

# Roberts Middle School

## Roberts Middle School Mission Statement:

Roberts Middle School will empower 21<sup>st</sup> Century learners with the academic and social skills needed to contribute to an ever-changing global community.

## Black Tiger Planner 2021-2022



Phone: 330-926-3809

FAX: 330- 920-3748

Mr. Kris Gaijer, Principal

3333 Charles St.  
Cuyahoga Falls, Ohio 44221

Progress Book: <https://pa.neonet.org/district>  
Website: <http://www.cfalls.org>

Board of Education 330-926-3800

Stay Safe – Speak Up!  
Public School Works  
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**THIS BOOK BELONGS TO:**

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ HOMEROOM # \_\_\_\_\_

This book was made possible through student fees. In this book you will find useful information for your daily academic needs. It is to become part of the items you need every day.

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**WELCOME**  
**to**  
**ROBERTS MIDDLE SCHOOL**

On the following pages of this planner you will find the rules and responsibilities each student is expected to know and follow for success at the middle school. To provide a safe and productive learning environment is the goal of every adult in our district.

The middle school teachers and staff are here to help students be successful. We work together as a Black Tiger Family to help all students uphold the expectations of Black Tiger Pride: Being Respectful, Taking Responsibility, and Practicing Safety.

We encourage parents/guardians to make every effort to be positive, active participants in your child's academic progress. Our structure is designed to best serve you and your child, but we need your involvement to operate at peak efficiency. In addition to individual Family Conferences, each school holds Open House and/or Jump Start, and evening Family Conferences. There are many opportunities to become involved in the Parent Teacher Organization (PTO) for overall school improvement and activities for students at the school.

**ATTENDANCE:** All schools in the state of Ohio are required to meet attendance standards for the year. According to Ohio law and the Cuyahoga Falls Board of Education policy, attendance is required of all students enrolled during the day and hours that school is in session. Regular attendance and punctuality are necessary for success in school and later in life. Many interactive classroom activities take place during the school day that extends the understanding of learned material. Students who miss school frequently often do not achieve to their best potential and do not develop good work habits for careers beyond high school. **Parents/guardians are encouraged to schedule their child's appointments during non-school hours. Because vacations are Unexcused Absences, parents/guardians are asked to schedule vacations during school breaks.**

**Excused Absence:**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. According to **Board Policy JED**, students may be excused from school for one or more of the following reasons and will be provided the opportunity to complete missed work for credit.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Reasons for which students may be nonmedically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;

7. absences due to a student being homeless or
8. as determined by the Superintendent.

**UNEXCUSED ABSENCE:**

An absence for any reason other than those listed above shall be classified as unexcused and the student will be considered truant.

**Habitual Truant**

According to Ohio House Bill 410, *Habitual Truant* refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours:

30 or more consecutive hours or

42 or more hours in one school month or

72 or more hours in a school year.

Truancy will be investigated and could result in required participation in an absence intervention plan, disciplinary action, and/or notification and referral to the proper authorities such as the Cuyahoga Falls Police Department or the Summit County Juvenile Court.

**Note:** Tardies will be counted toward a student's unexcused absence hours.

**Reporting Absences from School:** It is the responsibility of the parent / guardian to report all absences to the office. The message should include the name of the parent / guardian reporting the student absent, the student's first and last names, grade the student is in, and the reason for the absence. The absence will be recorded as excused or unexcused based on the reason given and the student's teachers will be notified of the absence by the office on the day of the absence. If a student is not reported absent on the day of the absence, the parent / guardian must contact the office either by personal call or a note reporting the absence immediately upon returning to school. Phone calls and notes will be accepted three (3) days beyond the date of the absence. An absence note must bear the signature of the parent or guardian, the date(s) of the absence, and the reason for the absence. Absences not reported to the office will be recorded as unexcused.

**Make-Up Work:** 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). For excused absences, the student will have two calendar days to make up work for each day absent. A student shall receive full credit for school work made up pursuant to an excused absence.

**ACADEMIC ELIGIBILITY:** All Cuyahoga Falls Middle Schools follow the Ohio High School Athletic Association guidelines for student athletic eligibility. All athletes must be passing five (5) subjects. Additionally, Cuyahoga Falls City Schools requires all athletes to maintain a 2.0 grade point average. The fee for middle school athletic participation will be \$50. There is a cap of \$100 for those student athletes participating in two (2) or more athletic seasons and \$160 per family. There are no other fees associated with participating in any other middle school activity.

