

# SPINNING HILLS MIDDLE SCHOOL

2009-2010

## PARENT/STUDENT HANDBOOK

Principal – Mark Henderson

Assistant Principal – Cory Miller

Grades 5 and 6

Address

5001 Eastman Avenue

Riverside, OH 45432

Phone: 259-6635; Fax 259-6644

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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# 5<sup>th</sup> Grade Spinning Hills Staff Directory 2009-2010



**Phone: 259-6635**

	Name	Phone Ext.	Email	Room #	Subjects
<b>Apache Tribe</b>	Britton Siebenthaler	5101	britton.siebenthaler@madriverschools.org	101	Math/Science
	Donna Fedon	5103	donna.fedon@madriverschools.org	103	Intervention Specialist
	Melissa Dura	5104	melissa.dura@madriverschools.org	104	S.S./Reading

	Name	Phone Ext.	Email	Room #	Subjects
<b>Cherokee Tribe</b>	Kacy Leiner	5207	kacy.leiner@madriverschools.org	207	Reading/S.S.
	Cindy Pratt	5205	cindy.pratt@madriverschools.org	205	Math/Science
	Debbie DiSalvo	5201	debbie.disalvo@madriverschools.org	201	AGP

	Name	Phone Ext.	Email	Room #	Subjects
<b>Dakota Tribe</b>	Sherri Ledbetter	5112	sherri.ledbetter@madriverschools.org	112	L.A./S.S./Math/Science
	Julie Palmer	5114	julie.palmer@madriverschools.org	114	L.A./S.S./Math/Science
	Marla Morgan	5113	marla.morgan@madriverschools.org	113	Intervention Specialist

	Name	Phone Ext.	Email	Room #	Subjects
<b>Mohawk Tribe</b>	Danny Dotson	5204	danny.dotson@madriverschools.org	204	Math/Science
	Amanda Harries	5203	amanda.mulbay-harries@madriverschools.org	203	Reading/S.S.
	Debbie DiSalvo	5201	debbie.disalvo@madriverschools.org	201	AGP

	Name	Phone Ext.	Email	Room #	Subjects
<b>Mohican Tribe</b>	Patty Griest	5106	patty.griest@madriverschools.org	106	Reading/Math/Science
	Judy Sawyer	5108	judy.sawyer@madriverschools.org	108	Reading/Math/S.S.
	Jody McCurdy	5107	jody.mccurdy@madriverschools.org	107	Intervention Specialist
	Debbie Sterle	5105	debbie.sterle@madriverschools.org	105	Intervention Specialist

	Name	Phone Ext.	Email	Room #	Subjects
<b>Sequoia Tribe</b>	Kathleen Kelley	5206	kathleen.kelley@madriverschools.org	206	Reading/Science
	Andrea Rastatter	5208	andrea.rastatter@madriverschools.org	208	S.S./Math
	Lynn Haworth	5102	lynn.haworth@madriverschools.org	102	Intervention Specialist

### Music & Physical Education

	Name	Phone Ext.	Email	Room #	Subjects
<b>Music &amp; P.E.</b>	Dawn Naill	5303	dawn.naill@madriverschools.org	303	Choir & General Music
	Terri Rivetti	5302	terri.rivetti@madriverschools.org	302	Band & Orchestra
	Bob Liddy	5310	bob.liddy@madriverschools.org	310	Physical Education
	Steve Paprocki	5309	steve.paprocki@madriverschools.org	309	Physical Education



# 6<sup>th</sup> Grade Spinning Hills Staff Directory 2009-2010



**Phone: 259-6635**

	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>	<b>Room #</b>	<b>Subjects</b>
<b>Chippewa Tribe</b>	Ingrid Hedlund	5110	ingrid.hedlund@madriverschools.org	110	Math/Science
	Heather Huggins	5117	heather.huggins@madriverschools.org	117	S.S./Reading

	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>	<b>Room #</b>	<b>Subjects</b>
<b>Iroquois Tribe</b>	Sarah Courtright	5214	sarah.courtright@madriverschools.org	214	S.S./Reading
	Jarrod Kiesling	5215	jarrod.kiesling@madriverschools.org	215	Intervention Specialist
	Suzy Stoll	5212	suzy.stoll@madriverschools.org	212	Math/Science

	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>	<b>Room #</b>	<b>Subjects</b>
<b>Hopi Tribe</b>	Jeremy Finn	5109	jeremy.finn@madriverschools.org	109	Math/S.S.
	Tina Simpson	5111	tina.simpson@madriverschools.org	111	L.A./Science
	Mark Bolmida	5202	mark.bolmida@madriverschools.org	201	AGP

	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>	<b>Room #</b>	<b>Subjects</b>
<b>Mojave Tribe</b>	Chris Ratcliff	5210	chris.ratcliff@madriverschools.org	210	Reading/Science
	Lindsey Scaminace	5217	lindsay.scaminace@madriverschools.org	217	Math/S.S.
	Mark Bolmida	5202	mark.bolmida@madriverschools.org	202	AGP

	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>	<b>Room #</b>	<b>Subjects</b>
<b>Seneca Tribe</b>	Kelly Sands	5209	kelly.sands@madriverschools.org	209	Reading/Math
	Natalie Haybron	5211	natalie.haybron@madriverschools.org	211	Reading/S.S./Science
	Katie Wolf	5213	katie.wolf@madriverschools.org	213	Intervention Specialist

	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>	<b>Room #</b>	<b>Subjects</b>
<b>Sioux Tribe</b>	Malia Casillano	5115	malia.casillano@madriverschools.org	115	Intervention Specialist
	Suzanne Loudner	5116	suzanne.loudner@madriverschools.org	116	Reading/Science
	Rick Pagniano	5216	rick.pagniano@madriverschools.org	216	S.S./Math

## PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you back to school. This handbook has been prepared to give you guidance and the necessary information to help you be successful during your time with us. I encourage you to take advantage of the many opportunities available to you and to get involved in activities both inside and outside the classroom. I expect you to take pride in all that you do and to be respectful of your peers and teachers. The adults in our building are here to help you be successful. Seek them out when you have questions or concerns. The study habits and attitude you develop now will follow you through the rest of your school career. Be positive, be respectful, and strive to do your best each day. Together lets make this school year the best ever. Spinning Hills Middle School is a safe place where education and respect are top priorities.

Mr. Henderson  
Principal

## MISSION STATEMENT

Our mission is to help all children reach their potential by setting high expectations, communicating frequently, using effective teaching practices, and appreciating individual differences.

## DAILY SCHEDULE

School officially begins each day at 9:10 A.M. and dismisses at 3:40 P.M. Students are not permitted to be in the building before 9:00 A.M. unless they are going to breakfast which begins at 8:50 A.M. or after 4:00 P.M.

