

**EDISON MIDDLE SCHOOL HANDBOOK  
2017-2018**

7<sup>th</sup>/8<sup>th</sup> Grade

Perry Local Schools

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Principal

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**EDISON MIDDLE SCHOOL  
DAILY BELL SCHEDULE  
2017-2018**



<b>7th Grade Bell Schedule</b>		<b>8th Grade Bell Schedule</b>
7:40	<b>Doors Open For All Students</b>	7:40
7:49	<b>Warning Bell</b>	7:49
7:50	<b>Tardy Bell</b>	7:50
7:50-7:57	<b>Homeroom/ Announcements</b>	7:50-7:57
7:58-8:57	<b>1st Period</b>	7:58-8:57
9:00-9:59	<b>2nd Period</b>	9:00-9:59
10:02-11:01	<b>3rd Period</b>	10:02-11:01
11:04-11:25-Lunch	<b>4th Period</b>	11:04-12:03
11:28-11:49-Lunch	<b>5th Period</b>	12:06-12:27-Lunch
11:52-12:51	<b>6th Period</b>	12:30-12:51-Lunch
12:54-1:53	<b>7th Period</b>	12:54-1:53
1:56-2:55	<b>8th Period</b>	1:56-2:55
2:55	<b>Dismissal</b>	2:55

## PERRY LOCAL SCHOOLS -2017-2018 CALENDAR

Note: To view specific events for **Edison Middle School** throughout the year, please visit:  
<http://perrylocal.org/edison/calendar/>

August	
22	First Day for Students
September	
4	Labor Day-NO SCHOOL
15	NO SCHOOL
October	
3	Parent/Teacher Conferences 5-8pm
5	Parent/Teacher Conferences 5-8 pm
6	Parent/Teacher Conferences 8-3 pm- NO SCHOOL
9	NO SCHOOL
20	End of 1 <sup>st</sup> Grading Period
November	
22, 23, 24, 27	Thanksgiving Break-NO SCHOOL
28	School Resumes
December	
21	Christmas Recess Begins-NO SCHOOL
January	
3	School Resumes
11	End of 2 <sup>nd</sup> Grading Period/1 <sup>st</sup> Semester
12	NO SCHOOL
15	Martin Luther King Day-NO SCHOOL
February	
13	Parent/Teacher Conferences 5-8 pm
15	Parent/Teacher Conferences 5-8 pm
16	NO SCHOOL
19	President's Day-NO SCHOOL
March	
23	End of 3 <sup>rd</sup> Grading Period
26	Spring Break Begins-NO SCHOOL
April	
2	School Resumes
May	
4	NO SCHOOL
28	Memorial Day-NO SCHOOL
31	Last Day of School-End of 4 <sup>th</sup> Grading Period/2 <sup>nd</sup> Semester

Calamity Day Make-up Schedule: 1<sup>st</sup> Day: June 1, 2018, Consecutive Days as Needed

## ATTENDANCE

### GENERAL ATTENDANCE INFORMATION

- Attendance is taken every day in homeroom.
- When a student is absent, parents/guardians must do the following:
  - Call the student off school prior to the start of the day. 330.478.6167
  - Submit a written excuse within 3 school days of returning to school. The absence note should include:
    - Student's first and last names
    - Date of absence (from \_\_\_ to \_\_\_)
    - Reason for absence
    - Parent or guardian signature
- **Forgery of absence note:** Anyone fraudulently making or altering a document may be subject to school discipline ranging from detention to expulsion.
- Medical excuses must be signed by the attending physician and be submitted to the office within 3 school days of being treated by the doctor.
- If arriving late, the student must check into the main office.

### CHARGED ABSENCE/TARDY

- Students arriving late to school, between 7:50 and 8:50 will be charged a tardy. (See Discipline section of handbook for consequences due to tardiness.)
- Half day absences will be defined as missing more than 1 hour and less than 3 hours accumulated time of a school day.
- Full day absences will be defined as missing more than 3 hours of the school day.
- On the 10<sup>th</sup> absence of the school year, mandatory Saturday School will be assigned to make up time. (Two days of Saturday school make up one absence.)

### DISTRICT ATTENDANCE POLICY

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in truancy charges being filed, in addition to school discipline.

The Board considers the following factors, which are based on the **O.R.C. 3301-69-02/O.R.C. 3321.04**, to be **reasonable excuses** for time missed at school:

- A. personal illness/professional appointments (a written statement verifying the illness or professional appointment is required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home

- D. death of a relative
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that is open for instruction) to participate in a District-approved enrichment or extra-curricular activity (Any classroom assignment missed due to the absence shall be completed by the student.)
- H. emergency or other set of circumstances
- I. medically necessary leave for a pregnant student in accordance with **Policy 5751**

Attendance does not always have to be within school facilities. A student will be considered to be in attendance if they are present at any place where school is in session that has been authorized by the Board of Education. The Board shall consider every student assigned to such programs in regular attendance, as long as, the program has proper supervision and s/he demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student from attendance at school for a future limited period. Such excuse shall not cause a student to be absent from school for a period of more than ten (10) consecutive days, unless approved at the discretion of the Superintendent or his/her designee.

According to **O.R.C. 2151.011**, A student will be considered **habitually truant** if the student is absented without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

**COURT INVOLVEMENT WITH ABSENTEEISM:**

It is the parent(s) or guardian's sole responsibility to ensure that his/her middle school aged child attends school. Excessive absenteeism from school without medical documentation must be reported, by school officials, to the Stark County Juvenile Courts.

Habitual Truancy is considered to be:

- 30 or more consecutive hours
- 42 or more hours in one school month
- 72 or more hours in one school year

If a student is **habitually truant** and the student's parent(s)/guardian has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an attendance/alternative recovery program

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with **O.R.C. 3321.13 (B)(2)**;

- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation

**Definitions and Specifics of the Attendance Policy:**

- A. Excused Absences are those defined by **O.R.C. 3301-69-02**. These require parent communication (phone call) and a note with a parent signature within (3 school days) of returning to school. The absence note should include:
  - a. Student's first and last names
  - b. Date of absence (from \_\_\_ to \_\_\_)
  - c. Reason for absence
  - d. Parent or guardian signature

**Forgery of absence note:** Anyone fraudulently making or altering a document may be subject to school discipline ranging from detention to expulsion.
- B. Medical excuses are not included in the 12 excused absences as defined by the O.R.C. All medical excuses must be signed by the attending physician and be submitted to the individual building office within 3 school days of being treated by the doctor.
- C. Funeral Days are excused absences, but are not included in the 12 excused total (up to 2 days). If additional days are required, the student may use Family Leave Days or appeal to the Administration.
- D. Unexcused Absence- Defined as an absence that cannot be verified by parent and/or doctor's note within 3 school days (see above). Progressive discipline will be included, and a student will lose credit for school work missed.
- E. Family Leave Days - Each student may have 5 approved absences. These include but are not limited to Vacation, Weddings, additional college visitations, etc.
- F. Tardy to School - Student will be considered tardy if they arrive within 60 minutes of the school start time.
- G. Early Dismissal - Considered the last 60 minutes of the day.
- H. Make-Up Days- Any student who has met or exceeded the 12 excused days (not including O.R.C. approved days) shall be given the opportunity for Saturday school to avoid additional truancy charges. Two Saturdays (4 hours per day) equals one official school day.
- I. Review Panel- Building Administrator(s). All appeals will go to Superintendent or his designee.