**HARASSMENT, INTIMIDATION, AND BULLYING OF STUDENTS Board Policy JFCF; JFCF-R**

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting

with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

## **Complaints**

1. **Formal Complaints** Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.
2. **Informal Complaints** Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. **Anonymous Complaints** Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.
4. **False Complaints** Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

**ARRIVAL AT SCHOOL:** Students may enter at 7:35 a.m. if they are eating the school breakfast, or if they have been requested to be here earlier by a teacher for additional academic help, clubs, band, or detention. Otherwise, students will be allowed to enter the building at 7:55 a.m. The tardy bell rings at 8:00 a.m. Students are expected to conduct themselves appropriately while waiting outside. Parents/guardians need to consider temperature and inclement weather when/if they drop their child off early.

**CAFETERIA:** The school participates in the National School Lunch Program and makes lunches available to students for a fee; families may also fill out paperwork for this fee to be reduced or waived due to certain circumstances. Ala Carte items are also available. Students may also bring their own lunch to be eaten in the school's cafeteria. No student shall be permitted to leave school premises during the lunch period without specific written permission granted by the principal.

**CAFETERIA GUIDELINES:** The following guidelines reflect appropriate cafeteria behavior on the part of students. Violations may result in reprimands, detentions, in-school lunch restriction, in-school and/or out-of-school suspensions:

- 1) Students are expected to report for lunch on time.
- 2) Students cannot go to their lockers during lunch without permission.
- 3) Students are expected to use good manners at all times. Throwing of food or other objects is absolutely not allowed.
- 4) No running, yelling, or general misconduct.
- 5) No cutting or holding spots in line for others.
- 6) Students are to remain seated after going through the lines.
- 7) Once students have chosen a table, they need to sit at that table. Table-hopping is not permitted.
- 8) Do not take food off of another student's tray.
- 9) All students sitting at a table must clean their tables and adjoining areas of paper and trash and return trays to the tray window before they are dismissed.
- 10) Ask the teacher or staff member on duty to use the restroom.
- 11) No food or drink is to be taken from the cafeteria.
- 12) Foods from outside sources (fast food) or other school organizations may not be brought into the cafeteria during the lunch periods.
- 13) If students fail to abide by these rules, they will have their privileges in the cafeteria limited, restricted, or denied.

**COMMUNICABLE DISEASES:**  
(Control of Casual-contact)

Because a school has a high concentration of people, it is necessary to take specific measures when health and safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or exposed to a communicable disease or highly transmitted pest, such as lice. Specific diseases include but are not limited to: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by local and state health departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

(Control of Non-casual Contact)

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in the school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include COVID-19, sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS related complex HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the state board of health. As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students and staff members have been exposed to the blood. Any testing is subject to the laws protecting confidentiality and the parents/guardians will assume the cost.

**COMPUTER TECHNOLOGY AND NETWORKS:** Before any student may enhance his/her school career through participation in the school's computer network, they and their parents/guardians must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the student code of conduct.

**COURSE OFFERINGS:** All middle school students are required to take English Language Arts, Math, Social Studies, and Science. Students may also be offered Family Consumer Science, Physical Education, Health, Instrumental Music, Choral Music, Music Creations, Art, or other course offerings or programs. At the Middle School, all subjects are important and deserve equal attention by the student.

**DIGITAL MEDIA CENTER:** The School Library Media Specialist is there to assist all students and staff in developing their skills to locate, evaluate, and use information in order to solve problems and think critically. The library media specialist works collaboratively with teachers and administrators to facilitate the learning of our students in their preparation as digital citizens. It is important to note that books should be returned promptly; other students may be waiting for them. Students will be fined for overdue books. If fines are not paid in a prompt manner, other charges can be assessed as well as school privileges may be forfeited due to the fines. Any concerns should be addressed with the media specialist.

**DISABILITIES (INDIVIDUALS WITH):** The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through proper evaluation and placement procedure in place in every school within the District. Parent/guardian involvement in this procedure is mandated. More importantly, the school desires the parent/guardian to be an active participant. To inquire about the procedure or programs, contact the principal of the school.

**DISCIPLINE/POSITIVE BEHAVIOR INTERVENTION SYSTEMS (PBIS):** It is to be remembered that the school's rules apply going to and from school, at school, on school property, and at school-sponsored events including transportation. Students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

**DISCIPLINE (CODE OF CONDUCT):** This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes (but is not limited to), school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

**DISCIPLINE: ADMINISTRATION OF:**

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. (Board of Education Policy JG) Violation on the part of students of any one or more of the following rules of conduct may result in disciplinary action, including Detention, 2 hour after school detention, Saturday School, In School Restriction, Out of School Suspension or Expulsion from school. Consequences may also involve remuneration for damages, or completion of appropriate intervention courses. This is not intended to be an exhaustive list of consequences. The following represents general guidelines that will be followed. This code of conduct applies during all school related activities, and/or on any school grounds. Nothing in this guideline shall supersede board policy.

