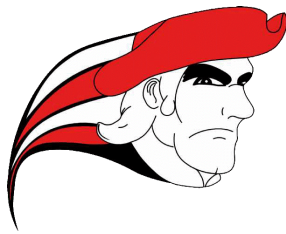


Mentor Middle Schools

Student-Parent Handbook 2025-2026

Memorial Middle School



8979 Mentor Avenue
Mentor, OH 44060

Principal: Ericka Blackburn
Asst Principal: Jana Jenkins
Asst Principal: David Kryz
Main Office: (440) 974-2250
Attendance: (440) 974-2255
Clinic: (440) 974-2264

Shore Middle School



5670 Hopkins Road
Mentor, OH 44060

Principal: Tom Dwyer
Asst Principal: Hillary Hoose
Asst Principal: Michelle Johnson
Main Office: (440) 257-8750
Attendance: (440) 257-8753
Clinic: (440) 257-8756

Mentor Middle School Bell Schedule

<u>Period:</u>	<u>Time:</u>	<u>Lunch/Study Hall:</u>
Advisory	8:45 AM - 9:21 AM	-
Period 1	9:25 AM - 10:09 AM	-
Period 2	10:13 AM - 10:57 AM	-
Period 3	10:01 AM - 11:45 AM	6th Grade
Period 4	11:49 PM - 12:33 PM	7th Grade
Period 5	12:37 PM - 1:21 PM	8th Grade
Period 6	1:25 PM - 2:09 PM	-
Period 7	2:13 AM - 2:57 PM	-
Period 8	2:01 PM - 3:45 PM	-

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MENTOR SCHOOL DISTRICT MISSION STATEMENT

Inspiring Students Today to Reach Their Potential Tomorrow

MENTOR SCHOOL DISTRICT VISION STATEMENT

Together we will:

- Ensure a safe learning environment
- Provide a balanced, high quality education
- Maximize district resources
- Encourage strong community partnerships

MENTOR SCHOOL STRATEGIC PLAN

- [Strategic Plan developed 2024-2025](#)

STUDENT CODE OF CONDUCT

- On the district homepage, hover over the **Students** link.
- Click on [Student Code of Conduct](#).

MENTOR SCHOOL BOARD POLICY

All updated Board-approved NEOLA policies can be found on mentorschools.net.

- On the district homepage, hover over About Our District.
- Click on Board of Education.
- Click on [Board Policies](#).

ACADEMICS: GRADES, REPORT CARDS AND CONFERENCES:

Scholastic achievement is not simply the measure of a letter grade, but the ability level and effort of the student. Parents and students receive formal information and reports through Parent-Teacher Conferences and Quarterly Report Cards. Parents and students also have access to Infinite Campus to monitor grades and attendance in real time. Parents and students are encouraged to contact subject area teachers if they have any questions or concerns about a specific class.

Grades: Summary

- Report cards are issued for each of the four quarters during the school year, and are posted in Infinite Campus.
- Parents and students both have access to Infinite Campus to check grades and assignments. Please contact IT at it-support@mentorschools.org if you need help accessing information for Infinite Campus.
- Evaluation is an integral part of the teaching and learning process. Evaluation is based on the student's achievement of course objectives that correlate directly with the graded course of study. Objectives and expectations for courses are given to students in the early part of each semester. Students are held accountable for all classroom assignments, tests/quizzes and homework, etc.
- Teachers retain the discretion to use their best professional judgment in determining the students' final course grade.
- Mentor offers summer school at Mentor High School. Students in grades 7 and 8 who fail subjects should strongly consider registering for summer school. Information is available each spring and school counselors contact the parents of students who have failed a course.

Quarter Grades

Quarter grades are determined by student performance. Items that are typically assessed include classwork, homework, compositions/essays, projects, participation, quizzes and tests.

- Grades are assigned using the following scale:

Letter Grade	Descriptive Grade	Numeric Grade
A	Excellent Academic Performance	90-100%
B	Good Academic Performance	80-89%
C	Satisfactory Academic Performance	70-79%
D	Poor Academic Performance	60-69%
F	Has Not Met Minimum Academic Requirements	0-59%

Final Grades

Final grades are calculated using percentage as the year progresses and are determined by averaging the percentage grades earned for each quarter. The final grade for a class is reported on the transcript.