- J. Half day absences will be defined as missing more than 1 hour and less than 3 hours accumulated time of a school day.
- K. Full day absences will be defined as missing more than 3 hours in a school day.
- L. Extra-curricular/Co-curricular - Students must be in attendance a minimum of a 1/2 day (3 hours of the school day). Enforced by supervisor and/or the athletic director to participate in activity.
- M. Delayed Start Days- Tardies will remain anything less than 60 minutes. Half day/full day will be adjusted to the length of the school day.

#### **PROCEDURES FOR LEAVING DURING THE DAY FOR APPOINTMENTS**

Students must visit the office during Homeroom and present a note from the parent/guardian stating the reason and time for the dismissal during school hours.

- A dismissal slip will be issued to the student and his/her name will appear on the attendance and dismissal list.
- When the time arrives to be dismissed, the student should show the dismissal slip to the teacher.
- Student reports to the office at time on the slip.
- Parents/guardians must come into the office and sign the student out.
- The student takes the slip to the dentist, doctor, etc. to be signed.
- Return the slip to the office upon return to school.
- If the appointment is finished before school dismissal, the student should return to school.

## **DISCIPLINE**

#### **ALCOHOL AND DRUGS**

- The law prohibits students from possession or using alcoholic beverages and prohibits everyone from possession, use or the sale of drugs. Perry Local School District rules reflect and support county, state and federal laws related to this subject.
- Possession and/or use of alcoholic beverages, drugs or narcotics, drug paraphernalia, by students during the school day, on or off school grounds, is expressly forbidden. Violation of this rule will result in immediate suspension from school.
- It is recommended that students be suspended, arrested or detained by the police for violations of this part of the code. They may be referred to a treatment and prevention program to enable the student to become involved immediately with a rehabilitation of self to develop future educational and vocational goals.
- **Possible consequences** for possession or use of alcohol on school property and/or at school related activities:  
Up to 10 days suspension out of school, notify police, notify superintendent.
- **Possible consequences** for students having possession, selling, or use of drugs or narcotic, or drug paraphernalia on school property and/or at school related activities:  
Up to 10 days out of school suspension; a recommendation for expulsion will be considered; notify police; notify the Superintendent

### **ATTENDANCE**

On the 10<sup>th</sup> absence of the school year, mandatory Saturday School will be assigned to make up time. (Two days of Saturday school make up one absence.)

Refer to the District Attendance policy in the Attendance section of this handbook for truancy information and court involvement with absenteeism.

### **CELL PHONE MISUSE**

- Cell phone use is prohibited before and during school hours, unless authorized under the Bring Your Own Device policy (BYOD). Cell phones may be used after school hours, in the lobby areas only or outside the school.
- Using a phone or any electronic device to text or take pictures (unless given permission by staff member) on school property, on school buses, at school functions, or school events will result in immediate confiscation of the phone and appropriate disciplinary measures will be taken.
- The school district is not responsible for lost, stolen, or damaged cell phones.
- Contents of cell phones may be searched if there is a reasonable suspicion that the phone may have been used in an activity prohibited by our school Code of Conduct.
- **1<sup>st</sup> Offense:** Phone confiscated by staff, labeled and sent to Assistant Principal (parents responsible for picking up phone in office), 2 days Detention, must turn in phone daily to school office for a period of 1 week if bringing phone to school for after school purposes
- **2<sup>nd</sup> Offense:** Phone confiscated by staff, labeled and sent to Assistant Principal (parents responsible for picking up phone in office), 3 days detention, must turn in phone daily to school office for a period of 1 grading period if bringing phone to school for after school purposes
- **3<sup>rd</sup> Offense:** Phone confiscated by staff, labeled and sent to Assistant Principal (parents responsible for picking up phone in office), 1 day A.E.P., must turn in phone daily to school office for a period of 1 semester/remainder of year if bringing phone to school for after school purposes

### **CODE OF CONDUCT/EXPECTATIONS**

Students who violate the Code of Conduct and Edison Middle School Expectations outlined in the discipline section of this handbook may be subject to disciplinary action at the discretion of the principal; such as:

- Removal from class/activities
- Detention: Student will be issued a Detention notice and the issuing teacher will contact the parent via phone/e-mail. Detention is served after school from 3:05-3:45 in room 151. Parents/guardians are responsible for transportation home. Failure to serve Detention may result in progressive discipline.
- Alternative Education Program (A.E.P.): The student will be notified via a meeting and form. The parent will be notified by an administrator via phone/e-mail. A.E.P. will be served at Edison Middle School. Failure to serve assigned A.E.P. may result in progressive discipline.
- Out of School Suspension (OSS) or Expulsion: No credit is given for OSS or expulsion. In all cases of suspension, participation in extracurricular activities is forfeited. Students who violate rules that would subject them to suspension or expulsion are entitled to an informal hearing before the principal, assistant principal, the superintendent or his designee, and has the right to challenge the reasons for the intended suspension or expulsion. The hearing may take place immediately. The student or his parents may appeal the suspension or expulsion to the Board of Education or its designee.



## **DRESS CODE**

Students shall comply with the following dress code that reflects the standards of our school and community. Freedom to express one's individuality exists through participation in the many activities associated with our educational programs.

School dress, like all modes of dress, should be appropriate for the environment and the activity in which the individual is involved. Anything deemed to be distracting or detrimental to the education process will not be permitted. The following restrictions are in effect in the interest of safety, cleanliness, neatness, and appropriateness; however, due to styles and fads changing, it is impossible to anticipate and list all areas where a decision of acceptability must be made. The final determination about whether an item or style is objectionable under the student dress code is left to the judgment of building administration.

In the event a student injury requires modification of the dress code, parents or students are expected to contact an administrator for approval before the student returns to school.

