 days O.S.S., possible recommendation for expulsion

RULE 16: DRESS CODE

Based on the premise that behavior and performance are sometimes reflective of appearance, when one or both are inappropriate in an educational atmosphere, education may be somewhat deterred. Therefore, students attending school or any school function, on or off school premises, shall not dress in such a way as to substantially interfere with the conducting of a class or activity.

- A. In general, hair and clothing will be neat and clean, not constitute a threat to student health and safety, or damage school property. Clothes and footwear with metal rivets, cleats or spikes are not permitted.
- B. Students will wear shoes or sandals at all times.
- C. Any appearance creating a disruption or distraction to the educational process is not permitted. This includes clothing that exposes the midriff (regardless of the activity), extremely styled T-shirts, "muscle shirts", tank tops (with strap less than 3 inches in width), and/or "spaghetti straps", halters, backless tops, strapless tops, or other clothing that inappropriately exposes the body. Clothing shall not reveal skin between a student's waist and mid-thigh and must not reveal a student's midriff. This includes pants that have rips/tears/holes that reveal skin above mid-thigh. Underwear (including boxers and bra straps) should be covered at all times.
- D. Students are permitted to wear shirts that assure acceptable standards of modesty and shorts/skirts mid-thigh or longer in length. As a rule of thumb, shorts and skirts should be longer than fingertip length. Clothing that does not meet the fingertip rule, spandex or elasticized shorts and pants, leggings, jeggings, tights, yoga pants, flare-leg yoga pants, fishnet stockings, track pants and torn/shredded clothing are inappropriate and must be covered by shirt, shorts, dress, or skirts which are a minimum fingertip length. Regardless of what a garment is called or the material the clothing is composed of, the spirit of the dress code is to exclude students from wearing clothing that is deemed to be inappropriately tight or form fitting at the discretion of the administration. All pants and shorts must be worn at the student's waist and properly secured. Students are only permitted to wear shorts in the first and fourth nine weeks grading periods.
- E. Extreme styles and fashions are not acceptable. This includes extreme make-up, extreme clothing styles, visible body piercing, clothing with objectionable language or images. Unnatural hair color (i.e. blue, pink, red, orange, purple, green, white, etc.), will be permitted unless it disrupts the educational process. If an extreme style/fashion or hair color is determined to be a dress code violation, the student may be asked to remove excessive make-up, change objectionable clothing, remove visible body piercing, and/or revert to their original/natural hair color.
- F. Chains, other than those specifically sold as jewelry, are not permitted in schools (this includes dog collars, choker chains and wallet chains).
- G. Apparel advertising/promoting illegal activity, that are related to drugs, alcohol and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress which displays any objectionable language or pictures, obscene word, symbol, racial slur, ethnic epithets, gang affiliations, sexist attitudes, terrorist, criminal or violent messages, guns or other weapons is inappropriate. This includes hanging bandanas from pants or pockets, tied to book bags, around the neck, around the arms, etc.
- H. Students are not allowed to wear or carry head coverings of any kind (including hats, hoods and bandanas), sunglasses, goggles, outerwear coats, jackets or fannie packs during school hours. Upon entering the building, students are expected to secure these items in

their assigned school lockers. (Exception: Students who have documented religious practices which require headgear are permitted).

- I. A student may be asked to change any article of clothing which in the judgment of the building principal(s) is in poor taste. If a clothing item is in question, bring the item in and have the principal judge its suitability prior to wearing it.

1st Offense.....Warning, change clothing, placement in I.S.A.P. until appropriate clothes are delivered
2nd Offense.....Detention, Change clothing, placement in I.S.A.P. until appropriate clothes are delivered
Repeated Offenses.....1-3 days I.S.A.P., change of clothing, placement in I.S.A.P. until appropriate clothes are delivered

RULE 17: EXPLOSIVES

Possession of, or the igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor is prohibited.

