

TABLE OF CONTENTS

Academic Eligibility Requirements-Athletics/Extracurriculars.....	40
Administrators' Letter.....	3
Appointments/Requests.....	13
Assembly Conduct.....	30
Athletics.....	39
Attendance.....	11
Basic Elements of School Discipline.....	16
Breakfast, Lunch and Cafeteria Use.....	35
Building Dismissal/Security.....	30
Care of the Building.....	31
Classroom Behavior.....	17
Clinic.....	8
Code of Student Conduct.....	18
Computer Lab & Computers.....	7
Crisis Drill.....	36
Directory Information.....	10
Emergency Plan.....	36
Extracurricular Activities.....	37
Fire and Tornado Drills.....	36
Guidance and Counseling.....	9
Hall Passes.....	29
Harassment and Violence.....	15
Harassment, Intimidation, and Bullying.....	15-16
Hazing.....	16
In-School/After School Restriction, In-School Suspension, Saturday School, Detention.....	17
Locks/Lockers.....	34
Lost and Found.....	35
Main Office.....	5
Make Up Work & Incompletes.....	14
Media Centers.....	6
Medication.....	8
Miscellaneous Standards.....	25
Morning Arrival and Before School Activities.....	6
Non-Discrimination.....	4

Peer Mediation.....	15
Preparing and Organizing the Day.....	5
Report Cards/Grades and Conferences.....	41
Smoking Citation.....	25
Student Absences and Excuses.....	11
Student Dress Code.....	26
Student Records/Updating and Withdrawal.....	10
Study Skills/Homework/Scholastic Achievement.....	14
Substitute Teachers.....	30
Supplies and Equipment.....	32
Tardiness to School Procedures.....	13
Telephone Use.....	29
Textbooks and Supplies.....	33
Transportation	40
Vacations.....	13
Violations.....	18
Visitors.....	6

Dear Shore Student:

Welcome to Mentor Shore Junior High!

Your student handbook is to help you understand what will be expected of you and the procedures for meeting those expectations. The first two things you should do are: 1) read and study the handbook, and 2) share the handbook with your parents. If you have any questions, write the questions down and ask a teacher, guidance counselor, administrator, or someone else who will have the correct answer for you.

We want your year at Shore to be positive and trouble free. This will occur if you make good decisions about your learning and work to get along with other people. The best advice that we can offer you is to organize yourself so that you can "achieve the best you can achieve, be the best you can be," and "be involved." The most important thing that you should do while at Shore is to strive to get the highest grade possible in each of your classes. Your academic achievement is our number one priority and your personal well-being our number one concern!

Sometimes, achieving academically is difficult because of possible concerns, problems, or lack of understanding and motivation. There are many people at Shore who want to help because they understand that *everyone* needs a little help sometime. If you need any kind of assistance or understanding at any time, please see a counselor, teacher, or administrator. Talking to someone almost always helps!

Have a great school year and when the school year ends, know that you did your very best! Sometimes the effort is everything!

Best of luck, success, and achievement.

Sincerely,



Doug Baker
Principal



Chuck Bennis
Assistant Principal



Christl Wolf
Assistant Principal

par

**This Student/Parent Handbook should be shared
and discussed by each student with his/her parent(s).
NOTIFICATION POLICIES OF NON-DISCRIMINATION**

The Mentor Exempted Village Public School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, age, sex, or disability in the educational programs and activities operated by the District.

It is the policy of the Mentor Exempted Village Public School District that educational programs and activities are provided without regard to race, color, national origin, age, sex, or disability.

No student shall be denied admission to the Mentor Exempted Village Public School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, age, sex, or disability or any other basis of unlawful discrimination.

Upon request, the District shall make reasonable accommodations for a disabled person to be able to participate in various activities.

To carry out these policy statements, persons and officers are identified herein and shall be responsible for compliance within the designated areas:

Title IX Coordinator
(non-discrimination on the basis of sex)

Title VI Coordinator
(non-discrimination on the basis of race, color, or national origin)

Section 504 Coordinator
(non-discrimination on the basis of disability)

Dr. Jacqueline Hoynes
Superintendent
Mentor Board of Education
6451 Center Street
Mentor, Ohio 44060
Telephone: (440) 974-5210

Questions or requests for information should be directed to the appropriate office or person.

PREPARING AND ORGANIZING THE DAY

It is clear those students who organize their day and are prepared for class achieve better than students who leave their organization and preparation to chance.

Student Notes:

1. **PLAN THE DAY:** You should plan on being in first period before the 8:40 a.m. tardy bell. You should be prepared for all morning classes and have the following items with you when you report to first period:
 - A. Assignment book.
 - B. Two pencils and/or pens.
 - C. Notebook.
 - D. Individual folders for *all* morning classes.
 - E. Covered textbook(s) for *all* morning classes.
 - F. Enough writing paper for the entire day.
 - G. All homework fully and properly completed.
2. **PLAN THE AFTERNOON AT LUNCH:** You should plan and have all materials for your afternoon classes ready to be easily picked up in your locker after lunch. Take all items for your afternoon classes with you when you go to the period following lunch.
3. **PLAN YOUR HOMEWORK AND STUDYING:** You should take home your assignment book, textbook(s), and other materials you need to study and have completed for homework. There are three big ideas we think will help you:
 - A. Organize your locker and put books and materials to go home all together in one section so they can easily be identified and quickly picked out at the end of the school day.
 - B. Keep your assignment book up-to-date and accurate. When you complete a homework assignment, check the assignment off as being done. Be sure to write your name and place the proper heading on all papers.
 - C. Have a regular study time and place at home and use the time and place consistently.

PLACES AND THINGS YOU SHOULD KNOW

MAIN OFFICE

Office hours are 8:10am to 4:10pm.

The office sells some school supplies that are related to course requirements. Students may purchase locks, gym uniforms and other items before or after school or during resource periods.

As you enter the office at Shore Junior High School, please remember you are in a business office where the public is likely to visit. You should be courteous and respectful.

MORNING ARRIVAL AND BEFORE SCHOOL ACTIVITIES

Students should not arrive to school prior to 8:10 in the morning due to lack of supervision. Prior to 8:25, seventh grade students should be in the seventh grade hallway; eighth and ninth grade students should be in the cafeteria. At 8:25 a.m., students will be released to their lockers and homerooms. (In certain situations, students may have club meetings, athletic practice, extra help sessions, or morning detentions. For these situations, students are to go to their locker and then report directly to the assigned rooms at the assigned times.)

It is also asked that parents who pick-up or drop-off their son/daughter should use the North lot closest to Harper Gym. This is for the safety of those students who are transported via the bus to and from school.

Student Notes:

1. Go directly to the cafeteria (8th and 9th graders) or seventh grade hallway (7th graders) when you arrive at school before 8:25 a.m.
2. If you have a different activity, report directly to that teacher and wait in that room until the teacher arrives.
3. Students are not to go to lockers prior to 8:25 a.m.
4. Students must remove and put away electronic devices upon entering the building.

VISITORS

We hope parents will feel free to consult with teachers, counselors and administrators. Historically most problems arise from a lack of communication or understanding. A call to schedule a visit will eliminate most concerns. Please call the office for appointments. All visitors must report to the main office for a visitor's pass. However, we do not allow students from other schools to visit during the school day or attend our school dances. Additionally, we would rather not have visits from returning high school students unless it is arranged with a specific teacher for no earlier than 3:55. Unauthorized visitors may be subject to removal from school property and possible charges being filed for trespassing.

MEDIA CENTER

There is one major media center in Shore Junior High. The media center aims to further reading interests and educational goals by working with students as individuals and in groups. To accomplish this, a wide variety of materials, including books, computers, magazines, pamphlets, pictures, and films/videos are available to the student. These include materials for recreational purposes, as well as those which supplement the courses of study. The media center is an important educational resource at Shore.

Student Notes:

1. The media center is open each school day, from 8:25 to 3:40 pm. Students may use the media center in place of study hall by obtaining a pass, in advance, from their subject teacher(s).
2. Media center passes are given *only* when a student needs to use the media center materials to complete an assignment or for other worthwhile projects. Regular homework such as math problems or compositions may be done in study hall. Passes for recreational reading are given by the media center staff.

3. Substitutes will not issue media center passes.
4. The student must be in the media center and on time like all scheduled classes. Report directly to the media center. The media center pass will be collected and returned by an aide to the resource teacher.
5. Students who are tardy must report as a class and be accompanied by a teacher.
6. Admission is on a first arrival basis each study hall period. If too many students report to the center, the last arrivals must return to study hall. This will be handled by the librarian.
7. **IMPORTANT!** The use of the media center during study hall is a privilege. Students who misbehave or arrive late to the media center will have the privilege denied.
8. Students may check out regular collection materials for two weeks. Books may be renewed if they are not needed for classes. Reference materials, such as dictionaries and encyclopedias, may be checked out only on an overnight basis. Overnight materials may be checked out after school and are due in the media center before first period the next school day.
9. Computers are available for student use. Students should specifically indicate they wish to use a computer when they secure the media pass.
10. Any materials borrowed by a student become the responsibility of the student in case of damage, loss, or late return. The cost for damage or loss of materials depends on the kind of damage and the value of the item.

