

Student/Parent Handbook 2020 - 2021

South Range Middle School
Grades 5 through 8
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Principal – Mr. Dan Szolek
Counselor – Mrs. Brenda Petit
Secretary – Mrs. Katie Toy

This school handbook book belongs to:

Name: _____ **Grade:** _____

Homeroom: _____ **Locker #:** _____ **Bus #:** _____

Acknowledgement of Handbook Receipt/Review

I have received a copy of the South Range Middle School handbook for 2018-19. I understand the handbook contains information my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this planner.

Name of Student: _____ Date: _____

Signature of Student: _____ Teacher: _____

Signature of Parent/Guardian: _____

**SOUTH RANGE LOCAL SCHOOL DISTRICT
SCHOOL CALENDAR 2020-2021**

August 2020	Teacher Prof. Dev. Flex Days (2) (August 1 – 20)
August 21, 2020	District In-Service Professional Day-<u>No Classes</u>
August 24, 2020	First Day of Classes
August 31 – September 7	Fall Break/Labor Day – <u>No Classes</u>
September 8, 2020	Classes Resume
October 8, 2020	Conference Night
October 9, 2020	Teacher Professional Development Day – <u>No Classes</u>
October 30, 2020	End of First Grading Period
November 25, 2020	Compensatory Day – <u>No Classes</u>
November 26-27, 2020	Thanksgiving Recess – <u>No Classes</u>
November 30, 2020	Teacher Professional Development Day – <u>No Classes</u>
December 1, 2020	Classes Resume
December 23 - January 1	Winter Recess
January 4, 2021	Classes Resume
January 18, 2021	Martin Luther King Jr. Day – <u>No Classes</u>
January 22, 2021	End of Second Grading Period
February 11, 2021	Conference Night
February 12, 2021	Compensatory Day-<u>No Classes</u>
February 15, 2021	President’s Day-<u>No Classes</u>
February 16, 2021	Classes Resume
March 26, 2021	End of Third Grading Period
April 2 – April 9	Spring Break
April 12, 2021	Classes Resume
May 31, 2021	Memorial Day – <u>No Classes</u>
June 4, 2021	End of the Fourth Grading Period/Semester
June 4, 2021	Last Day of Classes
June 5, 2021	Commencement
June 7, 2021	Teacher Report Day

First 9 Weeks	–	43 Days
Second 9 Weeks	–	47 Days
Third 9 Weeks	–	43 Days
Fourth 9 Weeks	–	43 Days
Total Instructional Days	-	176 Days

Calamity make-up days may be added at year’s end

What is a Middle Schooler?

**“What is a middle schooler?
I asked one day.
I knew what they were.
But, what should I say?”**

**They’re noise and confusion.
They’re silence that is deep.
They’re sunshine and laughter.
Or a cloud that will weep.**

**They’re swift as an arrow.
They’re a waster of time.
They want to be rich
But, can’t save a dime.**

**They’re rude and nasty
They’re polite as can be.
They want parental guidance.
But, fight to be free**

**They’re aggressive and bossy.
They’re timid and shy.
They know all the answers.
But, still ask why.**

**They’re awkward and clumsy.
They’re graceful and poised.
They’re ever changing.
But, don’t be annoyed.**

**“What is a middle schooler?”
I asked one day.
They’re the future unfolding.
So do not stand in the way.**

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I. School Day

A. Normal/Two-Hour Delay Bell Schedules

7:39	Entry Bell
7:47	Warning Bell
7:50	Tardy Bell/Announcements

Grades 5&6

1 st Period	7:50 – 8:50
2 nd Period	8:50 – 9:50
3 rd Period	9:50 – 10:50
4 th Period	10:50 – 11:50
5 th Period	11:51 – 12:21 (Lunch)
6 th Period	12:23 – 1:09
7 th Period	1:11 – 1:57
8 th Period	1:59 – 2:45

Grades 7&8

1 st Period	7:50 – 8:42
2 nd Period	8:45 – 9:37
3 rd Period	9:40 – 10:32
4 th Period	10:35 – 11:27
5 th Period	11:30 – 12:00 (Lunch)
6 th Period	12:03 – 12:55
7 th Period	12:58 – 1:50
8 th Period	1:52 – 2:45

Two-Hour Delay Bell Schedule

9:39	Entry Bell
9:47	Warning Bell
9:50	Tardy/Announce
1 st Period	9:50 – 10:27
2 nd Period	10:29 – 11:04
3 rd Period	11:07 – 11:37(Lunch)
4 th Period	11:40 – 12:15
5 th Period	12:17 – 12:52
6 th Period	12:54 – 1:29
7 th Period	1:31 – 2:06
8 th Period	2:08 – 2:45

B. Morning Arrival

1. After arriving at school, you are not permitted to leave the grounds without permission from the office. A student arriving at school before 7:39 a.m. will go to the cafeteria and quietly remain there until entry bell. Please be aware that supervision of students begins at 7:30 a.m.
2. At the 7:39 a.m. bell all students should go to their lockers, get all books needed for morning classes, then go to their first period class. A warning bell will ring at 7:47, indicating that students have three minutes to get to their homeroom. The tardy bell will ring at 7:50 a.m. Students should be quiet for the taking of attendance, lunch count, announcements, and the start of class. Students are not to loiter in the halls or restrooms.
3. Morning announcements and 1st period will begin at 7:50 a.m.
4. Students are encouraged **not** to walk or ride bikes due to safety concerns.

C. Permits and Passes

1. All students should follow their schedules and arrive in the assigned classes at the appropriate time. If you are somewhere other than your assigned class, the teacher of your assigned class should be notified of your whereabouts. Teachers meeting with students should provide them with a signed pass showing the name of the student, date, time, and destination.
2. Hall Pass -- When a pupil wishes to go to an area of the building, other than that to which he/she is assigned, the student must use a hall pass at all times. The teacher/staff member responsible for the student must issue the hall pass. Any student in the hall without a pass will receive a detention.

D. Evening Dismissal

1. Students will be dismissed by the teachers and leave the building by the appropriate doors. Traffic through the doors must be orderly with no running, pushing, or shouting. Once outside, students must not run to the buses or to cars. In the front of the school, sidewalks are provided for your convenience and you are expected to stay on them. All students will exit from the front main doors. Students who are picked up after school **MUST** have a pass from the office. Students whose names are called over the P.A. should **ALWAYS** report to the office before leaving the building. Bus riders will be dismissed at 2:40 p.m. Students riding home with parents or approved individuals will be given their passes just prior to the dismissal of those students riding the bus.
2. If you stay after school for a meeting, event, or a special task, go directly to the assigned area. There must be a teacher or advisor to supervise all after-school activities. Should a student desire to re-enter the building after school is dismissed, he or she should report to the office. The building will be closed at 3:15 p.m. except for co-curricular activities.

II. Attendance Information

House Bill 410 Requirements

It is important for every student in Ohio to attend school every day. Regular school attendance is an important part of a student’s overall academic success. Excessive absences can interfere with a student’s yearly progress and ability to master the knowledge and skills necessary to graduate, prepare for higher education and/or enter the workforce.

To promote academic success for all students, South Range Local School District will partner with students and their families to identify and reduce barriers to regular school attendance. The district will continue to utilize a continuum of strategies to help reduce student absence including, but not limited to:

- Notification of student absence to the parent/guardian
- Development and implementation of an absence intervention plan
- Parent education
- Counseling
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy (if applicable)

With the approval of House Bill 410, Ohio schools are *required* to update district policies and procedures to reflect a change in absence calculation from days to hours and to define/monitor the following absence thresholds:

1. “Habitual Truancy” - defined as:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse;
 - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. “Excessive Absences” - defined as:
 - a. Absent 38 or more hours in one school month *with or without* a legitimate excuse; or
 - b. Absent 65 or more hours in one school year *with or without* a legitimate excuse.
3. “Chronic Absenteeism” - defined as:
 - a. Missing 10% or more of the school year for any reason.