## TELEPHONE DIRECTORY

Principal/Mr. Henderson ..... 259-6635  
E-mail – mark.henderson@madriverschools.org  
Assistant Principal/Mr. Miller ..... 259-6635  
E-mail – cory.miller@madriverschools.org  
Main Office ..... 259-6635  
Guidance Counselor/Mrs. Matthews .....259-6635 ext 5010  
School Therapist/Mr. Ward.....259-6635 ext 5011

## PEOPLE TO CONTACT

To request appointments with staff/messages for  
teachers/student fees ..... 259-6635  
To report absences ..... 259-6635  
To report tardiness/request assignments/request  
Early dismissal (for appointments) ..... 259-6635

Regarding student records .....259-6635  
Regarding Student Schedules/discuss grades or  
Academic progress .....Mrs. Matthews  
Regarding Disciplinary Actions..... Mr. Miller  
School Therapist ..... Mr. Ward  
Transportation .....237-4280  
Progress Book... [www.mdeca.org/progressbook/progresshome.htm](http://www.mdeca.org/progressbook/progresshome.htm)  
IF YOU WOULD LIKE TO DISCUSS ANY CONCERN OR  
PROBLEM WITH THE PRINCIPAL OR ASSISTANT  
PRINCIPAL – please contact the Main Office at 259-6635.

## STUDENT USE OF MAIN/STUDENT SERVICES OFFICE

The Student Services Office is designed to serve the students on school business. It is open to students from 9:00 A.M. to 3:30 P.M. each school day. To avoid problems, the following procedures have been established:

### Office Contact

- Student will report quickly to the office with a pass from a staff member.
- Student will identify himself/herself to office personnel and state his/her business.
- Student will sit quietly until appropriate personnel are available.

**NOTE:** Students leaving the building for illness reasons must make their **initial call home through the Main Office not through a personal cell phone or classroom phones.**

### Phone Usage - Student Services

- Main Office phones will be used for illness or emergencies only!
- All calls must be approved by the secretaries in the Main Office.
- Emergency illness calls will be made only after 9:10 A.M.

**NOTE:** An illness emergency means that the student is absolutely too ill to continue at school.

## DRESS CODE:

We believe that students learn best in an atmosphere of mutual acceptance and trust. The best discipline is self-acquired and not imposed. Freedom and self-direction are achieved gradually as the student learns self-control in accordance with district procedure. With this in mind, we believe it is necessary to place guidelines on a student's hairstyle and his/her manner of dress if those present a hazard to the student's health and safety, cause an interference with the educational process or create classroom or school disruption. These guidelines are important not only to the individual students, but also to those with whom he/she shares school property.

Dress and grooming are factors in a positive educational environment. In order to establish and maintain this environment, the following administrative guidelines have been developed:

- Any type of clothing that could be disruptive or interfere with the learning process will not be permitted.
- Clothing should be in good taste and sensible in size, length and style. **Shorts and skirts will be –at a minimum—at least fingertip length (when standing with shoulders relaxed, your shorts or skirt will come down to the tip of your fingers)**
- **Hats, sunglasses, bandanas or other head apparel are not permitted, unless approved by administration.**
- Students must wear shirts at all times.
- The following dress is not considered appropriate for school: strapless or sleeveless tops, spaghetti straps, tank tops, halter-tops, or clothing that bares the midriff.
- Pajamas or clothing resembling pajamas (in particular, pajama pants) are not appropriate school attire.

- Clothing expressing reference to drugs, alcohol, tobacco, violence, etc., are not considered appropriate.
- Students must wear safe and appropriate footwear at all times. Household/bedroom slippers, slip on shoes/sandals, Heelies, and flip-flops are not appropriate.
- Outdoor apparel (coats, vests and jackets) should be placed in the student's locker/cubby for the duration of the day. Students who consider the building to be cold should wear sweaters, sweatshirts, or an over shirt.
- Habits of personal cleanliness and grooming will be practiced.
- Students must abide by the rules set forth in classes requiring special dress.

Students who violate the dress code will be referred to the Assistant Principal's office. Attempts to secure appropriate clothing from home or borrow from the office will be made.

The Administration will determine proper application of the dress code. In making this determination, the administration may decide that certain types of clothing are not appropriate. Administration discretion will be exercised in working with individual situations as this may affect the educational environment.

## HEALTH STANDARDS

**CLINIC PROCEDURES:** Students coming to the clinic will be assisted for minor illnesses, cuts, scratches, etc. The clinic is not intended to be a place for students to remain until they feel better. After being assisted, students are expected to return to class.

If a student becomes ill during the school day the student is to obtain a pass from his/her teacher and go directly to the clinic. Students will not be admitted to the clinic without a pass from the classroom teacher. Students need to sign the logbook in the clinic and notify Secretaries in Main Office or the nurse of his/her arrival. If a student is to be sent home, arrangements

for transportation must be made through Main Office. A parent/guardian must be contacted by the office for permission before the student is released from school. Students are **NOT** to call home before reporting to the clinic (do not use classroom phone) in order to have their parents/guardians pick them up at school because of an apparent illness. Students must be signed out by their parent/guardian before they leave school.

**Students are NOT to report to the clinic the first 45 minutes or the last 45 minutes of the school day unless for an emergency.**

**EMERGENCY MEDICAL FORMS:** It is required that parents fill out an Emergency Medical Authorization form for Student Services to keep on file. In the event a student becomes ill or injured, the information on this form will allow us to provide appropriate medical treatment.

**MEDICINE:** It is the policy of the Mad River Local Schools that all students' medication be administered by a parent at home whenever possible. Under certain circumstances, medication may be administered at school. Ohio state law mandates that NO medication, either non prescription or prescribed by a physician for a student, be administered to that student unless the following occurs:

1. The school administrator receives a **completed Medication Request form signed by the prescribing physician** (a separate form for each medication).
2. The parent or guardian submits additional Medication Request forms in the event conditions or the prescription changes. (Physician must sign new form)
3. The school official authorized to administer the medication receives the medication in the **original container or bottle in which it was dispensed.**

**(Name, date, dosage and instructions, and name of medication)**

4. **This policy is enforced for all over-the-counter medications**, including but not limited to Tylenol, aspirin, cough syrups, **cough drops**, cold tablets, pain pills, etc.
5. All medication will be kept and administered in the Clinic. **Students are responsible for requesting medications.**

**PEDICULOSIS (Head Lice):** Typically, checks for head lice will be done late in the day on an individual basis as necessary. In the event there is evidence of active head lice, the student's parent or guardian will be notified. A student who returns to school with active head lice shall be excluded from school until all the lice are gone. No child with nits should be excluded from school.

The principal or his/her designee will examine a student's hair for lice, as necessary.

**CIMEX LECTULARIUS (Bedbugs):** In the event there is evidence of an identified bed bug on a student or in a classroom, MRLS district will respond in a prompt and appropriate manner following the recommendation of Public Health – Dayton & Montgomery County.

Although bed bugs are becoming a common problem that impacts our lives, bed bugs are not known to transmit disease. Bed bugs are not associated with uncleanness, and can affect anyone without regard to sex, race, or economic status. It is important that each student be treated with dignity, discretion, and with respect. The student does not need to be removed from the classroom or excluded from school. (Excerpt from School Facilities Guidelines for Handling Bed Bugs in Montgomery County Public Health – Dayton & Montgomery County.

## **GENERAL INFORMATION**

**BOOK/GYM BAG POLICY:** Students are not permitted to carry book bags or duffel bags during the school day. Book bags are to be used for the transporting of books and school supplies to and from school. Students are to leave their book bags in their locker/cubby after arriving to school. Book bags are not to be taken to the classroom. Students need to plan their daily routine to allow for reasonable visits to their lockers. (Coats in locker; coat includes windbreakers, bubble vests, sweat suit tops).