Violation of dress code: Students who violate the dress code will be referred to the office and asked to change or have appropriate clothing brought from home. Students can and may be placed in AEP until their clothing is dress code compliant. Our goal is to return students to class as soon as possible. A warning is not required for a student to receive consequences for dress code violations. Students who continually violate the dress code may receive more severe consequences.

General guidelines are as follows:

1. Apparel advertising activities considered illegal to young people that are related to drugs, alcohol, and tobacco use, promiscuity and/or sexual implications are not permissible. Likewise, any garment or style of dress or hair designs, which display any obscene word, symbol, racial slur, ethnic epithets, gang affiliations, weapons, sexist attitudes, offensive illustrations, terrorist or violent messages is inappropriate and not permitted.
2. All clothing is to be clean, un-tattered, un-torn and worn appropriately.
3. Attire that may create a distraction to the educational process is not permitted, including but not limited to tank tops, spaghetti straps, midriffs, halter tops, chains attached to wallets or any apparel, revealing necklines, low-cut/off-the-shoulder tops, and backless clothing. Shirts must have at least a 3" wide strap on the shoulder.
4. SKIRTS/DRESSES/SHORTS must be no shorter than finger-tip length (in its entirety).
5. Leggings/tights/spandex/yoga pants or other tight fitting and/or revealing pants must be worn with a top, skirt or dress that is finger-tip length or longer in its entirety.
6. Ear piercing and clear spacer/plugs are permitted; however, gauges are not permitted.
7. No other visible piercings are permitted (including facial, tongue, nose, or any covered piercings).
8. Tattoos that are inappropriate, vulgar, or obscene must be covered.
9. PANTS/SHORTS must be worn appropriately at waist height with no undergarment or skin exposed (even when sitting).
10. Sleepwear (pajamas, slippers) are not permitted.
11. Sheer garments must be worn with appropriate clothing underneath.
12. Inappropriate and/or unnatural hair coloring, hairstyles, and extreme accessories are not permitted. Hair must be out of a student's face and eyes.
13. Facial hair must be neatly trimmed and must not be an unnatural color or style.
14. Items which obscure your identity such as hats, bandannas, sunglasses, sweatbands, hoods on the head and headwear are not permitted to be worn in the building during the school day. Head coverings for religious purposes are permissible.

15. Outdoor apparel, including but not limited to coats and gloves are not permitted.
16. Shoes or sandals must be worn at all times.
17. No backpacks, gym bags, drawstring bags, or bookbags of any type are permitted during the school day. These may be used to transport items to and from school only.
18. The administration will support advisors of extra-curricular, co-curricular, Career Technical programs, athletic teams, and special programs who may establish dress and grooming requirements outside those listed above. Such requirements are to be in the interest of efficient performance and uniform appearance.

### **DRUG POLICY**

The Perry Local Schools, in accordance with House Bill 535 and Section 2926.01 of the Revised Code, includes counterfeit controlled substances or look-alike drugs in the discipline code dealing with drugs and alcohol.

- A counterfeit controlled substance is defined as:
  - Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
  - Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
  - Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
  - Any substance other than a controlled that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
- No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.
- No student shall directly or indirectly represent a counterfeit, controlled substance by describing, either with words or conduct, its effect as being the same or similar to the physical or mental effect associated with the use of a controlled substance.
- No student shall directly or indirectly falsely represent a counterfeit controlled substance.

Under such conduct code provisions a student could, for example, be disciplined if the student were caught boasting of possessing marijuana while in fact possessing only oregano; furthermore, if a student is observed passing an otherwise lawful item to another student which a principal, upon inspection, determines that a reasonable person would believe to be a controlled substance because of its size, shape or color, the student could in fact face school disciplinary action.

### **DISRESPECT AND DISOBEDIENCE**

- When addressing a staff member, students should use the courtesy prefix of Mr., Miss, Ms. or Mrs. in combination with the last name.
- Students are to give teachers their undivided attention in class.
- Verbal disrespect or obscene gestures of disrespect towards teachers and/or other school operational personnel. Consequences may range from Public Apology, Detention, dropped from class, or up to 10 days Suspension. Parents will be notified.
- Physical reaction to teacher and/or other school operational personnel. Physical reaction defined as pushing or threatening with a weapon (including fist).  
**Possible Consequences:** Up to 10 days Suspension with recommendation of expulsion
- Actual striking or use of a weapon (including fist) against school personnel will result in immediate removal from the premises.

**Possible Consequences:** Recommendation of superintendent

**DUE PROCESS RIGHTS**

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures: **A.**

**Student Subject to Suspension:**

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its Designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. Board Treasurer;
  - c. Student's school record (not for inclusion in the permanent record).
  - d. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the students to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

**Appeal of Suspension to the Board of its Designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which may be held in executive session at the request of the students, parent, or guardian, if held before the Board. The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within five (5) school days of the notice to suspend.

**Appeal to the Court**

Under Ohio law, appeal to the Board's or its designee's decision may be made to the Court of Common Pleas.

**B. Students Subject to Expulsion:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative could appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

#### **Appeal to the Court**

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

#### **C. Students Subject to Emergency Removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

#### **D. Students Subject to Permanent Exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Non-disabled Students.

#### **E. Students Subject to Suspension from Bus Riding/Transportation Privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 – Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternative including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular activities.

### **EDISON MIDDLE SCHOOL BEHAVIOR EXPECTATIONS**

There are three big expectations at Edison Middle School:

**Be Safe    Be Responsible    Be Respectful**

Specific expected behaviors are outlined on the following pages.

