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<b>Principal</b>	Bruce Otley
<b>Dean of Students</b>	Heidi Irwin
<b>Guidance Counselor</b>	Stacy Pickett
<b>Secretary</b>	Mary Garcia
<b>Receptionist</b>	Connie Sherrer
<b>Transportation Coordinator</b>	Jeff Schimmoeller

<b>Middle School Office</b>	(419) 422-9166
<b>Transportation</b>	(419) 422-9249
<b>Board of Education</b>	(419) 422-8526

## **LIBERTY-BENTON LOCAL SCHOOLS VISION STATEMENT**

Liberty-Benton will strive to be the school of choice for excellence in education.

## **LIBERTY-BENTON LOCAL SCHOOLS MISSION STATEMENT**

We exist to equip all students for a life of learning and responsible, productive, rewarding citizenship in a caring and progressive environment.

## **PHILOSOPHY OF LIBERTY-BENTON MIDDLE SCHOOL**

### **I Definition of School**

The school is an institution that brings together students, teachers, parents, administrators, support staff, and community members. Together these partners assume the responsibility of providing the educational opportunities and activities that will shape the students into capable and contributing members of our democratic society.

### **II The School Serves the Community**

The school serves the community by helping students develop the skills necessary to become contributing members of the society. This includes educating students about the rights and responsibilities of being a citizen in a democratic society, respecting authority, understanding traditions, common values, and the diversity of both local and world peoples. Students will also be assisted in developing critical thinking skills, self discipline, and learning to accept responsibility for their own actions.

### **III The School Serves the Student**

The school provides for each student's personal development in many ways. Students study nature, literature and the arts in order to gain and refine human sensitivities. Student creativity will be fostered and nurtured and they will be shown how to apply this creativity in problem solving. Extra curricular activities are offered in order to provide further experiences where teamwork, courage, persistence, dedication, positive thinking, and an appreciation for rules are learned. These school experiences should aid students in developing a positive attitude and set of values, knowing and accepting themselves, and having the confidence to enter the community and engage in full, satisfying and meaningful lives.

The school recognizes the need to educate students in ways useful to them beyond the school environment and attempts to provide them with a variety of life skills. By showing students how to use logic, reasoning and scientific thought, students can learn how to make good decisions and solve problems. The methods and values of maintaining good mental, physical, and social health are taught in order to encourage a long and healthy life.

In addition to general life skills and personal development, the school seeks to provide students with specific career development opportunities. This is done through vocational training and career exploration. Also, the school is committed to using technology as a teaching and learning resource as well as aiding all students in becoming technologically proficient.

## **STUDENT RIGHTS**

### **Statement of Policy**

This policy is to comply with Sections 3313.66 and 3313.661 of the Ohio Revised Code as amended by Amended Substitute House Bill 421 passed by the Ohio Legislature and effective September 1, 1976.

#### **A. Freedom of Expression and Assembly**

This includes expression in written, verbal and symbolic forms as long as such expression does not (1) endanger health or safety, (2) damage property, (3) disrupt the activities of others or, (4) is obscene.

#### **B. Student Records Privacy**

Student records shall remain confidential in accordance with the Family Rights and Privacy Act of 1974 which requires that (1) parents or guardians or students who have attained the age of 18 have the right to review their records and to challenge any items they deem inaccurate, (2) parents, guardians, or students who have attained the age of 18 shall give consent before records are made available to non-school agencies and, (3) such records are made available to parents, guardians or students over 18 no later than 30 days after the request for review has been made, and (4) such review to be made on school property and in the presence of a Principal or Guidance Counselor.

#### **C. Protection from Unreasonable Search and Seizure**

Pursuant to New Jersey vs. TLO (1985), school officials have the legal right to search students, lockers, desks, computers, computer disks, etc. Searches and seizures may be conducted if there is reasonable suspicion by school officials

## **ACCIDENTS**

Even though reasonable safety precautions are observed at all times, accidents involving students sometimes do occur during school hours. If a minor accident does happen, the teacher who is responsible for supervising this student, and the witnesses involved, report to the office so the building principal is aware of the situation. However, if an accident is deemed serious, the proper steps are immediately taken in accordance with the student's Emergency Medical Card that has been completed by his/her parents at the beginning of the school year.

## **ACTIVITY CONFLICTS**

For students in multiple school sponsored activities that are scheduled at the same time; the following guideline should be used to determine a student's participation when a conflict in scheduling arises:

A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal; when two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence.

## **ATHLETICS**

Athletics play a primary role in complementing the educational program of the school. Through participation in athletic events, students vividly learn the importance of teamwork, sportsmanship, individual responsibility, and dedication. Liberty-Benton Middle School offers a well-rounded athletic program during each season in which every student has an opportunity to participate. Presently, football, volleyball, cross country, basketball and track are the recognized sports.

The athletic council has formulated a policy which relates to all of the programs of the athletic department. The policy is explained to participating athletes and is available for anyone else's consideration.

## **ATHLETIC ELIGIBILITY**

The new eligibility requirements as established by the Ohio High School Athletic Association are listed below:

- A. The eligibility or ineligibility of a student continues until the start of the next grading period.
- B. Students enrolled in grades 7 and 8 must be passing 75 percent of those subjects that meet five days per week or its equivalent.
- C. A local rule that was established at Liberty-Benton states that any student that receives two failing grades in any grading period will be ineligible for the next grading period.
- D. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

## **ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build 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 that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The School will continue to provide adequate supervision for all students who are participants in a school activity.

## **ATTENDANCE PROCEDURES**

An important obligation of the school is to encourage regular attendance by the students which has a direct correlation to success at school. Poor attendance disrupts the continuity of instruction. Once lost, instruction cannot be recovered. Classroom participation is an important facet of the educational process and cannot be reconstructed outside of the regular school day. Attendance is taken in class each morning and all absences are listed on the attendance sheet. Teachers then check for discrepancies throughout the school day. These discrepancies are then dealt with by the building principal. It should be emphasized that if a student becomes ill during the day he/she must report to the principal or secretary so that the parents might be contacted. Specific details of the attendance requirements are listed in the board adopted "Attendance Policy."

Parents are required under law to notify the school when a student will be absent. This policy is to call the school before 9:00 a.m. If a parent leaves for work early, a message can be left by calling 422-9166, the middle school phone number. When a student returns from an excused absence, all missed work will be allowed to be completed. If a student is unexcused from school, no opportunity will be provided to make up missed assignments. Any student absent from school is not allowed to participate in any other school function that school day.

A letter will be sent home when a student has reached 5 days of absence and again on the 10<sup>th</sup> day of absence.