	Consecutive Hours	Hours/School Month	Hours/School Year
Habitual Truancy	30 Without legitimate excuse	42 Without legitimate excuse	72 Without legitimate excuse
Excessive Absences		38 <i>With or without</i> legitimate excuse	65 <i>With or without</i> legitimate excuse
Chronic Absenteeism			10% <i>With or Without</i> legitimate excuse

When a student is habitually truant, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make 3 meaningful attempts to secure the participation of the student’s parent/guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;

3. Within 14 school day after the assignment of the team, the district will develop the student's absence intervention plan; and
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parent/guardian in writing within 7 days of the triggering absence;
2. The student will follow the district's policy for addressing excessive absences; and
3. The district may refer the student and family to community resources as appropriate.

*A district does not have to wait for a student to trigger the Chronic Absenteeism threshold to offer support to the student and his/her family.

A. Excused Absence

Regular attendance is necessary for successful school work.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- 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 four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.
- H. such good cause as may be acceptable to the Superintendent

B. Family Vacations

Upon written request from the parents, students may be excused from school for a reasonable period of time to participate in a family vacation or educational tour when such a trip is approved by the principal. Absences accrued will be considered when determining to excuse vacation requests and students are responsible for completing all work to be missed. A "vacation request form" must be completed by the student at least five (5) days prior to the beginning of the requested vacation. When possible, please schedule family vacations around the school calendar.

C. Field Trips

School sponsored and/or approved field trips are considered days of attendance.

D. Parent/Student Procedures for Absences

To help the school comply with these procedures, we are asking parents to contact the school when a student will be absent or arriving late due to a medical appointment. Please call the Attendance Office/Absence Call-Off number, **330-549-4085**, between 7:30 a.m. and 8:20 a.m. to report an absence or late arrival. Upon returning to school, please present a written excuse to the attendance secretary. Please ensure that the excuse is signed by a parent or guardian, dated, and states a reason for the absence. If you do not call to report an absence, the school must call home to verify the absence. Should the absence fail to be verified by phone or parent note, it will be considered a truant absence.

Parent Project - Contributing to Delinquency of a Minor

Parents of a truant student may be assigned to the Parent Project in Mahoning County for a period of weeks for failing to comply with compulsory Ohio attendance laws. Attendance in the Parent Project is mandatory. Failure of the parent to attend and complete the program may result in a complaint of Parental Educational Neglect being filed in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined up to \$250.00 and may be incarcerated up to 30 days in the Mahoning County Jail. A truant student as defined in this section is a habitually truant student as defined in the Ohio Revised Code Section 2151.001 (A)(17) which states “any child of a compulsory school age is absent without legitimate excuse for absence from the public school the student attends for five or more consecutive school days, seven or more school days in one month, or twelve or more school days in a school year.”

Parental Education Neglect

No person who is required to attend a parental education or training program pursuant to a policy adopted under division (A) or (B) of section 3313.663 of the Ohio Revised Code shall fail to attend the program. Whoever violates this section is guilty of parental educational neglect, a misdemeanor of the fourth degree.

E. Tardy to School/Class

Definition of Tardy: missed class time during the beginning or the end of the school day. Students arriving tardy to school are to report to the office and provide an excuse, written by the parent or guardian, stating the reason for the tardy arrival. Students must sign in and receive a pass to enter class. A parental note or call does NOT excuse the tardy, it only verifies that a student is late and not truant. Only tardiness involving doctors/dental appointments, court appearances, funerals or other verifiable emergencies will be considered an “excused tardy” and will not be counted when disciplinary action due to tardiness must be taken. Excessive tardies to school/class will be referred for possible court actions. **Students arriving between 7:50 and 9:20 a.m. will be marked as tardy. Any accumulation of time out of class beyond 90 minutes will be marked as a half day absence. Students leaving within 90 minutes of the dismissal bell will be considered tardy – p.m.** A parent/guardian or designated person bringing a student to school late does not have to come into the office with the student. The student can enter the building, report to the office, sign in, get a pass and report to class.

During each nine-week grading period, a student may accumulate three (3) tardies (unexcused) without penalty. All subsequent tardies will be subject to the following discipline schedule:

- 4th – 6th Tardy: Lunch Detention or Before/After School Detention
- 7th – 9th Tardy: ALC and/or Loss of Privileges
- 10th Tardy: ALC and referral to School Resource Officer

F. Homework When Absent More than One Day

On the second day of absence, parents can call the school office **before 8:30 a.m.** to request homework to be sent home (330-549-4071). Assignment sheets will be sent around to teachers,

and parents are requested to pick up the books and work after 2:00 p.m. in the office. **Parents are not to go to the classroom.** Homework can be requested for every second day of absence. If parents know that a student will be out for an extended period of time, parents need to make arrangements with teachers to return completed work in order to receive additional assignments during the time out of school.

G. Medical Appointments During School Hours

When scheduling doctor, dentist, orthodontist, or other medical appointments during the school day, please understand that if the student returns to school before 9:20 a.m. or does not leave until after 1:15 p.m., their attendance will not be affected as long as medical verification validates such appointments. Students absent from classes beyond ninety minutes will be recorded as an excused half day absence. A parent/guardian or designated person returning a student to school after an appointment does not have to come into the office with the student. The student can come to the office, sign in, and obtain a pass to class.

H. Illness At School

1. Obtain permission from classroom teacher to go to the office.
2. If the injury is considered serious, the nurse will make every attempt to contact the parent.
3. Students must be picked up by a parent/guardian or designee of the parent/guardian. It is the responsibility of the parent/guardian or designee to come to the office and sign out the student. This is the law and it is intended for the safety of the child.
4. The nurse will contact parents with illness concerns. Students are not to use cell phones or make their own arrangements concerning illness.

I. Injury At School

If you are injured coming to school or at school you should report to the office immediately to see if first aid treatment is necessary. If the nurse cannot treat the injury, parents will be called. A student will not be sent to the doctor or hospital without the parent's authorization, except under an extreme emergency. The nurse is the primary contact for all illness or injury situations at school.

J. Leaving Early From School

Students who must leave school early are asked to follow these guidelines:

1. Bring a dated, written request from your parent or guardian and present it to the office upon arrival at school and obtain a permission slip
2. Show the permission slip to your classroom teacher at the beginning of the period from which you will be leaving
3. Return slip to office and wait to be picked up by parent/guardian or designee

Students leaving early must be picked up by a parent or guardian (a designee will be permitted to pick up a student per written request of the parent/guardian). Parents/guardians or designees must come to the office and sign the student out. Students will not be permitted to ride home with older brothers, sisters, a relative, friend or neighbor unless a signed note or verification by phone from the parent/guardian is provided.

K. Attendance and Extra-Curricular Activities

In order to participate in extra-curricular activities on a particular day, including practices, a student must be present in school for at least one-half of the school day. A half-day consists of being in school for 3 hours and 20 minutes or prior to 11:10 a.m.

L. Perfect Attendance

Attendance is vital to educational success. At the end of year awards ceremony, those students with perfect attendance for the entire school year will be recognized. For the purpose of this recognition, perfect attendance is defined as not missing any portion of the day throughout the year.

Excellent Attendance

Students will receive an award at the end of year awards ceremony for excellent attendance should they miss 3 or less days/hours adding up to 3 days of school.