# Edison Middle School Expectations

(Announcements, Arrival/Dismissal, Common Instructional Areas, Offices)

	Announcements	Arrival & Dismissal	Common Instructional Areas <small>(Library, Computer Science, etc.)</small>	Offices
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Do not talk</li> <li>Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Use appropriate language/volume</li> <li>Use designated staircases/elevators</li> <li>Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language/volume</li> <li>Keep hands, feet and objects to yourself</li> <li>Walk into the room</li> <li>Follow zoned procedures in ALL rooms</li> <li>Use equipment as instructed</li> <li>Follow teacher directions</li> <li>Use appropriate authorized web sites</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Stay clear of emergencies so others can handle them</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Do not talk</li> <li>Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language/volume</li> <li>Follow adult instruction</li> <li>Walkers stay on sidewalks</li> <li>Help others — hold doors open when needed</li> </ul>	<ul style="list-style-type: none"> <li>Listen for directions</li> <li>Sit in assigned seat/area</li> <li>Use electronic equipment for school business only</li> <li>Be considerate of others in class</li> <li>Use good Scrumptious</li> <li>Politely ask for help</li> <li>Use appropriate language/volume</li> <li>Assist others</li> <li>Encourage others</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language/volume</li> <li>Wait patiently and quietly for assistance</li> <li>Respect others doing business or work</li> <li>Respect others privacy</li> <li>Use good manners</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Do not talk</li> <li>Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>Proceed directly to destination</li> <li>Go directly to your locker in the morning</li> <li>Check student handbook before you leave building for assignments to be completed</li> <li>Go directly to your bus in the afternoon</li> </ul>	<ul style="list-style-type: none"> <li>Remain on task</li> <li>Log off the computer when finished</li> <li>Check equipment when leaving</li> <li>Use equipment appropriately</li> <li>Return equipment to original location</li> <li>Report problems/equipment failure to teacher</li> <li>Use supplies as intended</li> <li>Return equipment to proper storage</li> </ul>	<ul style="list-style-type: none"> <li>Leave quietly when business is done</li> <li>Stay in student designated areas</li> <li>Enter office when invited or with teacher pass</li> <li>Ask permission before using other's things</li> </ul>

# Edison Middle School Expectations

(Halls, Assemblies, Cafeteria, Classroom, Bathroom, Bus)

	Hallways, Stairwells, Drinking Fountain	Assemblies	Cafeteria	Classroom	Bathroom	Bus
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Walk on the right side of the hallway</li> <li>Be in the classroom door before the tardy bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Enter/Exit quietly</li> <li>Follow instructions to exit from assembly</li> <li>Keep hands and feet to yourself</li> <li>Leave materials in class</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently</li> <li>Follow instructions</li> <li>Line up when directed</li> </ul>	<ul style="list-style-type: none"> <li>Push in chairs before exiting</li> <li>Walk into classroom</li> <li>Wait to be dismissed by bell at end of day</li> </ul>	<ul style="list-style-type: none"> <li>Avoid congregating</li> <li>Go directly to bathroom and return to class</li> <li>Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated until your stop</li> <li>Follow safety instructions</li> <li>Keep backpacks closed</li> <li>Keep hands/feet inside bus</li> <li>Keep hands, feet and objects to yourself</li> <li>Do not eat or drink on the bus</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Use appropriate language/volume</li> <li>Walk patiently</li> <li>Be considerate</li> <li>Respect school property i.e. bulletin boards</li> <li>Think before teasing/cyberbullying</li> </ul>	<ul style="list-style-type: none"> <li>Be attentive</li> <li>Remain seated</li> <li>Be quiet during presentation</li> <li>Applaud appropriately</li> <li>Use appropriate manners</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language/volume</li> <li>Dispose of trash appropriately</li> <li>Clean up after yourself</li> <li>Keep food on plate</li> <li>Do not touch another person's food</li> <li>Follow instructions</li> <li>Raise hands for questions</li> <li>Assist others</li> <li>Say "Please" and "Thank you"</li> </ul>	<ul style="list-style-type: none"> <li>Enter quietly</li> <li>Stay in seat</li> <li>Listen to/obey staff direction</li> <li>Raise hand to seek when needed</li> <li>Respect school/teacher property</li> <li>Use appropriate language/volume in class</li> <li>Respect the educational rights of others</li> <li>Reflect on your words and actions</li> <li>Be considerate of other students</li> <li>Ask permission</li> </ul>	<ul style="list-style-type: none"> <li>Keep area clean</li> <li>Flush</li> <li>Respect other's privacy</li> <li>Use appropriate language/volume in bathroom</li> <li>Throw paper towels in waste basket</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Use appropriate language/volume</li> <li>Respect bus driver</li> <li>Respect neighborhood property</li> <li>Follow instructions</li> <li>Share seat when instructed to do so</li> <li>Speak nicely and politely to others</li> <li>Practice manners</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Walk peacefully</li> <li>Keep hallways clean</li> <li>Have pass</li> <li>Follow instructions</li> <li>Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>Stay with class</li> <li>Follow directions</li> <li>Remain seated until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Bring lunch/money</li> <li>Bring passes for teacher's classroom</li> <li>Report problems to adults</li> <li>Return to class on time</li> <li>Keep hands to self</li> <li>Keep feet under table</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Follow classroom procedures</li> <li>Use student handbooks to record homework assignments</li> <li>Hand in homework/assignments on time</li> <li>Bring necessary supplies</li> <li>Be on time</li> <li>Begin class work immediately</li> <li>Complete assignments</li> <li>Make up missed assignments</li> <li>Cooperate with group members</li> <li>Accept responsibility for your actions</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Have a pass</li> <li>Report problems</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Be courteous</li> <li>Wait your turn</li> <li>Throw trash in trash can</li> <li>Stay seated until your stop</li> </ul>

### **FIGHTING/ASSAULT**

A student shall not cause or attempt to cause physical injury to another person or persons.

**Possible Consequences:** Up to 10 days suspension as determined by the administrative investigation of the incident

### **HARASSMENT/BULLYING**

All students have the right to a school environment free from harassment/bullying. Harassment is defined as unwanted advances, which may be verbal, visual, or physical. This could include propositioning; making threats or retaliating after a proposition is refused; displaying sexually suggestive objects, pictures, or cartoons; communicating sexual remarks or gestures; making frequent inappropriate comments; making derogatory comments or slurs; making comments about a person's body; touching a person; blocking his/her passage; or verbally assaulting a person. Bullying may be defined as an intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Harassment and/or bullying of any kind will not be tolerated. A student who feels that he/she is being harassed/bullied should see a teacher, administrator, or a guidance counselor and report the behavior.

**Possible consequences:** Detention, A.E.P., Out-of-school Suspension or Expulsion

### **MAXIMUM ACCUMULATIVE PENALTY POLICY**

A student can accumulate not more than 15 days Detention, 10 days A.E.P., and 10 days out-of-school suspension for the entire school year. When a student has accumulated 15 days Detention, any offense that results in the penalty of detention becomes A.E.P. The same applies when the maximum is reached with A.E.P., the penalty moves to Out-of-school suspension. After a student accumulates 15 days Detention, 10 days A.E.P., and 10 days Out-of-school suspension, he/she will be recommended to the superintendent for expulsion.

### **OVER THE COUNTER MEDICATION**

Students are **not** permitted to self-carry over the counter medication. If a student needs to take any kind of medication during the day, they will need to follow the procedures outlined in the Medication section of this handbook.