Courses for High School Credit

Algebra I Honors, Geometry, and Foreign Language classes are taken for high school credit. High school courses are graded by semester, not year, so students will earn a final grade for each semester. High school courses include a midterm (1st Semester) and a final exam (2nd Semester) and these are averaged into determining the final grade earned for each semester of the course.

AFTER SCHOOL ACTIVITIES

- Students should not be in any part of the building or outside on school grounds after 4:00 p.m. UNLESS they are under the direct supervision of a teacher/or coach.
- Students participating in after school-activities (such as football, wrestling, etc.), will take all needed equipment and report to their designated area immediately after school.
- Students are aware of practice and game schedules and should therefore arrange transportation accordingly.

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 school. Students should be courteous and respectful to staff, presenters and their fellow students during all assemblies. Behavior may need to be adjusted. For example, behavior at a pep rally is different from what is required at musical performances. Students who misbehave may be excluded from all future assembly programs.

ATHLETICS AND ELIGIBILITY

7th and 8th grade students at Shore are provided the opportunity to participate in interscholastic athletics against other schools. Students interested in athletics are strongly encouraged to participate in our athletic programs, regardless of ability. Memorial and Shore have a wide range of programs and opportunities for both boys and girls including, football, basketball, track, cross country, wrestling and girls' volleyball. There are plenty of opportunities to become active, meet other students, and have a good time.

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 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.

Athletic Expectations

- The privilege of participation in athletics is contingent upon student grades as well as the student following the training rules, school conduct policies, and general team expectations. Athletic participation is equally available to both boys and girls.
- The rules of the Ohio High School Athletic Association are the main policies governing student's participation in sports at the middle school level.
- The training and practice policies of the Memorial and Shore Athletic Council should be read by every student participant at the beginning of each sport season.
- A physical exam is required yearly for athletic participation. See your coach and/or contact the nurse to see if your physical exam is still in effect each season.
- A parent permission form granting participation is required each sport season.
- An insurance waiver form must be signed by a parent and submitted to the coach at the beginning of each sport season.
- Equipment, uniforms and supplies are loaned to a student during each sport season. They are to be returned at the end of that season. Students are liable for replacement costs of lost or stolen athletic equipment.
- If a student has team membership, and represents the school, he/she is expected to display appropriate behavior at all times. A student who violates school policies and/or discipline standards will jeopardize his/ her eligibility.
 - Please note that coaches are likely to remove suspended students from athletic teams.
- Students participating in an after-school event shall be in school for at least one half of an academic school day in order to be eligible, unless excused by the principal or their designee.
- The eligibility standards apply to all students participating in interscholastic and extra-curricular activities. Extracurricular activities are generally those activities recognized by the school as being an approved activity as a result of a sponsor or adoption of constitution and/or budget or use of school transportation. Extracurricular activities do not include those activities that are required as part of the student's academic program in which he/she receives academic credit.
- All students entering the seventh grade shall be eligible for participation in interscholastic and extracurricular activities for the first nine-week period. Subsequent eligibility will be covered by the adopted eligibility standards below.

Academic Eligibility Requirements

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. Following are the eligibility requirements:

- 7th/8th graders must achieve at least a 2.0 GPA AND pass a minimum of 4 courses in the immediately preceding grading period to be eligible.
- Those 7th and 8th grade students achieving a grade point average between 1.0 and 2.0, and who pass a minimum of 4 courses of all subjects taken, will be placed on academic probation which may include needing to attend extra study sessions during or after the school day.
- Students on probation will have full participation in their sport during the probation period as long as guidelines are followed. Grades for those students will be monitored

throughout the grading period. Students who achieve a 2.0 grade point average at the end of the quarter will be declared eligible. Students who do not meet this 2.0 grade point average will be declared ineligible.

- Students shall be ineligible to compete from the time their ineligibility is determined until the end of the next grading period or until eligibility reports for the next grading period are received.
- Students may not participate in academic probation status for 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.
- Students new to the Mentor Schools must satisfy the Mentor Schools eligibility requirements explained on the preceding pages. Records from the student's previous school will be used to make this determination. Students shall be subject to the 2.0 grade point standard for the first full nine-week period after their enrollment.
- Students who do not meet the criteria 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.