**A. Disruption Of School:**

A student shall not by use of violence, force, coercion, threat, harassment or insubordination cause disruption passively or aggressively to the educational process.

**B. Damage To Property:**

A student shall not cause or attempt to cause damage to school or private property or cause injury to students or school personnel while on school premises or at any school activity. As a result, among other possible disciplinary consequences, the student may be held responsible for remuneration of damages.

**C. Degrading Acts:**

A student shall not engage in any act which does, or may frighten, degrade, disgrace, threaten, intimidate or cause injury to any person within the school system.

**D. Disrespectful/Defiant Behavior:**

A student shall not through his actions, show, engage, or behave in such a way which demonstrates insolent, disrespectful, or defiant behavior to school personnel.

**E. Fighting, Assault, Battery:**

A student shall not fight, physically touch or behave in such a way as could cause physical harm to another party. Any student involved in fighting may be emergency removed for the remainder of the school day.

**F. Profane/Inappropriate Language or Gestures:**

Students shall not use profane or vulgar language or gestures at school and/or school activities.

**Note:** The term language in these guidelines is intended to cover the use of profane, indecent, inappropriate or obscene language, including racial, sexual or ethnic slurs, in written or verbal communication. This shall include the use of obscene gestures, pictures, signs or clothing.

**G. Disobedience/Insubordination:**

A student shall not fail to comply with reasonable directions from teachers or other school personnel at any time while under the jurisdiction of the school. Examples of disobedience/insubordination are, but not limited to: refusal to identify oneself and/or to go to the office upon request, and refusal to serve an assigned consequence.

**H. Dangerous Weapons Or Instruments:**

A student shall not possess, handle, transmit, conceal, or threaten to use any object that might be considered a dangerous weapon or instrument. Some examples are, but not limited to, fireworks, explosives, guns, knives, look-alike weapons, or chemical sprays. This offense is a violation of the ORC, Section 2923.122. A violation of this rule is considered a major offense and will result in student suspension/expulsion from school.

- I. **Arson/Attempted Arson:**  
A student shall not burn or attempt to burn any property, whether public or private, within the grounds of the school system or while under the jurisdiction of school personnel.
- J. **Emergency Alarms:**  
A student shall not discharge or use emergency alarms or equipment without just cause.
- K. **Theft/Possession of Stolen Items:**  
A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor or employee of the school district.
- L. **Leaving School Without Permission/Truancy:**  
A student upon arrival at school may not leave the school without parental notification, a pass from the office and administrative approval. A student will be considered truant if he/she misses a class, lunch or study hall without official permission.
- M. **Tobacco/Nicotine:**  
A student shall not possess or use tobacco or related products (including lighters, matches and e-cigarettes) on school grounds or at school sponsored activities. Any tobacco product confiscated shall be given to the Principal who will be personally responsible for its disposal. **Note:** It is prohibited by Ohio law for a minor to use, consume, or possess cigarettes, e-cigarettes, other tobacco products, papers used to roll cigarettes or alternative nicotine products. It is also now prohibited for a minor to assist, pay for or share in the cost of such products. Even though there are some exceptions to this new law, those exceptions would not apply to use or possession of these products at school or school activities.
- N. **Forgery:**  
Students shall not give false statements and/or interfere with staff investigations, shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, signatures, addresses, or other data on school forms or school related correspondence. Failure to comply could be due cause for suspension.  
**Cheating** – Students shall not engage in any act of cheating, plagiarism or academic dishonesty. This includes any unauthorized use of instructional materials, fraudulent use of supplementary aids, or other intentional misrepresentation or deception.
- O. **Throwing Objects:**  
Because of possible physical harm from thrown objects, students shall not throw objects on school property unless under the direction of staff.
- P. **Public Display Of Affection:**  
Students should not be engaged in an overt display of affection on school grounds that presents an embarrassing appearance to fellow students, staff and school guests. School is not the place for conducting this type of behavior.
- Q. **Alcohol, Drugs, Narcotics:**  
A student shall not possess, use, transmit, sell, conceal or give evidence of having consumed any alcoholic beverages, dangerous drugs, narcotic or mind-altering substance, counterfeit or look-a-like controlled substance, or over-the-counter drugs on school grounds or at school sponsored activities. Nor may a student be in possession of drug paraphernalia.
- R. **Tardiness:**  
Any student arriving after 8:00 a.m. is considered tardy. Students arriving after 8:30 a.m. without an excused absence may receive consequences. Unexcused lateness to school and class is disruptive to the educational environment and interferes with student learning.

Disciplinary action will be handled by the building administrators. Subsequent offenses may result in school discipline.