III. Academic Information

A. General

The primary purpose of school is to have each and every student fulfill their learning potential. The measurement of this effort is reflected in the grade earned.

B. Report Cards

Report cards are issued following each nine-week grading period. Grades are averaged following the final grading period to obtain a yearly grade in each subject.

C. Grading Scale

The letter grades used in the middle school are as follows:

Letter Grade	Percentage	Grade Points
A	94%-100%	4.0
A-	90%-93%	3.7
B+	87%-89%	3.3
B	83%-86%	3.0
B-	80%-82%	2.7
C+	77%-79%	2.3
C	73%-76%	2.0
C-	70%-72%	1.7
D+	67%-69%	1.3
D	63%-66%	1.0
D-	60%-62%	0.7
F	Below 59%	0.0

Letter grades A through F will be used in the following courses: Language Arts, Mathematics, Science, Social Studies, Spelling, Band, Gr. 5 Band (Second Semester), Chorus, and Gr. 7/8 Art.

Please note that this scale is only a guide and teachers, at their own discretion, may lower the scale to take into account difficulty of the work involved or the ability levels of their various students.

The following courses are graded on an O, S, and U basis: Gr. 5/6/7/8 Physical Education, Gr. 5/6 Library, Gr. 8 Technology, Gr. 5 Band First Semester, Gr. 8 Home Economics and Gr.5/6 Art.

O	Outstanding progress
S	Satisfactory progress
U	Unsatisfactory progress/minimal progress; failing

Students enrolled in courses in grades 6, 7, & 8 which are graded on an O / S basis will receive an "A" for outstanding work due to the computer grading system.

D. Interim Reports

Teachers are required to send interim reports/progress reports to parents during the fifth week of each grade period. Interim reports/progress reports will identify grades below a "C" average and a concern when achievement does not reflect the child's ability. Positive comments may also be mentioned on the interim report.

Students who are experiencing academic difficulties can be put on a weekly report card system if the counselor or principal feels that it may be beneficial, and the student and parent agree to follow conditions of the procedure. Parents should contact the guidance counselor/principal if they wish their son/daughter to be placed on a weekly report card.

E. Honor Roll

Students may be recognized for outstanding academic achievement following each nine-week grading period by being named to the South Range Middle School Honor Roll.

In order to attain Honor Roll status, students in all grades must receive no grade lower than a "B" in all subject areas. Students will be named to either the "Distinguished Honor Roll," "High Honor Roll" or the "Honor Roll."

If a student has a "U" in any area of the report card, he/she will not be considered for the Honor Roll.

In order to receive the "Distinguished Honor Award", the student must earn a 4.0 GPA during each of the first three grading periods. Likewise, to receive the "High Honor Award," the student must earn a 3.5-3.99 GPA following the first three grading periods. The "Honor Roll Award" will be given to any student earning a 3.0-3.49 GPA during each of the first three grading periods.

F. Athletic Eligibility

A student enrolled in the 7th grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Students in grades 7 and 8 must be currently enrolled in school and receive passing grades in the preceding nine weeks in a minimum of five subjects in which students received grades.

G. Retention

Should academic progress become a major concern, the teachers and administration of South Range Middle School may suggest a meeting to discuss the retention of a student in the same grade for the following academic year. Retention will only be considered if all other options have been exhausted, including summer school, and all parties agree. Poor attendance is also a potential reason for retention.

H. High School Credit

Students in 8th grade will receive High School credit if they are placed in Algebra I as an 8th grade student. Beginning with the 20/21 school year, eighth grade students will also receive ½ credit by taking Health as part of the 8th grade special subjects rotation.

IV. Student Conduct Code

A. Introduction

The South Range Board of Education recognizes that the educational process is largely dependent upon the maintenance of effective learning conditions within the classroom and orderliness within the school. The rules and standards set forth in this conduct code apply to conduct on school premises, school buses and conduct off school premises which directly affects other students, the school or its staff, and the conduct at school functions of any kind, on or off school grounds. Any conduct which causes, or creates a likelihood that it will cause, disruption or interference with any school function, activity, or purpose, or creates a likelihood of interference with the health, safety or well-being of others is prohibited.

B. Student Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules and to general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance for violent, disruptive, or inappropriate behavior by its students. Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

1. Allows teachers to communicate effectively with all students in the class;
2. Allows all students in the class the opportunity to learn;
3. Issues consequences that are fair and appropriate;
4. Considers the student and the circumstances of the situation;
5. Enforces the Student Conduct Code accordingly

C. Rights and Responsibilities

Along with the right to equality of educational opportunities, each South Range student may not interfere with the rights of others to the same opportunity. Maintaining educational opportunities is the responsibility of the South Range Schools. Students may forfeit their rights to an education when their conduct is such that it substantially interrupts the educational process and deprives others of their rights.

It is a student's basic constitutional right to speak and express opinions, even if they are unpopular. These expressions may be expressed by speeches with regards to school activities and policies, to school administration, and to social concern and interest. It is the student's responsibility to refrain from the use of slanderous remarks and obscene language and to conduct themselves in a way to allow all persons involved in discussion groups the opportunity to express themselves freely.

While students also have the right to express themselves freely by means of publications, they must refrain from liable obscenities and personal attacks. Students who write, edit publications, or distribute handwritten printed material, or electronic material among the students within the school must assume responsibility for the content of such material.

D. General Information/Disciplinary Procedures

Behavior that detracts from the student's ability to profit from instruction or that infringes upon the rights of others warrants consideration of disciplinary action. The intent of disciplinary action should be to bring about a positive change in the behavior of the student. Professional judgment on the part of the staff member(s) shall be used when determining the appropriate disciplinary action to be taken. Corrective action should be reasonable and appropriate. In general, the concept of fitting the corrective action to the seriousness of the violation of the rules shall apply at

all levels and the principal reserves the right to administer corrective action at his/her discretion which may not be outlined in the student handbook.

E. Corrective Action Schedule

When breaches of school rules and regulations occur, school personnel must work with the student, his/her parents or guardians and other support personnel to help the student correct his/her behavior. When responding to a violation of the code of conduct, school personnel must consider the nature of the act, the student's previous history, his/her age and maturity, any mitigating circumstances and the effect of his/her actions on the welfare of the school community. For certain breaches of school disciplinary rules, specific consequences have been established. Disciplinary responses may include, but are not limited to, the following:

Academic Infractions (failure to complete assigned work in the required time)

1. Working Lunch/No Credit –Working lunches may be issued to a child when assignments and homework are not completed within the required time. Students will be given a “0” for any assignment not completed within the assigned time. After five (5) incidents, per grading period, of late assignments, students will receive an Academic ALC which requires them to make up work in an alternative setting within the middle school office. Subsequent academic infractions, up to nine (9), will result in Academic ALC. After nine academic infractions, a meeting will be held with the parent of the student to discuss the academic concerns of the student as well as additional consequences.

Behavioral Infractions

1. Verbal Reprimand – warning
2. Grade Level Teacher Team Warning
3. Grade Level Teacher Team Conference
4. Referral to the Counselor
5. Parent Conference
6. Repair/Restitution (when appropriate)
7. Denial of Privileges
8. Removal from Class
9. Referral to Juvenile Court
10. Detention (After School)
11. ALC – Behavioral (removal from general education setting)
12. Suspension from School or Bus
13. Expulsion

Explanation of Disciplinary Responses

1. Detention

Typically, after school detention is assigned for level III and level IV infractions. After school detentions will be held on Tuesdays and Thursdays from and 2:45 p.m. – 3:20 p.m. Students will be given at least one day's notice on all detentions. Teachers/staff members should provide the student with a detention notice, however, failure to provide the student with a slip does not excuse the student from a detention if otherwise notified. Forgetting is not considered a legitimate excuse. While serving detention, students must be occupied with some form of school work. Should a student not be doing work during detention, the student will be removed from the detention and it will be considered “not served.” Removal from detention will result in the issuance of additional detention days. It is responsibility of the parent to transport to and from school should a detention be issued. Please note that the school office closes at 3:30 p.m. Students who fail to attend a detention, without a legitimate excuse, will be given one opportunity to make up the detention. Should the student fail to attend the make-up detention, the detention will be doubled. Continued failure to attend an

assigned detention will result in the issuance of stricter disciplinary consequences.