1st and Subsequent Offenses....Emergency removal, 5-10 day O.S.S, possible recommendation for expulsion, restitution, report will be filed with the police and fire departments

RULE 18: FALSE ALARMS/BOMB THREATS

No student shall participate in the act of initiating a false alarm or initiating a false warning report of a fire or an impending bombing, catastrophe, or damaging or tampering with a fire alarm system or security equipment without just cause.

1st and Subsequent Offenses... 10 days O.S.S., possible recommendation for expulsion; report will be filed with the police and fire departments.

RULE 19: FAILURE TO SERVE ASSIGNED DETENTION

Any student failing to serve a lunch detention or after school detention will be referred to the office. Detention may be rescheduled once with written notice from the parent provided twenty-four hours prior to the date of detention.

1st Offense.....1st offense - detention reassigned and additional detention added.
2nd Offense.....1 day I.S.A.P. or O.S.S. (depending on repeated violations)
3rd Offense or more.....1-3 days I.S.A.P. or O.S.S. (depending on repeated violations)

RULE 20: FALSIFICATION OF INFORMATION

A student shall not falsely represent or attempt to falsely represent any information given to school officials, or use the name of another person to commit defamation.

1st Offense.....1-3 days I.S.A.P.
2nd Offense.....3 days I.S.A.P.
3rd Offense.....3 days O.S.S.

RULE 21: FIGHTING

Students who fight in school – even if they did not initiate the fight – will be suspended from school. A student shall not retaliate to assault. Any student involved in instigating others to engage in a physical conflict will be determined to be an active participant.

1st Offense.....3 days O.S.S. (dependent upon extent of altercation)
2nd Offense.....5-10 days O.S.S., possible recommendation for expulsion
3rd Offense.....10 days O.S.S., possible recommendation for expulsion
Other Physical Confrontations.....Other physical confrontations such as pushing, wrestling, headlock etc. may result in a 1-to-5 day O.S.S.

RULE 22: FOOD, DRINK AND SNACKS outside the CAFETERIA

Food, drinks, and snacks are only permitted in the cafeteria unless a student is participating in a teacher-sanctioned activity. This applies at all times and at all functions. Students who desire to bring in food/snacks/treats for special occasions should consider that other students may have food allergies (peanuts, gluten for example) and must secure prior permission from the classroom teacher(s). Students may not receive deliveries of food during the school day.

1st Offense.....Food or drink is confiscated and student is warned (possible detention)
2nd Offense..... Detention Assigned
3rd Offense.....1-3 days I.S.A.P.

RULE 23: GAMBLING

Students are not permitted to engage in games of chance, betting for money or other forms of material gain. Card playing is not permitted in the school.

1st Offense.....Detention Assigned, possible I.S.A.P.
2nd Offense.....1-3 days I.S.A.P.
3rd Offense.....3 days O.S.S.

RULE 24: GANGS

A gang is defined as any group whose practices include the commission of illegal acts, violation of school rules, establishment of territory or turf or any action which threatens the safety and welfare of others. Students are not permitted to wear gang affiliated “colors”, and/or clothing, use hand signs, graffiti, gestures, or acts which are intended to harass, threaten, or intimidate. Gang activity is prohibited and will be reported to the local police.

1st and Subsequent Offenses.....Administrative discretion

RULE 25: GENERAL MISCONDUCT

Any conduct not specifically set forth herein which disrupts or interferes with good order, discipline, operations, academics, or the educational process, or which poses a threat to the safety of persons or property is a violation of the code of conduct. Any conduct in violation of the criminal code of the State of Ohio or local ordinances will be dealt with accordingly.

1st and Subsequent Offenses-Administrative discretion

RULE 26: HARASSMENT/HAZING/BULLYING

Any type of aggressive behavior, which occurs while a student is on route to or from school, in addition to behavior that occurs at school or school events is strictly prohibited.