**CHANGE OF ADDRESS AND/OR TELEPHONE:** If at any time during the school year a change occurs in your home or business address or telephone number, please call the Main Office immediately. Up-to-date records are essential to handling emergency situations and transportation issues.

**ELEVATOR:** Spinning Hills has an elevator which may be used by handicapped students or those who temporarily cannot climb stairs. If there is a need to use the elevator, a pass must be secured from Student Services. In order for a student to obtain an elevator pass, we should have a note authorizing him/her to do so, preferably from a physician.

**EMERGENCY CLOSING OF SCHOOL:** Announcements will be made over the Dayton radio and television stations regarding **Mad River Local Schools of MONTGOMERY COUNTY. We are NOT Riverside Local Schools.** We will also notify you by sending a One Call Now message. Please do not call the school.

**HALL PASSES:** Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

**HOMEWORK POLICY:** We believe homework is an integral part of learning and is important to the success of the student. Therefore, all assigned work must be completed. If not, a consequence (lunch detention, after school detention, etc), based on the teacher's guidelines will follow. **Check student agenda book nightly for assignments.**

**INSURANCE:** An accident insurance program is available to any student for a minimal fee. This program furnishes coverage to and from school, and/or while engaged in school activities directed and sponsored by the school. A 24-hour protection plan may be purchased for an additional premium. Information about the insurance program will be given to students late August or early September.

**LIBRARY:** The library is open from 9:30 A.M. to 3:30 P.M. each day. Students are welcome to visit the library with their class or by obtaining a pass from his/her teacher.

1. Students are expected to follow school expectations when in library.
2. Students are able to checkout two items.
3. Students may reserve a book by making a request at the circulation desk.
4. All materials are checked out for two weeks.
5. Students with overdue materials must clear their account before checking out any new materials.
6. Any book lost or damaged will be the responsibility of the student/parent.

**LOCKERS/CUBBIES:** Each student is assigned a locker or cubby in which to store books, coats, book bags, and school supplies. Students will receive this locker/cubby assignment from their classroom teacher. Each student is responsible to keep the assigned area clean, locked, and orderly at all times.

**Students are not to share lockers or cubbies.**

Lockers and cubbies are the property of the Board of Education and made available to students for their use. Should a student forget locker combination, contact the teacher or Main Office.

**LOST AND FOUND:** The lost and found is located in the hallway outside the gym. Lost clothing will be found in this area. Lost jewelry and other valuables will be returned to the Main Office. Lost clothing is only kept through the quarter – clothing not picked up is donated to local charities at the end of the quarter.

**LUNCH:** Spinning Hills has a closed lunch period from 11:30 A.M. to 1:10 P.M. Students can either buy a lunch or bring a sack lunch.

**LUNCH PRICES**

Plate lunch..... \$1.85

Milk a la Carte..... 50 cents

Other items such as cookies, pickles, drinks, chips, etc are sold a la carte.

**LUNCH CHARGES:** Students who have insufficient funds to purchase a lunch will be allowed to receive one Type A lunch. Their Point of Sale account will be charged and repayment is expected the next business day. As stated above, students may borrow lunch money when they have insufficient funds. Students who repay their borrowed debt within five business days will be permitted to borrow in the future as long as repayment is within the stated guidelines. If repayment of the debt is after the five business days, the student will only be allowed to borrow lunch money a maximum of two times per year. Students who fail to repay will not receive their report card. Students who have previous debt will not be allowed to purchase ala-carte items until this debt has been repaid.

The Food Service Supervisor has a final say on all decisions pertaining to lunch charges. He has the right to supersede the above policy.

**CONFERENCES/VISITATIONS:** Parents are encouraged to communicate with school staff. Please call to make arrangements for a conference at 259-6635.

**PROHIBITED ITEMS:** Students are not to bring any electronic devices such as radios, **MP3/I-Pod's/Music Devices, cell phones**, tape recorders, cameras, and/or hand held video games. Other prohibited items include skateboards/scooters, toys, chains, balloons, flowers, stuffed animals, face glitter, candy, gum, food, drinks, resealable drink bottles, snacks, facial paint, bandanas, laser pens, etc. to school without receiving prior administrative/staff approval. Such items will be confiscated and turned in to the Principal's or Asst. Principal's office.

**PUBLIC DISPLAY OF AFFECTION:** Students who become overly amorous present an embarrassing appearance to those around them. School is definitely not the place for public display of affection. Students not able to set reasonable limits on their behavior will be creating a situation which will be embarrassing to them and others and will be subject to disciplinary action.

**SEARCH AND SEIZURE:** Search of a student and his/her possessions, including lockers/cubbies, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination.

**TELEPHONES:** No personal phone calls may be made on school phones. Our office personnel will place emergency calls. Students will not be called to the phone during the school day. Emergency messages from a parent or guardian will be taken in the office.

**STUDENT EXTRA CURRICULAR ACTIVITIES:**

Student Council, Turning on People to Science (TOPS), Writing Club, Advanced Band, Advanced Chorus, Spelling Bee, Just Say No Club, Intramural Sports - **Listen to announcements for more information!**

**STUDENT FEES:**

**CLASSROOM AND MUSIC SUPPLY FEE**

Grades 5 and 6.....\$40.00

**TEXTBOOKS:** Students are issued textbooks and are expected to take care of them. In cases where a book is defaced or lost, charges will be made to the student's account to cover the cost of damage or replacement. **PLEASE COVER ALL BOOKS TO PREVENT DAMAGE.**

**VISITORS:** Visitors are not permitted under normal circumstances. No unauthorized person is allowed in the building to see or converse with students during school hours. Any person visiting the school must first check in at the Main Office to obtain approval for the visit and a visitor ID badge.

**STUDENT ATTENDANCE**

We believe that the value of a student being in school cannot be measured solely by the attainment of passing grades. Learning goes well beyond that of the completion of assignments and the recall of facts and information. Further, research reveals a direct correlation between student attendance and academic success. Students who attend school with a high degree of regularity, greatly increase the likelihood of their academic success. Thus, we believe that the

best attendance policy is one that places high emphasis on students being in school; hold students accountable for "poor" attendance; rewards students for "good" attendance; and involves school personnel, parents, and the community in specific procedures designed to carry out established regulations.

Based on these beliefs, we expect each student's attendance to be 100%. However, realizing that circumstances arise which prevent students from meeting this expectation, we consider a 95% attendance rate to be acceptable. Letters apprising parent of student absence will be sent home once a student has reached the following days of absence: 7 days; 14 days; 20 days. **Failure to comply with a 95% attendance rate may require medical documentation.**

**ABSENCES:**

When a student is absent from school, the law requires that the school verify the reason for the absence. Following is the attendance procedure at Spinning Hills Middle School to report the absence and reason for the student not being in school.

1. When a student is absent from school:
  - a. **Parents are requested to call the school between 8:00 A.M. and 9:30 A.M.** on the day(s) which the student is absent, to report the absence and reason for the student not being in school.
  - b. If phone contact is not established, the parental/legal guardian should submit a written excuse to school officials upon student's return to school. The written excuse must state the reason and the date(s) of the absence. This note is to be given to the Main Office. Students will be given a two-day time period to furnish a valid excuse.
  - c. Failure to comply with a or b above may result in the absence being considered unexcused. Further disciplinary actions may apply.