Parents/guardians will be notified by the principal or the guidance counselor when detentions (behavioral or academic) become excessive. A written notice will be sent home by the principal or counselor when a student receives a behavioral detention during a nine week period. After the fourth detention has been issued, the 5th through 9th behavioral infractions for the remainder of the nine week period will result in placement in Behavioral ALC.

Participation in intramural or co-curricular activities will not excuse students from any type of detention. Seven or more behavioral infractions during a nine week period will result in out of school suspension.

The minor detention progression will be:

1 – 4 Blue Slips = Before/After School Detention

5 – 9 Blue Slips = Behavioral ALC

10+ Blue Slips = Suspension

2. Alternative Learning Center (ALC)

The Alternative Learning Center is the removal of a student from the general education setting and placement in an alternate learning environment within the MS Office. Placement in the ALC can be for either academic or behavioral reasons. If a student is placed in ALC for academic reasons, the student will attend ALL core classes (Math, Language Arts, Science and Social Studies) during the duration of placement in ALC. During those classes, including lunch, considered special subjects, the student will attend the ALC room. Behavioral ALC will require the student to be in the alternative setting for the entire day and length of placement.

3. Out of School Suspension

Out of school suspension is the removal of a student from the regular school program (including extra-curricular activities) for a period of 1 through 10 days. During the length of the suspension, the student is not permitted on school grounds or to attend any school function. School work, while suspended, cannot be made up.

4. Emergency Removal

A teacher may remove a student from class for any disruptive behavior for a period of one day. The student will report to the office and parents will be contacted. Should a student have to be removed again, disciplinary consequences will apply.

If the student's presence poses a continuing danger to persons or an ongoing threat of disrupting the academic process or atmosphere of the school, the administrator may remove the student from the premises without advance notice to the parents.

5. Expulsion

Expulsion is the consequence for a behavior which warrants the removal of a student from school for a period of more than 10 days. Students may also be expelled for repeated violations of the code of conduct which result in out of school suspension.

F. Students' Appeal and Grievance Procedure

The South Range Local School District is dedicated to providing equal educational and employment opportunities without regard to race, color, creed, national origin or sex.

If a student feels that he/she has been discriminated against, or wrongly judged, he/she may file an appeal with the Superintendent of Schools. This appeal must be in writing, stating the specific reason for appeal and suggestions for alleviating the problem.

G. Dress Code

While in school you should be properly dressed for the school academic day. Certain types of clothing, while perfectly appropriate for casual dress, have no place in the serious business of the classroom. Your attention to rules of moderation, good taste, and personal cleanliness will insure that your appearance is acceptable anywhere. Due to the fact that styles and trends usually change quickly, it is difficult to be all-inclusive in the dress code; therefore, it is somewhat general in nature. Items not included will have to be taken on an individual basis and will be referred to the office. If a student is questioned and permission is given by the principal, then a pass must be carried by that student all day.

Items which are NOT acceptable:

1. Bare midriffs, low-cut necklines, off the shoulder tops, and sheer or see-through tops (unless an additional top is worn under such an item) – if a top cannot be tucked into slacks/pants/jeans/shorts or does not extend below the belt line, it is too short and should not be worn to school.
2. Sleeveless tops, blouses, shirts, or tank tops of any kind – at a minimum, the sleeve should be considered a “cap” sleeve.
3. Clothing depicting pictures of slogans which are suggestive, obscene, or promote and/or advertise tobacco, alcohol, and/or other drugs, violence, horror, sex and/or death.
4. Clothing worn to other classes which was worn during physical education.
5. Skirts, dresses, culottes, or shorts which are deemed to be too short in length to maintain a modest appearance.
6. Yoga pants and leggings without appropriate length tops or skirts.
7. Hats, bandanas, or other head coverings while in the building. These items will be permitted on specially designated days.
8. Clothing with holes, slits, or excessive fraying – even if purchased that way - unless leggings/tights/etc.. are worn under these items.
9. Accessories such as gloves, non-prescriptive sunglasses, or other such items unless permitted on a specially designated day.
10. Flip-flops except when given permission by the building principal.
11. Shoes with wheels. All footwear must be safe, hygienic, and cover the heel (closed heel shoe or strap).
12. Biker shorts (spandex)
13. Clothing normally considered to be worn as an undergarment (thermal underwear, boxer shorts, etc..) worn as outer wear.
14. Flannel pajamas and other pajama-style garments unless permitted on a specially designated day.
15. Articles of clothing which are excessively soiled or in obvious need of laundering.
16. Dress or symbols which denote gang activity or membership or printed with disrespectful connotations to others in school
17. Wallet chains, chains on pants, cloth/metal tethers, wrist chains, spike bracelets or collars, or other jewelry/accessories which may cause injury or disruption to the educational process.
18. Facial jewelry or body piercing. This includes but is not limited to any piercing on or about the face such as nose, eyebrows, lips, and tongue with the exception of the ears.
19. Hair may be dyed to natural colors ONLY unless approved on a specially designated day.
20. Book bags, backpacks, and gym bags are permitted in the building but must be in lockers during the school day except for using such items to take clothing to and from physical education class.

Additional Dress Code Clarification:

- Shorts are permitted to be worn from **the beginning of the school through November 1st and again beginning April 1st through the end of the school year** if they are deemed appropriate in style. Cut off shorts are not permitted. Girls may wear skirts and dresses as long as they permit sitting in a respectable manner. **If a student is sent to the office**

because his/her shorts are deemed to be too short, the 4" inseam rule will be in effect. If the inseam is not 4" or longer, students will be asked to change clothes.

- The administration retains the right to discontinue this privilege to individual students or the entire student body if there is a lack of cooperation in complying with these guidelines.
- Hair dyed any color other than natural will require the student to attempt to wash out the dye while in school. If the dye cannot be removed from the hair, the parent of the student will be contacted and asked to take the student home until the hair is returned to a natural color.