Verbal: Written or oral innuendos, comments, jokes, insults, threats or disparaging remarks including a person's gender, national origin, religious beliefs, appearance, personal traits, socioeconomic status, family, class rank, etc. toward a fellow student, staff member, or any other person associated with the district is strictly prohibited. Conducting a "campaign of silence" is considered a form of harassment.

Nonverbal: Placing objects, pictures, or graphic commentaries in a school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district. "Cyberbullying" by computer, cell phone or other technology to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others is prohibited.

Physical: Any intimidating or disparaging action such as hitting, shoving, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Any student who believes that he/she is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building Principal. The student may make contact by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly and forwarded to the Superintendent. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

1st Offense.....1-10 days O.S.S.

2nd Offense.....10 days O.S.S., possible recommendation for expulsion

RULE 27: INAPPROPRIATE LANGUAGE/MATERIAL

Swearing, profanity, obscenity, written or spoken vulgar language, gestures, pictures, drawings, or pornographic material will not be tolerated. Conduct of this type directed at a staff member may result in an out-of-school suspension.

1st Offense.....Detention or possible I.S.A.P.

2nd Offense.....1-3 days I.S.A.P. possible O.S.S

3rd Offense.....3-10 days O.S.S.

RULE 28: INCITING OR ASSISTING TO VIOLATE THE STUDENT CODE OF CONDUCT

Inciting others to violate any part of the Student Code of Conduct is prohibited. Examples include: serving as a 'lookout', chanting "fight", taunting others, taking video/photos of others, etc. **A student taking videos or photographs of a violation of the Student Code of Conduct, of a student fight/conflict, or other altercation, is considered to be inciting or assisting to violate rule 28 of the Student code of Conduct and may be violating other parts of the Student Code of Conduct.**

1st Offense.....1-3 days I.S.A.P., possible O.S.S.

2nd Offense.....5 days ISAP, possible O.S.S.

RULE 29: INAPPROPRIATE PHYSICAL OR NON PHYSICAL BEHAVIOR

Any behavior deemed inappropriate in school, including but not limited to loud hallway behavior, unwelcome touching, physical or nonphysical horseplay, play fighting, public displays of affection, pushing or shoving, "birthday hits", throwing items, unwanted advances, physical intimidation, spitting or the unwelcome handling of other's property will be dealt with accordingly. Example excuses of "just joking", "messing around", or "just playing" as reasons of motivation for an act are unacceptable.

1st and Subsequent Offenses-Administrative Discretion

RULE 30: INSUBORDINATION/FAILURE TO FOLLOW REASONABLE REQUESTS

A student shall neither disregard nor refuse to obey reasonable directions or requests of staff members, or refuse to identify himself/herself. Insubordination includes withholding relevant information when requested related to infractions of Student Code of Conduct.

1st Offense.....1-3 days I.S.A.P., possible O.S.S.

2nd Offense.....1-5 days I.S.A.P., possible O.S.S.

3rd Offense.....5-10 days O.S.S., possible recommendation for expulsion

RULE 31: LEAVING SCHOOL and/or class WITHOUT PERMISSION

Students are not permitted to leave the school building or grounds without the permission of the Principal or designee. Office staff must have permission from a parent/guardian before they can grant the student permission to leave the building. Failure to follow this proper procedure will result in disciplinary action.

1st Offense1-3 days I.S.A.P.

2nd Offense.....3-5 days I.S.A.P.
3rd Offense3-5 days O.S.S.
Repeated Offenses.....5-10 days O.S.S., possible recommendation for expulsion

Rule 32: Misconduct affecting school officials, employees and other students

Students shall refrain from acts which may cause injury or embarrassment to, or the loss of or damage to the property of other students or school district officials or employees, whether on or off school property. Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students. Such behaviors include allowing outsiders to enter the building.

1st and Subsequent Offenses.....Administrative discretion

RULE 33: PUBLIC DISPLAY OF AFFECTION

Students shall not engage in the act of public display of affection ("PDA") which is distasteful and generally unacceptable.