- d. Written excuses may be requested in addition to phone contacts at the discretion of the building administration.
- e. A doctor's note is required when a student is absent three or more consecutive days.

2. Excuses for absence from school:

- a. The explanation of each absence shall be made by the parent or guardian to the building administrator who will determine if the absence is excused or unexcused.

(1) Excused absences, including, but not limited to:

- (a) illness
- (b) serious illness or death in the immediate family
- (c) emergency medical or dental attention
- (d) absences approved in advance by school principal
- (e) authorized religious holidays
- (f) approved school and instructional program activities

**\*\*Please give office 24 hours to get absent work together after third day of absence.**

(2) Unexcused absences, including, but not limited to:

- (a) truancy
- (b) suspension
- (c) missing the school bus
- (d) trips **not** approved in advance
- (e) shopping
- (f) hunting, fishing, attendance at games
- (g) birthday or other celebrations
- (h) gainful employment

- 3. A student charged with an unexcused absence will not receive credit for any test or class work done during the absence. **Should unexcused absences from school**

**become a chronic problem, administrative action will be implemented.**

**TARDINESS TO SCHOOL:** Any student who arrives after the designated starting time of 9:10 A.M. must report to the Main Office to sign in and receive a tardy slip.

- 1. A tardiness to school will only be considered excused if the lateness in arriving is a result of:
  - a. important appointments
  - b. illness
  - c. unavoidable circumstances
  - d. emergency medical or dental attention

IMPORTANT: Parental verification by telephone or in writing is necessary.

- 2. A tardiness to school will be considered unexcused if the lateness in arriving is a result of:
  - a. missing the school bus
  - b. oversleeping
  - c. Those situations that might be considered unavoidable by the person who is tardy, but not receiving administrative support.

**Two unexcused tardies per quarter will be allowed. The third unexcused tardy to school will result in disciplinary action up to and including Detention. Students need to be on time to school.**

**REQUEST FOR EARLY RELEASE DUE TO TRANSFER:**

Parents or legal guardians who are requesting early release of their children due to transfer should complete a Request for Early Release Due to Transfer form. Approval of this request by the principal would permit the student(s) to complete the requirements of his/her studies prior to the end of school. A student must have been in attendance 70% of the current grading period for grades K-8.

**VACATION ON SCHOOL TIME:** School attendance is important to the academic success of students. Therefore, the school seeks parent support and requests that family vacations be scheduled when school is not in session. When it is necessary, due to extenuating circumstances, to take a family vacation when school is in session, the following guidelines apply:

- a. Submit a written notification to the building administrator that states that your child will not be in attendance due to a family vacation for a specified amount of time. This must be submitted one week prior to the student's absence.
- b. Request in writing assignments and/or review work from the teacher. Make-up work is the responsibility of the student and must be completed in a timely manner.
- c. Absence of more than five school days for grades K-8 or three days for grades 9-12 may be considered excessive and unexcused. Make-up work may not be accepted.

**WITHDRAWAL PROCEDURES:** If it becomes necessary to withdraw a student from Spinning Hills Middle School due to a change of residence, a parent/guardian must come in to the office and sign a Withdrawal Form. The student will come to the office on his or her last day to pick up the form which is to be carried to teachers for grades and signatures. All books and borrowed materials must be returned and all school fees paid before records will be sent to the student's new school.

**STUDENT BEHAVIOR**

It is our goal to approach student behavior as a learning process. When students behave properly we have a healthier learning environment. Every student has the right to learn and every teacher has the right to teach. No student has the right to disrupt the learning or safety of others. The approach in individual classrooms may vary to best meet the needs of children and teachers, but the goal is the same: maintaining a positive environment where children can reach their fullest intellectual, social, and emotional potential.

Our school wide standards are based on the belief that success in school and life takes appropriate respect, responsibility, problem solving, and trustworthiness. From this belief we have developed four basic school wide standards or positive character values for school behavior:

- 1. Be Respectful
- 2. Be Responsible
- 3. Be a Problem Solver
- 4. Be Trustworthy

As part of our commitment to your child's education these behavior expectations are designed to build positive character values in each student. Students demonstrating these behaviors will receive special recognition. Students not demonstrating these behaviors will receive consequences from the classroom teacher and/or office. The following page shows the expectation for out of classroom areas.

<b>Area</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be a Problem Solver</b>	<b>Be Trustworthy</b>
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<b>Hallway</b>	<ul style="list-style-type: none"> <li>*Respect others' personal space and property</li> <li>*Maintain appropriate distance</li> <li>*Be quiet</li> <li>*Keep hands, feet &amp; objects to yourself</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Walk behind teacher/leader in single file as directed</li> <li>*Eyes forward</li> <li>*Go directly to destination</li> <li>*Have a pass</li> </ul>	<ul style="list-style-type: none"> <li>*Think before you act</li> <li>*Report serious problems to staff/teachers</li> <li>*If in a disagreement with peer, walk away</li> <li>*Avoid looking at or paying attention to distractions</li> </ul>	<ul style="list-style-type: none"> <li>*Be truthful</li> <li>*Do what's right, even when no one is watching</li> <li>*Get materials and go back to class immediately</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>*Use inside voice</li> <li>*Be polite and use good manners to peers and staff</li> <li>*Keep hands, feet &amp; objects to yourself</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Have money/ID ready</li> <li>*Carefully dispose of trays</li> <li>*Clean up area</li> <li>*Walk to assigned table</li> <li>*Stay seated until finished</li> </ul>	<ul style="list-style-type: none"> <li>*Think before you act</li> <li>*Report serious problems to staff/teachers</li> <li>*If in a disagreement with peer, walk away</li> <li>*Avoid looking at or paying attention to distractions</li> </ul>	<ul style="list-style-type: none"> <li>*Be truthful</li> <li>*Report problems to staff/teachers</li> <li>*Pay for all items</li> <li>*Stay in place in line</li> <li>*Do what's right, even when no one is watching</li> </ul>
<b>Playground (Recess)</b>	<ul style="list-style-type: none"> <li>*Take turns</li> <li>*Wait your turn</li> <li>*Speak to and treat others kindly</li> <li>*Keep hands, feet &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Play safely</li> <li>*Follow playground rules</li> <li>*Avoid conflict</li> <li>*Return equipment to correct containers</li> <li>*Line up promptly at bell</li> </ul>	<ul style="list-style-type: none"> <li>*Think before you act</li> <li>*Report serious problems to staff/teachers</li> <li>*If in a disagreement with peer, walk away</li> <li>*Avoid looking at or paying attention to distractions</li> </ul>	<ul style="list-style-type: none"> <li>*Be truthful</li> <li>*Accept consequences</li> <li>*Be a peacemaker</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>*Give privacy to others</li> <li>*Use facilities and supplies correctly</li> <li>*Wait your turn quietly</li> <li>*Use inside voice</li> <li>*Keep hands, feet &amp; objects to yourself</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands and clean up after yourself and others</li> <li>*Inform teacher of any facility problem</li> <li>*Use facilities in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>*Think before you act</li> <li>*Report serious problems to staff/teachers</li> <li>*If in a disagreement with peer, walk away</li> <li>*Avoid looking at or paying attention to distractions</li> </ul>	<ul style="list-style-type: none"> <li>*Be truthful</li> <li>*Use restroom only when needed and for the correct purpose</li> <li>*Do what's right, even when no one is watching</li> </ul>
<b>Arrival/ Breakfast</b>	<ul style="list-style-type: none"> <li>*Keep hands, feet &amp; objects to yourself</li> <li>*Use appropriate language</li> <li>*Enter building quietly</li> <li>*Use inside voice</li> <li>*Be polite and use good manners</li> </ul>	<ul style="list-style-type: none"> <li>*Put belongings in assigned area</li> <li>*Walk directly to cafeteria</li> <li>*Be in classroom on time</li> <li>*Stay seated in the gym until dismissed by the staff</li> <li>*Follow hallway rules</li> </ul>	<ul style="list-style-type: none"> <li>*Think before you act</li> <li>*Report serious problems to staff/teachers</li> <li>*If in a disagreement with peer, walk away</li> <li>*Avoid looking at or paying attention to distractions</li> </ul>	<ul style="list-style-type: none"> <li>*Be truthful</li> <li>*Report problems to staff/teachers</li> <li>*Finish your breakfast in the cafeteria</li> <li>*Get materials and go back to class immediately</li> <li>*Do what's right, even when no one is watching</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>*Use appropriate voice</li> <li>*Be silent during announcements</li> <li>*Be patient when waiting to board the bus</li> <li>*Keep hands, feet &amp; objects to yourself</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Leave when dismissed by teachers</li> <li>*Walk behind teacher/leader in single file as directed</li> <li>*Walk to bus/car using the sidewalk/steps</li> </ul>	<ul style="list-style-type: none"> <li>*Think before you act</li> <li>*Report serious problems to staff/teachers</li> <li>*If in a disagreement with peer, walk away</li> <li>*Avoid looking at or paying attention to distractions</li> </ul>	<ul style="list-style-type: none"> <li>*Be truthful</li> <li>*Do what's right, even when no one is watching</li> <li>*Get materials and go back to class immediately</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>*Keep hands, feet &amp; objects to yourself</li> <li>*Use appropriate language</li> <li>*Follow bus driver directions</li> </ul>	<ul style="list-style-type: none"> <li>*Follow bus rules</li> <li>*Load/unload orderly at your stop</li> <li>*Stay seated "back on back" and "seat on seat"</li> <li>*Stay in assigned seat</li> <li>*Pay attention/be ready for your stop</li> </ul>	<ul style="list-style-type: none"> <li>*Think before you act</li> <li>*Report serious problems to staff/teachers</li> <li>*If in a disagreement with peer, walk away</li> <li>*Avoid looking at or paying attention to distractions</li> </ul>	<ul style="list-style-type: none"> <li>*Do what's right, even when no one is watching</li> <li>*Be truthful</li> <li>*Report problems to bus driver/principal</li> </ul>