### **PEER PROTECTION PROGRAM/BULLYING**

The Perry Local school board defines bullying as an intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. To address the bullying issue at school, Edison has implemented the Edison Peer Protection Program. Each nine weeks all students will fill out an anonymous survey that asks specific questions about bullying incidents happening at school. Students can list themselves and/or others as either exhibiting bullying behaviors or being the victim. The counselors and/or administration will meet with students that have been listed numerous times on the survey, either as a bully or victim. School counselors can answer any questions or concerns about this program.

### **POSSESSION OF A WEAPON**

- A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.
- Criminal charges may be filed for this violation.

- Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student, other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.
- State law may require that a student be expelled from school for a period of one (1) year if she/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:
  - A...any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or other devices that can be converted into such a destructive item
  - B...any cutting instrument consisting of a sharp blade fastened to a handle
  - C...any similar object that is intended to invoke bodily harm or fear of bodily harm.

#### **RACIAL SLURS**

**Possible Consequences:** Contact parents, 2 days A.E.P. or Out of school suspension

#### **SEXUAL HARASSMENT**

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District. **Sexual and other forms of harassment will not be tolerated.**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic. The harassment by a student of a staff member or fellow student of this District or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, student, or third party will be subject to discipline in accordance with law and the Code of Conduct.

#### **SMOKING OR POSSESSION OF SMOKING MATERIALS**

**Possible Consequences:** A.E.P. or Out of school suspension

#### **STUDENT HAZING**

- The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board employee shall encourage, permit, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.
- Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.



- Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately.
- Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

### **TRUANCY**

**Possible Consequences** 2-5 days A.E.P., Saturday School, Possible Court Action

### **TARDINESS TO SCHOOL**

- 4<sup>th</sup> tardy=1 day of detention, regardless of notes
- 5<sup>th</sup> tardy=2 days of detention, regardless of notes
- 6<sup>th</sup> tardy=3 days of detention, regardless of notes
- 7<sup>th</sup> tardy =4 days of detention, regardless of notes
- 8<sup>th</sup> tardy and any additional tardies will result in mandatory Saturday School, regardless of notes, to make up time (if student does not show up for Saturday School, A.E.P. will be issued)

### **USE OF AN OBJECT AS A WEAPON**

- Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc.
- Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

### **VANDALISM**

Willful marking or defacing any part of the building or destroying school or personal property is the joint liability of student and parent.

**Possible Consequences:** Persons responsible will pay for the repair or replacement of damaged property, may be assigned Detention, A.E.P., may be Suspended, Expelled and/or Prosecuted

### **ZERO TOLERANCE**

Perry Board of Education has zero tolerance of violence, threatening to commit an offense of violence, disruptive or inappropriate behavior, and excessive truancy by its students. The scope of a school district's jurisdiction is expanded by Senate Bill I to include student misconduct that occurs off school property but has connection to the school (R.C. 3313.661)

## **GENERAL SCHOOL INFORMATION**

### **BOOK BAGS**

Book bags may be used to carry books and supplies to and from school. Book bags/messenger bags/canvas bags/athletic bags/back packs etc. are not to be used to carry books or supplies during school hours. Students must carry their books to and from class.

### **BAND AND CHOIR REQUIREMENTS**

The following is a tentative list of performances for all 7<sup>th</sup> and 8<sup>th</sup> grade band and choir members for the school year. All of these events are mandatory for the students involved. Students in band will be graded each nine weeks on their playing ability. However, these performances account for a large portion of their grades in both band and choir. Failure to attend a performance could result in an F for the nine week period. The music programs at Edison Middle School focus on building a team of musicians, and without everyone's commitment and responsibility, our teams cannot be successful.

Choir Fall Program  
Band/Choir Winter and/or Holiday Programs  
Middle School Solo / Ensemble Contest  
Middle School Large Group Contest  
Bands-in-the-Round  
Spring Choir Show

### **BICYCLES**

Bicycles may be ridden to school with the consent of the parents. They must be parked in the designated areas in the bicycle racks provided. Locks are suggested.

### **BRING YOUR OWN DEVICE (BYOD)**

Perry Local Schools permits students to bring their own Internet connected devices to school.

- In order for the Perry Local School District to supervise student use of the computer network and the Internet, the Acceptable Use Policy must be read and the Student Technology Acceptable Use Policy Guideline Agreement form must be signed by all students who want to have access to educational resources. Parents/guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the Perry Local School District.
- Students may use devices that fall into the following categories: (1) laptops, (2) netbooks, (3) tablets, and (4) e-Readers. In some instances, teachers may allow cell phones/smartphones to be used.
- Perry Local Schools provides a wireless network which students may connect to while using their devices in the building. Additionally, students may use an Internet connection from an outside provider. In this case, the family will be responsible for any expense incurred using this type of Internet connection.
- Providing a padded bag or protective sleeve is suggested. This will provide more protection for the day to day use of these computing devices. A headset with microphone will be useful when accessing a website with audio and/or video. Please be aware that while carrying a computer in a bag from class to class, no books or other non-technology supplies may be stored in the bag.

Students and/or their families are responsible for their personal computing devices at all times. Perry Local Schools does not have the technology support staff to repair or update personal computing devices.

- Families must stress the responsibilities their children have when bringing their own computing devices to school. Any devices students bring to school are their sole responsibility. Perry Local Schools takes no responsibility to search for lost or stolen devices nor is there any assumption of financial responsibility by Perry Local Schools for damaged, lost or stolen personal computing devices.
- Students may use their electronic devices in class as instructed by school personnel. It is not expected that a teacher will need students to bring electronic devices every day. Students may use their electronic devices during study hall, lunch period, and when in the Media Center as permitted by school personnel.
- Students will have access to their "Z" drives no matter where they are working. Access to the "Z" drive is available by using the "Z: Drive Access" link under the "Quick Links" section on the school website. Students may also save their work in Google Docs.  
Students are not permitted to have their headphones/earbuds in when moving through the hallways.
- Students are not permitted to use social media during school hours, unless given special permission by a staff member.
- Listed in the table below are the devices and uses during school hours.

Location	Computer Device	Mobile Phone	eReader
Classroom	As directed by staff	As directed by staff	As directed by staff
Hallways	No	No	No
Study Halls	As directed by staff	As directed by staff	As directed by staff
Lunch Period	Yes	Yes	Yes
Library	As directed by staff	As directed by staff	As directed by staff
	Note: For educational activities	Note: Use only for educational activity, as an MP3 player, or as an eReader	Note: For educational activity or student personal time

### **BUS TRANSPORTATION**

- The Perry Local Schools has a bus coordinator, Mrs. Mitzi Wagner, who has the responsibility of all transportation in the school district. Mrs. Wagner can be reached at the bus garage at 330.477.1300.
- Bus pickup (AM) and departure point (PM) **must be the same**. If you wish to have your child picked up or dropped off at a different location on a five-day, regular schedule, it will be necessary to complete a special request form. These requests must have the approval of the transportation office. Emergency situations should be handled through the principal's office.
- The student is under the direct supervision of the bus driver. He/she has the same authority as a teacher. Misbehavior will be referred to the assistant principal.