### **I. Definition of Terms**

- A. *Excused absences* include the following:
  - 1. personal illness and/or medical appointments
  - 2. severe illness in the immediate family
  - 3. death of a relative

### **Attendance cont...**

4. work in the home due to the absence of a parent or guardian
  5. religious observances
  6. other legitimate reasons which have received prior approval from the building principal—for example, necessary trips with parents
- B. *Unexcused absences* include the following:
1. car trouble
  2. oversleeping
  3. missed the bus
  4. shopping
  5. haircut and beauty shop appointment
  6. baby-sitting -- unless an emergency
  7. suspension from school
  8. truancy
  9. other absences not listed as excused
- C. *Truancy* is defined as a student deliberately not attending school because of an inexcusable reason. Usually, the parents are unaware of the student's absence during this time period. Furthermore, when a student fails to attend a class or study hall as per his/her assigned schedule, he/she can also be considered truant.

### **II. Attendance Requirements**

- A. A student having been absent from school for one and one half to three hours will be credited with one half day of absence. (Excused or unexcused dependent on the reason.)
- B. A student having been absent from school for more than three hours will be credited with one day of absence. (Excused or unexcused dependent on the reason.)
- C. Excessive absences could result in loss of academic credit and retention.
- D. Tardiness to school and class could result in detention on the third and fourth tardy and Saturday School on the fifth tardy.
- E. Academic success- There is a direct correlation between good grades and school attendance. Apply yourself, come to school and good things will happen.

### **III. Procedure**

- A. All homeroom attendance records will be kept and maintained in the administrative office.
- B. Teachers and students will follow the attendance procedures outlined in the "Liberty-Benton Middle School Student/Parent Handbook."
- C. All teachers will keep daily attendance records.
- D. The building principal will issue a warning letter to the student and parent when absences start to become a problem.

### **TRUANCY PROCEDURES**

A student when absent from school, class or other assignment without prior knowledge or permission of his/her parent or school is truant. Truancy is a serious offense and subject to severe penalty. The penalty for truancy is detention, suspension or expulsion.

### **Step I -- First Truancy**

- 1) The parents or guardians may be asked to come to the school for a conference with the principal. The educational and legal aspects of regular attendance shall be reviewed.
- 2) The student may be referred to a counselor and/or psychologist for a series of counseling sessions.
- 3) The student may be assigned detentions or other disciplinary measures, usually a Saturday school.

### **Step II -- Second Truancy**

- 1) The student may be suspended up to a maximum of five (5) school days at the discretion of the principal. Other appropriate disciplinary action may be substituted for suspension.
- 2) The student may be referred to the appropriate person for further counseling
- 3) The legal forms, Warning to Child and Notice and Warning to Parent or Guardian, will be served by the attendance officer.
- 4) The parent may be requested to come to school for a conference with school authorities.
- 5) If the student has a record of repeated truancy in the past and is sixteen (16) or more years of age, statements number 2 through 4 above will not apply. The student may be suspended for up to five (5) days during which the student and parents may make a decision as to the advisability of future regular attendance or of finding full-time employment. School counseling and psychological services will be available at the request of the parent.

### **Step III -- Third Truancy**

- 1) The attendance officer will notify the Juvenile Court, complete the appropriate forms, and a Pre-Court Conference will be held.
- 2) Parents will be requested to the Pre-Court Conference along with other specified personnel.
- 3) The student may be referred for further counseling.
- 4) The student may be suspended up to a maximum of ten (10) school days. Other disciplinary action may be substituted for suspension.
- 5) In case of those students described in Step II, Item 5, who decide to return to school, a third truancy will cause up to a ten (10) day suspension, and a possible recommendation for expulsion.
- 6) Loss of student's privilege to obtain or maintain a driver's license.

### **Step IV -- Fourth Truancy**

- 1) The student shall be suspended up to ten (10) school days. Other disciplinary action may be substituted for suspension.
- 2) The Juvenile Prosecutor will be notified and such action as recommended in the Pre-Court Conferences will be initiated.

### **Step V -- Fifth Truancy**

- 1) The student will be suspended for ten (10) days.
- 2) The student will be recommended for expulsion
- 3) The Juvenile Prosecutor will be notified.

## **AWARDS**

Students experience success in many positive areas during their years in school. It is only fitting then that they be honored periodically for these accomplishments. In conjunction with this philosophy, students receive awards-- trophies, pins, certificates, and letters -- for their performance in both the academic and extra-curricular realm. An awards assembly is conducted at the end of a school year to honor students who have displayed outstanding accomplishments in the academic areas. After each athletic season, an award's night is held at which student athletes receive appropriate awards. Furthermore, the various co-curricular and extracurricular organizations present awards to deserving members for their performances throughout the school year. Academic drawings and student recognition will also be highlighted throughout the year.

## **BOOK BAGS, BACKPACKS, GYM BAGS, ETC.**

Book bags, backpacks, gym bags and other types of bags used to carry books and personal items are to remain in the student's locker during the school day. These items can block walkways in classrooms and are a safety hazard. Students carrying these items to class will be asked to return them to their locker. Repeated attempts to carry these items to class will result in a disciplinary referral to the office for disciplinary action by the administration.

## **BUS BEHAVIOR**

All students are provided transportation to and from school by school busses. To insure the proper safety of all students while riding the busses, the following Rules of Conduct have been developed by the Superintendent in cooperation with the school bus drivers:

- 1) Use of profanity is not permitted
- 2) All students shall be seated at all times
- 3) Eating shall not be permitted on any bus at any time
- 4) Large, unusual cargo items may not be carried on the bus. (Students are encouraged to arrange for transportation of said items)
- 5) Arms, legs, hands, heads, etc. shall not protrude from the windows
- 6) Fighting, loud talk, etc. will not be permitted
- 7) Animals, firearms, etc. are not permitted to be transported on the bus at any time
- 8) The driver shall be in charge of students at all times
- 9) Marking, writing, cutting or otherwise defacing the interior of the bus is not permitted
- 10) Students may listen to MP3 players, walkmans, I-Pods etc. on the bus so long as headphones are used. These must be turned off and put in lockers upon entering the school building.
- 11) Cell phones must be off and may not be used on the bus.
- 12) Students not complying with the Rules of Conduct are subject to removal from the bus for an appropriate period of time. Students are still required by the law to attend school during periods of suspension from busses. In order to maintain closer supervision of bus behavior, a bus discipline policy will be established with warning and discipline notices being sent home when problems occur.

It is important to note that if a student wishes to get on or off a school bus at a stop other than his/her regular stop, a note from the parents should be given to the building principal for approval. This permission slip is then given to the bus driver upon boarding the bus. If a student wishes to ride another bus, a written request must be given to the superintendent.

## **CAFETERIA**

Liberty-Benton operates a "closed" lunch policy which means students are not to leave the building to eat lunch or have fast food lunch in the school. Each day a nutritious "Grade A" lunch is served by our cafeteria staff. Besides this well-balanced meal, the students may purchase a variety of items on an ala carte basis. The food service personnel are open to suggestions. Improper behavior in the cafeteria will result in disciplinary action according to adopted code of conduct plus possible removal from the cafeteria or even school suspension.