**PROCEDURES FOR ASSEMBLIES:** Students behaving inappropriately will be removed from the assembly and could

lose their right for future attendance at assemblies. Removal from the assembly could result in further disciplinary action. Walk to the gym with your teacher. Sit together as assigned. You will be dismissed from the assemblies by sections and return to your classroom with your teacher.

**PROCEDURES FOR FIRE DRILLS, TORNADO DRILLS, AND BUILDING LOCKDOWN:** In the event of a Fire Drill, follow your teacher's instructions. Walk together with your class and exit the building without talking. Once you are outside, line up with your class. Return to class with your teacher (avoid conversation). In the event of a Tornado Drill or Building Lockdown, follow teacher instructions and report to your safe place. Remain in the safe place until released by the school administration or the proper authorities.

**PROCEDURES FOR BOARDING AND RIDING THE BUS:** **REMEMBER, riding the bus is a privilege.** Please walk to your bus as soon as school is dismissed. Please sit in your assigned seat and follow the transportation rules. Students cannot ride another bus unless they have a note from home. Note approvals must be brought to the Main Office and it is recommended that notes be submitted upon the student arriving to school. Students cannot travel in a car unless you are with your parents or you have prior administrative permission. If you or your parents have a bus question, please call the Transportation Department at 237-4280.

### **GRADING**

**GRADING SYSTEM:** Our school year consists of four major sections or quarters. Each quarter is approximately nine weeks in length, and students receive grades in their subjects at the end of each quarter. Grades are influenced by the following factors:

1. tests and quizzes
2. homework
3. reports

4. projects
5. labs
6. demonstrations
7. participation
  - a. attendance
  - b. punctuality
  - c. class participation

Students receive letter grades (A,B,C,D,F) on their report cards, and these letter grades are determined through the use of percentages.

### **THE GRADING SCALE IS AS FOLLOWS:**

A	93-100	C	73-76
A-	90- 92	C-	70-72
B+	87- 89	D+	67-69
B	83- 86	D	63-66
B-	80- 82	D-	60-62
C +	77-79	F	0-59

It should be pointed out that not all teachers use the 4.0 system in determining daily grades. However, at the conclusion of each quarter, all grades are converted to this scale and letter grades are determined. NOTE: Report cards are issued to the student at school usually 7-10 days after the quarter has ended. The only exception to this is at the end of the school year when report cards are mailed to parents.

**Student fees must be paid before report cards are mailed home.** Progress reports are sent home with students mid-way through each respective quarter. It is the responsibility of the student to bring their progress report home.

**HOMEWORK WEBSITE/AGENDA BOOK:** Students and parents may access the Spinning Hills Middle School Website at [www.madriver.k12.oh.us](http://www.madriver.k12.oh.us). Click on Spinning Hills Middle

School. Click on On-line Homework and then the teacher's name. Homework for the current week will be posted daily. Some teachers may choose to post homework assignments weekly. Check agenda book nightly for assignments and teacher communication.

### **STUDENT CODE OF CONDUCT**

We believe that students learn best in an atmosphere of mutual acceptance and trust. The best discipline is self-acquired and not imposed. Freedom and self-direction are achieved gradually and as students learn to substitute self-imposed controls of behavior for adult-imposed controls.

Our ultimate goal is to help students see that rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law.

### **STUDENT DISCIPLINE**

The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code, which outlines the conduct for which a student may be removed from a curricular or extra-curricular activity, be suspended, or expelled from school.

**Repeated violations of the Student Code of Conduct may result in the filing of Unruly Charges through the Montgomery County Courts.**

### **ADMINISTRATION OF STUDENT DISCIPLINARY CODE:**

Building principals, assistant principals, and other administrators shall administer the student disciplinary code and shall use their professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the

severity of the violation. While under the jurisdiction of the school, or on school property, or in a school vehicle, or off school grounds immediately before or after school, or on the way to or from school, or in any school sponsored activity on or off school grounds, a violation on the part of a student of any or more of the following rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an extracurricular activity, counseling, parent conference, detention, community service, emergency removal, removal from school vehicle, suspension from school and expulsion from school. This includes misconduct by a student that, regardless of where it occurs, is directed at a school official or employee, whether directed toward their person or property.

Procedural requirements of Section 3313.66 of Ohio Law will be implemented in conjunction with an emergency removal (over 24 hours) suspension, or expulsion from school. The administrator shall:

1. Give the student written notice of the intention to suspend and the reason(s) for the suspension.
2. Provide the student an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent designee, or other administrator and challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. Notify the parent, in writing, within one school day after the suspension (immediate parent contact notification by phone, when possible).
4. Provide the student, parent or guardian, the right to appeal to the Board of Education's designee and be represented.