COMPUTER LAB AND COMPUTERS

The Shore computer lab is designed for both individual and full class use.

Student Notes:

1. Ask questions if you have any doubt about properly operating a computer or any of its functions.
2. Do not alter, modify, or try to fix any computer for any reason.
3. Report to the instructor any computer that is not properly operating.
4. Do not use the computer for commercial games or any other unauthorized reason.
5. Copying of disks and/or programs is strictly forbidden and may result in disciplinary action.
6. Passes for the computer lab and computer use are obtained only from the teacher of the course.
7. Use of the internet will be permitted unless the school is contacted by a parent.

CLINIC

The clinic serves the health needs of all Shore students and is supervised by a full time nurse. Students use the nurse for first aid treatment, illness, and other health related problems and personal hygiene procedures. During the school year, home visits are made, immunizations are checked, and hearing, vision and postural screening take place. **All students must have a completed emergency card on file in the clinic by the first week of September.**

Student Notes:

1. Use the clinic but do not misuse it.
2. Have a pass from a teacher when you report to the clinic, if it is not an emergency.
3. If it is necessary to be sent home, the nurse will contact a parent.
4. It is the responsibility of the parents to provide transportation home from the clinic. **STUDENTS ARE RELEASED ONLY TO PARENTS OR OTHER ADULTS DESIGNATED BY THE PARENTS. STUDENTS ARE NOT PERMITTED TO WALK HOME WHEN THEY RECEIVE A CLINIC EXIT.**

IMPORTANT!

Any student taking medication is to notify the nurse and make arrangements to take the medicine in the clinic if medication is needed during school hours. STUDENTS ARE NOT TO KEEP MEDICATION ON THEIR PERSON WITHOUT PERMISSION OF THE SCHOOL NURSE OR SCHOOL OFFICIAL. THIS INCLUDES ASPIRIN, TYLENOL, ASTHMATIC INHALERS, OR ANY OTHER OVER-THE-COUNTER MEDICATION.

MEDICATION

1. When a student has an illness which requires oral medication, every effort must be made for such medication to be given by parents at home. Contact the nurse to discuss the administering of medication.
2. If a student needs to take oral medication during the school year, written verification of this is to be provided by the attending physician and written parental permission provided for the administration of medication by school personnel. Use official school form.
3. The school will not normally assume responsibility for application of ointments, change of dressings, or injections unless specifically arranged in advance with a physician.
4. Each student's medication must have affixed a prescription label including student name, the name of the drug, directions concerning dosage, and duration of the period of medication.

5. Unless there is **specific prior** permission, all medication must be brought to the school by a parent or guardian and given to the school nurse or administrator. **STUDENTS ARE NOT TO TRANSPORT OR BE IN POSSESSION OF ANY MEDICATION.**
6. Forms for physician's verification and parental permission are available from the school nurse.
7. If there is any doubt or question regarding procedures, contact the school nurse at **257-8756.**

GUIDANCE AND COUNSELING

The guidance counselor(s) at Shore works with students in groups and individually to help each student be a successful member of his school, his family, and his community. Counselors provide sessions to help students plan their schedule, make career choices, make decisions to improve or enhance classroom performance, address personal concerns, administer tests such as "proficiency" and "academic" achievement, and work out conflicts with classmates. Students are welcome to contact either counselor for special problems.

Student Notes:

1. Counselors work with students in the following areas:
 - A. Help students "get adjusted" to a new school.
 - B. Help students improve study habits and grades.
 - C. Help students "take a look" at some important questions they must answer and consider some of the ways they can make decisions.
 - D. Give students standardized and proficiency tests and review the results with them.
 - E. Help students select subjects for the next school year.
 - F. Provide information and counseling on "special needs," such as chemical/ drugs, suicide, abuse, pregnancy, and divorce.
 - G. Provide individual and group counseling.
 - H. Assist with students in special programs.
 - I. Plan and coordinate career education experiences.
 - J. Participate in Individual Educational Plan meetings.
2. If you want to see a counselor, you may stop by the guidance office and get a pass. You should plan on meeting with the counselor before school, during study hall, or at lunch time. You should avoid missing a class to meet with a counselor unless it is an emergency. If it is a true emergency, a counselor will usually see you immediately; otherwise, you will be seen within a school day and normally during non-class time if possible.

3. Remember, meeting with a counselor or being sent to see a counselor does not mean you have done anything "wrong."
4. In junior high school, you are given tests that are administered by the guidance department. These tests are given to help students better understand their academic strengths and weaknesses and to help in making wise course selections in junior and senior high school. These test results are used by teachers and counselors as a guide in recommending students for the varied courses available in grades 7-12. Employers and admissions officers for colleges, technical programs, etc. are sometimes interested in standardized test scores. For these reasons, all students should always try to do their very best on all tests.

STUDENT RECORDS/UPDATING & WITHDRAWAL

The Mentor Board of Education believes that adequate and accurate pupil records must be maintained. Such records not only provide cumulative data which are essential for attendance and emergency purposes, but they also provide the staff valuable background information on students' interests, needs, abilities and achievements which is essential in designing and maintaining an effective educational program and effective home-school communication.

Student Notes:

1. Parents will be afforded the opportunity to review the contents of the student's school record. This review will be conducted in conjunction with a member of the professional staff who will be responsible for fully interpreting all materials contained therein. Parents who desire this review should call the guidance department for an appointment.
2. If a student is withdrawing from school, his/her parents must notify the office, either in person or in writing. At the time of withdrawal, the office will furnish the student with a check-out form which must be signed by all the student's teachers to indicate that all books have been returned and all fines have been paid. The form also will contain the student's grades at the time of withdrawal. No transfer will be completed until all fees and fines have been paid.
3. Upon enrollment in the new school and request from the new school, academic and health records will be forwarded via the mail.
4. **IMPORTANT:** Report any change of address, telephone number(s), guardianship or residency immediately to the guidance office.

DIRECTORY INFORMATION

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information" the following: student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially-recognized activities and sports, height and weight, dates of attendance, date of graduation, awards received, honor rolls, and scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian or adult student notifies the District Records Office in writing within ten days from the date of this notification that he/she will not permit distribution of any or all of such information.

STUDENT ABSENCES AND EXCUSES

Absences for the following reasons shall be considered as excused:

- | | |
|--|---|
| A. Personal illness | F. Religious holidays and activities |
| B. Serious illness or death of a family member | G. Authorized school-sponsored activities |
| C. Funeral | H. Approved college visits |
| D. Medical and dental appointments that cannot be arranged during non-school hours | I. Acts of God |
| E. Unusual or emergency situations at home | J. Quarantine |

An absence for any reason other than those listed above shall be classified as unexcused. A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within a reasonable time following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence. The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness. A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

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

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

ATTENDANCE

While every student cannot have perfect attendance, every effort should be made to miss school as seldom as possible. Clearly, it is difficult to learn new classroom information and benefit from school if there is not a regular, daily pattern of school attendance. Regular, prompt school attendance is the responsibility of all parents according to the State of Ohio Revised Code, but is willingly shared as a cooperative effort between the home and school.

The Lake County Juvenile Court has requested that students with irregular or excessive absences be referred to the Court. Excessive absences, except those with long term medical statements, may be referred to the Court.

Student Notes:

1. On the day of an absence, call (**parents only**) the school between 8:10 a.m. and 9:00 a.m. A parent call is expected **each day** of absence.

Shore Guidance Office: 257-8753
Shore Clinic: 257-8756

2. On the day returning from an absence, give a note (**parent signature**) to your first period teacher.

Note should include:
Dates - Reason - Parent Signature

3. If a parent call is *not* received the day of an absence, **parents will be contacted at home or work to verify a student's absence.**
4. In case of short-term illness of 1-2 days, classwork assignments should be secured from a friend or the teacher contacted personally. Please allow at least **one full day** after request is made for assignments to be made.
5. If an illness is extended (more than 3 days), classwork assignments will be provided if requested. Contact the guidance office for such requests. Again, allow **one full day** to secure the assignments. Requested assignments should be picked up, completed, and returned to the teacher.
6. Missing the bus is an unexcused absence. The State of Ohio recognizes only illness, medical/court appointment, religious holiday, or family death or emergencies as excused absences.
7. If both parents leave for work before a student leaves for school, the student should contact a parent and have them call the school to explain the absence. Parent contact is expected.
8. The typical Shore student is absent 3-4 days an entire school year. Typically, on a daily basis, 96% of the students are in school.
9. Students who are (A) late to school or (B) in school but NOT in first period *before* the 8:40 a.m. bell, are recorded as tardy to school.
10. If arrival at school is after 8:40 a.m., you are to report immediately/directly to the guidance-attendance secretary and receive an "admit pass."
11. Missing the bus, getting caught in traffic, or getting up late are not acceptable reasons for tardiness.
12. Being tardy to school may result in school detentions being assigned. Excessive tardiness may result in After School Restrictions, Saturday school, out of school suspensions, and/or Juvenile Court Referrals.