## **CANCELLATION OF SCHOOL**

When the weather or other circumstances dictate that it would be inadvisable to conduct classes, students and their parents are notified via the two local radio stations, WFIN (AM) and WHMQ (FM). Since these stations are notified as soon as the decision is made, calling the school, school personnel, or the superintendent is unnecessary. All attempts are made to notify the public as soon as possible so individual arrangements can be made at home. It should be noted that a school district is allowed five “calamity” days during each school year. After these days are utilized, a school district must take the necessary steps to make-up the additional days missed.

## **CELL PHONES**

Students may bring a cell phone to school but they **must be turned off on the bus. Cell phones must be kept in a locker and turned off during school hours.**

**First Offense:** The student may retrieve the cell phone from the principal’s office at the end of the day. A detention will be issued.

**Second Offense:** The confiscated cell phone will be returned only after a meeting with the student’s parent or guardian. A Saturday School will be issued.

**Third Offense:** The confiscated cell phone will be returned only to the parent or guardian at the end of the school year. An in school suspension will be issued.

## **CHILD ABUSE/NEGLECT**

The law requires school personnel to report all suspected cases of child abuse/neglect to the Hancock County Department of Human Services Children’s Protective Unit. In addition, the county prosecutor and or the Sheriff’s Department could be notified.

## **COMPUTER/ON-LINE SERVICES**

The Liberty-Benton Local School District provides computer and on-line service to students and teachers to promote educational excellence in our schools by facilitating resource sharing and innovation. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The LBLSD has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the valuable information available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical, and legal utilization of the network resources. If a LBLSD user violates any of these provisions, his or her account may be terminated and future access may be denied. **The student code of conduct will be applied to the unauthorized use of computers, the internet, and other electronic devices.**

## **CONFERENCES**

Good parent/teacher communication promotes academic success at school. Parents may be periodically contacted by teachers or may request to meet with the academic teams Monday-Friday for conferencing on an as-needed basis during the duration of the school year. Records of these meetings will be kept with the academic teams.

In the event of serious school matters, the building principal may request that the parents come to school for a conference. These meetings are usually quite productive, and they aid the student and the school in solving the problem that has developed. After the conference is finished, a complete report regarding the conference is filed in the principal's office. This information is consulted if another problem arises in the future. It should be noted that parents should not hesitate to initiate a conference with the building principal if they feel a need exists.

Conferences can also be valuable between a parent and a teacher in solving matters of concern. One day in the fall of the year is scheduled especially for these conferences. Furthermore, teachers are willing to consult the parents anytime the need arises. The inherent advantages of this personal contact should not be underestimated.

## **DANCES**

**Middle School Dances are for Liberty-Benton Middle School students only. All school rules and dress code policies apply at all school dances.** Dresses for formal dances may be strapless or with spaghetti straps, considering most formal wear is designed this way. However, attire should always be within reason for a school dance. Glow sticks are not permitted. **Students with repeated disciplinary actions may be excluded from participation at school dances.**

## **DETENTION POLICY**

One of the goals of any educational institution should be to prepare students to be responsible adults. We at Liberty-Benton Middle School need to emphasize to students the realities of the adult world concerning punctuality, habits and behavior. This educational tool is designed to provide students with consequences for their actions similar to those of the adult world. This policy is designed to strengthen our position on requiring students to be on time to class and student classroom behavior.

Liberty-Benton Middle School uses after school detention as a disciplinary consequence for tardiness and a variety of behavior related school disruptions. Detention time ranges from a minimum of one (1) hour up to a maximum of two (2) hours. Students assigned detention will be given at least a 24 hour notice prior to serving and are expected to work out any transportation problems.

Detention sessions will be held Monday through Friday. Detention will begin promptly at 2:35 pm. Students reporting late to detention sessions will not be given credit nor be allowed to serve their assigned detention and one additional after school detention may be added.

**SHOULD STUDENTS FAIL TO SHOW FOR THEIR ASSIGNED DETENTION, STUDENTS MAY BE ASSIGNED TO SATURDAY SCHOOL. SHOULD PATTERNS OF NON-ATTENDANCE TO DETENTION SESSIONS AND/OR SATURDAY SCHOOLS APPEAR, THE STUDENT MAY FACE SUSPENSION FROM SCHOOL.**

It should also be noted, after school activities have no bearing on the assignment of after school detention. Should a student be involved in a sports related event which is held on a Tuesday or Thursday, and the student has been assigned to serve a detention session, he/she will be expected to serve the detention. **Activities are second nature to the academic responsibilities of the student.**

## **DISASTER DRILLS**

So that the student body is prepared for an emergency such as a fire, tornado, or other types of emergencies, definite procedures have been given to all teachers so that they are familiar with the procedures to be followed. Furthermore, periodically throughout the school year, practice drills are conducted so the entire school populace is prepared for a real situation.

## **DISCIPLINE**

A school cannot operate effectively and efficiently without reasonable rules and responsible students. It is the optimum situation when students accept this responsibility for conducting themselves according to such adopted standards. The majority of students normally do just that. However, it does become necessary at times for the classroom teacher and/or the building principal to become involved in disciplinary procedures.

The classroom teacher is requested to handle routine problems which arise by a verbal reprimand, parent conference, or a detention period. For recurring problems or serious violation, the principal is informed so that corrective measures can be taken. Some of the actions taken by the principal include: student conference, referral to the counselor, parent conference, detention, suspension from school up to 10 days, or a recommendation to the superintendent for expulsion from school. For serious and/or legal infractions, the proper authorities are also notified. A Saturday School is another measure that may be employed in these situations. A countywide alternative school program is being utilized.

It should be stressed that at no time will open confrontations be tolerated from students to any school employee. If a student feels that he/she has been dealt with unjustly, the matter should be dealt with after class, after or before school, or brought to the attention of the principal. A record is kept by the building principal of students who are referred to the office. This record can be consulted with repeated offenders for the proper action. In most cases, it is not necessary to carry the penalties to their limits. The Liberty-Benton Board of Education adopted a revised "Student Code of Conduct" which is listed below.

## **FEES**

School fees are charged to parents to cover the expense of consumable items used in classes such as workbooks, art supplies, science lab materials etc. Payment is due upon receipt of the fee schedule. Grade cards will be withheld after the first quarter if fees are still owed. Students with unpaid fees will not be permitted to attend field trips. Field trips are not a mandatory part of school, but rather a privilege to extend the learning in a fun and meaningful way. Students will be permitted to attend field trips so long as 25% of the total school fees are paid at the beginning of each grading period (see example below). If you have extenuating economic circumstances, please contact the main office so that a payment schedule can be arranged for school fees. All fees must be paid in full by the end of the school year. Checks should be made payable to Liberty-Benton Middle School.