- Students must load and unload at assigned stop.
- The driver may assign students permanent seats.
- All school rules and the Student Code of Conduct apply while students are on the bus. Failure to follow these rules will result in disciplinary action, as well as denial of bus riding privileges. Riding the bus is a privilege and must be regarded as such.
- Students are to remain seated until they arrive at their bus stop.
- Eating, drinking, and littering are not permitted on the bus.
- Students desiring to ride any other bus must present a written note from the parents or call and speak to the secretary, so a bus pass may be issued. Bus passes will be issued in the main office.
- Hands and heads are to be kept inside the bus.
- Nothing is to be thrown from the bus at any time.
- Students may engage in quiet conversation. This may be regulated by the bus driver. Excessive noise creates a safety hazard.
- Students are to use acceptable language at all times.
- Students are not to damage the seats or any part of the school bus or school property.

#### **CAFETERIA**

- We are very proud of our lunch/breakfast program. Balanced meals are provided daily. A breakfast and lunch menu for the month is available online and in the office. Students who choose not to buy their lunch may pack.
- The cost for a school lunch is \$2.50.
- The cost for a school breakfast is \$1.25
- Students will get a breakfast bag and drink in the cafeteria prior to going to their locker. School provided breakfast may be eaten in the classroom during homeroom time.
- Reduced and free lunches are available to those families that qualify. An application must be completed by parents(s) or guardians(s) and turned in to the office. Students who qualify for a free lunch also receive a free breakfast. Students who qualify for the reduced lunch will pay \$.40 and the reduced breakfast is \$.30.
- Our school operates on a "closed noon hour" during which students are not permitted to leave school.
- School meals must be paid for in one of the following ways: cash, checks made out to Edison Middle School or by depositing money into the student's account.
- PayForIt.net is now available for families to deposit money on their child's account for meals via the Internet 24 hours a day, 7 days a week. By logging onto [www.PayForIt.net](http://www.PayForIt.net), you can easily:
  - Set up an account
  - Deposit money at your convenience
  - Set e-mail reminders to notify you when your child's account gets low
  - Set up recurring payments
  - Check your child's account balance at no cost
  - Request an activity report so you can see what your child has purchased in the previous 30 days

You may set up a single account that can include all children in your family. If you choose to put money on your child's account using <http://www.payforit.net/>, the company will charge a processing fee per transaction. Once money is put on your child's account, it will typically appear within 24 hours. If you have any questions about the new system, please contact the Food Service Director.

### **CHURCH RETREATS**

Students who wish to attend a church retreat without a parent/guardian must complete the following procedure.

- Prior to the absence, the school must have proper documentation from the parent/guardian and a letter on church stationery with anticipated days of absence and nature of the event.
- The letter must be signed by the minister or church designee.
- Students will be expected to make up their work missed.

### **CLINIC**

- The school clinic is for students who receive minor injuries or become ill during school hours.
- The clinic is to be used only as a temporary measure in helping students feel better. The privilege should not be abused.
- The school may administer no more than immediate first aid.
- In case of illness or an accident of a more serious nature, the school will notify the parent/guardian. Parents/guardians may be asked to pick up or to make arrangements for him or her to be taken home.
- If necessary, parents/guardians may be asked to give permission for an ambulance to take the student to a hospital.  
If the school cannot reach the parent/guardian or an emergency number, the school will decide what course of action will be taken to care for your child. If this procedure is not acceptable to the parent/guardian, he/she should discuss the concern with the principal.

### **COMMUNICATING WITH A TEACHER**

If you wish to speak to a teacher during the school day, please call the school or you can e-mail them. Please go to Edison's Website and locate their email address under staff.

### **COMPUTER USAGE**

- Students must have a signed Acceptable Use Policy on file in order to use the computers or school laptops.
- Students must ask permission before printing.
- The computers are constantly monitored. Any student who is in or trying to get in an inappropriate site may have his/her computer privileges suspended.

### **CONCEALED WEAPONS**

All schools and school property are gun-free zones. This includes a school safety zone of the area within 1,000 feet of the boundary of a school building or school premises. No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone, except for authorized personnel ORC 2923.122, 2929.1212.

### **DROPPING COURSES**

Students must remain with initial schedules during the first two weeks of school. Students may drop a semester course before the end of the sixth (6<sup>th</sup>) week of the course and may drop a full year course up to one (1) week past Fall parent/teacher conferences. Courses dropped after the deadline will carry a final grade of "F" unless there is a conference and mutual agreement with the principal, counselor, teacher, and parent/guardian.

### **Changing Courses After the Semester Begins**

If students change from one (1) course to another course in the same academic area, the grade to date will be averaged into grades in the new course. The student will get the grade earned considering both the former course grades and new course grades.

### **EMERGENCY BUILDING PROCEDURES**

Emergency drills are held at various times of the school year. Such drills are required for the safety of all students and school personnel. It is necessary for students to follow the pre-determined directions as quickly, orderly, and quietly as possible. Individuals who jeopardize the welfare of others during the fire drill session will be disciplined appropriately.

- **FIRE DRILL**-The Fire alarm will be activated. Walk silently to the nearest exit and leave building. Follow classroom teacher directions at all times.
- **TORNADO DRILL**-An announcement will be made for a tornado drill. Walk silently to the designated areas and take appropriate cover. Follow classroom teacher directions at all times.
- **EMERGENCY EVACUATION DRILL**-If the emergency is of such a nature that the surrounding area is in danger, a Code Red Evacuation will be activated. The principal will announce the evacuation and give specific directions. The plan may include walking/busing to an alternate site. Follow classroom teacher directions at all times.
- **LOCKDOWN DRILL**- If an announcement is made calling for lock down realize a potential emergency exists and the building security plan will be implemented. Follow all classroom teacher directions at all times.

### **EMERGENCY MEDICAL AUTHORIZATION**

Perry has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The School has made the form available to every parent at the time of enrollment as well as providing a new form for every student at the start of the school year. Failure to return the completed form to the school may jeopardize a student's participation in certain activities.