ATTENDANCE

Student Absences - Excused and Unexcused

Absences for the following reasons shall be considered as excused:

- Personal illness (vomiting, diarrhea, high fever, or contagious illness)
- Serious illness or death of a family member
- Funeral
- Medical and dental appointments that cannot be arranged during non-school hours
- Unusual or emergency situations at home
- Religious holidays and activities
- Authorized school-sponsored activities
- Approved college visits
- Acts of God
- 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 schoolwork missed due to absence; however, it shall be the responsibility of the student to initiate making up work with his or her teacher(s). All make-up work shall be completed within a reasonable time following the 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.

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. Attendance regulations from HB 410 does not distinguish between excused and unexcused absences for excessive absence accumulation.

Classroom Level Attendance:

Classroom teachers record and monitor each student's attendance in class. In the case of suspension students will be permitted to complete all school work. Credit shall be given for work missed, and eventually completed, due to out-of-school suspension without a point reduction stemming from the suspension. Daily agendas with assignments are posted on the Homework Hotline.

Building Level Attendance:

Building level administrators record student attendance in regard to the total number of hours absent and present in school. 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.

Parent Responsibility

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. In accordance with the Ohio Revised Code and HB 410, attendance letters will be generated and mailed as students reach specified absence times.

Report all Absences

Call the attendance office: 974-2255 (Memorial) or (440) 257-8756 (Shore)

Parents must call the guidance office (listed above) before the start of school on the day of the absence. Memorial and Shore have 24-hour voicemail if you would like to leave a voicemail. For voicemails, please state the student's name, grade, and report the reason for absence. A parent call is expected each day of absence and is always expected for safety reasons. If a parent call is not received on or before the day of an absence, parents will be contacted at home or work to verify the student's absence.

Mentor Middle Schools Attendance Plan

An attendance plan may be created when a student reaches a threshold for excessive absences, habitual truancy or chronic absenteeism in accordance with the state of Ohio HB 410.

Absenteeism Type	Consecutive Hours	Hours per School Month	Hours per School Year
Chronic Absenteeism	NA	NA	10% of total hours either <i>excused or unexcused</i>
Excessive Absences	NA	38 excused or unexcused hours absent <i>unless</i> the absence is medically excused	65 excused or unexcused hours absent <i>unless</i> the absence is medically excused
Habitual Truancy	30 hours <i>without</i> a legitimate excuse for the consecutive absences	42 hours <i>without</i> legitimate excuses for absences	72 hours <i>without</i> legitimate excuses for absences

Medical absences written by a doctor/dentist or verified court appearances do not count toward these levels. The student and parent will meet with the assistant principal and school counselor to review the specifics of their attendance plan.

The Lake County Juvenile Court has requested that students in violation of their attendance intervention plans be referred to the Court. Students who reach habitual truancy may be referred to the Court if attendance interventions do not significantly improve attendance rates.

Tardies

Students need to be in school on time and in class before the 8:45 AM bell. Students who are late to school or in school but not in class before the 8:45 AM bell are recorded as tardy to school. If arrival at school is after 8:45 AM students should enter through the front door and report directly to the guidance/attendance secretary and receive a pass to class. The same excused/unexcused attendance reasons apply to tardies. Missing the bus, getting caught in traffic, car malfunctions, or getting up late are **not** excused reasons for tardiness.

Appointments/Requests

Whenever possible, student 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 so that the student will miss the least amount of school time possible. Please submit a parental request by 8:30 AM to the attendance secretary if a student will be leaving early. Only a parent or another person designated by the parent may transport students to appointments. Exit only at the scheduled appointment time. Students should report to the attendance secretary before leaving to sign-out and when returning to sign-in. A school exit will be approved only to a parent/guardian or a person designated by a parent. If several appointments are necessary, consider scheduling them at different times so the same class is not repeatedly missed.

Due to safety reasons, students must check-out through the clinic or guidance office. Students may not text or call home on their own personal device for this reason. Should your child call asking to go home, please have them report to the clinic or guidance office to call you.

Vacations

Students are required to attend school daily when school is in session and avoid planning vacations that interfere with school attendance. Any time away from school, including vacations, can negatively influence a student's academic performance.