	Example: \$48.00 School Fees
1st Grading Period: 25% of the total fees paid	1st Grading Period: \$12.00 paid
2nd Grading Period: 50% of the total fees paid	2nd Grading Period: \$24.00 paid
3rd Grading Period: 75% of the total fees paid	3rd Grading Period: \$36.00 paid
4th Grading Period: 100% of the total fees paid	4th Grading Period: \$48.00 paid

## **PUBLICATIONS**

Publications such as a student newspaper, literary magazine, and yearbook are connected to the overall school program and are subject to editorial control by the school's authorities.

## **SEARCH AND SEIZURE**

Student lockers, desks, cabinets, and similar property are the property of the Liberty-Benton Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

## **SURVEILLANCE CAMERAS**

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

# **LIBERTY-BENTON MIDDLE SCHOOL CODE OF CONDUCT**

## **SCOPE OF JURISDICTION**

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. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

## **RULE 1: ALCOHOL AND DRUGS**

A student shall not knowingly possess, use, transmit, sell, or show evidence of having consumed any drug, look-alike drug or alcoholic beverage of any kind on school grounds or within the immediate vicinity of the school during or after school hours, off school grounds at a school activity, function, or event; on school busses or rented carriers. Students showing evidence of having consumed drugs or alcohol or who are in possession of a "mood modifier" and/or drug related paraphernalia, will be immediately removed from classes pending further investigations.

## **RULE 2: ASSAULT/UNAUTHORIZED TOUCHING OR CONTACT**

A student shall not cause mental or physical harm, or behave in such a manner which could threaten to cause physical injury to school staff, other students, or other persons, while under the jurisdiction of the school.

## **RULE 3: CLASSROOM TRUANCY AND TARDINESS**

A student shall not leave or be late for school or class without permission from the middle school office or the teacher responsible for the student at that time. A student shall not cut class or any assigned activity such as an assembly, pep rally, etc. After the third tardy, the student will be issued an after school detention. Truancy will result in a Saturday School.

#### **RULE 4: COLLUSION**

A student shall not by use of violence, force, noise, coercion or intimidation of any student, urge others to engage in any such disruptive conduct. No student shall assist or aid in any way another student in violating either school rules or any law or ordinance when either student is properly under the authority of school personnel.

#### **RULE 5: ABUSE OF SCHOOL COMPUTER HARDWARE, SOFTWARE, TECHNOLOGY, E-MAIL, INTERNET & PHONES**

A student shall not abuse the school district's hardware or software including, but not limited to: tampering with computer programs (whether such programs are commercially prepared or belong to another student or faculty/staff member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; **using computer, phone, or computer mail facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the superintendent has been obtained;** misusing district telephones to place unauthorized phone calls is prohibited as well.

#### **RULE 6: DAMAGE TO SCHOOL BUILDINGS, PROPERTY AND EQUIPMENT**

A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials. A student shall not cause, incite or attempt to cause damage to private property on school premises or at any school activity on or off school grounds. Students and/or their parents/guardians shall be held responsible for any damage to school buildings, equipment, and public or personal property. This includes the introduction of viruses into computers, or the deletion or changing of files or data bases. In addition:

1. Students 18 years of age or older, and parents of all other students shall be held responsible for any damage to the school building, property and/or equipment.
2. The responsible parties shall be responsible for restitution to the Liberty-Benton Local Board of Education for all costs involved in repairing or replacing school equipment and for repairing school buildings or property. HB 601 allows for up to \$10,000 reparations against the parent for failure to reasonably control a child when damage occurs to school property or theft, and/or willful destruction of school property occurs.
3. Grades, credits, and transcripts shall be withheld for any student who fails to make proper restitution.
4. All claims for damage shall be billed by the board treasurer or his/her designee.
5. Payments for damage shall be made to the board treasurer. The treasurer will notify the building administration when the claim has been paid.
6. Damage to buildings, property, and equipment may also result in disciplinary action by the school administration.

#### **RULE 7: DANGEROUS WEAPONS AND INSTRUMENTS**

Weapons of any sort are strictly prohibited. A weapon includes conventional objects like guns, incendiary devices, bombs, pellet guns, knives, or club type implements. A student shall not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or appearing to be capable of causing serious bodily injury to a person including, but not limited to, fire crackers, smoke bombs, sharp instruments, knives, brass knuckles, incendiary devices, and chemical agents such as tear gas or pepper gas. This rule also includes any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlock, pens, pencils, chairs, jewelry, and so on. A threat

to use such instruments against students, staff, or physical property will be handled in accordance with the Liberty-Benton Board of Education's Zero Tolerance Policy.

**RULE 8: DISRESPECT:** Students are expected to be respectful of all Board of Education Employees, visitors, and each other. A student shall not intimidate, insult, verbally abuse, or abuse in writing, gesture, or deed, any member of the student body, employee of the Board of Education, or a visitor in the school.

**RULE 9: DISRUPTION**

A student shall not by use of violence, force, coercion, threat, harassment, insubordination, horseplay, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.

**RULE 10: DRESS CODE**

A student shall not dress or behave in such a manner which calls attention to himself/herself, cause a disruption or presents a safety or health problem. If dress becomes objectionable, the principal will make a determination of the appropriateness of the attire. Specific articles which are not allowed are:

1. Flip flops
2. Wheelie shoes
3. Sunglasses
4. Hats
5. Short shorts/short skirts
6. Boxer shorts/any visible undergarment
7. Halter tops or spaghetti strap shirts and sleeveless apparel
8. Sagging pants (pants must be worn at the waist)
9. Bare midriffs or shirt/pants combinations that allow for the exposure of the midriff
10. Pajama pants
11. Apparel portraying drugs, alcohol, tobacco, or questionable language is not permitted
12. Chains or gang related materials, or anything that can scratch or mar school furniture
13. Grossly ripped or frayed clothing where the skin is visible

**\*The final decision appropriate school attire rests with the principal.**

**RULE 11: EXPLOSIVE AND INCENDIERY DEVICES/UNAUTHORIZED USE OF FIRE**

Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any, matches, cigarette lighters, fireworks, explosives, smoke bombs, munitions, or items of the like, nor shall students ignite, explode or detonate or attempt to ignite matches, cigarette lighters, fireworks, explosives, smoke bombs, munitions or items of the like.

**RULE 12: FALSE ALARMS**

Pulling the alarm or creating a form of panic is prohibited.

**RULE 13: FIGHTING**

A student shall not initiate or participate in any form of physical confrontation on school grounds or off of school grounds at any extra-curricular activity or function. An individual, whose deliberate behavior directly leads to a fight between other parties, shall be considered a participant as well.

#### **RULE 14: FORGERY, PLAGIARISM AND CHEATING**

It is expected that all students will be honest on all tests, assignments, etc. and no student will engage in the conduct of cheating, plagiarism, or forgery. Students' work must be their own and any form of forgery is prohibited. Cheating or plagiarism would result in an automatic "F" for that particular test, paper, or activity and a Saturday School will be issued for the first offense.