Dress Code Violations – Progression of Action

- 1st Offense – warning
- 2nd Offense – call home/corrections made to the attire/appearance
- 3rd Offense – detention and call home requiring correction of the infraction or student being sent home until infraction is corrected
- 4th Offense – behavioral ALC
- 5th Offense – suspension

H. Building/Transportation Discipline Plan

Behavior problems which occur outside of classroom are building or transportation (if the infraction occurs on the school bus) violations and will be assigned appropriate consequences by the staff member observing the behavior or will be referred to the principal for corrective action by the staff member who witnessed the behavior

1. Cafeteria

- a. Students will not throw food or other objects
- b. Students will keep hands and feet to themselves
- c. Students will return trays, properly dispose of waste, and clean above and below their table space before leaving the cafeteria
- d. Students will not tamper with another student's lunch
- e. Student will refrain from excessive noise
- f. All food and drink will remain in the cafeteria unless permission is granted by a lunch room monitor
- g. Students should not solicit money from other students
- h. Students may be assigned seats should it be deemed necessary by the lunch monitor

2. Restrooms

- a. Students will not congregate in the restroom or in stalls
- b. Students are not to loiter in the restrooms
- c. Students must have a pass from their assigned teacher to use the restroom during class time
- d. No more than two students may be excused from a classroom or study hall to use the restroom

3. Hallways/Lockers

- a. Students will not run in the halls and must keep arms, legs, hands, and feet to themselves
- b. Objects are not to be thrown in the halls
- c. All belongings are to be stored in the lockers and not on the top of the lockers
- d. Students will refrain from public displays of affection
- e. Students will refrain from excessive noise
- f. Students should have a pass to be in the hallways during class time
- g. No food or beverage is to be consumed in the halls
- h. Lockers are to be kept reasonably clean
- i. Nothing is to be hung/attached/posted to the outside of lockers at any time

4. Playground/Recess

- a. Students may attend recess either prior to or after eating lunch depending on the designated lunch time
- b. Students must not play near parked cars, buses, and the elementary wing of the building or any door or building entrance
- c. All students are to be in the designated area for indoor or outdoor recess
- d. Snowballs are not permitted on school property at any time; sliding on icy surfaces is also prohibited due to the possibility of serious injury
- e. Students should not force themselves into games that have been organized by others
- f. Students should not take equipment from other students
- g. Physical contact is to be avoided and games which promote "rough" play will not be permitted – no tackling, tripping, carrying other students, etc...
- h. After recess, students should enter the building in a quiet and orderly fashion

Building Discipline Consequences

Students who violate building discipline rules may receive the following consequences:

- a. 1st Offense – verbal warning or before or after school detention
- b. 2nd offense – before or after school detention(s); loss of privileges
- c. 3rd offense – Saturday detention; loss of privileges
- d. 4th offense – referred as a Level III offense – repeated violations

5. School Bus

Students will:

- a. Use care when approaching the bus stop and boarding/unloading the bus
- b. Be prepared to board the bus at least 5 minutes prior to the scheduled pick-up time
- c. Reach assigned seat without disturbing or crowding other students
- d. Remain seated while the bus is in motion
- e. Sit in assigned seat if driver chooses to assign seats
- f. Not have any physical contact with other students, throw objects on the bus or out of windows
- g. Be courteous
- h. Keep the bus clean and sanitary – refrain from consuming candy, food, or drinks at all times
- i. Keep the noise level at a minimum while not using profanity or inappropriate language
- j. Keep head, arms, and hands inside the bus at all times
- k. Refrain from marking, defacing or damaging the bus
- l. Not have weapons, tobacco, alcohol, or drugs in their possession except for an approved prescription medication
- m. Be absolutely quiet at all railroad crossings and other places of danger as determined by the driver
- n. Refrain from bringing balloons and other items which may hamper the vision of the driver
- o. Not transport animals on the bus
- p. Not transport hazardous materials on the bus including glass and metals

School Bus Discipline Schedule

Consequences for misbehavior on the bus will be issued in accordance with the severity of the behavior. Students may be denied the privilege of riding the bus due to extremely inappropriate behavior or the accumulation of minor infractions. Notice of such action will be sent, by mail, to the parent(s)/guardian(s) of the students. The first bus suspension will be from 1 – 10 days. Further inappropriate bus behavior may result in suspension of riding privileges for the remainder of the current semester or school year.

I. List of Infractions

Behavioral infractions are categorized into four (4) levels. Level I infractions are the most serious

while level IV infractions are more minor in nature. Repeated level IV violations may result in consequences associated with more serious infractions.

Teachers and other members of the school staff can issue before and after school detentions. The principal, counselor, or designee of the principal can issue before and after school detentions and Saturday detentions. The principal has the authority to issue suspensions while the superintendent of schools expels students from school.

The following is a list (not meant to be inclusive) of unacceptable student behavior on school grounds during school hours or at school activities which may result in detention, Saturday detention, suspension, expulsion, legal action, or a combination thereof. The building administrator may use other options if they are deemed more appropriate to the infraction of the rules or to address discipline problems not covered by this discipline plan.

Level I Infractions

An infraction of the following nature will result in immediate referral to the principal, a minimum 10-day suspension from school, referral to the superintendent for expulsion, and/or legal referral:

1. *Weapons and Dangerous Instruments*

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument while on school premises, at school-related or sponsored functions off of school grounds, on a school bus, or at any other time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or damage. Students shall not possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives, smoke bombs, or munitions, nor shall students ignite, explode, or detonate fireworks, explosives, smoke-bombs, or munitions. Look-a-likes, when represented as the real thing, are also covered in this paragraph.

A weapon shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury which serves on common purpose, including but not limited to, any knife, razor blade, or other cutting instrument or cutting tool, sharpened wood or metal, martial arts devices, brass or metal knuckles, club, metal pipe, chemical agent, mace, taser, shock/stun gun, any explosive device, firearm (including pellet guns or B.B. guns), gun, bullet, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable.

2. *Use or Possession of Alcoholic Beverages, Illegal Drugs and Substances*

A student shall not possess, use, sell or offer to sell, buy or offer to buy, transmit, cultivate, manufacture, be under the influence of, or aid any other student or person to possess, use, sell or offer to sell, buy or offer to buy, or transmit, cultivate, manufacture any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, medical marijuana, alcoholic beverage, "inhalant," "look-a-like," "designer drug," controlled substance, dangerous substance or any other drug or counterfeit controlled or dangerous drug or intoxicant of any kind. The possession of paraphernalia typically used in the consumption of dangerous drugs or controlled substances is also prohibited. The possession or use of any electronic device capable of transmitting and/or receiving communication for drug-related activity is also strictly forbidden.

The above regulation shall be in effect:

- a. On the school grounds during and immediately before or immediately after school hours.
- b. On the school grounds at any other time when the school is being used by any group.
- c. Off the school grounds at a school activity, function or event.

The use of a medical prescription as authorized by a physician and parent, and properly contained and labeled from a registered pharmacist or physician, shall not be considered a violation of this rule, provided school policy is adhered to. Aspirin or its substitutes, over-the-counter cold remedies or items which are for external use only (i.e. Clearasil, Calamine Lotion, etc.) will not violate the rule as long as school policy is followed. School policy states that all forms of medication must be kept in the nurse's office with the proper paper work.

3. Assault of School Personnel/Employee (O.R.C. 2903.13)

A student shall not cause, or attempt to cause, physical injury to a school employee on school grounds during and immediately before or immediately after school hours, on the school grounds at any other time when the school is being used by a group, or off the school grounds at a school activity, function, or event.

Level II Infractions

An infraction of the following nature will result in an out-of-school suspension and possible recommendation for expulsion. Certain infractions at this level will also call for restitution and may warrant referral to the appropriate law enforcement agency.

1. Vandalism /Damage, Destruction or Theft of School Property (Excess of \$100.00)

A student shall not intentionally cause or attempt to cause damage or to vandalize school property or to steal or attempt to steal school property. Damage or vandalism can include, but is not limited to, writing on desks, graffiti, or damaging bus seats. In accordance with the Ohio Revised Code 3109.09, parents or guardians will be held responsible for any property damage caused by their child(ren).

- a. 1st offense – 3 to 5 days out-of-school suspension; restitution
- b. 2nd offense – 5 to 10 days out-of-school suspension; restitution
- c. 3rd offense – recommendation for expulsion; referral to law enforcement

2. Inducing Panic (ORC 2917.31)

No person shall cause the evacuation of any public place, or otherwise cause serious public inconvenience or alarm, by doing any of the following:

- (1) Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false;
- (2) Threatening to commit any offense of violence;
- (3) Committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.