- Plan family vacations to correspond with school vacations and avoid days near the end of the quarter, during final exams and state tests.
- Vacations that interfere with school attendance should be discussed with a school administrator and a Prearranged Absence Request Form must be submitted by the parent SEVEN days in advance of the planned vacation. Forms are available in the guidance office and online. Please know that these forms are NOT recognized by the State of Ohio for truancy reasons due to HB410.
- If possible, make-up work will be provided. It is the student's responsibility to obtain, complete, and submit all work as prescribed by the teacher. It is unfair to expect advanced assignments, particularly in some subjects.
- If a Prearranged Absence Form is not submitted, absence from school may be considered unexcused. Administration reserves the right to not approve pre-arranged absences if the student has a history of poor attendance.

ATTENDANCE AT AFTER SCHOOL EVENTS

Students are encouraged to attend after-school events. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure the safety of students attending evening events as spectators, **it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.** The school may not be able to supervise unaccompanied students and is not responsible for students who arrive without an adult chaperone. The school does provide supervision for all students who are participating in school activities. Students who violate the code of conduct at school or school-related functions are subject to disciplinary action such as being removed from attendance of future school events. **Student attendance at high school sporting events requires adult supervision per board policy.**

BUILDING DISMISSAL/SECURITY

Students are strongly encouraged to take part in a wide variety of activities and to stay for extra academic help after dismissal. However; students should not be in any part of the building or outside on school grounds after 4:00 PM unless they are under the direct supervision of a teacher or coach.

Students should arrange transportation in advance of after-school activities. Students and parents are aware of practice and game schedules and should therefore arrange transportation accordingly. Students must take all equipment, coats, books, etc., to their after-school activity. Students are not to return to their lockers after practices. Students may remain in the atrium or gym lobby areas while waiting for a ride.

In addition, students must be monitored by an adult at all times during the school day and after school activities for their safety. Students should never enter a room or building area without the specific permission of a staff member.

BULLYING

What is Bullying?

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
1. Causes mental or physical harm to the other student; and
 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. Violence within a dating relationship.

What Can Bystanders Do?

- Report what you see and get help from an adult. You are not responsible for getting the person in trouble; their negative behavior is what gets them in trouble.
- Be assertive! Say, "STOP IT!" right away.
- Don't get involved with helping the bully. Get an adult to help.
- Students have the power to change things to help Memorial and Shore be a safe place.
- Verbal threats and cyber threats are bullying, too. Report it.

How Do I Report a Bullying Incident?

- 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:

- Tell a teacher, counselor or administrator. Adults can help you figure out the best way to deal with the situation.
- Write down what you saw or heard in a student statement report and give it to a teacher, counselor or principal. Student statement forms are available in the main and/or guidance office or digitally.
- Tell an adult at home. If they know, they can contact the school and help.

CAFETERIA USE: BREAKFAST & LUNCH

All students eat lunch in the cafeteria. Lunch may be purchased in the cafeteria or brought from home. Milk, ice cream, fruit drinks and other nutritional foods are available in addition to the regular school lunch.

- Students are to report directly to the cafeteria at lunchtime.
- Students are expected to be considerate and thoughtful to others by demonstrating appropriate conduct, speech and table manners.
- During the last three-five minutes of lunch, a clean-up announcement will be made. At this time students are expected to clean their eating area [table, seat, floor]. It must be clear of all food and litter. Tables will not be dismissed until the area is clean.
- Each student is to secure his/her own meal and dispose of his/her own food tray and garbage.
- Students should quietly walk in the hallways during mid-period transitions in order to ensure minimum disruptions to classes in session.
- Free or reduced lunches are available to families with limited income. See the main office to obtain an application or complete through the annual update in Infinite Campus.
- Poor lunchroom manners will result in assignment to an eating area outside the lunchroom, at a separate table or being required to help clean the cafeteria.
- Students must consume their food in the cafeteria only, not in the hallways or classrooms. No food or drink may be taken out of the cafeteria unless permission is granted by staff. This includes drinks such as coffee brought in from home in the morning.
- Theft is a serious violation. Do not handle or possess any food items that you have not paid for or items that belong to another student.
- Students are not to borrow money from other students.