#### **RULE 15: FRIGHTENING, DEGRADING OR DISGRACEFUL ACTS**

A student shall not engage in any act which frightens, degrades, or tends to frighten, degrade, or disgrace teachers, students, or other persons by written or verbal means, or by means of gestures or pictures. A student shall not threaten with physical violence or coerce by any other means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten physical violence or coerce by any other means any student, teacher, school employee or visitor. Intimidation may include, but is not limited to, threats used to extort money or any other item of value from another student or person. The Board of Education Zero Tolerance Policy will be enforced where applicable.

#### **RULE 16: GAMBLING**

Gambling of any type shall be prohibited.

#### **RULE 17: HARASSMENT/BULLYING/INTIMIDATION**

Everyone deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or staff members is not permitted. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) **more than once and the behavior both:**

1. Causes mental or physical harm to the other student(s)
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated and if confirmed, may result in the appropriate course of action including recommendations for intervention and or disciplinary action.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Any student who believes that he/she is the victim of any of the above actions pertaining to harassment, bullying, or intimidation or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.
3. Teachers are responsible for reporting any known incidents of harassment/bullying/or intimidation to the principal.

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall 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, and they shall be promptly forwarded to the building principal for review, investigation, and action.

#### SEXUAL HARASSMENT

- A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. Non-Verbal: Causing the placement of sexually suggestive pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

## GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district. (Hate speech). Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

This guideline does not negate the requirements for reporting suspected child abuse to the proper authorities in compliance with AG 8462. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with State law.

### **RULE 18: HAZING**

Hazing activities of any sort are prohibited. Hazing is defined as subjecting students to abusive or humiliating rituals or actions by way of initiation.

### **RULE 19: HORSEPLAY**

Students will not engage in horseplay at school, on the bus or during other school related activities. Horseplay is characterized by mischievous actions or activities that are disruptive to the educational process or school related activity (pushing, mock fighting, tripping etc.).

### **RULE 20: INSUBORDINATION**

A student shall not disregard or refuse to obey reasonable directions given by school personnel.

### **RULE 21: PROFANITY/OBSCENITY**

Students shall not use profane or obscene language, either written or verbal, when communicating, including obscene gestures, signs, pictures or publications.

**Profane** Showing disrespect, contempt, or irreverence for sacred things.

**Obscene** Offensive to modesty or decency. Using profanity, making obscene gestures or comments or other forms of disrespect toward any person or school employee on or off school property is prohibited.

### **RULE 22: PUBLIC DISPLAY OF AFFECTION**

Public display of affection is unacceptable behavior. The display of affection in a manner not suited to the school environment is not permitted and may result in discipline. Hugging, and holding and kissing are not appropriate during school hours or after school activities. Actions such as passionate embraces and hands on persons are inappropriate during all school activities as well.

### **RULE 23: REPEATED VIOLATIONS**

Students who continually fail to comply with school rules and policies will be subject to discipline at the discretion of the principal in addition to possible law enforcement intervention.

#### **RULE 24: SCHOOL TRANSPORTATION**

Students shall abide by all transportation guidelines outlined in this handbook.

#### **RULE 25: THEFT/UNAUTHORIZED POSSESSION**

A student shall not take 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.

#### **RULE 25: TOBACCO/PARAPHERNALIA**

A student shall not possess tobacco or tobacco paraphernalia (cigarette butts, clips, lighters etc.) in any form on school property, on any school bus, at a school bus stop, at school events or within sight of any school building.

**First Offense: Saturday School and tobacco counseling**

**Second Offense: 3-day out-of-school suspension**

**Third Offense: 5-day out-of-school suspension**

**Fourth Offense: 10-day out-of-school suspension and possible recommendation for expulsion**

#### **RULE 26: USE AND POSSESSION OF ELECTRONIC EQUIPMENT**

Most electronic equipment necessary in school is supplied by the school. Students may listen to MP3 players, walkmans, I-Pods etc. on the bus so long as headphones are used. Cell phones must be off and may not be used on the bus. **Upon entering the school building, students must turn off all electronic equipment and place it in their locker.** Failure to comply with this rule will result in the confiscation of the device and possible disciplinary action. **Cell phones must be kept in a locker and turned off during school hours (see cell phone policy).**

#### **CRIMINAL CHARGES**

Criminal charges may be filed for violations of any of the aforementioned rules depending upon the severity of the offense and the discretion of the building administrator.

## DISCIPLINE MATRIX

This matrix is a tool to help the building administrator determine disciplinary consequences that may be enacted as a result of student infractions.

Rule	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Alcohol and Drugs	10 day OSS possible RFE	10 day OSS with RFE		
Assault	3 day OSS	5 day OSS	10 day OSS with possible RFE	10 day OSS with RFE
Classroom Truancy	SS	1 day ISR	3 day ISR	5 day ISR
Collusion	1 day ISR	3 day ISR	5 day OSS	10 day OSS
Computer abuse	1 day ISR	3 day OSS	5 day OSS with 30 day loss of computer privileges	10 day OSS with loss of computer privileges
Damage to property	SS with restitution	1 day ISR with restitution	3 day OSS with restitution	5 day OSS with restitution
Dangerous Weapons	10 day OSS possible RFE	10 day OSS with RFE		
Disruption	SS	1 day ISR	3 day OSS	5 day OSS
Dress Code	D	SS	1 day ISR	3 day ISR
Explosives, Incendiary devices, Unauthorized use of fire	10 day OSS with possible RFE	10 day OSS with RFE		
False Alarms	3 day OSS	5 day OSS	10 day OSS with possible RFE	10 day OSS with RFE
Fighting	3 day OSS	5 day OSS	10 day OSS with possible RFE	10 day OSS with RFE
Forgery, Plagiarism, Cheating	SS and no credit	ISS and no credit	2 day ISS and no credit	OSS and no credit
Frightening, Degrading, Disgraceful Acts	SS	1 day ISR	3 day OSS	5 day OSS
Gambling	W	D	SS	1 day ISR
Harassment	3 day OSS	5 day OSS	10 day OSS with possible RFE	10 day OSS with RFE
Hazing	10 day OSS with possible RFE	10 day OSS with RFE		
Insubordination	SS	1 day ISR	3 day OSS	5 day OSS
Profanity and Obscenity	D	SS	1 day ISR	3 day OSS
Public Display of Affection	D	SS	1 day ISR	3 day OSS
Theft or Unauthorized Possession	SS	1 day ISR	3 day OSS	5 day OSS
Tobacco	SS, tobacco counseling	3 day OSS	5 day OSS	10 day OSS and RFE
Use of Electronic Devices	W and confiscation	D and confiscation	SS and confiscation	1 day ISR and confiscation

### Definition of terms

RFE = Recommendation For Expulsion      OSS = Out of School Suspension  
 ISS = In School Suspension                  SS = Saturday School  
 D = Detention                                      W = Warning

RWI = Reduction of consequence with intervention approved by the principal  
*The proper authorities may be contacted concerning any offense.*

## **DISCIPLINE TERMS**

**Warning--**This is a statement to a student during a minor infraction that continued behavior will result in a more serious penalty. This usually occurs in the classroom for initial offense.