- a. 1st offense – 1 to 10 days out-of-school suspension
- b. 2nd offense – 5 to 10 days out-of-school suspension
- c. 3rd offense – 10 days out-of-school suspension

- **Recommendation for expulsion COULD accompany this offense**

3. Leaving Building or School Grounds without Permission

- a. 1st offense – 1-3 days out-of-school suspension
- b. 2nd offense – 3-5 days out-of-school suspension
- c. 3rd offense – 5-10 days out-of-school suspension

4. Damage, Destruction, or Theft of Private/Personal Property (Less than \$100)

A student shall not intentionally cause or attempt to cause damage to private property, or steal or

attempt to steal private property.

- a. 1st offense – 1 to 3 days out-of-school suspension; restitution
- b. 2nd offense – 3 to 5 days out-of-school suspension; restitution
- c. 3rd offense – 10 days out-of-school suspension; recommendation for expulsion; restitution

5. Assault/Battery/Unauthorized Touching of a Student or Non-School Employee

A student shall not cause, or attempt to cause physical injury to any person on the school grounds during and immediately before or immediately after school hours, on the school grounds at any other time when the school is being used by a group or off the grounds at any school activity, function, or event.

- a. 1st offense – ALC or 1 to 10 days out-of-school suspension; contact School Resource Officer
- b. 2nd offense – 5 to 10 days out-of-school suspension; contact School Resource Officer
- c. 3rd offense – 10 days out-of-school suspension; recommendation for expulsion

6. Striking Another Student

A student shall not hit, slap, kick, push, or knee another student, either purposefully or jokingly, while on school grounds.

- a. 1st offense – Detention, ALC or 1-3 days out-of-school suspension
- b. 2nd offense – 1-3 days out-of-school suspension
- c. 3rd offense – 3-5 days out-of-school suspension

7. Insubordination (to staff)

A student is insubordinate when he/she outright refuses to obey a directive from any staff member after repeated attempts have been made to encourage the student to comply without disciplinary action being initiated.

- a. 1st offense – ALC or 1-3 days out-of-school suspension
- b. 2nd offense – 3-5 days out-of-school suspension
- c. 3rd offense – 5-10 days out-of-school suspension

8. Disrespect Toward Staff

Rude and/or discourteous behavior and/or comments directed at a school district employee will be considered disrespect. A lack of respect toward authority figures will not be tolerated.

- a. 1st offense – ALC
- b. 2nd offense – 1-3 days out-of-school suspension
- c. 3rd offense – 3-5 days out-of-school suspension

9. Disrespect Toward Peers/Other Students

Rude and/or discourteous behavior directed at another student will be considered disrespect.

- a. 1st offense – Detention
- b. 2nd offense – ALC
- c. 3rd offense – Multiple days in ALC or out-of-school suspension

10. Hazing, Intimidation, and Bullying

Bullying has two key components: repeated harmful acts and an imbalance of power. It involves physical, verbal, or psychological attacks or intimidation directed against a victim who cannot properly defend himself or herself because of size, strength, or because the victim is outnumbered or less psychologically resilient. Bullying includes assault, tripping, intimidation, rumor spreading, isolation, demands for money, destruction of property, theft of valued possessions, destruction of another student's work, name calling and a student feeling unsafe in

the school setting.

Hazing, harassment, intimidation or bullying can include different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks
2. threats, taunts, and intimidation through words and gestures
3. extortion, damage or stealing of money and/or possessions
4. exclusion from the peer group or spreading rumors
5. violence within a dating relationship (Tina's Law)
6. repeated and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber bullying") such as the following:
 - A. posting slurs on web sites, social networking sites, text messaging, blogs or personal on-line journals
 - B. sending abusive or threatening e-mails, web site postings or comments and instant messages
 - C. using a camera phone or school equipment to take embarrassing photographs or videos of students and/or distributing or posting the photographs or videos on-line
 - D. using web sites, social networking sites, blogs or personal on-line journals, emails or instant messages to circulate gossip and rumors to other students.

In addition to disciplinary consequences (see behavior infractions and their consequences) for bullying, the following actions may be applied:

1. Parent-Teacher-Administrator Meeting
 2. Required meetings with the school counselor will be scheduled
 3. Bullying activities will be communicated to the school staff
-
- a. 1st offense – 1-10 days out-of-school suspension; School Resource Officer involvement
 - b. 2nd offense – 5-10 days out-of-school suspension; School Resource Officer involvement
 - c. 3rd offense – suspension; recommendation for expulsion

11. Harassment (including sexual)

No one should be subjected to harassment at school for any reason. Therefore, it is expected that all students of South Range Middle School convey respect and consideration for all individuals regardless of race, color, national origin, creed, religion, age, gender, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action. Legal agencies may be contacted. Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of a hostile or offensive school environment. Harassment can include:

- Sexually suggestive looks or gestures
 - Sexual jokes, pictures, or teasing
 - Pressure for dates or other inappropriate activities
 - Sexually demeaning comments
 - Deliberate touching and attempts to kiss, touch, etc...
 - Threats, demands, suggestions
-
- a. 1st offense – ALC or 1-3 days out-of-school suspension
 - b. 2nd offense – 3-5 days out-of-school suspension
 - c. 3rd offense – 5-10 days out-of-school suspension

12. Threatening Behavior

A student shall not threaten with words, physical violence, or written word, or coerce by any

means, any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to, threats used to extort money or any other item of value from another student or person.

- a. 1st offense – 1-10 days out-of-school suspension; School Resource Officer involvement
- b. 2nd offense – 5-10 days out-of-school suspension; School Resource Officer involvement
- c. 3rd offense – suspension; recommendation for expulsion

13. Use/Possession of Tobacco Products/Electronic Smoking Devices

A student shall not possess, use, sell, or offer to sell, buy, or offer to buy, or distribute any tobacco product including, but not limited to, cigarettes, cigars, snuff and chewing tobacco or aid any other student to use, sell or distribute any tobacco product including, but not limited to, cigarettes, cigars, snuff and chewing tobacco. Nor should a student possess or use any electronic smoking device. A citation will be issued by the SRO per ORC 2151.87 and the student will be subject to a fine, court issued mandates as well as any costs associated through the juvenile court in addition to the following:

- a. 1st offense – 1-3 days out-of-school suspension, confiscation, referral to SRO
- b. 2nd offense – 3-5 days out-of-school suspension, confiscation, referral to SRO
- c. 3rd offense – 5-10 days out-of-school suspension; confiscation, referral to SRO

14. False Reporting of Fire Alarms, Bomb Threats, Fires, and Emergencies

No student shall submit or urge any other student or person to submit a false fire alarm or false report that a bomb or other explosive device is located within the school building, on a school bus or other service or administrative buildings. This also includes, but is not limited to, calls to 911. No student shall interfere, tamper, or otherwise reduce the effectiveness or accessibility to fire extinguishers, fire hoses, fire alarms, emergency exit signs, or other safety equipment.

- a. 1st offense – 3-5 days out-of-school suspension; law enforcement
- b. 2nd offense – 5-10 days out-of-school suspension; law enforcement
- c. 3rd offense – 10 days out-of-school suspension; recommendation for expulsion

Level III Infractions

An infraction of the following nature will result in the assignment of multiple before/after school detentions, and/or Saturday detention(s), and/or out-of-school suspension.

1. Disruption or Interruption of the Orderly School Process

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging. Disruption of school shall include, but is not limited to, the following types of behavior:

- A. Unauthorized occupying of any school building, school grounds, or part thereof with intent to deprive others of its use.
- B. Unauthorized blocking of the entrance or exit of any school building, corridor or room therein, with intent to deprive others of lawful access to or from, or use of, the building, corridor, or room.
- C. Preventing students or other authorized persons from attending a class or a school activity.
- D. Continuously and intentionally making noise or acting in any manner so as to interfere

seriously with the teacher or staff member's ability to conduct his/her class, supervise a study hall, or conduct any other proper school function.