1st Offense..... Detention, parents notified

2nd and Subsequent Offenses...1 day I.S.A.P., administrative discretion

RULE 34: REFUSING ASSIGNED ISAP/MISCONDUCT WHILE IN ISAP

1st and Subsequent Offenses.....1-10 days O.S.S., possible recommendation for expulsion

RULE 35: REPEATED VIOLATIONS OF THE STUDENT CODE

Students who repeatedly and/or flagrantly violate school rules will face increasingly severe consequences leading to expulsion from school.

Consequences.....1-10 days O.S.S., possible recommendation for expulsion

RULE 36: SEXTING

Students will not display or transmit inappropriate material electronically.

Consequences.....1-10 days O.S.S., possible recommendation for expulsion

RULE 37: SEXUAL HARASSMENT

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

Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, toward a fellow student, staff member, or any other person associated with the district is strictly prohibited.

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like toward a fellow student, staff member, or other person associated with the district.

Physical: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.

Any student who believes that he/she is a victim of any of the above actions, or who has observed such actions taken by another student, staff member, or other person associated with the school district should report the incident to a building principal. The student may make contact either by a written report or by telephone or personal visit. During this contact the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly and forwarded to the Superintendent. The district's Civil Rights Compliance Officer is Aimee Kirsch, who can be reached at (330) 664-4856. Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

1st Offense.....1-10 days O.S.S., possible recommendation for expulsion

2nd Offense.....10 days O.S.S., possible recommendation for expulsion

Rule 38: TARDY TO SCHOOL/CLASS

All students MUST be on time to school and class. **Parent/guardian notes will be accepted only twice each semester to excuse a tardy to school.** If a student is not on time, the following consequences WILL occur:

**Tardy to school will be calculated per semester.*

Tardy to School

1-5 tardy - Verbal warning (letter home or call home from administrator on 5th tardy)

6th tardy.....Lunch or after school detention

Repeated offenses.....Administrative discretion

Tardy to Class

1-2 tardy – Verbal warning

3-4 tardy – Teacher assigns after school detention for each tardy

5th tardy –Referral to the Principal

**Continued tardiness may result in progressively greater combinations of consequences. Tardies will reset at the start of each semester.*

RULE 39: THEFT

Students may not take, use or pass on to another property belonging to the school, staff or other students. Extortion, wrongful possession, use without permission, gambling, games of chance, and stealing are subject to strict disciplinary consequences.

- 1st Offense**.....1-3 days I.S.A.P. or O.S.S., possibility of police report being filed
2nd Offense.....1-10 days O.S.S., possible recommendation for expulsion, a police report will be filed.
3rd Offense.....5-10 days O.S.S., possible recommendation for expulsion, a police report will be filed.
Repeated Offense.....10 days O.S.S., possible recommendation for expulsion, police report will be filed.

RULE 40: THREATENING

A student shall not threaten the safety of another student or a staff member via spoken, gesture, tone, written, physical or electronic means.

- 1st Offense**.....1-3 days O.S.S., possible recommendation for expulsion
2nd Offense.....1-10 days O.S.S., possible recommendation for expulsion
3rd Offense.....10 days O.S.S., possible recommendation for expulsion

RULE 41: TOBACCO

Possession, use, or transmission of tobacco on school grounds before, during or after school hours, or at any school activity, home or away, is prohibited. This violation includes holding or passing a cigarette, cigar, pipe, chewing tobacco in or on any vehicle on school grounds, buildings, or school owned vehicles. Smoking material does not have to be lit for students to be in violation of this rule. Any type of lighter/matches is prohibited, will be confiscated, and will result in an out-of-school suspension (see rule 3).

- 1st Offense**.....1 day O.S.S.
2nd Offense.....3 days O.S.S.
3rd Offense.....5 days O.S.S.
Repeated Offenses.....10 days O.S.S., possible recommendation for expulsion

RULE 42: TRESPASSING

It is unlawful to enter any board owned/leased building or vehicle with the intent to destroy, steal or vandalize property or contents. Students are not permitted on school grounds unless they are actively engaged in a properly supervised activity. Students who are suspended from school are not permitted on any district properties during their suspensions.