**Detention--**Some teachers utilize after school detention for students who misbehave in classes or fail to complete assignments. Detention begins at 2:35 p.m. and ends at 3:35 p.m. Students will receive one day's notice prior to any detention.

**Parent Conference--**A conference can be called at any time to discuss and review classroom or school-wide behavior concerns.

**Saturday School--**A Saturday school program from 8:00 a.m.-11:00 a.m. will be used to deal with certain discipline situations and conduct infractions. Students will complete school work under a supervised environment. Failure to serve a Saturday School may result in a 3-day out-of-school suspension.

**In-School Suspension--**This consists of a student being confined in isolation during the school day and not attending classes. While in this position, the student is required to keep up on daily assignments and take all missed tests or quizzes. Students on in-school suspension are not allowed to attend any extracurricular activities for the duration of the suspension.

**Suspension--**This is considered the most severe penalty imposed by the building principal. It is from one to ten days in duration and students suspended are to remain under their parents' direction while not attending school or extracurricular activities. Students suspended from school will not receive credit for all work missed, and the absence will be unexcused.

**Expulsion--**Only the superintendent of schools may expel a student from school. This expulsion can be for a period up to but not exceeding eighty days. Normally, a student is expelled upon the recommendation of the principal although it can be initiated by the superintendent.

**Alternative School--**A student can be assigned to the Hancock County Alternative Opportunity Center for a short term (up to 10 days) or a long term (up to 80 days) placement if school behavior or performance warrants such action. The principal will make this recommendation. All local discipline code of conduct rules and alternative school rules will be followed at all times.

**Emergency removal--**If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on school premises, then the principal may remove the student from the premises or from the curricular or extracurricular activity.

## **SUSPENSION AND EXPULSION**

Grounds for expulsion shall include, but not be limited to:

1. Assault, assault and battery, or threat thereof to any school personnel, other student(s) or visitor while on school property, or under school authority, including buses, or at any school-sponsored activity.
2. False alarms--including fire and bomb threats.
3. Use or possession of alcoholic beverages prior to arriving on school premises, on school property (including buses) or at any school-sponsored activity.
4. Illegal use, possession, or possession for sale of any narcotic drug, drug paraphernalia, "look-alike" drug, or mind-altering substances prior to arriving on school premises, on school property (including buses) or at any school-sponsored activity.
5. Disruption of school by use of violence, force, coercion, threat or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
6. Unauthorized use of fire or attempted arson to any school building or property.
7. Explosives--possession or use of explosive devices including fireworks, stink bombs or smoke bombs.
8. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
9. Repeated offenses or flagrant violations where suspension is normally considered appropriate.

## **SUSPENSION**

Grounds for suspension shall include, but not be limited to:

1. Damage or of school property or private property on school premises.
1. Smoking/smokeless tobacco. This shall not be permitted in the school building, on school buses, school grounds, vicinity of the school, or at school activities. (Vicinity shall be defined as in sight or view of the school.)
2. Possession of tobacco products.
3. Profanity or obscene language, written or verbal, directed toward school personnel, students, or other visitors. This shall include use of obscene gestures and signs.
4. Insubordination in refusing to comply with directions of school personnel or others in authority.
5. Violation of PDA policy.
6. Violation of student driving/parking lot regulations.
7. Truancy from class or school.
8. Repeated tardiness to class and/or school.
9. Possession of or having used alcoholic beverages, illegal narcotics, illegal drugs, look-alike drugs, drug paraphernalia, or mind-altering substances, prior to arriving on school premises, while on school premises (including buses), or at any school sponsored activity.
10. Theft of school property or equipment or personal property of any school personnel, another student, or visitor.
11. Possession or use of weapons or any object which might be considered a dangerous weapon or any instrument of violence.
12. Fighting among two or more students while on school property, vicinity of the school, school buses or at any school sponsored activity.
13. The act of extortion from any person while on school property, school buses, or at any school sponsored activity.
14. Health, dress and safety standards, as posted for each department, activity, and/or school.
15. Non-compliance with rules and regulations of student activities including organizations, departments, and/or school.
16. Loitering at any time on school grounds, buildings, or adjacent properties.
17. Repeated or flagrant violations of any school rules or accepted standards of school behavior.
18. Displaying gang insignia in written, tattoo, jewelry or graffiti form, wearing of clothing displaying such and signing of such. (Signing means use of hand gestures, handshakes and language.)
19. Failure to show for assigned detention or assignment to the Alternative School.
20. Any offense which is grounds for expulsion.
21. Gross misconduct. It should be noted that other possible student conduct or persistent disobedience may also serve as grounds for suspension, as provided by law.

## **DUE PROCESS**

Due Process of law shall be given to each student in the event of suspension or expulsion in accordance with Sections 3313.66 and 3313.661 of the Ohio Revised Code. Fully detailed procedures of the process are available for review in the office of the principal.

## **EMERGENCY PROCEDURE FORM**

At the beginning of the school year, each parent is asked to complete an emergency procedure card. This card provides all the necessary information (including parental consent) that is required for the school to take action in case an individual emergency arises. This form must be completed yearly, and it is a very important part of the student's records.

## **EXTRACURRICULAR (CO-CURRICULAR) ACTIVITIES**

A student's school years are usually much more rewarding if he/she becomes involved in student life outside of the classroom. In an attempt to provide opportunities to broaden their educational experiences, students are offered a number of activities. These organizations include but are not limited to the following:

- A. Band
- B. Chorus
- C. Cheerleaders
- D. Honor Society
- E. Quiz Bowl
- F. Project HAPPY

## **FIELD TRIPS**

In order to significantly complement their in-class instruction, teachers sometimes arrange field trips to utilize meaningful community resources. Before these trips are approved by the building principal, their educational purpose is studied. **In order for a student to attend a field trip, a signed permission slip must be on file in the office.** While on a field trip, students are to behave as if they were within the school building. It is important to remember that each student on a trip represents not only the school and his/her parents, but the community as well. Students that do not have their fees paid in full, have not paid at least 25% of their fees at the beginning of each quarter, or that have not made other financial arrangements for paying fees with the office may not attend field trip (see fees policy).

## **FREE AND REDUCED LUNCH PRICES**

In order to insure that all students have the opportunity to eat a well-balanced school lunch, free and reduced lunches are provided to families that qualify. Parents who wish to enroll in this government supported program should file the required application at the beginning of the school year. All of the particular details of this program are available from the building principal.