- a. 1st offense – multiple after school detentions
- b. 2nd offense –ALC and/or out-of-school suspension
- c. 3rd offense – 3 days out-of-school suspension

2. Use of Profanity and/or Obscene Language/Derogatory Remarks and/or Comments

No student shall use in general, or direct toward a teacher, school administrator, another student, other school personnel or authorized visitors, any form of abusive, profane, offensive or disrespectful language or gestures. Slang terms used in place of obscenities are not permitted. This includes remarks or comments made regarding race and/or sexuality.

- a. 1st offense –after school detention(s), ALC, out-of-school suspension
- b. 2nd offense –after school detentions, ALC, out-of-school suspension
- c. 3rd offense – out-of-school suspension

3. Obscene Printed Material or Pictures

Students shall not bring, distribute, produce or have in their possession magazines, pictures or other material that would be considered pornographic or obscene.

- a. 1st offense – before/after school detention(s), ALC, or out-of-school suspension
- b. 2nd offense – before/after school detentions, ALC, or out-of-school suspension
- c. 3rd offense – out-of-school suspension

4. Repeated Violation of School Rules

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

- a. 5– 6 behavior referrals/9 weeks –ALC
- b. 7 – 9 behavior referrals/9 weeks – ALC or out-of-school suspension
- c. 10+ behavior referrals/9 weeks – out-of-school suspension

5. Abuse/Misuse of Technology

A student shall not engage in any act that would violate the South Range School District's acceptable user policy.

- a. 1st offense –after school detention, ALC
- b. 2nd offense – ALC and/or out-of-school suspension; suspension of privilege
- c. 3rd offense – out-of-school suspension; suspension of privilege

Level IV Infractions

Infractions at this level will result in the issuance of progressive before/after school detentions, Saturday detentions, and possible out-of-school suspension

1. Tardy to School

The tardy bell rings at 7:50 a.m. Students not in class at this time are tardy. Please see the tardy to school consequences in the Attendance section of this handbook.

2. Tardy to Class

During the school day, students are expected to be in their assigned classroom at the designated time.

- a. 1st offense – verbal warning

- b. 2nd offense –after school detention
- c. 3rd offense –after school detention and/or Saturday school

3. Class Cut/Unassigned Area

Any student who is not in his/her scheduled class for a period of 20 or more minutes, without an excuse or pass, is cutting class.

- a. 1st offense –after school detention(s)
- b. 2nd offense –after school detentions and/or ALC
- c. 3rd offense – ALC and/or out-of-school suspension

4. Rude/Discourteous Comment/Behavior

Students should not direct rude and/or discourteous comments or behavior at any staff member, student, or visitor.

- a. 1st offense –after school detention(s)
- b. 2nd offense –after school detention(s) and/or Saturday detention
- c. 3rd offense – ALC and/or out-of-school suspension

5. Causing Injury (Unintentional Act)

Often times, through horseplay and /or roughhousing, students are unintentionally injured. While the injury was not intended, the behavior which led to the injury is unacceptable.

- a. 1st offense –after school detention(s)
- b. 2nd offense – ALC or 1-3 days out-of-school suspension
- c. 3rd offense – 1-5 days out-of-school suspension

6. Electronic Device Violation

Unless given permission by a classroom teacher or staff member, students are not to use electronic devices, including cell phones, while in school. If a student must bring a cell phone to school, the phone is to be powered off and stored in the student's locker.

- a. 1st offense – confiscation – student pick-up at end of school day
- b. 2nd offense – confiscation – parent pick-up and before/after school detention(s)
- c. 3rd offense – confiscation – parent pick-up and ALC
- d. 4th offense – confiscation – parent pick-up and out-of-school suspension

7. Dress Code Violation

Please refer to the student dress requirements and consequences for violating the dress code policy in the dress code section of the Code of Conduct.

8. Academic Misconduct (Cheating/Plagiarism)

A student will not be involved in any form of cheating on school assignments. This includes using another student's work or allowing another student to use his/her work. Violation of this rule may result in grade reduction in addition to additional disciplinary consequences.

- a. 1st offense – “0” on assignment and before/after school detention
- b. 2nd offense – “0” on assignment and before/after school detention(s)
- c. 3rd offense – possible failure of class for grading period and ALC

9. Loitering

Students are not permitted to be in the school or on the school property unless they are properly supervised. Students are not permitted to wander the halls even if they possess a pass from a teacher.

- a. 1st offense – before/after school detention(s)
- b. 2nd offense – before/after school detention(s)
- c. 3rd offense – before/after school detention(s) and/or Saturday detention(s)

10. Throwing of Objects/Food

Students are not permitted to throw any item, including food, while on school grounds.

- a. 1st offense – before/after school detention(s)
- b. 2nd offense – before/after school detention(s)
- c. 3rd offense – before/after school detention(s) and/or Saturday detention(s)

11. Horseplay/Roughhousing

Horseplay includes any actions by a student that unintentionally endangers another student or students and/or any form of rough play between two or more students. Examples include pushing a friend into the lockers, tripping, running in the halls, etc...

- a. 1st offense – before/after school detention(s)
- b. 2nd offense – before/after school detention(s)
- c. 3rd offense – before/after school detention(s) and/or Saturday detention(s)

12. Display of Affection

Students shall not demonstrate outward or overt displays of affection during the school day or at any school function. This includes holding of hands, hugging, kissing and similar behaviors.

- a. 1st offense – before/after school detention(s)
- b. 2nd offense – before/after school detention(s)
- c. 3rd offense – before/after school detention(s) and/or ALC

13. Distribution of Materials

Students shall not distribute material such as signs, placards, items of advertisements, products for sale, publications, letters, scholarship information, raffles, etc., in the school without prior approval of the building principal. As a guide for the principal, it is important that the items distributed have a positive effect on a student's educational development. Libelous and profane or obscene matter is prohibited at all times from being distributed in the school.

- a. 1st offense – before/after school detention(s)
- b. 2nd offense – before/after school detention(s)
- c. 3rd offense – before/after school detention(s) and/or ALC

14. Extra-curricular and off-campus events

Students at school-sponsored extra-curricular and/or off-campus events (including, but not limited to, field trips) shall be governed by school rules and regulations and are subject to the authority of school officials. **Failure to obey the lawful instructions of school officials may result in the loss of eligibility to attend school-sponsored, off-campus events and/or suspension and expulsion from school.**

- a. 1st offense – before/after school detention(s)
- b. 2nd offense – before/after school detention(s)
- c. 3rd offense – before/after school detention(s) and/or ALC

15. Bringing Items to School

Students must refrain from bringing items to school such as computer games, laser pointers, skateboards, toys or any other items not directly related to the educational process. Items which

are to be brought for legitimate educational purposes must have prior office approval.

- a. 1st offense – before/after school detention(s)
- b. 2nd offense – before/after school detention(s)
- c. 3rd offense – before/after school detention(s) and/or ALC

16. Removal From Class

Students are expected to conform to class rules. A teacher reserves the right to send a student to the office should the behavior of the student cause a distraction. Student may not be permitted to make up work which may take place in class during this time.