- 1st Offense**.....1-10 days O.S.S., restitution and possible prosecution
Repeated Offenses.....10 days O.S.S., possible recommendation for expulsion, restitution, possible prosecution

RULE 43: TRUANCY

The Copley-Fairlawn Middle School faculty and administration feel strongly that good attendance and punctuality are essential to academic achievement. This prepares students to be successful in life after school. Truancy is defined as the unexcused or unauthorized absence from all or part of a school day. Students must submit a note to the office no later than the second day after they return to school to avoid the absence being labeled truant with the following consequences.

- 1st offense**.....1-3 days I.S.A.P.
2nd offense.....3-5 days I.S.A.P.
Repeated offenses.....Administrative Discretion

RULE 44: UNAUTHORIZED AREA

There are areas inside and outside of CFMS and other Board owned properties that are "off limits" during the regular school day. These areas include, but are not limited to, the teachers' workroom, boiler rooms and maintenance areas, teachers' offices, unoccupied classrooms, elevators, the bus garage, all parking lots, the stadium and grounds. Students are required to have a written pass to be in these areas. Misuses of passes also apply. Students are not permitted to loiter.

- 1st Offense**.....1-3 days I.S.A.P. or O.S.S.
2nd Offense1-3 days O.S.S.
3rd Offense3 - 10 days O.S.S., possible recommendation for expulsion

Rule 45:E-CIGARETTES/VAPING

A student shall not possess, use, transmit, sell/buy, offer to sell/buy, conceal, consume, or display evidence of use/consumption of e-cigarettes/vaping on school grounds before, during or after school hours, or at any school activity, home or away. This violation includes holding or passing an e-cigarette, vape device, e-cigarette oil, or any other e-cigarette/vaping paraphernalia on school grounds, buildings, or school owned vehicles. Smoking material does not have to be lit for students to be in violation of this rule. E-Cigarettes, vape devices, e-cigarette oil, and related paraphernalia are turned over to the police department for further testing. If prohibited substances are subsequently identified, further consequences may be administered according to the alcohol and/or drug rules in this handbook.

- 1st Offense**..... 1-3 days O.S.S. and completion of a vaping program
2nd Offense..... 3 days O.S.S.
3rd Offense..... .5 days O.S.S.
Repeated Offenses..... 1-10 days O.S.S., possible recommendation for expulsion

RULE 46: WEAPONS

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be used as a weapon or dangerous instrument or

ammunition of any type. Weapons and dangerous instruments shall include any object which is used, or could be used to inflict physical harm. This also includes stun guns, aerosol irritants, pepper spray and lasers.

OHIO REVISED CODE SECTION 2923.122 MANDATES THAT A VIOLATION OF A SCHOOL WEAPON RULE IS PUNISHABLE AS A FELONY. STUDENTS GUILTY OF A WEAPONS VIOLATION MAY BE EXCLUDED FROM SCHOOL FOR A YEAR.

A student shall not use, possess, handle, transmit, sell, or conceal any counterfeit weapon or counterfeit dangerous instrument. Counterfeit weapons and counterfeit dangerous instruments are those which are designed to resemble real weapons and dangerous instruments and include, for example, toy guns, and toy knives.

1st Offense.....5-10 days O.S.S., possible recommendation for expulsion, possible exclusion, possible prosecution

Repeated Offenses.....10 days O.S.S., possible recommendation for expulsion, permanent exclusion, prosecution

Copley Fairlawn Chromebook Policy and other policies regarding technology - links