### **END OF YEAR AWARDS**

Various awards will be given out at our End of the Year Awards Program. These awards include but are not limited to:

- Highest Honors-All A's each grading period
- Honor Roll-Must be on the Honor Roll for the first three grading periods
- Merit Roll-Must be on the Honor Roll and/or Merit Roll for the first three grading periods
- Perfect Attendance-No tardies or absences all year
- Good Attendance-Two or less absences/tardies all year)
- Junior Teen Institute Participation
- Choir Awards
- Band Awards
- Art Awards
- Power of the Pen
- 7<sup>th</sup> Grade Math Team
- Academic Challenge Team
- Gateway Awards
- Geography Bee
- PE Awards

- Archie Griffin OHSAA Award
- OHSAA Award of Excellence
- Courage and Heart Award
- Pawsitive Panthers
- Outstanding Boy and Girl in Each Community
- Most Improved Boy and Girl in Each Community

### **EQUAL OPPORTUNITY**

Edison Middle School will comply with Title IX, the Equal Opportunity Act. If questions arise, school counselors are to be notified or the Director of Curriculum and Instruction who is the Title IX Coordinator.

The Board of Education declares it to be the policy of this District to provide equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

### **EXTRA-CURRICULAR ACTIVITIES**

WHEREAS, the Ohio General Assembly passed, in 1997, Ohio Revised Code 3313.535 which, among other things, requires Boards of Education of Ohio's public schools to adopt policies establishing a minimum grade point average which students must attain and a pass/fail policy as a prerequisite to participating in interscholastic extra-curricular activities sponsored by the school district; and WHEREAS, this Board of Education recognizes the values associated with and gained as a result of participation in those interscholastic extra-curricular activities; and WHEREAS, this Board of Education further recognizes the incentives which participation in interscholastic extra-curricular activities provide to students to achieve success in the classroom; NOW, THEREFORE, BE IT RESOLVED, that in order to be eligible to participate in any interscholastic extracurricular activities, students must meet the following requirements:

- A student enrolling in the 7<sup>TH</sup> grade for the first time will be eligible for the first grading period regardless of the previous academic achievement.
- A student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.
- Students who are enrolled in a member 7- 8<sup>th</sup> grade school for the 2012-2013 school year will be required to pass a minimum of five courses of all subjects taken in the preceding grading period.
- For students taking just five courses there will be no margin for error as failing even one course will cause a student to be ineligible for a grading period. Please keep in mind that all subjects in which the student will receive a grade or a P/F or S/U will count. Thus, if a student is taking three electives in a grading period, each of the grades in those subjects would count toward this standard.
- Summer school grades earned may not be used to substitute for failing grades from the preceding grading period of the regular school year.

### **FIELD TRIPS**

Field trips are correlated to classroom educational experiences. Parents/guardians will be informed concerning the dates and destinations of trips on a permission slip. Parents/guardians should sign and return this slip to the school acknowledging the fact that you are aware of the trip and have no reservations pertaining to your child's participation. If a fee is charged for entrance into a facility that the students are visiting, parents/guardians may be asked to pay the admission.

### **GRADING**

A letter grade for the nine (9) weeks at grade levels will be assigned to indicate the level of student progress in each subject. The grading criteria for the Perry Local School District is as follows:

Grade		Percentage Grade Distribution
A	4.0	94-100
A-	3.7	91-93
B+	3.3	88-90
B	3.0	84-87
B-	2.7	81-83
C+	2.3	78-80
C	2.0	74-77
C-	1.7	71-73
D+	1.3	68-70
D	1.0	64-67
D-	0.7	61-63
F	0.0	60

For an all year course, students must average to a passing grade at the end of the year and must have at least one passing grade in the second semester. For semester courses, students must average to a passing grade at the conclusion of the course.

### **GUIDANCE OFFICE**

School Guidance Counselors are available throughout the day to meet with students when arrangements can be made. When students wish to see their counselor, they must fill out a guidance slip and place it in the locked box (to maintain confidentiality) located in front of the guidance department in the main hallway. Slips are available in study hall, the LRC and the office. The counselors will send for the students as soon as they are available. Students should not be in the Guidance Office unless they have been sent for during that mod or have a pass from their counselor or teacher.

### **HONOR/MERIT ROLL**

Students will be recognized each grading period for achieving academic success. Those students whose grade point average falls between 3.5 and 4.0 will be placed on the Honor Roll. Those students whose grade point average falls between 3.0 and 3.49 will be placed on the Merit Roll. These students deserve special recognition and the lists will be posted on the Edison website.

### **IMMUNIZATION REQUIREMENTS**

In order for a student to be admitted to school, parents must submit satisfactory evidence that immunizations are completed. The nurse will check to make sure records are up to date. The Ohio Law presently requires:

- 5 DPT
- 4 Polio
- 3 Hepatitis B
- 2 MMR
- 1 TDAP
- 1 Meningococcal



Immunizations can be obtained from your family physician. Free immunizations are available through the Stark County Health Department.

### **INCOMPLETE GRADES**

A student who has an incomplete on his/her final report card fails the course if the incomplete is related to not completing a course requirement. Incompletes become an "F" if not completed within the parameters of the attendance policy (one day for each day missed) unless extraordinary circumstances are present and noted by the principal. For final averages, incompletes must be completed by one week following the end of the grading period unless special circumstances exist. The principal has the discretion to extend this deadline at the end of a grading period or at the end of the year.

### **INTERNET/STUDENT NETWORK ACCEPTABLE USE AND SAFETY POLICY**

The Perry School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational material and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

**Students must have an Acceptable Use Policy on file in the school office.** The Acceptable Use Policy can be downloaded from the Edison website.

If any user violates this Policy and Agreement, the student's access will be denied or withdrawn and she/he may be subject to additional disciplinary action. Please read through the provisions listed below.

#### **PERSONAL RESPONSIBILITY**

Students will follow the rules in the AUP and will report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

#### **PURPOSE AND USE**

The school district is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person/s designated by the school to help decide if a use is appropriate.

#### **NETIQUETTE** - All users must abide by rules of network etiquette, which include:

- Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
- Be safe. In using the computer network and Internet, do not reveal personal information including your home address and telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the Internet, if you are under 18, without parental permission,

and regardless of age, in a secluded place or a private setting. Among uses that are considered unacceptable and constitute a violation of this Policy and Agreement are:

- Do not be offensive to others. Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.
- Do not violate the law or encourage others to violate the law. Don't transmit offensive harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's Student Code of Conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit-confidential, trade secret information, copyrighted materials. Even if the materials on networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the material to use them.
- Do not cause harm to others or damage their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojans, time bombs, or other harmful programming or vandalism.
- Do not jeopardize the security of student access and the computer network or other networks on the Internet.
- Do not access controversial or offensive materials. 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/she she should report such use to the person designated by the school.
- Do not make commercial transactions. Students may not sell or buy anything over the Internet. Do not give others private information about yourself or others, including credit card and social security numbers.