CARE OF THE BUILDING

The teaching and custodial staff work hard to keep Memorial and Shore looking clean and maintained. Students are to maintain and/or improve the cleanliness and physical condition of the building.

The school and community consider vandalism to be a serious disruption of the school climate. Vandalism of school property may result in school consequences. Repayment of vandalism is expected.

- Discard all paper and trash in wastebaskets.
- Students are school citizens and can help minimize vandalism by discouraging others from defacing or damaging the building and by reporting incidents of vandalism to the main office.
- Writing on walls, lockers, desks, and other school furniture is defacing public property.

ELECTRONIC DEVICE POLICY

At Shore and Memorial, our focus is academics and student safety and well-being. To avoid unnecessary distractions from the learning environment and safeguard student well-being, students are not permitted to use personal technology devices (Earbuds, headphones and phones) during the school day.

Ohio's [Model Policy for Device use in Schools](#) states,

*"Student use of cellphones in schools has **negative** effects on student performance and mental health. Cell phones **distract** students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children."*

In addition, new legislation known as [Ohio House Bill 250](#) requires public school districts to create policies that:

- (1) *Emphasize that student cellular telephone use be as limited as possible during school hours;*
- (2) *Reduce cellular telephone-related distractions in classroom settings.*

We recognize that sometimes communication between home and school is necessary during the school day. Should you need to communicate with your child during the school day, there are several options.

<i>Parents may:</i> <ul style="list-style-type: none">• Email your student using their school gmail address.• Call or email the main office, nurse or guidance office. Staff can send a message to your student or call them out of class.	<i>Students may:</i> <ul style="list-style-type: none">• Email their parent.• Ask their teacher for a pass to the main office, nurse or guidance office. A staff member can assist them in calling a parent.
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Students should keep their devices locked and secure at all times. Students are only permitted to use personal electronic devices before/after school and at school-related functions. Students are solely responsible for the care and security of personal electronic devices including earbuds/headphones/phones. Both Middle Schools assume no responsibility for theft, loss, damage or vandalism to personal electronic devices brought onto its property, or the unauthorized use of such devices. Students should only use **WIRED** headphones during the school day.

Students may be subject to the following consequences for violating this policy.

- **1st Offense:** Formal warning/referral.
- **2nd Offense:** Device confiscated and stored in the main office for the day.
- **3rd & 4th Offenses:** Device confiscated and stored in the main office and ASR issued.
- **5th Offense:** Student will turn in the device to the main office for several school days and Saturday School issued.
- **6th+ Offense:** Student will turn in their device to the main office on a daily basis for an extended period of time or will be prohibited from bringing the device to school and Saturday School/Suspension issued.

In addition, taking pictures, audio, or video-recording of any student or staff member without permission and/or dissemination of those recordings is prohibited at any time on school property or at school functions. Students may be subject to disciplinary consequences should they violate this policy.

EXTRA-CURRICULAR CLUBS/ACTIVITIES

There are many activities that students may participate in during the day and after school. The list includes but is not limited to the following activities. Clubs offered may change slightly each year and may differ between buildings. Below is a list of potential activity options.

- 3D Design Club
- Art Club
- Be the Change Club
- Book Club
- Bowling Club
- Boys and Girls Basketball (7th and 8th Grade Teams)
- Boys and Girls Cross Country
- Boys and Girls Track (7th and 8th Grade Teams)
- Cheerleading
- Chess Club
- Drama Club
- Fellowship of Christian Athletes (FCA)
- Film Production Club
- Football (7th and 8th Grade Teams)
- Girls Volleyball (7th and 8th Grade Teams)
- Intramurals
- Kindness Club
- Memorial Writes Club
- Model UN
- National Junior Honor Society
- Newspaper Club
- Pep Club
- Planting with Math Club
- Power of the Pen
- Pride Club
- Recycling Club
- Robotics Club
- Science Olympiad
- Ski Club
- Slam Poetry Club
- Student Council
- Tech Club
- Web Advisor
- Weightlifting Club
- Wrestling (7th and 8th Grade Team)
- And other activities and/or clubs not listed

FACILITIES

Clinic

The Clinic serves the health needs of all Memorial and Shore students and is supervised by a nurse. Students are to use the clinic for health problems, first aid treatment, illness and taking approved, prescribed medication. During the school year, immunizations are checked, and hearing, vision and postural screenings take place.