TARDINESS TO SCHOOL PROCEDURES

Punctuality is a valuable and important trait for people to maintain. Employers have consistently listed punctuality as a top priority when considering whether to hire and then keep an individual on a job. In the school setting, tardiness can cause disruption to the student's educational program and learning.

It is a fact that extenuating circumstances can cause a person to be off schedule and tardy sometimes. Sound planning and development of well timed routines will translate into a person being punctual most of the time. The following procedure at Shore Junior High acknowledges that sometimes unplanned or extenuating circumstances can arise.

1. On the third tardy, a tardy warning slip will be issued to the student explaining that the next tardy will be a detention.
2. The student must return the tardy warning slip the next day, signed by a parent/guardian. **Failure to return the signed tardy warning slip will result in the assignment of an office detention.**
3. Students will be issued detentions for their 4th through 9th tardy.
4. Students will be issued Saturday schools for each tardy incurred after the 9th tardy.

VACATIONS

Student Notes:

1. Plan family vacations to correspond with school vacations.
2. Vacations that interfere with school attendance should be discussed with a school administrator or guidance counselor well in advance of the vacation. A Pre-Arranged Absence Request Form must be submitted one week in advance. These are available in the Guidance Office.
3. Vacations normally influence a student's grade.
4. If possible, make-up work will be provided. It is clearly 100% the student's responsibility to obtain, complete, and submit all work as prescribed by the teacher. It is unfair to expect advance assignments - particularly in some subjects.
5. Vacations should be avoided during the times of semester or final exams. Making satisfactory arrangements for both a student and a teacher is impossible.

APPOINTMENTS/REQUESTS

Whenever it is possible, appointments should be made outside the regular school hours. If it is necessary to schedule appointments during the school day, the appointment should be arranged to miss the least amount of possible school time.

Student Notes:

1. Submit a parent written request for an appointment **in advance of the appointment.**
2. Exit only at the scheduled appointment time.
3. Students should report to the attendance secretary in the guidance office before leaving and when returning, along with their parents who will sign them out and/or in.
4. A school exit will be approved only to a parent/guardian or an adult designated by a parent in a written note.
5. **IT IS CLEARLY THE STUDENT'S RESPONSIBILITY TO CONTACT THE TEACHER TO MAKE ARRANGEMENTS FOR ANY MAKE-UP WORK.**

MAKE-UP WORK AND INCOMPLETES

Excused Absences:

Work missed during a period of excused absence may be made up. Upon returning to school, a student shall have a period of days equal to the number of days absent in which to make up any work missed.

Unexcused Absences:

Work missed during a period of un-excused absence, including suspension may not be made up for credit. However, students are encouraged to do the work missed for the benefits they will gain from the learning experiences involved.

Incomplete Grades (I) for 9 Weeks, Semester of Year:

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

STUDY SKILLS/HOMEWORK/SCHOLASTIC ACHIEVEMENT

All students at Shore will have to study daily and do homework on a regular basis if they are to keep up with class assignments and achieve "good" grades. Clearly, good study skills are necessary to get the most out of the material read and make good use of study time.

Student Notes:

1. Students should study at least one subject nightly and/or spend 30-45 minutes doing homework. Most students have to do nightly homework or studying.
2. Homework - what needs to be done to fulfill the teacher's assignment (teacher decision).

3. Study - what needs to be done to better understand the material covered in class or an assignment (student decision).
4. Homework assignment books must be purchased by every student. All students are required to use and maintain an assignment book.

PEER MEDIATION

One method of dealing with a problem a student may be having with another student is through peer mediation. Peer mediation is a confidential, student facilitated program which helps students promptly solve problems, while also teaching students communication skills necessary to better handle conflicts in the future.

Peer mediation typically handles conflicts centering on rumors, name-calling, harassment, threats and any other situation a student may want mediated. Many of these conflicts, if not dealt with immediately, often escalate into larger, more harmful situations. However, peer mediation will not mediate disputes between students and teachers or situations that are life threatening.

The mediation process encourages students to resolve their differences in a non-confrontational situation. An Agreement is written up that both students agree upon, and then a one week follow up meeting is scheduled to monitor progress. Students are encouraged to try peer mediation as a positive way to solve disputes throughout the school year.

HARASSMENT AND VIOLENCE

Harassment and violence by students or staff in the school environment can substantially interfere with their ability to learn, perform, work, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, in any school, during transit to or from school, or during any school sponsored activity or event that constitutes harassment or violence involving either students or staff shall be strictly prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal or other appropriate administrator. All reports should be investigated in accordance with the policies applicable to the harassment being complained of. This policy shall be included in all student and staff handbooks. Sexual harassment, may include, but is not limited to, the following:

- a) Verbal harassment or abuse
- b) Pressure for sexual activity

HARASSMENT, INTIMIDATION, AND BULLYING

The Mentor Exempted Village Board defines a positive climate as one that evokes non-violence, cooperation, teamwork, understanding, and acceptance toward all students and staff in, and in transit to and from, the school environment. It is the goal of the District's harassment, intimidation, and bullying policy (Policy 9.34) to enhance learning and teaching environments. This policy was sent home to the parents of all students for their review prior to this school year.

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event, or on school transportation, including drop-off and pick-up locations, and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined

to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by Policy 9.34 shall be investigated in accordance with the policies applicable to the particular harassment.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person should report it in the following manner:

Fill out the student statement form in the main office and submit it to one of the following:

- Assistant Principals
- Principal
- Guidance Counselor
- Teacher

If it is an emergency or you are in danger, please ask to see the Principal or an Assistant Principal as soon as possible.

HAZING

Hazing activities are prohibited. No administrator, faculty member, or other employee shall encourage, permit, condone, or tolerate hazing. No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student, or other, organization that causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. All District employees are required to be alert to possible situations, circumstances or events which might include hazing. If an employee discovers that hazing has, will or might occur, the students involved shall be informed that hazing is prohibited and shall be directed not to engage in hazing. All hazing incidents shall be reported immediately to the Superintendent or designee. This policy shall be distributed to all students and school district employees. Failure to follow this policy could result in discipline and subject the violator to civil and criminal penalties.

BASIC ELEMENTS OF SCHOOL DISCIPLINE

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

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

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

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

CLASSROOM BEHAVIOR

A main purpose of school is to help students learn. The Shore staff and parents are committed to maintaining and supporting a classroom atmosphere that gives every student the opportunity and right to learn.

Student Notes:

1. Arrive on time to class.
2. Have all necessary supplies and materials.
3. Sit and remain in your assigned seat.
4. Respond promptly and courteously to teacher inquiries and directions.
5. Avoid all "talk-outs" and "undercurrent" conversation with classmates unless talking is a specific required part of the class activity.

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

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

1. **Lunch Time Detention:** The principal (or faculty member) may designate an area in which the student must remain during the lunch period. Students are to have an opportunity to eat their lunch. Failure to report for or to complete the detention may result in an in-school restriction, Saturday school restriction, or an out-of-school suspension.
2. **Before and After School Detention:** The principal (or faculty member) may require a student to serve a detention before school or after school provided the parents have been given at least one (1) day's notice and have agreed to be responsible for the child's transportation either to or from school. If the student is a bus rider and the principal cannot verify that the parents agree to be responsible for the student's transportation before or after school, detention should not be used or should be delayed until verification is received. Failure to report

for or to complete the detention may result in additional school discipline up to and including out-of-school suspension.

3. **In-School/After School Restriction/Saturday School:** The Saturday school will be in session from 8:30 a.m. to 11:30 a.m. Attendance is to be taken from the attendance sheet and recorded by the supervising personnel. Any discrepancy noted should be promptly reported to the administrative personnel. A student missing any portion of his/her assigned time in Restriction or Saturday school may be subject to additional school discipline up to and including out-of-school suspension. The rules and procedures regarding participation are to be published in the student handbooks. Rules should include but not necessarily be limited to the following:

1. Students are to have sufficient learning activities and materials for the period of their restriction or Saturday school.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to use the telephone or to go to their lockers.
5. Students shall not be allowed to put their heads down to sleep.
6. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
7. No food or beverages shall be consumed.
8. Students are required to have class assignments with them when they attend restriction or Saturday school.

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

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When a discussion or request of a student does not remedy a situation or additional communication is needed, other consequences are often assigned. Detentions, ASR's, or Saturday schools (held at Mentor High) are forms of discipline that are used at Shore.