#### **PRIVACY**

Network and Internet access is provided as a tool for your education. The Perry Local School district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

#### **FAILURE TO FOLLOW POLICY AND BREACH OF AGREEMENT**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Acceptable Use Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's tenure in the school district. A user breaches his or her

Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may take other disciplinary action.

#### **□ WARRANTIES/INDEMNIFICATION**

The school district makes no warranties of any kind either expressed or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent/s or guardian/s arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. Users take full responsibility for their use, and the user who is 19 or older or, in the case of a user under 18, the parent/s or guardian/s are agreeing to indemnify and hold the school, the school district, the data acquisition site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user/s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is minor, the user's parent/s or guardian/s agree to cooperate with the school in the event the school's initiating an investigation of a user's use of his or her access to its computer the Internet, whether that use is on a school computer or on another/s outside the school district's network.

#### **LIBRARY/LRC (LEARNING RESOURCE CENTER)**

- Edison's LRC provides a quiet area in which students may engage in recreational reading or research.
- Students will receive their library cards at the beginning of the year. If students lose their library card, they will be required to pay for a new card.
- Students will be allowed to visit the library when they are scheduled for study hall or when assigned by a classroom teacher.
- Fines are assessed on overdue materials.
- Students are to return materials on time so that other students or staff members may have access to them.
- Materials in the library belong to the school. Students are expected to take care of them. If they are damaged or lost, the student will be charged.

#### **LOCKERS**

- Each student is assigned a locker with a built in combination.
- In most cases, students will share a locker with one other person.
- It is the student's responsibility to keep the locker clean.
- **Lockers are school property and therefore the school has the right to inspect them.**
- Locker combination should not be shared with others.
- Wall and locker posters are prohibited unless cleared by principal.

#### **LOST AND FOUND**

Students are encouraged to print names in or on clothing, shoes, supplies and personal belongings to help ensure safekeeping. If items are found in the school, they will be placed in the lost and found.

### **MAKE -UP WORK**

When absent, the student must assume responsibility for finding out what work has been missed and make up all work. When students are absent, there will be allowed one, (1) day to make-up their work for every day they were absent.

### **MEDICATION**

Below is a summary of the regulations that must be followed for school officials to dispense medication.

- For the purpose of this policy, medication shall include all oral medicines considered prescription or over-the-counter that are prescribed by a physician.
- Medication not prescribed by a physician may not be administered by school personnel. This includes cough drops.
- Students are **not** permitted to self-carry over-the-counter medicine. In order to take over-the-counter medication at school, it must be prescribed by a physician according to the process below and locked in the school office.
- Before administering medication, the principal must receive a complete copy of the form requesting that medication be administered to the student. Forms are available in the school office or can be downloaded from the Edison website under the parents/forms tab.
- The form/request must be signed by the physician and parent. The following information must be completed:
  - The student's name and address
  - The school and class in which the student is enrolled
  - The name of the drug, the dosage, the time and interval in which it is to be administered
  - The date the administration is to begin and end
  - Any severe adverse reactions should be reported
  - Any special instructions of administering the drug, such as storage requirements or sterile conditions
- Do not transport medication on the bus
- Medication must be received in the original container from the doctor or pharmacist

### **PEER MEDIATION**

- Mediation is an effective way to help people resolve problems. The role of the mediator is to assist the disputing parties in settling their differences. A mediation holds no one right or wrong, no one guilty or innocent. The mediator remains neutral, and observes the situation, and offers a guide to conflict resolution.
- Mediation requires that disputing parties meet to discuss their differences. Once those differences have been put into words the disputing parties can begin to understand each other's point of view. It does not necessarily mean that the two parties will agree immediately, but with that understanding and the help of the mediator, the conflict can be resolved.
- The atmosphere for a mediation encourages the parties involved to determine their own course of action.
- With the help of the mediator, the solutions to conflict are found by the parties themselves, unlike in a formal court hearing where the judge and jury determine guilt or innocence and impose punishment. This is an optional process. The mediation process is non-judgmental. The goal of mediation is successful conflict resolution.

**PHYSICAL EDUCATION**

All students are required to participate in Physical Education class unless excused by documented medical reasons. Violations of the excuse rules will result in failure. The full semester must be completed to gain credit. Appropriate dress, as determined by the teacher, is required.

**SCHOOL PROPERTY SEARCH**

Administrators reserve the right to search students, their backpacks, and their lockers when necessary for the maintenance of the educational process or to protect the health, safety, and welfare of the other students and school personnel.

**STUDENT MOVING INTO THE DISTRICT:**

Grading will be calculated using the chart below to convert grades for students who move into the district. Teachers/counselors should confer with the building administrator when concerns or questions exist.

A	=	96%
A-	=	92%
B+	=	89%
B	=	86%
B-	=	82%
C+	=	79%
C	=	76%
C-	=	72%
D+	=	69%
D	=	66%
D-	=	62%
F	=	60%

**STUDENT RIGHTS OF EXPRESSION**

In accordance with Board policies 5722 and 9700, students have the right, protected by the First Amendment of the U. S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unauthorized written material, petitions, buttons, badges, or other insignia, except which:

- is obscene to minors;
- is libelous;
- is pervasively indecent or vulgar
- advertises any product or service not permitted to minors by law;
- constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion, or ethnic origin)
- presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities
- is a violation of school regulations, or the commission of an unlawful act

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

Any student wishing to distribute or display unauthorized material must first submit for approval a copy of the material to the principal twenty- four (24) hours in advance of desired distribution/display time, together with the following information:



- No major make-up tests will be given to the student within the first three days following an extended vacation.
- This policy shall not include the last week of either semester when he/she will definitely be expected to be in attendance (This means student days of attendance.)
- A student who uses Vacation Policy and does not go with a parent or grandparent will receive zeros for all the days missed. These days will be treated the same as suspension days. They will not count against the student towards the attendance policy.
- All teachers must be notified.
- The vacation cannot be more than five school days.

**WITHHOLDING OF GRADE CARDS**

All grade cards of students who either owe fines, fees, or for damages to school property, or for lost materials for which you are responsible, will be withheld until the debt is paid. The same is true of yearly credit. OHIO R.C. 3313.642.