**Note:** Students more than 5 minutes late without a pass may receive a day of in-school restriction.

S. **Inappropriate Use of Technology:**

The use of computer technology and/or the Internet is a privilege and not a right. It must be used in an acceptable manner. Inappropriate use includes, but is not limited to, vandalism to equipment, uploading or creation of computer viruses, harassment, sending of unwanted mail, wasting materials, used for other than assigned purposes, and initiating access to inappropriate material.

T. **Electronic Devices:**

Due to the advances in technology, personal technology devices will be permitted to be used in teacher specified classrooms for educational purposes only. These devices are not to be used in any unstructured setting such as the cafeteria, in the hallways or in any other non-educational setting without permission. These devices are not to be used to tape, video record or photograph any student, teacher or classroom activity without permission from the teacher and/or student. There is no expectation of student privacy for any electronic device (cell phone, PDA, iPod, Laptops, Tablets, etc.) brought onto school property. We are not responsible for stolen items.

U. **Harassment/Intimidation:**

No student shall harass, sexually or otherwise, another student, staff or other person who is on school premises during a school activity, function or school sponsored event on or off school property. This prohibition of harassment also includes any act of intimidation or threat that causes mental or physical harm or discomfort to another student or staff. Any incident should be reported to a staff member or building administrator.

V. **Inappropriate Dress:**

All students are to dress in a manner that is consistent with the Student Dress Code. Students in violation of the Dress Code may be given the opportunity, with parent contact if necessary, to immediately remedy the inappropriate dress or will be assigned to the in-school restriction room for the rest of the school day.

W. **Multiple Code Violation:**

A student who accumulates 10 or more days of suspensions in the course of the school year may be recommended for expulsion from school. Serious violations of the student conduct code could result in a recommendation for expulsion before the accumulation of 10 days of suspension.

X. **Possession of Inappropriate Materials:**

A student shall not possess images or materials that are deemed inappropriate. This includes, but is not limited to, displays of violence, sexual materials, or drugs and alcohol related images or materials.

Y. **Loitering/Trespassing:**

Students not involved in supervised after-school activities should exit the building as soon as possible but not later than - 30 minutes after the conclusion of the school day. Unsupervised students in the school building could face disciplinary action/or trespassing charges.

Z. **Gambling:**

A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.

AA. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

- BB. The use, possession, or storage of electronic skateboards, including self-balancing boards/scooters and other similar equipment (hereinafter “hoverboards”) constitute a fire risk and are prohibited on District property. Hoverboards on District property will be confiscated and the parent/guardian or designee listed on the EMA form will be required to retrieve them.
- CC. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.

The foregoing acts of misconduct are prohibited on all school property, on school or chartered buses, at all school functions and activities, in or off the school premises, and off school property if such acts affect the operation of the schools. In the event of negligent or willful property damage, reimbursement of the cost of replacement thereof be borne by the students and/or their parents/guardians.

The building principal may develop an additional list of offenses appropriate to that building which includes but is not limited to:

- 1) Gum chewing
- 2) Extortion
- 3) Abuse of bicycle regulation (no motorized vehicles)
- 4) Performing unsafe behavior (pertains to bicycles and general unsafe practices)
- 5) Bus conduct behavior

**DISCIPLINE (FORMAL):** Formal discipline may remove the student from the school. This can include emergency removal for up to seventy-two hours, suspension up to ten days, expulsion for up to eighty days, and permanent exclusion. Removal for less than one day without the possibility of suspension or expulsion cannot be appealed.

**PBIS (POSITIVE BEHAVIOR INTERVENTION SYSTEMS):**

At Roberts Middle School, we work daily in all settings and with each student to teach and empower them with **Black Tiger Pride**:

- B** – Be Respectful
- T** – Take Responsibility
- P** – Practice Safety

Our goal is to promote what students do well. We have great kids and we want them to know, that we know, they are great kids. Thus, students are recognized throughout the year for both positive behavior and academics. It is the student who determines his or her course through positive academic and behavioral choices.

**DISMISSAL:** Students not involved in supervised after-school activities should exit the building as soon as possible but not later than twenty (20) minutes after the conclusion of the school day. Unsupervised students in the school building could face disciplinary action/or trespassing charges.

**DRESS CODE:** Students’ dress should be appropriate to the educational activities and the school environment, should not threaten the health, safety, and welfare of the members of the student body, and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance.

School dress code policies and guidelines shall be gender neutral and shall not require a student or staff member to dress out of conformance with his/her gender identity. **Board Policy ACAB**

School dress should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable. **Board Policy JFCA**

Requirements include the following.

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.
3. Dress and grooming are not such as to disrupt the teaching/learning process.

Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, negative, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests or promotes violence or hate 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.

Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership or causing and/or participating in activities that intimidate or affect the attendance of another student is subject to disciplinary action.