### **DETENTION GUIDELINES:**

DETENTION IS A WIDELY USED METHOD OF CORRECTING SOME NEGATIVE BEHAVIORS OR ENFORCING SOME SPECIFIC REGULATION. A FEW

POINTS TO REMEMBER ABOUT DETENTION ARE AS FOLLOWS:

1. Parents and students are to be given 24 hours notice of a detention (the teacher assigning the detention notice).
2. Detention can be assigned by teacher or administrator either before school, during lunch, or after school.
3. Detention will be served with the teacher who assigned the detention.
4. No talking or movement from your seat is permitted without permission from the staff supervisor.

### **DUE PROCESS**

Procedural requirements of Section 3313.66 of Ohio Law will be implemented in conjunction with an emergency removal (over 24 hours), suspension, or expulsion from school. The administrator shall:

1. Give the student written notice of the intention to suspend and the reason(s) for the intended suspension.
2. Provide the student an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee, or other administrator and challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. Notify the parent, in writing, within one school day after the suspension (immediate parent notification by phone, when possible).
4. Provide the student, parent or guardian, the right to appeal to the Board of Education's designee and be

represented.

### **SCOPE OF JURISDICTION**

While under the jurisdiction of the school, or on school property, or in a school vehicle, or off school grounds immediately before or after school, or at any school sponsored activity on or off school grounds, a violation on the part of a student of any one or more of the following rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an extracurricular activity, counseling, parent conference, detention, community school, TALP ( in-school suspension), emergency removal, removal from a school vehicle, suspension from school and expulsion from school. This includes misconduct by a student, regardless of where it occurs, that is directed at a school official or employee, whether directed toward their person or property.

### **CATEGORY A-1**

Students behaving in a manner as described in Category A-1 will be suspended from school for ten school days and will be recommended to the Superintendent of Schools to be expelled from school for up to one calendar year.

**FIREARMS:** A student shall not bring a firearm to school or onto any other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event, or any other school program or activity even if not located in a school or on property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Firearm" means: any weapon (including a starter gun) which

will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. (See 18 U.S.C.A. Sections 921-924).

"Destructive device means: any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of such devices. A student committing this violation will be expelled for a period of up to one calendar year. The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis for the following reason(s):

1. The student has not had a record of reoccurring discipline problems.
2. There are mitigating circumstances surrounding the offense that may indicate expulsion for one calendar year to be an inappropriate measure.
3. The students age and grade level indicate expulsion for one calendar year to be an inappropriate measure.
4. A reason(s) not listed in one, two, or three but which the Superintendent of Schools, in his/her sole discretion, believes warrants a reduction of the expulsion period.

**KNIVES:** A student shall not bring a knife to school or onto any other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event, or any other school program or activity even if not located in a school or on property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any type of knife while at school, while at a school sponsored activity, or while

on any other property owned or controlled by the Board. A knife includes, but is not limited to any instrument having a sharp blade and a handle. A student committing this violation may be expelled for a period of up to one calendar year.

The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category A-1: Firearms.

**SERIOUS PHYSICAL/PROPERTY HARM:** A student may be expelled from school for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property as defined in state law. The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category A-1: Firearms.

#### **CATEGORY A**

Students behaving in a manner as described in Category A will be suspended from school for ten (10) days, and a letter recommending expulsion may be sent to the Superintendent of Schools. The school may refer these cases to the proper legal authorities.

**ARSON:** A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

**ASSAULT:** A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.

**COUNTERFEIT CONTROLLED SUBSTANCES AND/OR**

**RELATED TOOLS:** A student shall not possess, use, transmit, conceal, and/or sell counterfeit controlled substances and/or related tools as defined in Amended House Bill 535.

**DANGEROUS WEAPONS OR OBJECTS:** A student shall not bring a dangerous weapon/object to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity, or while on any property owned or controlled by the Board. "Dangerous Weapon or Object" includes, but not limited to: a chain, club, metal knuckles, explosives, noxious irritation or poisonous gases, poison or firearms (not within the definition in Category A-1: Firearms) and any other items that could be considered a dangerous weapon, or object capable of inflicting bodily injury.

**FALSE ALARMS:** A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without just cause.

**FIREWORKS AND EXPLOSIVES:** A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

**NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC**

**BEVERAGES, MOOD ALTERING SUBSTANCES, AND**

**DRUG PARAPHERNALIA:** A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, marijuana, drugs (including prescription and non-prescription drugs), alcoholic beverage, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use transmit, sell, and/or conceal drug paraphernalia.

**UNAUTHORIZED ENTRY:** A student shall not enter a school building or other Board owned facility or vehicle that has been locked and/or otherwise secured from student and public use without administrative or staff approval.

**CATEGORY B**

Students behaving in a manner as described in Category B may be suspended from school for one (1) to ten (10) school days. Serious and/or further violations may result in a letter sent to the Superintendent of Schools recommending expulsion.

**BULLYING/CYBER BULLYING:** A student shall not plan, encourage or engage in any bullying of another student or person. This may include, but not be limited to, physical, mental, intimidations, verbal and/or written threats, telecommunication devices and/or cyber communications. Bullying may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio law.

**DEFIANCE:** A student shall not refuse or otherwise fail to follow directions given by school personnel, nor shall the student refuse to identify himself/herself when asked.

**DESTRUCTION OF PROPERTY:** A student shall not cause or attempt to cause damage to school or private property.

**DISRESPECT:** A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person.

**DISRUPTION OF SCHOOL:** A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extra-curricular activity, or the normal operation of school.

**EXTORTION:** A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

**FIGHTING:** A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

**HARASSMENT:** A student shall not plan, encourage or engage in any harassment of another student or person. This may include, but not be limited to, physical, mental, verbal and/or written threats, intimidations and/or sexual harassment.

**HAZING:** A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Hazing may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio Law.

**LOOK ALIKE WEAPONS:** A student shall not possess, transmit, use, or conceal a look alike weapon including, but not limited to, a knife, gun, or device that could be considered a look alike weapon.

**RECORDS:** A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

**SEARCH:** No student shall refuse, impede, hinder, obstruct, or otherwise interfere with a search.

**STEALING:** A student shall not take or acquire the property of others without the consent of the owner.

### **CATEGORY C**

Students behaving in a manner as described in Category C may be suspended from school one (1) to ten (10) school days. Repeated violations may result in a letter sent to the Superintendent of Schools recommending expulsion.

**CHEATING/ACADEMIC DISHONESTY:** Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to,

copying others assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in disciplinary action.

**CLASS CUTTING:** A student shall not cut any educational assignment (class, study hall, ROC, homeroom, library, field trip, etc.).

**DISRUPTING CLASS:** A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.

**FAILURE TO ATTEND SCHOOL:** A student shall comply with the compulsory attendance laws.

**FAILURE TO SERVE ALTERNATIVE SCHOOL SESSION(S):** A student shall not fail to serve an alternative school session(s) assigned by the school administrator, including but not limited to after school session(s) and/or Saturday School(s).

**FAILURE TO SERVE DETENTION:** A student shall not fail to serve detention as assigned by a teacher and/or administrator.

**GAMBLING:** A student shall not gamble.

### **LEAVING SCHOOL GROUNDS WITHOUT**

**AUTHORIZATION:** Upon boarding the school bus or upon arriving onto the school property, the student is considered to be under the jurisdiction of the school. Students are not permitted to leave school property until the end of the school day unless they have a "special excuse" approved by an administrator or designee.