Student Notes:

1. Failure to report to an assigned teacher or office detention will result in an After School Restriction (ASR). Failure to attend an assigned ASR will result in a Saturday school. Failure to attend an assigned Saturday school will result in a three day suspension or other disciplinary consequence.
2. Students will be given at least 24 hours advance notice of an assigned disciplinary consequence unless other arrangements are made with the parent/ legal guardian.
3. All Detention and ASR forms must be signed by the parent/guardian and returned with the student at the time the consequence is served. All Saturday school forms must be signed by the parent/guardian and returned to the main office at Shore no later than the Friday prior to the scheduled Saturday school.
4. Students must arrange for their own transportation from detentions, ASR's and Saturday schools.
5. Students are required to inform their parent/guardian of all disciplinary consequences. Failure to inform parents/guardian may result in further disciplinary consequences.

6. In case of **extreme hardship or emergency, parents** are to contact the school and explain the circumstance **well in advance** of the scheduled time of the detention, ASR or, Saturday school. Failure to give adequate advance notice will result in the student being considered truant and subject to further discipline as outlined above.

CODE OF STUDENT CONDUCT

The items in this Code are applicable to misconduct by a student that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a pupil that, regardless of where it occurs, is directed at a school District official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools. This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

VIOLATIONS

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

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

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

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

7. Displaying a belligerent, defiant and/or insubordinate (disobedient) manner in refusing to comply with reasonable requests of authorized school personnel.
8. Consensual and inappropriate physical contact or public display of affection.
9. Prevention of or attempting to prevent by any act the functioning of the school disciplinary process.
10. ID Card Violation – All high school students must wear on a lanyard, around their neck, an official Mentor High School identification card.
11. Temporary ID Card Violation – All students must wear an official temporary identification card obtained from the high school pupil services office when not in possession of their card.
12. Defacing ID Card – All students must not deface their identification tag in any way. This includes stickers, press-ons, personal markings, pictures or cuttings. All defaced identification cards must be replaced immediately.

B. Damage, Destruction or Theft of Property:

1. School Property: A student shall not intentionally cause or attempt to cause damage or to vandalize school property or to steal or attempt to steal school property. Damage or vandalism can include, but is not limited to, writing on desks, graffiti, or damaging bus seats. In accordance with the Ohio Revised Code 3109.09, parents or guardians will be held fiscally responsible for any property damage by their child.
2. Property of Others: A student shall not intentionally cause or attempt to cause damage to property of others, or steal or attempt to steal others' property.

C. Threats and Intimidation (Menacing): A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to, threats used to extort money or any other item of value from another student or person. This includes pushing of another student.

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

E. Use or Possession of Tobacco Products: A student shall not possess, use, sell, or offer to sell, buy or offer to buy, or distribute any tobacco product including, but not limited to cigarettes, cigars, snuff and chewing tobacco or aid any other student to use, sell or distribute any tobacco product including but not limited to cigarettes, cigars, snuff and chewing tobacco.

F. Use or Possession of Alcoholic Beverages or Drugs: A student shall not possess, use, sell or offer to sell, buy, or offer to buy, transmit, cultivate, manufacture, be under the influence of or aid any other student or person to possess, use, sell or offer to sell, buy or offer to buy or transmit, cultivate, manufacture, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, "inhalant," "look-alike," "designer drug," controlled substance, dangerous substance or any other drug or counterfeit controlled or dangerous drug or intoxicant of any kind. The prescribed use of a drug as authorized by a medical prescription and properly contained and labeled from a registered pharmacist or physician or aspirin or its substitutes or over the counter cold remedies or drugs which are properly labeled and contained or which are for external use only, shall not be considered a violation of this rule, provided school policy is adhered to, possession of medication is in a prescribed quantity, and drugs are not transferred in any way and remain in the possession of the person for whom the prescription or medication was specifically intended. Medications and prescription drugs that are authorized for possession or

consumption during school should be registered with the school nurse prior to their consumption (Policy 6.34). The sale of any substance specified in the section or the possession of or aiding another student in the possession of a quantity of a controlled substance or dangerous substance, as specified above, which meets or exceeds the quantities necessary to qualify as a “bulk” amount (defined in R.C. 2925.01) shall be considered a more serious offense than possession of a quantity less than the “bulk” amount. The possession, use, sale or offer to sell, purchase or offer to purchase or transmittal of any substance which is represented or held out to be one of the substances prohibited by this rule, including, but not limited to illegal, illicit, prescription, over the counter medication, or “look-alike” drugs, is also prohibited. Possession of smoking devices or other paraphernalia typically used in the consumption of dangerous drugs or controlled substances is also prohibited as is the possession or use of any electronic device with the capability of transmitting and/or receiving communication, not authorized by school personnel. Over-the-counter drugs containing known stimulants (caffeine, phenylpropanolamine and ephedrine), for example NO-DOZ and diet pills and antihistamines, which act as sedatives, are known to serve as gateway drugs to use of stronger and more dangerous substances. These drugs can be in and of themselves, abused, and are prohibited from school.

G. Repeated Violation of School Rules: A student shall not repeatedly fail to comply with school rules and regulations or directions of teacher, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

H. Use or Possession of Weapons and Dangerous Instruments: A student shall not possess, handle or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, stun gun, pepper spray, mace, chains, smoke or irritant-producing devices or any other object that can be used as a weapon or that can reasonably be considered a weapon or resemble or is a facsimile of a weapon. This rule does not apply to normal school supplies like screwdrivers in industrial arts or vocational programs or exacto knives in art class when used for their intended purpose. A student shall also not knowingly possess a deadly weapon or dangerous ordnance or knowingly convey or attempt to convey any deadly weapon or dangerous ordnance or possess an object, as defined in the policy governing dangerous weapons, in a school safety zone.

I. Setting of Fire and Possession and Use of Fireworks and Other Explosive Devices: No student in school, on school premises, or school buses shall:

1. Expend fireworks.
2. Possess or transport commercial fireworks or materials that could easily be converted to use in creating explosive type devices.
3. Aid any other student or person to expend fireworks.
4. Construct or help another student or person to construct an explosive-type device.
5. Set a fire, urge or aid any other student or person in setting a fire.
6. Set a smoke or “stink” bomb or urge or aid any other student or person in setting smoke or “stink” bomb in school or on school premises.
7. Possess or use any incendiary device not under supervision of a faculty member to include, but not limited to, cigarette lighters or matches.
8. Be in possession of, handle, or sell any form of ordnance (for example, bullets, blanks, or look-alike ammunition).

J. False Reporting of Fire Alarms, Bomb Threats, Fires: No student shall submit or urge any other student or person to submit a false fire alarm or false report that a bomb or other explosive device is located within any school building, on a school bus or other service or administrative buildings. No student shall interfere with, tamper with, or otherwise reduce the effectiveness or accessibility to fire extinguishers, fire hoses, fire alarms, emergency exit signs, automated external defibrillators (AED), or other safety equipment.

K. Identification: All students must promptly, upon request, correctly identify themselves to authorized personnel in school buildings, on school grounds, on school buses, or at school-sponsored events.

L. Profane, Abusive, or Disrespectful Language and Gestures: Students shall not use any form of abusive, profane, offensive, obscene, or disrespectful language or gestures. . .

1. in general, or
2. toward authorized school personnel.

M. Physical Injury and/or Fighting:

1. Fighting – A student shall not cause or attempt to cause physical injury by fighting.
2. Physical Injury – A student shall not behave in such a way as could reasonably cause physical injury to self or another.

N. Actions for Assault and Battery: No student or group of students shall threaten/assault or use force/battery to any staff member, his/her family or property or to any other person.

O. Attendance: Students (and their parents) shall comply with state and local attendance laws. School attendance shall include, but is not limited to, attendance at all assignments as specified in the student's schedule. In addition, students must not be tardy to their assignments as specified in their schedules. Thus, the following subsections of this code apply:

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

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

P. Gambling: No student shall gamble or assist others to gamble.

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

R. Falsification, Forgery, and Cheating:

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

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

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly. When any school bus is stopped for any railroad crossing, all passengers must be silent until the crossing is completed.
7. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
(This includes pop, candy, gum, etc.)
8. Pupils must not use profane language.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps. Animals, firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Students must wait for driver's signal before crossing in front of the bus. Students shall cross ten feet in front of bus and be alert for oncoming vehicles.
16. Students who fail to properly identify themselves, when requested, shall be considered for suspension from all bus service from school.

T. Dress and Appearance: Students' dress and appearance shall be in accordance with the properly adopted dress guidelines and not in a manner that presents a clear and present danger to the student's health and safety, or in a manner which causes or can cause an interference with school work or which creates a classroom or school disruption. The wearing of insignia, including, but not limited to T-shirts, belt buckles, etc., which promote, encourage and/or describe activities prohibited in this policy and those insignia which can be forecast to materially

and substantially disrupt the operation of the school are prohibited. Hats/caps and coats/jackets will be removed upon entering the school building.

U. Compliance with Driving/Parking Regulations: All students driving to school must keep their vehicles under control at all times, following established safety procedures, and comply with school parking regulations, as defined in School Board Policy.