Identification symbols used by those involved in gang-related activity and hand signals, emblems, apparel, jewelry and/or any other pertinent gang-related paraphernalia or signs in communication (written or oral) are not permitted. **Board Policy JFCEA**

The following specific limitations shall be observed:

- A. No shirts that expose the stomach;
- B. No tank tops, muscle shirts or halters;
- C. Hats, coats, bandanas and sunglasses are not to be carried to or worn in class;
- D. No transparent garments, open mesh garments or garments with large open sides may be worn without an underliner;
- E. Shoes must be worn and must not present a safety hazard;
- F. Hair must be clean and worn out of the eyes at all times; no extreme or distracting hair color or makeup;
- G. Body-piercing adornments are not to be extreme or distracting;
- H. Lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed;

Violation of the dress code can result in removal from class (until the violation can be resolved) and/or disciplinary action.

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. Failure to comply with the Dress Code is considered to be insubordination and subject to discipline up to and including suspension and/or expulsion.

**DROPPING STUDENTS OFF:** At Roberts, students **ARE NOT** allowed to be dropped off or picked up in the front parking lot/bus loop of the school building before school between 7:30 a.m. and 8:00 a.m. and after school between 2:30 p.m. and 3:00 p.m. For your child's safety, please pick up or drop him/her off in the parking lot located at the rear of the building.

**DUE PROCESS RIGHTS:** Before a student may be suspended, expelled, or permanently excluded from the school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

**EARLY DISMISSAL:** No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the school office to request release and sign the student out. No student will be released to a person other than the custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. Students who leave the building in any manner other than the manner presented will be disciplined.

**EMERGENCY CLOSING AND DELAYS:** School closings due to inclement weather (or other unexpected emergencies) are broadcast on all local radio and television stations as well as through the Blackboard Connect Phone Service and various district sponsored social media outlets. Calls to the schools or the TV/Radio stations only tie up phone lines and delay the announcements. Parents/guardians and students are responsible for knowing about emergency closings and delays.

**EMERGENCY DRILLS: FIRE, TORNADO, LOCK-DOWN, ETC.** It is important for every student to cooperate during emergency drills of any nature since no one knows when an emergency might occur. A sign is posted in every classroom as to the proper way to exit the building. Students are instructed not to panic, listen for directions, and walk in an orderly and quiet manner out of the building or to the assigned area. Depending upon the nature of the emergency, adults will give the students further information about what to do if an occasion arises.

**EMERGENCY MEDICAL AUTHORIZATION:** The Board has established a policy that every student must have Emergency Medical Authorization completed and signed by their parents/guardians by the second week of school in order to participate in any activity off school grounds. These activities include, but are not limited to, field trips, spectator trips, athletic, and other co-curricular activities. The school will make the electronic or written form available to every family-at the time of enrollment and at the beginning of each new school year. Failure to return the completed form to the school will result in consequences for your child and may result in temporary removal from

**ENROLLING IN SCHOOL:** There is centralized registration at Student Services located at the Board of Education. Students are expected to enroll in the school district in which they live unless they are enrolling under the District's open enrollment policy\*. (This policy states that if there is room at the school in which a family chooses for their student to attend, the student may apply to attend. It is expected that the student will follow all rules and expectations of the school and work to attain strong educational goals. If those things do not happen, the school has the right and the responsibility to revoke the student's open enrollment permit and send the student to the school of his/her residency). This policy is relevant for schools within a district as well as district to district.

Students who are new (to the District) are required to bring:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of Residency (Utility bill, rental agreement)
- Proof of Immunizations

Under certain circumstances, temporary enrollment may be permitted. If that is done, the parents/guardians will be told what records are needed to make the enrollment official. Students entering from another accredited school must have an official transcript from the sending school in order to receive high school credit.

A student who has been suspended or expelled from another public school may be denied admission to the district's schools during the period of the suspension or expulsion even if the student would otherwise be entitled to attend school in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant to the case and enrollment in the district.

**FAILURE/RETENTION:** Students must receive a minimum of 3 points in a course to pass for the year. The exception is where a student receives 2 points in the second semester with no more than 2 F's for the year. The following point system will be used (A=4, B=3, C=2, D=1, and F=0).

**FAMILY CONFERENCES:** Parents/guardians who wish to discuss the progress of their children with teachers are encouraged to do so. Please call the office to help arrange a conference. Generally, two or three times can be offered to you for meetings with teachers of the child. If you have a particular problem with time, depending on the circumstances, a conference via the phone or video conferencing may be arranged. **EVENING CONFERENCES** are on the CFCS D Calendar. The schools will also notify you.