**PROFANITY/OBSCENITY:** A student shall not use profane or obscene language or gestures.

**RESTRICTED AREA:** A student shall not enter a closed or restricted area without administrative or staff approval.

**RULES/REGULATIONS OF STUDENT HANDBOOK;**

**POSTED SCHOOL STANDARDS:** A student shall follow the

written rules and regulations in the school student handbook and shall follow the posted standards of each class, department, and school building.

**SMOKING, USE, POSSESSION OF TOBACCO OR NON-**

**TOBACCO MATERIALS:** A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking.

Repeated violations may result in further five day suspensions or a letter sent to the Superintendent of Schools recommending expulsion.

**TARDINESS TO CLASS:** Any time that a student comes to class late, the student is considered tardy unless accompanied by an excused pass.

**TARDINESS TO SCHOOL:** Any student who arrives to school after the designated starting time must report to Student Services to sign in and receive a tardy slip. The policy on tardiness permits a student to be considered excused if the lateness in arriving is a result of an important appointment, illness, or emergency provided the school receives parental verification by telephone or in writing.

**TELECOMMUNICATION DEVICES:** A student shall not transmit or use telecommunication devices, including, but not limited to, beepers, **cell phones**, and/or other items, which may be considered telecommunication devices unless, authorized by the school administration. If a cell phone is seen or heard at school, the following consequences will be applied:

**1<sup>st</sup> Occurrence:** The cell phone is confiscated and must be picked up by a guardian during school hours (8:30-4:00).

**2<sup>nd</sup> Occurrence:** The cell phone is confiscated and the student will be required to serve an after school detention.

**3<sup>rd</sup> Occurrence:** The cell phone is confiscated, another after school detention is assigned, and the cell phone will be held in the office for the remainder of the current school quarter.

**TRUANCY:** A student shall not be absent from school without the knowledge of his/her parents or school officials.

**CATEGORY D**

**AIDING/ABETTING:** A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this matter will be disciplined according to the consequences given for the rule being violated by the other student.

**GANGS/GANG-RELATED ACTIVITY:** A student shall not participate in any gang or gang-related activity on or near school property or at school-sponsored activities, or on the way to or from school or school sponsored activities.

A “gang” is defined as a formal or informal organization, association, or group, consisting of two or more persons, and to which all the following apply:

1. It has a name and/or one or more signs, gestures, symbols, colors, mode of dress, or other method by which it or its members are identified.
2. It has member(s), whether acting individually or collectively, who engage in or who have engaged in a pattern of gang activity.
3. It has, as one of its activities, the commission of acts, which violate any provision(s) of the Mad River Schools Student Code of Conduct and/or State or Federal Law.

A “gang-related activity” includes the following:

1. Engaging in, or otherwise participating in, supporting,

or promoting, any threatening, intimidating, violent, or illegal act.

2. Soliciting any student, employee, or visitor of Mad River Schools for membership in a gang.
3. Wearing, carrying, drawing or displaying any sign, symbol, color, mode of dress or other item, which symbolizes gang identity or membership. Such conduct includes drawing or displaying gang symbols on any surface.
4. Engaging in conduct, whether verbal or nonverbal (such as gestures, hand signals, and hand shakes), which symbolizes gang identity or membership.
5. Distributing or copying any gang related material.
6. Engaging in, or otherwise participating in, or supporting or promoting, any activity that interferes with the school attendance or participation of another student.
7. Engaging in, or otherwise participating, supporting, or promoting, the commission of an act which violates any provision of the Mad River Schools Student Code of Conduct and/or State or Federal Law.

**REPEATED VIOLATION OF SCHOOL RULES:** A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct. A student who repeatedly violates school rules may be recommended to the Superintendent of Schools for expulsion from school.

**SCHOOL PROPERTY:** School officials retain control of school property such as desks and lockers even though assigned to students. Therefore, such school property is subject to

inspection and search at any time.

#### **CATEGORY E**

**TRANSPORTATION OF STUDENTS:** A student violating the Student Code of Conduct and/or the Student Transportations Safety Standards may be suspended from bus riding privileges by the principal, assistant principal, or other administrative personnel for one (1) to ten (10) school days.

Serious and/or repeated violations may result in a recommendation to the Superintendent of Schools for further disciplinary action. The Superintendent of Schools may suspend a student's bus riding privileges for an equivalency of up to two semesters.

Before suspending a student from bus privileges, the administrator shall:

1. Give the student written notice of the intention to suspend and the reasons for the intended suspension.
2. Provide the student an opportunity to appear before the superintendent, principal, assistant principal, or other administrative personnel in order to challenge the reasons or otherwise explain his/her actions.

If a suspension is imposed, the student shall also be given written notice of the reasons and the duration of the suspension. A copy of the notice of suspension should be sent to the parent (or guardian) within one school day after the suspension is imposed.

The student, parent, or guardian will be provided the opportunity to request an appeal, which will be heard, by the superintendent or superintendent's designee. The decision of

the superintendent or superintendent's designee is final.

### **STUDENT TRANSPORTATION SAFETY STANDARDS**

The school bus driver is responsible for students being transported to and from school. The driver has the authority and responsibility for the orderly conduct of students.

1. A student shall obey the driver promptly and respectfully at all times.
2. A student shall board and leave his/her assigned bus at a location closest to his/her home unless school personnel have given authorization to do otherwise.
3. A student shall be at his/her bus loading area approximately five minutes before the scheduled pick up time.
4. A student shall wait at a pick up location clear of traffic.
5. A student is expected to line up quietly and respect the property of others while waiting for the bus.
6. A student is expected to board the bus in an orderly fashion and walk directly to an available or assigned seat.
7. A student shall sit three (3) in a seat whenever necessary.
8. A student shall not save seats for other students.
9. A student shall remain seated and shall keep aisles and exits clear.
10. A student shall keep noise at a minimum. Quiet conversation is permitted.
11. A student shall be silent at all railroad crossings.
12. A student shall not throw or pass objects on, from, and/or into the bus.
13. Only those objects that can be held at his/her seat

may be carried onto the bus by a student. Animals are not permitted on the bus.

14. A student shall not put any part of his/her body out of the bus windows.
15. A student shall not open the emergency door or the front door without driver permission.
16. A student shall refrain from eating and drinking on the bus except as required for medical reasons.
17. A student is required, when exiting the bus, to remain in his/her assigned place of safety until the bus leaves the bus stop.
18. A student shall not behave in any manner that tends to impair the ability of the driver to safely operate the bus and/or interferes with the welfare of the other passengers.
19. A student shall not use a cell phone/pager on the bus, except during field trips or extra-curricular activities at the discretion of the teacher or adult supervisor.

### **CATEGORY F**

**SCHOOL ACTIVITIES:** A student shall comply with the rules and regulations of said club, organization, department, team, and school.

### **EXTRA CURRICULAR STANDARDS**

#### **INTRODUCTION**

All students of Mad River Local Schools are encouraged to participate in school activities. Participation fosters student growth related to the development of important life-long skills, habits and practices. Through involvement in school activities, students learn the true meaning of responsibility, competition, accountability, and teamwork. Further, students are exposed

to valuable lessons related to socialization, goal setting, time management, and leadership. Those who choose to participate will undoubtedly receive a more balanced comprehensive and enjoyable education than those who choose not to become involved in school activities.