V. Possession of Stolen School or Private Property: No student shall receive, retain, or possess school or private property knowingly or having reasonable cause to believe it has been stolen.

W. Refusing to Accept Discipline: Violation of the conditions of student discipline as specified in the student discipline notice to parents shall be considered a separate and distinct disciplinary violation and subject to additional disciplinary penalties including additional suspension and /or expulsion. This pertains to all disciplinary actions: In School Restriction, After School Restriction, Saturday School Detention and the Insight Program.

X. Sales on School Premises: No student shall sell, offer to sell, buy, offer to buy, or exchange or trade any service, product, material, substance or other thing of value without prior authorization of the building principal.

Y. Harassment: No one shall be subjected to harassment. Harassment includes unwelcome sexual advances or any form of uninitiated or improper physical contact, sexual remarks or sexual acts. Harassment shall also include stalking of another person, or any speech or action that creates a hostile, intimidating, or offensive learning environment. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to proper authorities in compliance with state law.

Z. Harassment, Intimidation, or Bullying: No student shall harass, intimidate, or bully another student.

AA. Racial, Religious or National/Origin Bigotry and Intolerance: No student shall display racial, religious or national origin bigotry or intolerance. No students shall violate or urge others to violate the civil rights of any other person.

BB. Student Group: It is the policy of the Board of Education that student groups be recognized as authorized school-organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

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

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

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

SMOKING CITATION

With the passage of substitute Senate Bill 218, Ohio children under the age of 18 will now be cited for using, possessing or purchasing tobacco product - legally defined as cigarettes (including clove and handrolled cigarettes), cigars, pipe tobacco, chewing tobacco and snuff - in school, on school grounds or on other school property (such as school buses). The Principal or Assistant Principal will issue a minor misdemeanor citation and allege a violation of section 251.87(b) of the Ohio Revised code for juveniles possessing or using a tobacco product. Any tobacco product confiscated will be destroyed as contraband. (The ticket plus court costs usually amounts to \$140.00.) Any student in such a situation will still be subject to school discipline which may range from after school or in school restrictions, Saturday School suspension, suspension and, in the most extreme cases, expulsion.

MISCELLANEOUS STANDARDS

There are various procedures that do not neatly fit into other sections, but are important for the orderly operation of school. Common sense usually does much to help the school operate smoothly, but certain items must be emphasized.

Mentor Schools recently revised the policy regarding electronic devices to state, "Students may not use any electronic devices in an unauthorized manner." Unauthorized use includes but is not limited to the following: school buses, classrooms, and hallways. Any use of electronic devices on school property must be authorized by a Mentor Schools employee. Mentor Schools is not responsible for any lost, stolen, or damaged electronic device.

Student Notes:

1. Radios, CD/cassette players, MP3 players, other personal electronic items, large sums of money or valuable items should not be brought to school. Video games, trading cards, and laser pointers are prohibited at school. If confiscated, they may not be returned to the student until the end of the day or may be turned over only to a parent. Items that violate the Code of Student Conduct **will not be** returned. Consequences may be assigned for violating this standard.
2. Rollerblades, skateboards, scooters or any similar item should not be brought to school.
3. Any fad articles which interfere with the proper educational atmosphere at school are prohibited and don't belong at school.

4. Restrooms for both boys and girls are available on each floor in the building. Students are reminded that smoking is prohibited anywhere on the school grounds. Further, there should be no congregating in any of the restrooms.
5. Public display of affection, such as kissing, embracing, hand holding, or other displays of affection are not considered appropriate school behavior. Students are asked to refrain from such behavior while in school or on school grounds. This includes extracurricular events and activities. Parents are typically contacted when violations occur.
6. Students are not to eat or drink in the hall. Pop bottles may not be open in the hallway. Pop bottles which have been opened will be confiscated and discarded.
7. Students are only permitted to be at their lockers before first period, before or after lunch, and after the last period of the day.
8. Products such as whiteout or mouthwash which contain ingredients which violate the drug policy are not to be brought to school.
9. With the 2006-2007 school year, Shore will be a **NO GUM** school.

STUDENT DRESS CODE

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

The Board prohibits student dress or grooming practices which:

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

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

The following specific limitations shall be observed:

1. No blouses or shirts that expose the midriff, or that have an inappropriate neckline.
2. Shorts if in good taste may be worn at the discretion of the student. Spandex/bicycle and short-short shorts are NOT permitted.
3. Students will need to wear shorts, skirts, and dresses that are no shorter than three inches above the knee. Leggings underneath do not negate the three inch rule.
4. No shirts with inappropriate or obscene images or writing (e.g., gang related, advertisements for alcohol, tobacco or sexual reference).
5. No hats or bandanas.
6. No underwear shirts and sleeveless shirts/blouses (tank tops, halter tops).

7. No bare feet.
8. No see-through shirts without an undershirt.
9. No torn or cut jeans, shirts, and shorts.
10. No sagging or excessively baggy pants.
11. No coats worn in classroom.
12. No unsafe shoes.
13. Tattoos, slogans, insignia, buttons and other paraphernalia may not be worn or displayed if their message may be reasonably anticipated to substantially or materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his or her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief. High school or middle school students who violate this policy shall be subjected to the following disciplinary actions: A warning will be issued and the student's parents/guardian shall be notified that they have to come pick the child up or bring alternative clothing for him/her to wear. If the offensive clothing is a shirt, the student will be requested to turn the shirt inside out for the remainder of the school day. If the student should miss any class time because of dress code violations or is sent home to change, his or her absence will be considered unexcused. Repeated violations may result in other student discipline pursuant to the Student Code of Conduct, including but not limited to, detention, suspension, and/or expulsion. Elementary students failing to comply with the dress code will be dealt with in accordance with these guidelines. If clothing has been deemed unsuitable students will be asked to change into clothing supplied by the building administrator. If suitable clothing is unavailable, a parent contact may be made which would require the parents to bring appropriate dress code attire to school. Students who habitually violate the elementary dress code guidelines may be subject to after school detention and or suspension.

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Board of Education policy indicates the need to establish dress guidelines to assist students and parents in arriving at an acceptable level of appearance for school attendance. This policy recognizes that parents have the prime responsibility in achieving this acceptable level of dress while still recognizing that varying differences will exist in taste, style, etc. The Board of Education has charged the school administration, in cooperation with the teachers, students, and parents to collectively develop written dress guidelines. It is the belief of the Mentor Schools that dress guidelines should be periodically reviewed in terms of local fashions, contemporary community standards and the nature of the district's instructional program.

It is the responsibility of the Mentor Public Schools to establish and maintain an atmosphere in each building that is conducive to learning. Dress and appearance should contribute to the general atmosphere of the building by not drawing undue attention to individual students, should contribute to the health and safety of the student and others in the school environment, and should be appropriately modest. Specific examples of concerns in each of these major areas are indicated below.

Learning Atmosphere and Modesty - School attire should be comfortable, but also contribute to creating an effective learning environment. Modesty and good taste require the wearing of undergarments. Undergarments should not be worn as outer garments in the school setting and/or they should not be seen. Overly tight or overly brief clothing such as halters, short-waisted blouses and tops, and bicycle shorts are not allowed to be worn. Midriffs must be covered and tank tops are not permitted to be worn. Sleeveless shirts must cover the entire

shoulder from neck to arm and fit snugly around the arm. All shirts must cover the chest, shoulders, stomach and back.

Skirts and shorts must conform to modesty standard. Skirts should not be more than three inches above the knees and shorts must be mid-thigh or longer.

In addition, apparel or accessories which call undue attention to the individual such as chains, hats, symbols, patches, and shirts with inscriptions that violate prohibitions contained in the Code of Student Conduct should not be worn. Furthermore, sagging pants and coats are not permitted during the school day. Pajama, flannel or see through pants/shorts of any type are not permitted.

Sagging pants are usually oversized and worn several inches below a student's waist and in most cases expose their undergarments. Students are expected to wear their pants and shorts at hip bone level so that undergarments are not visible.

Health - An essential ingredient of individual health is body cleanliness. All students should be neat and well groomed at all times. Hair should be washed regularly, kept out of the eyes, and well groomed. Extreme colors of hair dyes or hair sprays should be avoided. Shoes must be worn.

Safety - The nature of various items of apparel can create potentially hazardous situations within the school setting. Items such as sunglasses, hats, extreme platform shoes, shoes without back straps, apparel that may drag on the floor, and cleated shoes fall within this classification. They are to be avoided.

Bookbags - Bookbags and oversized purses are not allowed in classrooms, nor are they allowed to be carried during the school day. Bookbags and oversized purses must be put in the student's locker once he or she has entered the school building.

Outdoor clothing - Clothing which is normally worn outdoors, such as hats, coats, jackets, vests, scarves or gloves must not be worn in school. Students must keep these items in their lockers. In the winter months, students are encouraged to carry or wear sweaters or sweatshirts. All other types of head coverings are not permitted.