## **GRADE AVERAGING PLAN (NINE WEEKS PLAN)**

- A. In computing the semester averages and the final average, a twelve point scale will be used:
- |         |        |        |        |
|---------|--------|--------|--------|
| 12 = A+ | 9 = B+ | 6 = C+ | 3 = D+ |
| 11 = A  | 8 = B  | 5 = C  | 2 = D  |
| 10 = A- | 7 = B- | 4 = C- | 1 = D- |

- B. We are using a nine week grading plan in order to give our students more of an opportunity to raise grades after the interim period. Also, the nine weeks plan puts more value on classroom performance rather than the exam grade.
- C. Anything less than a 1.0 average (without rounding) is a failure for any course.
- D. Semester grades will be computed by averaging the two quarter grades. Final grades will be computed by averaging the two semester grades.

## GRADE CARDS

At the end of the grading period, students are given grade cards that reflect their current performance in the subjects they are taking. These grade cards are then taken home to the parents for their consideration.

## GRADING SCALE

100.....A+	76-79.....C
96- 99.....A	73-75.....C-
93- 95.....A-	70-72.....D+
90- 92.....B +	66-69.....D
86- 89.....B	63-65.....D-
83-85.....B-	0-62.....F
80- 82.....C+	

**Any grade .5% or above will be rounded up to the next whole number for quarter grades only. Semester averages and final grades will not be rounded.**

## GUIDANCE SERVICES

Many essential services are provided by the guidance counselor. Some of the primary reasons for visiting the guidance counselor are the following:

- A. to obtain information regarding college planning
- B. to obtain information regarding vocational planning
- C. to interpret standardized test results
- D. to aid in solving learning difficulties
- E. to assist in the registration of courses
- F. to aid in dealing with personal problems
- G. to assist in obtaining financial aid
- H. to strengthen student-teacher relationships

Since an “open door” policy is maintained, the guidance counselor is available for conference with students and parents at any time during the school day. Parents and students are encouraged to explore this avenue when the need arises.

## HOMEWORK POLICY—ZEROES AREN'T PERMITTED (ZAP)

### Philosophy:

- Teachers assign homework to reinforce material covered in class and to prepare students for learning the next day. **Homework is important.**
- Meeting deadlines on time, time management, and reliability are valuable life skills. Completing assignments on time prepares students for this skill. When work is not completed on time, or when we miss deadlines, there are consequences in life and at school.
- Parents play an important role in helping their student become responsible and accountable for doing their homework. **We want parents to be informed regarding their students academic progress in a proactive manner that maximizes the chances for students to succeed.**
- **Z.A.P. hall is a support for students** that do not do their homework.

### **How it works:**

When a student forgets to complete an assignment on the due date, the teacher will hand the student a Z.A.P. form.

1. The student **must** get a **parent/guardian signature** acknowledging that the student missed the work.
  2. **If the student turns in the late assignment with a signed form the next day before school begins (during home room), they do not have to attend Z.A.P. hall.** The work will be accepted by the classroom teacher with a 10% reduction in points.
  3. If the student fails to turn in their signed Z.A.P. form with the completed missing assignment, the Dean of Students will contact the parent to inform them about the missing assignment. The student will be scheduled a Z.A.P. hall on the next available day to work on the assignment and to develop organizational skills. The work completed in Z.A.P. hall will carry a 20% reduction. Z.A.P. halls will be held on Mondays, Wednesdays, and Fridays from 2:35-3:35 p.m.
  4. If a student accumulates 5 Z.A.P. halls in a quarter, a parent letter will be sent home with a scheduled date and time for a parent teacher conference. It will be the responsibility of the parent to contact the school to confirm their attendance. At this meeting, methods for improving organizational skills and work ethic will be discussed with the parent.
- Students who do not attend ZAP sessions may receive a disciplinary referral.
  - Students who do not complete homework in ZAP hall will receive a “zero” and may receive a disciplinary referral.

**\*It will be the student’s/parent’s responsibility to arrange for transportation home from Z.A.P. Hall.**

A teacher will be at Z.A.P. hall to provide instructional assistance for the student and to help them develop organizational skills.

### **HONOR ROLL POLICY**

The Middle School Honor Roll will consist of an “All A” and an “A-B” Honor Roll. In order to make the honor roll, one must meet the A or A-B criteria and not have a “U” during the grading period.

### **ILLNESS**

If a student becomes ill during the school day, he/she should be reported to the office. If it appears to be a temporary situation, the student will be returned to class and monitored. If it appears to be more severe, contact will be made with the parents for their care. This contact must be made in the office and students are not to call parents to come pick them up unless directed to do so by the office. At no time will medication be administered by school personnel.

### **IMMUNIZATION/MEDICATIONS**

In compliance with state mandates, the county nurse checks all student health records to be sure they have received the required immunization. When deficiencies are identified, parents are notified and steps taken to correct the situation. Students who are not in compliance after a specified date will be excluded from school. **Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child’s physician accompanied by the written authorization of the parent.** Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board 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. Any type of medication (prescription or non-prescription), must be turned in to the middle school office by a parent. **Under no circumstance should a student keep medication in their possession or lockers. The medication must be in the original container with the student's name, name of medication, purpose, time to be administered, and dosage.** It is the student's responsibility to go to the office to take the medication under the supervision of school personnel. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered of the Student Code of Conduct.

### **INTERIM REPORTS OF CLASSROOM PERFORMANCE**

Since a goal of the school is to aid students in attaining academic success, the fifth week of each grading period is designated as the time when Interim Reports of Classroom Performance are sent home to the parents. These notices indicate to the parents that a student's classroom performance in particular areas is below average and a diligent effort is required to achieve an acceptable evaluation. These reports indicate not only areas that need improvement, but they also outline areas in which the student is experiencing success. It is hoped that by building on these strengths, the student will be able to correct his/her deficiencies. Again, parents are encouraged to contact the teachers or the building principal to discuss these reports when they are received during the school year. This report is just an additional avenue by which the school attempts to communicate with the home. It should be noted that a duplicate of this report is circulated to the guidance counselor in order to stimulate a counseling session and it is then placed in the student's permanent folder.

### **LOCKERS**

The lockers remain the property of the Liberty-Benton Board of Education and are supplied for student use in storing personal belongings and books. They are at no time to be used for storing articles which are against the law, against the rules of the school, or serve no useful purpose for school related activities. **Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.**

### **LUNCH**

The school lunch program furnishes a well-balanced meal. Nutritious meals and ala carte items will be available for purchase by all students. Only sack lunches from home are allowed. Items from restaurants such as Wendy's, Taco Bell, Burger King, McDonald's, etc. are not allowed. Students are expected to keep the cafeteria clean and place all trash in the waste cans provided. Students are not to take any food or drink outside the cafeteria. After finishing lunch, students must remain in the cafeteria area until dismissed by teachers assigned to supervise the lunchroom.

## **OHIO PARENTAL INFORMATION AND RESOURCE CENTER**

Ohio Parental Information and Resource Center provides a wide range of services to parents and families, parent organizations, school personnel, and other social services agencies to increase parental involvement with their child's educational issue. Ohio PIRC also works to strengthen partnerships between parents and professionals to help meet the educational needs of their children. There is a strong emphasis on encouraging supportive working relationships between home, schools and any significant other involved with the child. To that end, Ohio PIRC provides opportunities for parent to learn more about child development, increase their confidence in child-rearing skills, and become leaders in their communities.