### **EXPECTATIONS**

Students participating in athletic/extracurricular activities are expected to:

1. Abide by the Student Code of Conduct and other specific and related activity rules. Category A violations shall result in a denial of participation from the activity.
2. Always represent yourself in a manner that is becoming to Mad River Local Schools.
3. Be at every scheduled activity or practice and be on time.
4. Anticipate schedule conflicts in advance and initiate necessary communications directly to advisors/coaches in a timely fashion.
5. Refrain from using profanity and/or degrading actions/comments.
6. Maintain a neat and appropriate appearance.
7. Take care of equipment and assist in the setting up and taking down of activity equipment.
8. Pay the associated fees prior to the first scheduled contest.

These expectations are in effect during the official beginning and ending date of the activity. If a participant is prohibited from participation, the period of nonparticipation may be for a specific period of time and/or for the duration of the activity.

### **STUDENT CODE OF CONDUCT FOR EXTRA CURRICULAR**

### **ACTIVITIES**

While under the jurisdiction of the school, students are expected to abide by the Student Code of Conduct and the rules and regulations adopted by the Mad River Board of Education. Furthermore, each extracurricular activity may have specific guidelines and rules with which its participants must comply and abide by. In order to be a candidate and/or maintain participant status, students should familiarize themselves with all guidelines associated with student activities and are advised that failure to abide by the guidelines may affect their status as a participant, spectator, or student. When it becomes necessary to prohibit participation of a student from an activity, school personnel will follow the procedures outlined below.

### **EXTRACURRICULAR ACTIVITY DUE PROCESS**

#### **PROCEDURES**

The superintendent, a principal, assistant principal, athletic director, and other administrative personnel may prohibit participation of a student from any particular extracurricular activity, or from all extracurricular activities, of the district (or one school of the district), due to the student's violation of: the Student Code of Conduct; the Extracurricular Standards set forth above; training rules; and/or the guidelines and rules of the particular activity involved. Before imposing such a suspension, the student shall be given.

1. Written notice of the reasons to prohibit participation;  
An opportunity for an informal hearing to challenge the reason(s) or otherwise explain his/her actions.

If prohibited from participating, the student shall also be given written notice of the reasons and the duration of the

nonparticipation. A copy of the notice of suspension should be sent to the parent (or guardian) within one school day after the decision. To be prohibited from participation of from an extracurricular activity means that the student will not be permitted to attend and/or participate in specific school extracurricular activities. The period of nonparticipation may be for a specific period of time and/or for the duration of the activity. The coach/advisor for the extracurricular activity should be present for the hearing in step 1, although such person's presence is not required.

**The student shall be prohibited from participating while any review and/or appeal are pending.**

2. The student, parent, or guardian may appeal the decision in step 1 to a review board within ten (10) school days after receiving the notice of the decision. The review board shall consist of six (6) members: one student; one administrator (not involved in step 1 above), who shall serve as chairperson; two permanent faculty members; and two rotating faculty members selected by the principal who will serve for one period of review and then be changed continuously. The review board shall make its written findings in the form of a recommendation to the principal within five (5) school days after the hearing.
3. The principal shall review and render a decision within five (5) school days after receiving the recommendation of the review board. A copy of the principal's decision shall be sent to the student, parent, and/or guardian.
4. The student, parent, or guardian may appeal the decision in step 3 to the superintendent, or the superintendent's designee, and be represented within five (5) school days after receiving notice of the decision in step 3. The superintendent, or his designee, shall render a decision within five (5) days of the appeal. A copy of the decision shall be sent to the student,

parent, and/or guardian.

5. The student, parent, or guardian may appeal the decision in step 4 to the Board of Education within five (5) school days after receiving notice of the decision in step 4. The Board of Education shall provide the student, parent, and/or guardian written notice of its decision.

**Training Rules-Interscholastic Athletics:** If at any time, a participant violates one or more of the following rules during the period of athletic participation, the athlete shall be prohibited from further athletic participation:

**NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING SUBSTANCES, AND**

**DRUG PARAPHERNALIA:** A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, Marijuana, drugs (including prescription and non-prescription drugs), alcoholic beverages, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia.

**SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS: A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking.**

If a participant violates one or more of the following rules, the athlete may be prohibited from participating in athletics:

1. Unexcused absence from team activities.
2. Verbal and/or physical abuse to members of the athletic staff or members of the team.
3. Theft and/or willful destruction of school or personal

property.

4. Violation of established and posted curfew.
5. Behavior detrimental to the image of interscholastic athletics in the Mad River Local Schools.

The above rules are in effect twenty-four hours a day and seven days a week during the official beginning and ending date of that activity. The prohibition from athletic participation will be for a period not to exceed the ending date of that activity.

### **ACCEPTABLE USE OF TECHNOLOGY**

It is the policy of Mad River Local Schools that technology resources be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the district. Users must acknowledge their understanding of the policy and guidelines as a condition of receiving on-line access. Use of technology is encouraged and made available to students and staff at Mad River Local Schools for educational purposes. The district retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned equipment.

Failure to adhere to the policy and its guidelines may result in temporary removal or revoking the offender's privileges.

#### **Guidelines to Implement the Policy**

A. Users must observe the following guidelines when utilizing computer technology.

1. Files stored on school equipment are restricted to school related materials only. Personal files may not be stored.
2. Users shall not copy or load (without authorization), damage or alter any software or hardware. Users shall not delete a file (without authorization) or

knowingly introduce a computer virus to any school program.

3. Users shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
4. All non-school software and input devices must be checked for viruses and approved for use and are subject to inspection and approval by school personnel at any time.
5. Use of all network/on-line resources is restricted to school related projects and must be supervised by the teacher or network administrator.
6. School district personnel shall monitor the online activities of all users.

B. Acceptable uses of the network are activities which support reference and research. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail (e-mail), conferences, bulletin boards, databases and internet access. Unauthorized disclosure, use, and dissemination of personal identification is prohibited.

C. Unacceptable uses of the network include:

1. Violation of laws or district policy relating to privacy.
2. Using profanity, obscenity, or other language which may be offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying or downloading commercial software in violation of copyright laws.

5. Using the network for financial gain or for any commercial or illegal activity.
  6. Using resources to access pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
  7. Using the network in such a manner as to create a security breach through the introduction of computer viruses or through the provision of information which might permit unauthorized access to the system. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
  8. Attempting to/or bypassing the internet filtering software.
- D. Users are responsible for learning proper techniques and standards for participation and for understanding that if they misuse the network and on-line resources, they will lose privileges and may receive penalties as determined by the teaching staff, school administrators or local authorities.
- E. Any deviation from these guidelines requires prior administrative approval.

**PUBLIC RECORDS POLICY SUMMARY**

1. The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information.
2. Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters to be discussed in private executive sessions.
3. The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in

the central office during regular business hours.

4. All record requests are made available within a reasonable time period. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request.
5. A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery to be paid in advance.
6. The Board President, Superintendent, and Treasurer shall comprise the District's Records Commission. The Commission will meet at least once annually to judge the advisability of destroying District Records.
7. The Superintendent designates a "Records Officer" for the District who is responsible for all aspects of records retention/disposal.