Students who abuse these guidelines are subject to disciplinary action. They will be asked to make changes in their appearance or dress to conform to the accepted standards of safety, health, and good taste. Parents will be informed of the action taken. If abuses continue, parents will be asked to confer with the school staff about this matter.

Expectation: Students are to select, buy, and wear clothing that is clearly within the school guidelines including the Code of Student Conduct.

Student Notes:

1. If there is any doubt that the clothing you intend to wear to school may not be within the guidelines, select and wear something else to school.

2. Students will be asked to immediately change inappropriate clothing. Failure to do so will result in disciplinary action. Repeated violation of dress code standards will be considered as insubordination.
3. Keep in mind that appropriate school clothing is different from play wear, beach wear, athletic wear, sleep wear, formal wear, and some "trend fashions."
4. Select clothing that does not endorse or advertise drugs, chemicals or violence.

HALL PASSES

Hall passes are used to allow students to occasionally leave an assigned class and take care of an emergency or very important situation. Hall passes are also used to allow students to move through the school who are on official school business when classes are in session. **Only students with the approved Shore Assignment Book will be issued hall passes.**

Student Notes:

1. Request a hall pass only for "very important" or emergency situations.
2. Use a hall pass only for the requested reason. All passes must be filled out completely.
3. Abuse and/or misuse of the hall and passes is considered a serious school violation and may lead to the loss of the privilege.

TELEPHONE USE

Public telephones are maintained in the school as a public service to the community. The primary purpose is for students to contact their parents following after-school activities and for adult use when using the building.

Student Notes:

1. Use of the office telephone will be limited to before or after school. **A student should not ask to leave a scheduled subject class for telephone use.**
2. It is the student's responsibility to make all after school arrangements at home and before leaving for school. All projects, homework, lunches, gym uniforms, fees, locks, etc. are the students' responsibility and should be with them before leaving for school. Students will be asked to use the public telephone for failure in following these rules.
3. Phone calls should be brief. Public telephones may be used to contact a parent when approved by the teacher with a pass.

4. For important, crisis situations, contact the main office. Use of a school phone will likely be granted for justified reasons such as athletic or club cancellations.
5. Misuse of telephone procedures or abuse of emergency calls may result in disciplinary action and police involvement. This is a Federal violation.
6. Obtain a pass from the main office before using a telephone.

SUBSTITUTE TEACHERS

A substitute teacher is a guest in our building. Like a guest anywhere, the substitute teacher should be given courteous and respectful treatment. Shore staff and parents have clearly supported "guest" treatment of all substitute teachers.

Student Notes:

1. *Any* office referral by a substitute teacher normally results in at least a school detention being assigned.
2. Do not ask a substitute teacher for a pass to your locker, restroom, drinking fountain, etc. **SUBSTITUTE TEACHERS ARE TO GIVE PASSES ONLY TO THE OFFICE AND CLINIC FOR EMERGENCIES.**
3. The behavior that is expected daily in class is expected to be "better" when you have a substitute. Be on time, prepared, sit in assigned seat, be cooperative and courteous, and avoid "talk-outs" and conversation unless it is a specific part of an assignment.

ASSEMBLY CONDUCT

Assemblies give a large number of students the chance to benefit from a single program or recognize their classmates for special efforts. Assemblies provide the opportunity for students to practice public behavior and display the conduct taught at home and encouraged by Shore Junior High School.

Student Notes:

1. Proceed quietly to the gym and sit in the seats indicated by your teachers.
2. During the assembly do not whisper or talk. Show respect for those performing.
3. Applause at appropriate times is always welcomed, but inappropriate behavior will not be tolerated.
4. Students who are disruptive will be removed from the assembly and risk losing permission to attend future programs during the semester.

BUILDING DISMISSAL/SECURITY

The Shore building can never be over-used if it is not abused. Students are *strongly* encouraged to take part in a wide variety of activities and to stay for classroom help, athletic, music, and other extracurricular activities. However, students not under the direct supervision of a teacher and/or involved in a specific activity are to leave the building/grounds immediately following dismissal.

Student Notes:

1. Arrange parental transportation in advance of the after school activities.
2. Remain in the North (Harper) Gym area if you are waiting for a ride.
3. Take your coat, books, etc., to your after-school activity. You are not to return to your locker.
4. If you are in the building and not under the supervision of a teacher and something happens, you become a suspect.
5. *Never* enter a room/building area without specific permission of a staff person.
6. Students are not to be on Veterans' Park property during dismissal from 3:40pm to 4:10pm.
7. Students are not to trespass by cutting through yards on Rushton Road. Police intervention may be requested if problems arise.
8. Stay on the sidewalk as buses arrive at dismissal time. Form an orderly line when boarding the bus.
9. Stay off the driveways and parking lot areas.
10. Cross the street only at crosswalks.
11. When walking to and from school, walk TOWARD oncoming traffic.
12. Skateboards and roller blades are not to be brought to school.

CARE OF THE BUILDING

The teaching and custodial staff work to keep Shore looking clean and maintained. The students at Shore have donated many hours of talent to create wall murals and signs that can be enjoyed by students, staff, and school visitors. Numerous students also help out with the school's Garden Club, which helps to keep the school grounds looking great. Please RESPECT the school environment and do your part to pitch in.

Student Notes:

1. Vandalism is considered serious by the school and community. Repayment of all vandalism is expected.
2. Discard all paper, etc. in wastebaskets. Use recycling containers where available.

3. Writing on walls, lockers, desks, and other school furniture is defacing public property. **Important:** Express yourself by writing notes/messages on paper and telling people how you feel on a personal one-to-one basis.
4. Students are responsible for reporting any writing on their locker to a teacher or administrator the first time it is noticed. **Failure to report any vandalism** to the students' assigned locker is considered serious. If someone writes on your locker, you are responsible for reporting it.

SUPPLIES AND EQUIPMENT AND STUDENT FEES

Having the basic supplies and using them consistently and properly improves student achievement. Students who are prepared usually do better than those who do not have proper supplies.

Student Notes:

1. The Board of Education instituted a \$15 Access Fee for all secondary school students beginning with the 2004-2005 school year. All students are required to pay the fee; it allows them to participate in as many activities as they wish. The activity fee will go toward the stipend for the staff member to operate the clubs/activities. The Access Fee does not include Pay to Participate fees.
2. **Assignment Book:** Students must purchase a Shore assignment book at the beginning of each year. Write when your homework is due in the assignment planning book for each and every class. The assignment book should be with you at all times and taken home nightly. It is also used as a hall pass.
3. **Pencils/Pens:** Have at least two pencils and/or pens with you each class period. Always keep spare pencils and pens in your locker. Pencils and pens can be purchased from a machine in school near the main office.
4. **Writing Paper:** Have at least 4-5 sheets of white lined notebook paper each class period. Keep additional paper in a folder in your locker. Paper can be purchased from a machine in school near the main office.
5. **Notebooks/Folders:** Some students use notebooks while others use folders to organize their materials. You should decide which procedure to use. Additional folders are required in many classes.
6. **Textbooks:** Take your textbook(s) to each of your classes daily.
7. **Book Covers:** Keep all your textbooks covered. When the book cover wears out, provide a replacement.
8. **Individual Class Folder:** All teachers require you to have individual folders with pockets and three prongs. The folder can be purchased at school or at a local store. If you purchase folders from school, they can be purchased at the book store from 8:25 - 8:35 a.m. *only*.

9. **School Combination Lock:** Two combination locks are needed and we strongly encourage you to buy the locks at school. Key locks are not permitted except under unusual conditions for students who have special needs. **Physical education locks must be purchased at school.**
10. **Physical Education Uniform:** The physical education uniform is required and can be purchased the opening days of school during physical education class. Tennis shoes and socks are also required. Sweat clothes are needed for outdoor activities. Your name should be on all parts of your uniform.
11. **Lunch Money or Ticket:** Some students may qualify for free or reduced lunch cards. Information will be provided by the Main Office at the start of the school year.

TEXTBOOKS AND SUPPLIES

Textbooks are loaned to students for use while enrolled at Shore Junior High School. Like textbooks, other supplies are needed, some of which must be purchased as a class requirement. Supplies will be required in all courses.

Student Notes:

1. Students are financially responsible for textbooks or equipment assigned to them. Grade cards are held at Shore until fees and fines are paid in full.
2. Always have a notebook, lined filler paper, two pencils, and a pen. Pencils, pens, and paper are sold in a machine by the book store located by the main office.
3. Instrumental supplies, such as reeds and valve oil, are to be purchased by students. For information about instruments, the band teacher should be contacted.
4. Physical Education uniforms are required of all students and are to be purchased through the Shore Physical Education Department.
5. **Special Procedures:**
 - A. Issuing Textbooks - Subject matter teachers will issue textbooks to each student.
 - i. The teacher will record on the "Record of Textbook" form (in the faculty handbook) the name of the student issued the book, the book number, and the condition of the textbook.
 - ii. The student must, at the teacher's direction and supervision, write his/her name in ink, the year issued, and condition (New, Good, Fair, Poor, Bad) immediately upon issue.
 - B. Textbook Re-Issue - If a lost textbook cannot be found after a reasonable length of time, the following procedure will be followed:
 - i. The teacher concerned will fill out the "Student Account Form" - a three-copy form used in the collection of money from students.