1to1 Handbook - <https://www.copley-fairlawn.org/1to1handbook>

1to1 Agreement - <https://www.copley-fairlawn.org/1to1agreement>

BYOT (EDEB) - <https://www.copley-fairlawn.org/byot>

Acceptable Use (EDE) - https://www.copley-fairlawn.org/aup_eде

“Quick Communicator” - Important information and phone numbers

CFMS Main Office

Aaron Walker, Principal

John Callaway, Associate Principal

Jennifer Hurd, Administrative Secretary **330-664-4900**

Kathryn York, Attendance Secretary **330-664-4875**

Thea Sako, 5/6 School Counselor **330-664-4878**

Tracy Faith, 7/8 School Counselor **330-664-4908**

Debbie Davis, Guidance Secretary **330-664-4877**

Band Room **330-664-4852**

Kitchen **330-664-4883**

Main Office Fax **330-664-4912**

Board of Education **330-664-4800**

Transportation **330-664-4820**

Copley High School **330-664-4822**

Arrowhead Elementary **330-664-4885**

Fort Island Elementary **330-664-4890**

Herberich Elementary **330-664-4991**

Copley Fairlawn Middle School

1531 S. Cleveland-Massillon Rd

Copley, OH 44321

www.copley-fairlawn.org/cfms

School Hours

Students enter school at 8:05 am

Tardy Bell at 8:15 am

*Students arriving after 8:12 must have a parent sign them in at the Main Office

Attendance

Kathryn York, Secretary: **330-664-4875**

Reporting an absence: **330-664-4980**

(24 hour automated attendant)

*for each day missed, a day is allowed for make up work.

Contacting CFMS Teachers

330-664-4999

Teachers' **email address** is available via student's email account or Google Classroom

Teachers' **voicemail** 330-664-4999 (*use ID number if known, or follow the prompt*)

Requesting Homework

Students should contact their teachers via email and check Google Classroom for assignments and homework. Any needed paperwork or materials can generally be picked up in the Gold Office between 3:00 and 3:30pm.

*parents may retrieve books/materials from a student's locker with assistance from school personnel.

Picking a student up early from school

Need to pick up your student early? Please send in a note or use the early dismissal form found on the CFMS website under the “forms” section. Please plan your arrival accordingly to allow 5-10 minutes for your student to be called and make their way to the office.

School Closing Information

Stations Television: WJW Fox 8 and WEWS-TV 5 Radio: WAKR 1590 AM, WKDD 98.1 FM, WNIR 100.1 FM

“Classroom Connection” Information 330-664-4917 (24 hours)

*parents can also sign up for District and CFMS phone calls, emails, and Remind messages via the district website

Early Student Drop-Off Procedures

Students may be dropped off by the cafeteria doors from 7:30-8:00am. Students arriving after 8:00am must be dropped off in the carpool line by the 5th/6th Grade entrance and proceed to the Cafeteria. All students dropped off early must remain in the cafeteria until the 8:05am bell. All students arriving after the 8:12am tardy bell must sign in at the Main Office. Be sure to sign up for important school updates through Copley Connect! found on the Copley-Fairlawn website under Resources.

Place this page on your refrigerator!



Your 2023-2024 CFMS PTSA Executive Board Officers look forward to providing a great learning environment for our children and a supportive experience for our educators. If you have any questions, comments, or suggestions, please contact any of the executive board members below. We would be happy to assist!

President

Bethany Saris
beepyoh@hotmail.com

1st Vice President

Leah Kenna
leahm83@aol.com

2nd Vice President

Katie Koontz
katiekoontz777@gmail.com

Secretary

Stephanie Kist
stephaniekist@yahoo.com

Treasurer

Candice Komlanc
candice_komlanc@yahoo.com

Council Delegate

Renee Williams
jonandreneew@att.net

Council Delegate

Carrie Sisko
csisko135@gmail.com

Alternate Council Delegate

Andrea Maxwell
andrea_eichler@hotmail.com

CFMS PTSA invites you to join the PTSA with NO commitment or obligation to volunteer. Let's make this year the best year ever by joining together!