Ohio PIRC provides a wide range of training and support services such as: parenting information, parenting support groups, parent leadership training, referral services, family literacy services, and educational issue training. If you would like more information on the Ohio Parental Information and Resource Center, you may contact the Middle School office or you can access the Ohio Department of Education's web site at: <http://www.ode.state.oh.us> and search for "Ohio Parental Information and Resource Center".

## **PASS SYSTEM**

The purpose of a pass system is to aid the school in its responsibility to constantly account for the students entrusted to its care. At Liberty-Benton Middle School, two passes are utilized. They are briefly described below.

- A. ***Permit to Leave School***-- A student receives a pink slip, and he/she gives the building principal an acceptable note from a parent to leave school during the day. This note must specify the time to be excused from school and the specific reason.
- B. ***Special Excuse*** -- A student receives a blue pass from a teacher anytime it is necessary to leave his/her assigned area. These passes are given when a student needs to go to the restroom, to his/her locker, or to the library.

## **PERFECT ATTENDANCE POLICY**

The teaching staff and administration would like to reward students who maintain perfect attendance. We hope the following plan will help stimulate good school attendance practices. Perfect attendance means being in attendance everyday throughout the school year unless absent because of an approved school function. If a student is absent for two periods and this does include lunch time, a ½ day absence will be credited. If a student is absent for four periods, and this does include lunch time, a full day absence will be credited.

## **POLICE QUESTIONING AND APPREHENSION**

Schools should cooperate with law enforcement agencies in the interest of the welfare of all citizens. Concurrently, the school must protect the welfare of the students and parents while the students are at school and/or school sponsored activities.

- a. Interrogation of students should occur off school premises if related to out-of-school matters.
- b. If it is necessary to interrogate a student in school, parents shall be notified prior to questioning.
- c. The principal, assistant principal, or his designee, should be present at all times during the questioning of the student.
- d. Any interrogation should be done in private, in strict confidence, preferably in the privacy of an office.

- e. A student SHALL NOT be released unless a warrant for the student's arrest or a court order, properly signed by a judge, is presented to school authorities.
- f. If a student is removed by a warrant or court order, the parents shall be notified as soon as possible.
- g. If a crime has been committed on school premises, students may be questioned in the school WITHOUT parental consent.

### **PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS**

As a parent of a student at Liberty-Benton Middle School, parents have the right to know the professional qualifications of the classroom teachers who instruct their children. Federal law allows parents to ask for certain information about their child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- a. Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches?
- b. Whether the Ohio DOE has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances?
- c. The teacher's college major; whether the teacher has any advanced degrees and if so, the subject of the degree.
- d. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications?

### **RETENTION**

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made. Retention occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Intervention Assistance Team with the concurrence of the building administrator. Parents will be notified of possible retention in early April with a final decision regarding placement in May.

### **SEMESTER EXAMS**

Exams will be given each semester for Spanish and French and included within the semester grade.

### **STUDENT RECORDS**

Liberty-Benton Schools compiles and maintains necessary information and records on all students. Parents/Guardians must sign a permission form to release records to another agency. RC 3313.642 authorizes a public school to withhold a student's grades and credits for failure to pay assessed fees for materials "used in a course of instruction" other than textbooks, which must be furnished without charge under RC 3329.06.

### **TELEPHONES**

The telephone in the principal's office is reserved for official business during school hours. Students may only use the office phone if the circumstances are of an emergency nature.

## **TEXTBOOKS**

Textbooks are provided at public expense for all students who are responsible for returning them upon course completion or withdrawal with only normal wear. A fine will be assessed for damage or misuse of textbooks and a lost book will be charged at the replacement cost. Students should inspect books as they are issued and report any damage to the teacher. Students are solely responsible for the proper care of their assigned texts.

## **VACATIONS**

Parents should make every effort to make vacation plans to correspond with school vacations; but if that cannot be arranged, students should obtain a "Student Vacation Form" from the principal's office. Vacations approved by parents are excused absences and these days are counted toward the maximum allowable absences. Students are responsible for completing as much of the work as possible during the vacation period. All work must be completed in the specific period after returning from vacation. All unexcused days of absence will result in F's for all school work.

## **VISITORS**

Parents, student teachers, and individuals on school business are always welcome to the school. It is necessary, however, for visitors to check with the principal's office upon arrival. During the visitation period, the procedure followed is the same as for a visitor to your home. Please note that student visitors are not permitted except by special permission from the building principal and this is normally for a potential student to experience Liberty-Benton Schools.

## **WITHDRAWAL**

If it becomes necessary to withdraw from school, the student should obtain the proper form from the main office secretary. This form is then initiated by all of his/her teachers when returning textbooks, paying any financial obligations, and receiving the current grades in each course being taken. The necessary student records are then sent to the new school upon the parent giving the required permission.

## **Network Privacy and Acceptable Use Policy for Students**

It is the intention of the Liberty Benton Local Board of Education to protect the privacy of students who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District.

The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

**\*It should be noted that provisions of the student code of conduct and the rules established in this student handbook apply to any student in violation of the authorized use of computers, computer network, and electronic messaging systems outlined in this Network Privacy and Acceptable Use Policy for Students.**

### ***Acceptable and Unacceptable Uses***

The computers, computer network and messaging systems of the School District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by students for personal communications is permitted as long as such communications are limited in number, are initiated during non-educational periods, and do not interfere with the primary intended uses of the system.

The following are uses which are unacceptable under any circumstances:

- the transmission of any language or images which are of a graphic sexual nature

- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation the transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening uses that constitute defamation (libel or slander)
- uses that violate copyright laws
- uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment)
- any commercial or profit-making activities
- any fundraising activities, unless specifically authorized by an administrator
- installation of any personal hardware or software
- removal or relocation of any district computer hardware without the explicit permission of the Technology Coordinator or building administrator
- Any act that violates Public Law 107-110 Section 2441, No Child Left Behind

### ***Security and Integrity***

Students shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Students shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the Technology Coordinator).

Students shall report to the Technology Coordinator or a School District administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their educational experience.

### ***Internet Safety***

- **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release

of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

- **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.
- Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
- The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that
  - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### ***Right of Access***

Although the Board of Education respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District’s computer network and messaging systems require that full access be available at all times. The School District therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the School District and students should have no expectation that any messages sent or received on the School District’s systems will always remain private.

### ***Agreement***

I have read the “Network Privacy and Acceptable Use Policy for Students” relating to student use of the computers, computer networks, and electronic messaging systems of the School District.

I agree to comply with the “Network Privacy and Acceptable Use Policy for Students” and understand that access to the network and messaging systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy.

**Name:** \_\_\_\_\_

**Graduation Year:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Password:** \_\_\_\_\_

**Parent Signature**