- ii. The teacher will give all three copies to the main office secretary, informing the student that he/she should see the main office secretary the next day with said amount due on the textbook.
 - iii. If the student does not contact the main office secretary, she, in turn, will contact the student.
 - iv. After the student has paid for the book, the main office secretary will return the student copy (white) of the "Student Account Form" to the student, which must be kept by the student as a receipt. If the book is located, the student must present his receipt to the main office to receive a refund. The main office secretary will return the teacher copy (yellow) of the "Student Account Form" to the teacher.
 - v. At that point, the teacher will issue the student another textbook and file the teacher copy of the "Student Account Form."
- C. Lost Textbook Charges - The Board of Education shall decide the replacement cost of textbooks, and this amount shall be charged to students. Minimum charges are determined by the Treasurer and Board of Education policy and may require the replacement cost of the book.
6. Every effort will be made to assist the student when financial problems exist. Please contact the principal if the need arises.
7. Course expenses generally can be grouped into three areas:
- A. Fees are necessary to cover part of the school's expenses for the required expendable materials which the students as a group use rather than a specific item used by a student.
 - B. Supplemental Student Expenses are expenses for items which supplement the instructional program. These items are the student's own for future reference and use. Prices listed are based on the selling price during the fall of the current school year. Paperback and workbook prices are based on the most current data; however, prices have steadily increased and are subject to change.
 - C. Project Expenses include materials which students purchase to complete a student-selected project, as in industrial arts, for example. The costs cited are averages; individual costs will depend on the nature of the course and the specific project selected.

LOCKS/LOCKERS

Each student at Shore is loaned a school locker for use in storage of school supplies. This is a convenience extended to students so that they may better maintain the condition of their books and clothing. A school lock is to be purchased at Shore's book store by the student and used only on the issued locker. Students are loaned/issued two lockers - one hall locker and one physical education locker. Even though lockers are assigned to students, such assignment does not restrict the right of school officials to examine lockers when they believe it necessary to insure the safe operation of the school or violate the State/Federal laws or Board of Education Code of Student Conduct

Student Notes:

1. Use only the assigned locker and do not share a locker with another student. **SHARING AND USING NON-ASSIGNED LOCKERS IS A VIOLATION OF SCHOOL RULES.**

2. It is suggested that the school "combination" lock be purchased and used. Only lost school locks can be traced to the original owner by use of the serial number.
3. The *only* reason lockers are found open are:
 - A. The locker was not locked tightly.
 - B. The combination was shared with a classmate or locker shared.
 - C. The combination was written down and found by a classmate.
 - D. A classmate was allowed to see the combination when the lock was opened.
 - E. The lock combination was pre-set by a student.
4. A student is responsible and accountable for any and all contents found in the assigned/loaned locker.
5. Any writing done on a locker is to be immediately reported by the person to whom the locker was assigned. Reporting is required and does not imply the act was done by the person reporting.
6. Disciplinary action will likely result for lock/locker violations.

LOST AND FOUND

Lost items of all types are brought to the clinic and given to the nurse or clinic assistant. When you have lost something, check in the clinic for the item. Don't be content to ask on just one occasion; ask again and again.

BREAKFAST, LUNCH & CAFETERIA USE

All students eat breakfast and/or lunch in the Shore Cafeteria. Breakfast or lunch may be purchased in the cafeteria or brought from home. In addition to the regular school lunch, milk, ice cream, fruit drinks, and other nutritional foods are available.

Student Notes:

1. Students are to leave their eating area (table, chair, floor) clean of food and wrappers.
2. Each student is to secure his/her own meal and return his/her own food tray and garbage.
3. Free or reduced lunches are available to students whose family is on a limited income. See the main office.
4. Students are to report directly to the cafeteria at lunch time.
5. Poor lunchroom manners will result in disciplinary consequences.

6. ALL FOOD, INCLUDING BEVERAGES, REMAIN IN THE CAFETERIA. Teacher requests for food must be accompanied by a written note.
7. Students are not to exit the cafeteria except with specific direction or permission of the teacher.
8. Theft is a serious violation. Do not handle or possess any food items that you have not paid for.
9. Students are not to borrow money from other students.
10. Students should not table-hop or otherwise move about the lunchroom without permission.

CRISIS DRILL

In the event that an unwelcome or violent person should enter the building, our “Code Red” procedure would be initiated. This would consist of a particular sound over the public address system that a “Code Red” is in effect. Teachers will lock their doors, turn out the lights and instruct the students to move to a safe place in the classroom. The school will remain under a “Code Red” until the all clear signal is given by the principal.

FIRE & TORNADO DRILLS

Fire and tornado drills are held regularly with the hope that an actual fire or tornado never occurs. However, it must be recognized that emergencies do occur and preparation is essential. The signal for a fire alarm is a bell sound as a signal to evacuate the area. The signal for a tornado is a loud wailing siren noise.

Student Notes:

1. Fire drill and tornado directions are posted in all areas of the building. If you do not see a posting, ask a teacher for information.
2. In a fire drill, students are to exit the building. However, in a tornado drill, students are to face east along a hall wall (without glass) and place their head between their knees.
3. False fire alarms can endanger the life of classmates and staff. False fire alarms intentionally set will be reported to the Mentor Fire Department, and the individual responsible is subject to severe disciplinary action. FALSE ALARMS OF ANY NATURE ARE CONSIDERED SERIOUS.

THERE IS TO BE NO TALKING DURING ANY OF THE DRILLS

Safety rules and regulations have been made after seeing the kind of things that can happen with many students in a school building. When students are not paying attention to their surroundings, accidents and injuries are more likely to happen. Hopefully, injuries and accidents can be avoided by following these few rules and regulations.

EMERGENCY PLAN

It is always best to be prepared in the event of an earthquake or disaster. Shore Junior High is a part of the Lake County Emergency Response Plan. Should the plan be initiated, Shore will follow the instructions as outlined in the plan and in accordance with the degree of emergency.

Student Notes:

Earthquake: *If an earthquake occurs, the following actions will be taken inside the school building:*

1. The teacher or other person in authority implements action: DROP. (Take cover at the location you are in within the building.)
2. Implement Action: At the teacher's direction, LEAVE BUILDING when the earthquake is over. DO NOT RUN - particularly in stairways.
3. Avoid touching electrical wires that may have fallen.

Disaster: *The four levels of emergency when school is in session are:*

1. Unusual Events (no action required).
2. Alert (school and district notification and preparation in case the emergency isolates).
3. Site Area Emergency (school remains in session and prepares for protection action).
4. General Emergency (school remains in session and responds to directives for protective action, sheltering, and/or evacuation).
5. At all levels of emergency, students must listen and comply with the direction of the school officials.

EXTRACURRICULAR ACTIVITIES

Shore Junior High provides a wide variety of extracurricular activities in various aspects of learning. Students are encouraged to participate in several activities while at Shore. Activities are intended to meet the interests of students. If an activity is wanted and not available, the student should express this interest to a staff member. "Service Awards" are presented at an evening awards program each spring.

Student Notes:

1. The following activities and clubs are typical and available each year. New activities may be added and others dropped:
 - A. Athletics:
 - Fall**
 - 7th Grade Football (Boys)
 - 8th Grade Football (Boys)

9th Grade Football (MHS-Boys)
7th Grade Volleyball (Girls)
8th Grade Volleyball (Girls)
9th Grade Volleyball (Girls)
7th/8th Grade Cross Country (Girls/Boys)
9th Grade Cross Country (MHS--Girls/Boys)
9th Grade Golf (MHS--Boys)
9th Grade Tennis (MHS--Girls)
9th Grade Soccer (MHS – Girls/Boys)

Winter

9th Grade Swimming (MHS--Girls/Boys)
9th Grade Hockey (MHS--Boys)
7th/8th Grade Wrestling (Boys)
9th Grade Wrestling (MHS--Boys)
9th Grade Gymnastics (MHS--Girls)
7th Grade Basketball (Boys)
8th Grade Basketball (Boys)
9th Grade Basketball (Boys)
7th Grade Basketball (Girls)
8th Grade Basketball (Girls)
9th Grade Basketball (Girls)

Spring

7th/8th Grade Track (Girls/Boys)
9th Grade Track (MHS--Girls/Boys)
9th Grade Softball (MHS--Girls)
9th Grade Baseball (MHS--Boys)
9th Grade Tennis (MHS--Boys)
Club Lacrosse – 9th Girls and 9th Boys

B. Clubs:

Art Club
Cardinal Challenge
Drama Club
Garden Club
National Junior Honor Society
Pep Club
Ski Club
Student Council
Student Newspaper
Yearbook

C. Cheerleading:

Tryouts for all the cheerleading squads listed below are held in the spring of the previous school year.
Please listen for announcements.