Find us on Facebook

Copley Fairlawn Middle School PTSA



JOIN THE CFMS PTSA TODAY

ONLINE AT:

<https://cfmsptsa.memberhub.com/store?limit=21&live=true>

-OR-

Fill out the following form and submit it to the school office along with a CHECK made out to "CFMS PTSA" or CASH in the amount of \$10.00 per member. Anyone who would like to support PTSA may become a member without obligation to volunteer. Thank you!

Please **PRINT** Name(s): _____

E-Mail Address: _____ Phone: _____

(for PTSA communications only - will not be shared)

Address (City, State, Zip): _____

CFMS Student Name(s): _____ Grade(s): _____

Homeroom Teacher(s): _____

CFMS PTSA VOLUNTEER OPPORTUNITIES

Volunteer online at: <https://cfmsptsa.memberhub.com/hubs#>

Please select any/all volunteer opportunities that interest you.

- ☐ Advocacy - Research and present topics related to advocating for students
 - ☐ Art Show - Help with displaying student art at the District Art Show (April)
 - ☐ Baker - Bake or donate food for PTSA events throughout the year
 - ☐ BOE Representative - attend CFCS BOE mtgs. and give report at PTSA mtgs.
 - ☐ Book Fair - Help set up, run and pack up book fair (November)
 - ☐ Canned Food Drive - Sort, package and load food items (November)
 - ☐ Conference Dinners - Help prepare or serve food for staff on conference nights
 - ☐ Cookies for Hospice - Bake and deliver cookies to Hospice on Ridgewood Rd.
 - ☐ Cultural Arts Day - Organize cultural event/performance for all students (March)
 - ☐ Family Directory - Coordinate and distribute student directory (Fall)
- (see next page for more volunteer opportunities)
- ☐ Fundraiser Events - Help with our fundraiser(s) for the year
 - ☐ Health & Wellness - Research and present topics on student wellbeing

- ☐ Library Volunteers - Shelving books and other tasks needed by the librarians
- ☐ Reflections - Help with PTSA-Sponsored art event (Fall/Winter)
- ☐ Science Fair - Organize and/or assist the day of the event (Spring)
- ☐ Social Media - Willing to help keep Facebook and/or Website updated if needed
- ☐ Staff Appreciation - Organize/assist with year-long events plus week in May
- ☐ Talent Show - Help organize an evening of our students sharing their talents
- ☐ Turkey Trot - Organize/assist with this race event (November)
- ☐ Warm and Wooly - Help organize/assist with this event (December)
- ☐ 5th Grade Field Day - Organize/assist with this event (May)
- ☐ 6th Grade DARE Field Day - Organize/assist with this event (May)
- ☐ 7/8th Grade Fall & Spring Dances - Help plan and coordinate refreshments
- ☐ 8th Grade Reality Day - Organize/assist with this event (May)
- ☐ 8th Grade End of Year Party - Organize shirts, food, & entertainment (May)
- ☐ Willing to volunteer, but not sure what I want to help with yet
- ☐ Willing to receive last-minute requests - call/email me and if I'm free, I'll help

CHECK OUT OUR WEBSITE TO LEARN MORE ABOUT OUR PTSA

<https://www.copley-fairlawn.org/domain/185>

FIND AND FOLLOW US ON FACEBOOK



Copley Fairlawn Middle School PTSA

Together we can make this the best school year ever!

**If you have any questions, please contact Bethany Saris at
beepyoh@hotmail.com or 419-203-3540**

Name

(Last)

(First)

Homeroom#

**AGENDA BOOK RECEIPT
COPLEY-FAIRLAWN MIDDLE SCHOOL**

Please return this form with signatures showing that one copy of the **Copley-Fairlawn Middle School Agenda Book 2023-2024** was received by your student. Please review the information and procedures with your child. We hope the book will be useful to you and your family.

We are interested in any comments you may have regarding this Agenda Book or the procedures therein.

Please return this form by August 30, 2023

We have received a 2023-2024 Copley-Fairlawn Middle School Agenda Book

Student's Signature

Date

Parent/Guardian's Signature

Date

COMMENTS: _____