**FIELD TRIPS:** Field trips are academic activities held off school property. There are also other trips that are part of the school’s co-curricular and extra-curricular program. No student may participate in school-sponsored trips without parental/guardian consent and a current emergency medical form on file. The student code of conduct applies to all field trips. Attendance rules apply to all field trips. While the District encourages the students’ participation in field trips, alternative assignments will be provided for any student whose parent/guardian does not give permission to attend. Students who violate school rules while on a trip may lose privileges to go on future trips.

**GRADES:** The Cuyahoga Falls City Schools middle schools utilize a standards-based grading system, as well as additional notations that may indicate work in progress or incomplete work. Grades will be based on 2 categories: academic practice and academic achievement. The purpose of the grade is to indicate the extent to which the student has acquired the necessary mastery of content. Each teacher will explain to their students how the grading is done in each class. If a student is not sure how his/her grade will be determined, he/she should ask their teacher.

A student’s mastery of learning will be converted into the following grading scale:

Percentage	Letter Grade	
90 - 100	A	Excellent Achievement
80 - 89	B	Good Achievement
70 - 79	C	Average/Satisfactory
60-69	D	Minimum/Poor Achievement
59 or below	F	Failing
	I	Incomplete
	E	Effort
	M	Medical Excuse

**GRADING PERIODS:** Students report cards are available at the end of each academic quarter indicating their grades for each measured time period. Each quarter is approximately nine (9) weeks long and dates are published on the school website. Interim reports may be mailed to students’ families who do not have access to Progress Book.

**GRADE POINT AVERAGE:** To calculate a grade point average (GPA), A’s are worth 4 points, B’s are worth 3 points, C’s are worth 2 points, D’s are worth 1 point, F’s, I’s, E’s, and M’s are worth 0 points. At the middle school all academic or core classes are weighted with a full credit. Unified Arts classes can be worth a quarter credit (.25) or a half credit (.50) Students taking courses recognized by Cuyahoga Falls High School will receive the high school credit as assigned by CFHS.

**HOMEWORK/ACADEMIC PRACTICE:** The assignment of homework can be expected. Student grades reflect the completion of all work including outside of class assignments. Homework is also part of the student’s preparation for the achievement tests and graduation. Students demonstrating a pattern of not completing academic practice may be required to participate in academic practice intervention.

**ILLNESS DURING SCHOOL:** Parents/guardians are requested NOT to send their children to school ill, specifically if they are running a temperature. Students are to notify their teacher if they need to report to the office when they become ill during the day. **Students are not permitted to use the classroom phones for any reason unless monitored by a staff member.** Parents/guardians will be contacted as soon as possible when their child is ill. Please be sure to keep your contact information updated during the school year (such as changes in job, address, phone number). This information becomes vital should your child become ill or should an emergency occur during school hours and the school needs to reach you.

**IMMUNIZATIONS:** No pupil at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen (14) days unless the pupil presents written evidence satisfactory to the district that the pupil has been immunized or is in the process of being so immunized against diphtheria, pertussis, tetanus, polio, mumps, rubeola, rubella, and meningococcal disease in accordance with state requirements. See **Board Policy JHCB** for additional information.

**LOCKERS:** Lockers are the property of the Cuyahoga Falls School District and are assigned to students for their personal use. It is **STRONGLY** recommended that lockers be locked. Lockers and lock combinations may not be shared with friends and classmates. We are not responsible for stolen items.

**LOST AND FOUND:** A lost and found box is located in the cafeteria. Students are encouraged to check this regularly. A reminder, students are responsible for financial payment of all lost textbooks assigned to them.

**MEDICATIONS:** Parents/guardians should, with their physicians' counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be strictly observed:

- 1) The appropriate form **MUST** be filed with the school nurse before the student will be permitted to begin taking any medications during school hours.
- 2) All medications **MUST** be registered with the school nurse.
- 3) Medication that is brought to the office will be properly secured. Medication may not be sent to school in the student's possession such as lunch container, pocket, or any other means on or about his/her person.
- 4) Medication **MUST** be delivered to the school by the parent or guardian.
- 5) Any unused medication not claimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time. A log for each prescribed medication shall be maintained which will note the personnel distributing the medication, the date and the time of day. This log will be maintained along with the physician's written request and the parent's or guardian's written release. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, an epinephrine auto injector, and/or diabetes care equipment. A student who carries any of the above may not transfer possession of any of the items to another student. As with other prescription medications, all of the procedures outlined above must be followed including having the appropriate medication forms on file in the office.

**MEDICATIONS (NON-PRESCRIBED/OVER THE COUNTER):**

No staff member will be permitted to dispense non-prescribed, over the counter (OTC) medication to any student without parental authorization.