Students taking approved or prescribed medication must have on file the appropriate forms filled out and signed by his/her physician and parent. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. See the school nurse for the appropriate forms. All medication must be brought to the school by a parent or guardian and be given to the school nurse or administrator. STUDENTS ARE NOT TO TRANSPORT OR BE IN POSSESSION OF ANY MEDICATION and no student is to provide or sell any time of medication to another student.

Clinic visit procedures:

- All students need a pass to visit the clinic, unless there is an emergency.
- All students must “sign-in” and “sign-out” on the office clinic report.
- If it is necessary to be sent home, the nurse will contact a parent.
- It is the responsibility of the parents to provide transportation home from the clinic.
- Students are released only by permission from guardians listed in Infinite Campus in a manner designated by the guardian.
- Please do not pick up students that text without notifying the office. This creates a safety issue to have adults arrive at the school without prior notice and delays the process of getting your child out of class.

Counseling Office

Group and individual counseling is made available to students at Memorial and Shore Middle Schools to help students be successful members of their school, family, and community. Remember, meeting with a counselor or being sent to see a counselor does not mean students have done anything wrong.

Counseling is made available to help students in the following areas:

- Get adjusted to a new school.
- Improve study habits and grades.
- Give students tests and surveys (such as career interest) and review results with them.
- Select subjects for the next school year.
- Assistance in addressing issues with peers and helping with stress or other issues that affect school.
- Provide support to parents and offer information or community resources.

Students may stop by the guidance office between classes to request a pass for a later or submit online request forms as available, non-instructional time such as before school, during study hall or at lunch time. Students should never miss a class to meet with a counselor unless there is an emergency.

Main Office

Office hours are 8:00 AM - 4:00 PM. The main offices of Memorial and Shore Middle Schools are business offices where the public is likely to visit. Students are expected to be courteous and respectful.

Media Center

Students may check out books for research, to complete class assignments or for leisure reading. Students may also report to the Media Center for help with their Chromebook or to purchase a new charger.

Procedures, and Rules:

- Book Check Out - Library books are checked out for 10 days. They can be renewed. It is the student's responsibility to return them on time.
- As part of the annual update, parents can opt to have pre-approval of the books their child checks out each year.
- Students may visit the Media Center before or after school, during their study hall with a pass or in-between classes.

FIELD TRIPS

Field trips are taken to extend student learning beyond the classroom walls. Attendance on field trips is considered a privilege. Please note that students' behavior in school may affect whether or not they may participate in trips out of school. All school rules still apply at field trips.

HALL PASSES

Hall passes are used to allow students occasionally to leave an assigned class and take care of an emergency. Hall passes can be physical or electronic and allow students to move through the school when classes are in session. Students not in class have difficulty learning newly covered materials so requests for hall passes should be kept at a minimum.

Students should request a hall pass only for emergency situations and use a hall pass only for the specific reason it was issued. Students must notify the teacher before using a pass. Abuse or misuse of hall passes is considered a school violation and may require administrative or parental involvement or withholding of hall pass privileges. When a student is in the hallways when classes are in session, he or she must have a pass and must walk quietly.

HOMEWORK

Students are expected to demonstrate good study skills, complete all homework and always submit their own work. Homework is an important aspect of the curriculum. Concepts and goals that are introduced during the year are often reinforced by assignments that are to be completed outside of the class setting. Homework is a factor in each student's final grade. Therefore, it is important that students record their assignments in an organized and legible manner. Students are encouraged to purchase a homework assignment book or use an electronic calendar. Every student should set aside a fixed time, where it is quiet, to do homework.

INTRAMURALS

The intramural sports program is open to any eligible student. Activities will include both individual sports and team sports. Students will be responsible for organizing teams, registering teams and officiating their own games. This is a school sponsored activity, therefore, all

activities (except bowling) will conclude by 5:00 p.m. Students must plan a ride home accordingly. All school rules apply.

LOCKS/LOCKERS

Lockers will be assigned at the start of the school year. This locker will have a built-in lock. **Lockers remain school property and may be inspected at any time without prior notice.** Lockers may also be searched with the assistance of the canine teams of local law enforcement agencies without notice. Combination locks are needed only for physical education or athletics.