7th/8th Grade Football (7th/8th Grade Girls)

- 9th Grade Football (9th Grade Girls)
- 7th Grade Boys Basketball (7th Grade Girls)
- 8th Grade Boys Basketball (8th Grade Girls)
- 9th Grade Boys Basketball (9th Grade Girls)
- 7th/8th Grade Wrestling (7th/8th Grade Girls)

2. Involvement in extracurricular activities are counted as activity service points. Students providing outstanding service and involved in a number of activities are recognized each spring at the awards program.

The following is a list of some typical "service point" activities:

- | | |
|-------------------------------|--------------------|
| Community Service | Newspaper |
| National Junior Honor Society | Student Council |
| Perfect Attendance | Spelling Contests |
| High Academic Achievement | Cardinal Challenge |
| Athletic Participation | Intramurals |
| Jazz Band | Mannheim Orchestra |
| Pep Club | Knowledge Masters |
| Drama Club | Garden Club |
| Shoreline Singers | . . . plus others |

3. The Shore Student Council is a very active and involved club activity. Support your Student Council - - its members represent you.
4. All extracurricular activities are governed by the Mentor Board of Education Code of Student Conduct. It is expected that students will have and demonstrate the same good conduct at an extracurricular activity as they would display in the classroom during the day.

ATHLETICS

All students at Shore are provided the opportunity to participate in interscholastic athletics against other area schools. The privilege of participation is contingent upon the student following the training rules, school conduct policies, and general team expectations. Athletic participation is available to both boys and girls. The spirit of sex equity is encouraged and supported.

The Mentor Board of Education has instituted a pay to participate program for athletics. Before a student may participate this fee **MUST BE** paid. The athletic director and the coaches will identify the procedures that need to be followed regarding paying to participate. Please let the school administration or athletic director know if there is a financial hardship that may need to be addressed. **Please Note: Paying to participate does not guarantee any individual athlete a starting position on any team.**

Student Notes:

1. The rules of the Ohio High School Athletic Association are the main policies governing a student's participation in junior high sports.

2. The training and practice policies of the Shore Athletic Council should be read and signed by every student at the beginning of each sport season.
3. A student who violates school policies and/or discipline standards will jeopardize his/her athletic eligibility.
4. **A physical exam is required for athletic participation.** See your coach and/or contact the athletic director to see if your physical exam is still in effect *each* season. A physical exam is required yearly.
5. A parent permission form granting participation is required each sport season. An emergency card is required to be on file with the coach.
6. An insurance waiver form must be signed by a parent and submitted to a coach each sport season.
7. Equipment, uniform, and supplies are loaned to a student during each sport season and are to be returned at the end of each sport season.
8. As long as a student has team membership and represents the school, he/she is expected to display good behavior at all times. The Mentor Schools discipline code is in effect while participating in all phases of the athletic program.

ACADEMIC ELIGIBILITY REQUIREMENTS -- ATHLETICS/EXTRACURRICULARS

To be eligible to participate in all extracurricular activities and athletics, the Mentor Schools have set certain academic standards which must be met and maintained.

Student Notes:

1. **Following are the eligibility requirements:**

- 9th graders must achieve at least a 2.0 GPA and pass at least 5 credits for the grading period.
 - 7/8th graders must achieve at least a 2.0 GPA and pass 75% of their courses.
 - Students may apply for probation if they are passing the required number of courses and have a GPA between .8 and 2.0.
2. Students achieving a .8 to a 2.0 grade point average may apply for probation by submitting a petition signed by the student and parent. Students who do not apply for probation will remain ineligible for the entire nine week grading period. Students must also meet Ohio High School Athletic Association credit guidelines to be eligible to apply for probation.

Students on probation will have full participation. Grades for those students will be monitored at interim report time. Those students who achieve a 2.0 grade point average will be declared eligible. Students who do *not* meet this 2.0 grade point average will be declared ineligible for the remainder of the nine week period.

Students may not apply for this probation status in two consecutive nine week periods; this also applies to the last nine weeks of one school year and the first nine weeks of the next school year.

TRANSPORTATION

The boundary lines for Shore's "walk-in" and "bus zone" are sent to each student just before school starts. Persons living in the "walk-in" zone are responsible for providing their own means of transportation to and from school. Students who are brought to school by bus are dropped off and picked up in the back of the school. All school rules are in effect at the bus stop and on the bus.

Student Notes:

1. Students who walk to school should always use the sidewalks and cross streets only at crosswalks. Students are not to be on Veterans' Park property walking to and from school.
2. Students who ride bicycles to school must follow all of the traffic rules and regulations of the City of Mentor and the State of Ohio. Bicycles must be kept at the bicycle racks provided in the courtyard. Bicycles left at the rack should always be protected by a lock of some type.
3. Only parents, relatives, or other adults approved of by parents are permitted to furnish transportation for students. When alternate rides are arranged, a written parental note must be submitted to the Principal prior to the dismissal from school. Student cars, motorcycles, mopeds, or other **MOTORIZED VEHICLES *ARE NOT* PERMITTED AT SHORE** during the regular school day or for extracurricular activities.
4. All students who ride Mentor Public School buses are expected to follow all bus rules and regulations (see "Basic Elements of School Discipline") and to cooperate with drivers.
5. A student **is not permitted** to ride a bus other than the one he/she is assigned **except in serious emergency** situations. When these occasions arise, a note must be submitted to the principal so that the proper pass can be prepared. The note must include name, date, alternate bus requested, and parental signature.
6. Any student who violates the regulation will be subject to disciplinary action, which may include the loss of bus riding privileges.
7. Sit only in your assigned seat.
8. Report any damage *immediately* upon boarding the bus.

REPORT CARDS, CONFERENCES AND HONORS

Scholastic achievement is not simply the measure of a letter grade, but the ability level and effort of the student. Students and parents receive formal information and achievement through Teacher-Parent Conferences, Progress Alerts, Interim Progress Reports, and Grade Cards. Parents and students are encouraged to contact subject area teachers if they want information about a specific class.

Student Notes:

1. Report cards are issued *four* times during the school year and mailed.
2. Interim progress reports are issued during the halfway point in each of the four grading periods and mailed.

3. Teacher-parent conferences are held two times a year - once in the fall and again in the spring.
4. Objectives for all courses are given to students the early part of each semester and serve as a guide to studying for the semester final exams.
5. Semester exams must be taken at the end of both the first and second semester.
6. Grade Calculation and Averaging. Evaluation is an integral part of the teaching-learning process. Evaluation is based on the student's achievement of course objectives that correlate directly with the graded course of study. Student achievement, which is reported by symbols, indicates the success and degree of mastery of the student in performing activities that lead up to the attainment of course objectives. A "C" grade is the minimum standard all students are expected to achieve in a given course.

A. What a Grade Means. The symbols A, B, C, D, F, and I are used to report achievement. The grading symbol indicates the degree of mastery, and the success of the student in performing activities that lead up to the attainment of course objectives.

- A = Excellent
- B = Commendable
- C = Satisfactory
- D = Needs Some Improvement
- F = Needs Much Improvement
- I = Incomplete

B. Nine Week Grade. The nine week grade a teacher assigns is determined by the student's performance. Items that are typically assessed include classwork, homework, reports, special projects, participation, quizzes, and tests. When percentages are employed to calculate a nine week grade, the following scale must be used:

- | | |
|--------------|-------------|
| A = 90 – 100 | D = 60 - 69 |
| B = 80 - 89 | F = 0 - 59 |
| C = 70 - 79 | |

C. Numerical Point Value of Letter Grades/Grade Point. The student grade point is determined by valuing an A as equal to 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0.

D. Final Grade. To pass a full year course, the student must earn a grade higher than a F in the third or fourth grading period, regardless of the grades earned in grading periods one and two. In a semester course, the student must earn a passing grade during one nine week grading period. A final grade is determined by the grades earned in each grading period and on semester exams #1 and #2 in full year courses, and on a single exam in a semester course. The single value of an exam is 1/10 and the combined value of exams #1 and #2 is 1/5, which is equivalent to a grading period. Teachers retain the discretion to use their best professional judgment in determining the students' final course grade.

7. Mentor has a self-supporting summer school which is held at Mentor High School. Students who fail subjects should strongly consider registering for summer school. Information is available each spring at all Mentor Schools.

8. Scholastic achievement is computed, posted, and published in a local newspaper.
 - A. Cardinal List - Consists of students who have achieved a point average of 4.000 during the past grading period.
 - B. Scarlet Roll - Consists of students who have achieved a point average of 3.500 - 3.999 during the past grading period.
 - C. Gray Roll - Consists of students who have achieved a point average of 3.000 - 3.499 during the past grading period.
 - D. Scholastic Achievement - Consists of students who have gone up one letter grade in two subjects and maintained the current grade in all other subjects.