Parents/guardians may authorize the school to administer a non-prescribed medicine using a form that is available in the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescription medication without parental/guardian authorization he/she will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written notification is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms. An inhaler may be used before exercise to prevent the onset of asthmatic symptoms while at school or a school activity. A form must be on file in the principal's office.

**PASSES:** Students are not to be in the halls at any time during classes unless they have a pass from a teacher. Students are not to report to the office unless a teacher has issued them a pass.

**PHYSICAL EDUCATION:** All students are required to take physical education by Ohio law. It is the responsibility of the student to be dressed properly for PE. School clothes ARE NOT proper attire for PE. All students will be required to wear a PE shirt with a pair of gym shorts. Clothing and other personal items should be organized and secured by the student at all times while in the locker room. Valuables should not be brought to the locker room.

**RESTROOMS:** Restrooms are conveniently located and should be used between classes or during lunch period. Students are not permitted to use restrooms during class without a pass. Students are not to congregate in restrooms at any time. Smoking is always prohibited anywhere on school grounds.

**SCHOOL COUNSELORS:** School counselors work with students by meeting with them both during Tiger Time as well as individually or in groups. They help students with scheduling and career exploration, as well as providing students with proactive strategies to help with conflict resolution, relationship building, and managing their emotions. Please call the counselor for assistance in helping your child or to share pertinent information with her and those directly involved with your child's well-being.

**SCHOOL EQUIPMENT/FACILITIES:** Students must receive permission of the teacher or staff member in charge before using any equipment or materials in the classroom and permission of the building principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are permitted to use. The building belongs to you and to your parents/guardians. They have paid for it and we want to make it and keep it as nice and clean as possible for everyone. Please respect all items in the building and treat it with care as if it were your own personal property. The repair or replacement cost of damaged school property comes from your pocket in the long run. Take pride in your building!

**SCHOOL FEES:** Schools may charge specific fees for certain activities and courses; these are approved by the board of education each school year. The cost of the materials is based upon the supplies the students consume. Such fees are determined by the cost of materials, or for loss or damage to school property.

School fees may be collected at the beginning of the year. A dditional fees are charged to help defray the cost of materials that are used for technology, family consumer science, and art as well as this agenda book. We ask that fees be paid within two weeks of receiving an invoice. If this does not happen and no arrangements are made with the school, students may be prevented from hands-on activities in classes where the fees are utilized. Text materials can be substituted for the hands-on activities.

If school fees, fines and charges are not paid, the student may not be permitted to continue borrowing materials from the library. Students may also lose the privilege of after school social activities such as dances. Fees may be waived in situations where there is demonstrated financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property or equipment. All textbooks are to be covered all the time, for this reason.

**SCHOOL SAFETY:** Keeping our students safe in the school setting is of utmost importance. This is reflected in school rules regarding visitors and emergencies as well as the student conduct code. The administration has the right to employ accepted methods of school observation and inspection necessary to maintain a safe and secure environment. This may include, but is not limited to, the use of video recording devices, security officers, police dogs, adjustment in daily routines when necessary, and restricted access to school property.

**STUDENT ATTENDANCE AT SCHOOL EVENTS:** The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build strong school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised those students are accompanied by a parent, guardian, or adult chaperone when they arrive to the event. The school is not responsible for the supervision of unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

**STUDENT RECORDS:** The teachers, counselor, and the administrative staff keep many student records. Confidential records contain educational and behavioral information that has restricted access based upon the Family Education Rights and Privacy Act (FERPA) and Ohio Law. This information can only be released with written consent of the parents/guardians. The only exception is to comply with State and Federal Laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside services providers. The school must have parent's written consent to obtain records from an outside professional or agency. Confidential information that is in the student's record that originates from outside professional sources or agencies may be released to the family through the originator. Parents/guardians should keep copies of such records for their home files. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals as deemed necessary for the well-being of the student.

Students and parents/guardians have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to the records, and obtain copies of such records. Copying cost may be charged to the requester. If a review of student records is warranted, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions that there may be.

**STUDENT SCHEDULES:** Class schedules are issued to students in the fall outlining their teachers and course selections. No changes will be made to a student's schedule unless a student has a class conflict with another class they have requested to take, there is a safety issue surrounding a student, or a teacher/administration recommendation for a course change has been made.

**STUDENT VALUABLES:** Students are encouraged **NOT** to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment and the like are tempting targets for theft and extortion. The school **IS NOT** responsible for the safekeeping and will not be liable for any loss or damage to personal valuables.

**TELEPHONES:** School phones are not to be used for personal calls. Except in emergency situations, students will not be permitted to receive or make phone calls at the school. The only exception to this rule is to call home for a forgotten lunch or lunch money. Students are not to use the telephones to receive permission to leave school. Office personnel will assess the situation and assist in the initiation of calls on behalf of students if needed.