- 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 which could result in disciplinary action.
- Students are responsible and accountable for any and all contents found in his/her assigned locker; even if he/she claims the contents belong to someone else.

Keep lockers safe:

- Defective lockers or locks should be reported to the office to ensure immediate repair.
- Lock should be locked tightly.
- Do not preset (or “rig”) your locker.
- Students should use only the locker assigned to them and are not to share the locker or lock combination with any student, even “best friends.” Best friends tend to change over time.

LOST AND FOUND

Lost items of all types are brought to the Lost and Found room or table. When something is lost, check for the item. It is a student’s responsibility to keep track of their valuable items and the school cannot be responsible for items that are lost or stolen.

PLAGIARISM

Plagiarism can take several forms. It can be copying someone else’s work, using information or quotations without proper documentation or submitting someone else’s work as your own. If you are uncertain about any part of this definition, consult your teacher to insure you are not guilty of this severe form of academic cheating. Academic dishonesty may be subject to disciplinary action and will most likely require a student to complete an alternate assignment or complete the assignment again.

SAFER OHIO SCHOOL TIP LINE

The Safer Ohio School Tip Line is a free safety resource available to all Ohio schools. The tip line is an anonymous reporting system that accepts both calls and texts 24 hours-a-day. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety — whether that involves a threatened mass incident or harm to a single student. Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty or schools;
- Hazing;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and

- Any other school safety-related concerns.

Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts within Ohio Homeland Security.

SAFETY DRILLS AND PROCEDURES

Mentor Middle Schools follow the directions provided by the state of Ohio for school safety plans and regulations. Drills are held throughout the year for students to practice safety protocols in a variety of emergency situations that may arise. Some of these procedures are listed below. Contact your school administrator with any questions.

Crisis/Evacuation Drill

In the event that an unwelcome or violent person should enter the building our A.L.I.C.E. procedure would be initiated. This would consist of an announcement over the public address system that an intruder has entered the building. Students are to respond to a crisis drill in a quiet and orderly manner.

Fire and Tornado Drills

Fire and tornado drills are held regularly. Students are to respond to both fire and tornado alarms in a quiet and orderly manner both while exiting and reentering the classroom in order to practice in case a real emergency occurs.

- 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.
- In a fire drill, students are to exit the building. However, in a tornado drill, students are to kneel facing a hall wall [without glass] and place their head between their knees.
- False fire alarms can endanger the lives of classmates and staff. False fire alarms intentionally set are reported to the Mentor Fire Department. The individual responsible is subject to disciplinary action, including possible suspension/expulsion, or consequences from the Mentor Fire Department.

SAFETY RULES AND REGULATIONS

Rules and regulations have been made for the safety of students and staff. There are many students in both buildings and injuries and accidents can happen if these protocols are not followed. Students are to be courteous and obey safety rules. Student behavior should not endanger the well-being of others. There should be absolutely no hands-on behavior. Physical contact with other students results in accidents and is not tolerated whether “joking” or not.

Safety Protocols:

- Do not run and always walk on the right side of the hallway.
- Stay on the sidewalk as buses arrive at dismissal time.
- Form an orderly line when boarding the bus.
- Stay out of the driveways and parking lot areas.
- Cross the street only at crosswalks and when the sign says walk.
- Tripping, pushing, shoving or play fighting can result in disciplinary action.
- Remain quiet during school safety drills.
- Do not pull chairs or desks out from beneath anyone.

STUDENT RECORDS/UPDATING AND WITHDRAWAL

The Mentor Board of Education maintains adequate and accurate pupil records. Such records provide cumulative data which is essential for attendance and emergency purposes. Records also provide the instructional staff valuable background information on pupils' needs, abilities and achievements, which is essential in designing and maintaining an effective educational program and effective home-school communication.

Families are to provide the school with accurate up-to-date information including any changes in family status, address, telephone numbers, emergency numbers, grading errors, etc.

- Parents will be afforded the opportunity to review the contents of the student's school record. This review will be conducted with a member of the professional staff who will be responsible for fully interpreting all materials contained therein.
- If a pupil 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 pupil with a checkout form, which must be signed by all the pupil's teachers to indicate that all books have been returned and all fines have been paid. The form also will contain the pupil's grades at the time of withdrawal. No transfer will be completed until all fees and fines have been paid.

Important: Report any change of address, telephone number(s), guardianship or residency immediately through the Parent Portal of Infinite Campus

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.

SUBSTITUTE TEACHERS

Substitute teachers are guests in our buildings and should be treated with respect. When a substitute teacher is conducting class, students are to follow the school code of conduct and maintain cooperative and courteous behavior.

TEXTBOOKS/CHROMEBOOKS AND SUPPLIES

- Textbooks and Chromebooks are loaned to students for use while enrolled at Memorial and Shore Middle Schools. Other supplies such as paper, folders, pens and pencils may be required. Students are to maintain possession and condition of their textbooks, Chromebooks and other supplies and are accountable for their condition. Students are financially responsible for any equipment or supplies loaned to them by the schools.
- Instrumental supplies like reeds and valve oil are to be purchased by students. For information about instruments, the band teacher should be contacted.
- If the student expenses listed will cause undue financial hardship on a student or his/her family, the student or his/her parents should contact the principal or assistant principal. Every effort will be made to assist the student when financial problems arise.

- Fees/Expenses:
 - 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 this.
 - c. Project Expenses include materials which students purchase to complete a student-selected project (e.g., technology education). The costs cited are averages; individual costs will depend on the nature of the course and the specific project selected.

Chromebook Use:

The Mentor School District has provided Chromebooks and other technology for the use by students during the school year. Students will review the expectations and guidelines associated with the appropriate use of the devices. Students may have the privilege of using their devices altered or revoked if not used in an appropriate manner. Students are also responsible for any damaged or lost devices or hardware that goes with their Chromebook. The District may utilize a program that monitors the online activities of students, through direct observation and/or technological means, to ensure that students are using devices for the appropriate academic purposes. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, Internet connection, or student e-mail accounts, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials. Parents are responsible for student Chromebook use at home as school filters do not always work when students leave campus. All school rules follow students when using the Chromebook and District-provided accounts so please have students use Chromebooks in a visible area at home. Students should remember to keep a positive digital footprint at all times while online.

TRANSPORTATION

The boundary lines for Memorial/Shore's "walk-in" and "bus zone" are published each year. Persons living in the "walk-in" zone are responsible for providing their own means of transportation to and from school.

- All school rules are in effect at designated bus stops.
- 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.
 - **Use kind words in a calm voice** - Everyone wants to be able to hear and talk to their friends.
 - **Keep hands and feet to yourself** - Everyone wants to be comfortable.
 - **Stay seated** - Everyone needs to be safe
- Students are not allowed to ride buses other than their assigned buses unless arranged through the transportation department.
- Students may not get on or off at any stop other than their own assigned bus stop.
- Any student who violates bus regulations will be subject to disciplinary action, which may include the loss of bus riding privileges.
- Students should sit in their assigned bus seat and report any damage immediately upon boarding the bus. Damage reported later may be considered the student's responsibility.
- Students are to enter the school immediately when the bus drops them off.
- Students are not permitted to leave school grounds once they are brought to school.

- Students who walk should be conscious of safety at all times, always using the sidewalks and should cross streets only at designated crosswalks.
- 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 at the front of the school parking lot. Bicycles left at the rack should always be protected by a lock of some type. The school assumes no responsibility or liability for damaged or stolen bicycles.
- Students are not permitted to ride their bicycles in the drop-off and pick-up areas during student arrival and dismissal time. Bicycles must be walked during these times.

VISITORS

Parents should feel free to consult with teachers, counselors and administrators if there are questions or concerns. However; due to safety concerns, we do ask that you please call the office ahead of time to make an appointment if you would like to meet in person. This will guarantee that the person you would like to speak with is available and helps us to maintain building security. Parents/Guardians that show up unannounced for a meeting with admin or teachers will not be permitted into the building. All visitors must report to the main office to check in and get a visitor's pass. In addition, we do not allow students from other schools to visit during the school day or attend our school dances. Unauthorized visitors may be subject to removal from school property and possible charges could be filed for trespassing.