**TESTING: (Student Assessment/Achievement Testing)** Each student in the district will be expected to take the appropriate district and state standardized test at their grade level.

**TEXTBOOKS:** Textbooks are the property of the Cuyahoga Falls School District and are assigned to students for their personal use. Textbooks should not be shared with friends and classmates. Students assume responsibility for school textbook care and their loss. Damaged or lost books shall incur fines and are the responsibility of the student to whom the item(s) are issued. **Textbooks should be covered at all times.**

**TRANSPORTATION:****(bus transportation to school)**

The school provides bus transportation for all students who live farther than 1.75 miles from school. The bus schedules, routes and more extensive rules and expectations of bus behavior can be obtained by contacting the CFCS bus garage.

Students will ride only the assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except when approved by the principal. Each student riding the bus will receive his/her own copy of the rules and expectations of riding the bus safely. Parents/guardians and students are expected to read and know the rules for bus transportation. It is the parent's or guardian's responsibility to inform the bus driver when their child will not be aboard the bus. The bus will not wait for a student.

**(Videotapes on school buses)**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and/or the transportation supervisor and may be used as evidence of misbehavior. Since tapes are considered part of the student's record, they can be viewed only in accordance with State and Federal Law.

**(Penalties for infractions)**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the student discipline code and may be deprived of the privilege of riding the bus.

**(Self-transportation to school)**

Students and their parents/guardians assume full responsibility for any transportation to and from school not officially provided by the school. If students ride bicycles to school, they should wear helmets and follow the rules of bicycle safety. When students do not observe safe riding habits, permission to ride bicycles to school can be revoked. It is the responsibility of the student to ensure that the bike is secured appropriately. NO SKATEBOARDS or SCOOTERS are to be used as transportation to school. Schools are not responsible for lost or stolen bicycles.

**VACATIONS:** Vacation days will be counted against student attendance records and will be marked as unexcused absences.

**VISITORS:** Families are welcome and encouraged to visit school and may attend their child's classes with prior approval. For the safety and well-being of everyone in the building, all visitors are required to "sign in" at the office when you wish to visit, and visitors are asked to sign out when they leave the building as well. Each visitor will receive an identification badge upon arrival. Students from other schools cannot be accommodated as visitors in the building unless special arrangements are made with the principal in advance of the visit. We ask that parents/guardians obtain prior approval from building administration to work out details of the visit.

**VOLUNTEERS:** Volunteers are always needed. Any amount of time you could give would be helpful whether it be a few hours, ½ day or whole day. This is another way in which you can be involved with your child's school. Please contact the office if you would like to help in any way.

**ZERO TOLERANCE:** No form of violent, disruptive, or inappropriate behavior including excessive truancy will be tolerated.

## Roberts Middle School

### Notice of Personal Electronic Device Expectations:

Students are permitted to bring personal electronic devices (for example: cell phones, iPods, tablet computers, laptop computers, personal music devices, headphones, portable games, etc.) in alignment with **Board Policy EDEB**.

As a general rule, personal electronic devices shall be off and out of sight during the school day. These devices shall not be used to send or receive text messages, email messages, or telephone calls, nor to connect to the Internet at any time without specific permission from school personnel. This includes messages to and from the students and their parents/guardians. Students are not permitted to access any site or service that is blocked by the school's content filters, regardless of the method of the connection (wifi, personal cellular data, virtual private network, etc.) while on school property. Devices should be used in a responsible manner that complies with all other aspects of the student code of conduct.

Students are not permitted to record any student or staff member without that person's explicit permission. Personal electronic devices shall not be used in any form to engage in conduct that violates the district's anti-bullying and harassment policies.

In the event of inappropriate technology usage, the item will be confiscated in its entirety without putting a block onto the electronic device. A parent/guardian or designee who is listed on the EMA Form will be required to pick up the item. Proper identification and signature will also be required before the item is released.

Additional consequences, including an extended technology ban, suspension, or expulsion from school may result from violations of the student code of conduct through or as a result of inappropriate technology use.

Students will not be permitted to use personal electronic devices at school until this signed notice is completed and returned to the school.

## SIGNATURE PAGE

**Parents/guardians: Please carefully review the rules, policies and procedures included in the front of the school planner with your student. After thoroughly reviewing the items, please sign on the appropriate line to certify that both of you have reviewed them.**

**By signing this form, you certify that you have been informed and understand all of the rules, policies, and procedures prescribed by the school planner. If you have any questions or concerns, please contact the main office.**

**Student's Signature:\_\_\_\_\_ Grade: \_\_\_\_\_**

**Parent's or Guardian's Signature: \_\_\_\_\_**

**Date\_\_\_\_\_**

**Please sign and return this page to the main office within ten school days.**