- a. 1st offense – before/after school detention(s)
- b. 2nd offense – before/after school detention(s) and/or ALC
- c. 3rd offense – ALC and/or out-of-school suspension

17. Bus Misconduct

Students are expected to follow the guidelines set forth in section H-5 of the Code of Conduct for riding South Range Local School District school buses. Infractions reported by the driver will be addressed through the progression of corrective action and may result in a suspension of riding privileges

- a. 1st offense – before/after school detention(s) and/or ALC and/or suspension of privilege
- b. 2nd offense – before/after school detention(s) and/or ALC and/or suspension of privilege
- c. 3rd offense – letter home, before/after school detention(s) and/or ALC and/or suspension of privilege
- d. 4th offense – suspension of privilege

J. Your Rights

1. FREE SPEECH

Your right to free speech, as set forth in the disciplinary rules listed in the respective handbooks, applies also to your usage of technology. The technology usage at South Range Local is considered a limited forum such as the school newspaper, and therefore the District may restrict your speech for valid educational reasons.

2. SEARCH AND SEIZURE

You should expect only limited privacy in the contents of your personal projects and files on shared technology equipment. Routine maintenance of the computer network and equipment monitoring of technology usage may lead to a discovery that you have violated this policy, the rules of discipline, or the law.

3. DUE PROCESS

The South Range Local School District will cooperate fully with local, state, and federal officials in any investigations related to any illegal activities conducted through the use of South Range technology. In the event there is a report that you have violated this policy, or the discipline code in your use of the South Range technology, you will be provided with a written notice of the suspected violation and you will have the opportunity to present an explanation before a neutral administrator.

V. Student Activities/Services

A. Guidance Services

The objectives of the guidance department reflect the intent of helping all students:

1. Attain meaningful self-direction for their own lives
2. Develop an understanding and acceptance of themselves
3. Attain the greatest possible personal development through education
4. Progress toward productive and rewarding careers
5. Develop satisfying relationships with others

Your guidance counselor:

1. Counsels students individually or in small groups, with personal, social, emotional, learning, discipline and adjustment problems and/or concerns
2. Is trained to listen, evaluate, and offer suggestions for a solution to personal problems
Problems discussed with the counselor are considered confidential and are further discussed with no one without student permission
3. Serves as an instructor in group guidance
4. Serves as a resource person to the teachers to give guidance regarding concerns about the progress of student learning
5. Becomes involved with more serious discipline problems and cooperates with the teacher and principal to find a solution which will help the student understand and make adjustments to their behavior
6. Supervises the Ohio Achievement Assessment testing program
7. Offers help in the area of study skills, grades, homework, and intervention strategies
8. Assists in all due process hearing for special class placements
9. Supervises and coordinates academic and behavioral progress reports

B. Facilities

1. Cafeteria

The menu is published monthly. All students are required to report to the cafeteria to eat their lunch. You may carry your lunch and purchase milk or juice in the cafeteria if you so desire. After you have completed your lunch you may go outside, or to the assigned area when the weather is not favorable. No student will be allowed to eat in another part of the building or grounds. **No food is to be carried from the cafeteria. This includes, but is not limited to, candy, fruit, snacks or drinks.**

After eating your lunch, place your tray in the wash area and put your silverware/plastic ware in the container on the counter. Tables must be kept clean because others must sit there after you have finished. Any pupil who makes an excessive mess will be required to clean it up. Please conduct yourself in such a manner as to make it an enjoyable lunch for all.

The school operates a free/reduced lunch program. If you feel that you might qualify for this program on the basis of your family's financial situation, please fill out the forms at the beginning of the school year or any time during the year that your income may change. Forms are available from the office all year.

Pre-paid accounts are available to all students. A check or cash may be deposited into a student's account at any time during the school year. At year end a student's balance will be carried over into next year. Parents may also choose to close out the account.

The school has a provision for loaning money when you forget or lose your lunch money. In such

an emergency, you may borrow money from the cafeteria. Money is loaned only for a regular lunch (no extras). The money should be paid back within three days; if it is not repaid, families will be billed towards the end of school. Detention can be assigned for failure to repay loaned lunch money.

Any candy or drinks brought to school should be kept in a lunch bag or locker until lunch time.

2. Media Center

The media center is open for all students, Grades K-12. Grades K-5 will have a regularly scheduled class time for library. Grades 6-12 teachers will arrange for library visits as needed.

It is important to make materials in the media center available to all students and staff. Therefore, it is necessary for students to adhere to the following circulation policy:

Grade 5 – Three books/two weeks

Grade 6-8 – Four books/three weeks

If a student wishes to keep books for a longer period of time, the books should be returned to the media center and renewed. Students will generally receive overdue notices four times a year or as needed. If books are still not returned the student will lose privileges to check out materials in the future.

Fees

Fees are not charged for overdue books, however if a student fails to return a book or pay for a lost book, a notice will be sent home at the end of the school year. Report cards will be held for fees that have not been paid.

Media Center Rules

- Use quiet voices. All students in K-12 will share the media center. Middle and high school students will be asked to return to their classroom if they are disruptive.
- No electronic devices of any kind are permitted in the media center, including cell phones, ipods, etc...
- Absolutely no gum, food or drink of any kind is permitted.

C. Lockers

- Students will be assigned to a locker for books and personal belongings.
- Lockers are the property of the Board of Education of South Range Local Schools.
- Students are asked to use lockers four times a day – morning arrival, before lunch, after lunch, and at dismissal
- Students may only go at other times with a pass from a teacher/staff member
- Students should not put tape, glue, or sticky substances of any kind on their locker. Items that are hung in lockers with the use of magnets are permitted. No other types of “fasteners” are permitted. Nothing is to be hung on the outside of lockers.
- Lockers and any contents may be inspected at any time by the principal or his/her designee.
- Students involved in interscholastic sports may report and place items in the locker room during the morning arrival when his/her sport is in season. Disturbances caused in the locker room will result in loss of this privilege.

NOTICE TO STUDENTS

All lockers and desks are the property of the Board of Education of South Range Local Schools and are available for the nonexclusive use of students. All lockers and desks and the contents of

all lockers and desks are subject to random search at any time, without regard to whether there is a reasonable suspicion that the locker or desk or the contents of the locker or desk contain evidence of a violation of a criminal statute or a school rule. This notice is pursuant to Ohio Revised Code, section 3313.20 and Board policy.

D. Computer Usage/Acceptable User Agreement

The South Range Local School District is pleased to offer the students of the South Range Schools use of a variety of technologies. These technologies include equipment such as computers, video cameras, scanners, laser discs, and services such as e-mail, electronic research, and the world wide web (WWW). **To access these technologies, all students under the age of 18 must obtain parental permission and must sign and return the acceptable use permission letter to the respective technology person at the middle school.**

E. Text Books

The Board of Education furnishes all textbooks without cost to pupils. Each book has a serial number; a record of each book is kept by the classroom teacher. These books will then be issued to the individual members of the class. These books must be covered by the student and kept covered at all times. At the close of the year, all books are to be returned to the teacher who issued them. In case a book shows more than ordinary usage, the pupil to whom it was issued must pay a percentage of the cost of the book. Students whose textbooks are either lost or damaged to the point that they are not able to be rebound will be assessed the cost of a new book.

Grades and credits will be withheld until the charges are paid. This procedure is authorized by Ohio Law, Sec. 3313.64 ORC

F. Student Council

The South Range Middle School Student Council is a vital and necessary democratic organization in which all students are involved. The student body elects individuals to Student Council to represent them in student activities and act as the "voice of the student body." A Student Council member should, at all times, display the objectives of the school and the Student Council by setting an example for other students. The Student Council Constitution of South Range Middle School is available from the Student Council advisor or the office.

G. Physical Education

Physical education is a required course for all girls and boys. Classes meet at various times during the school year depending on grade level. The only student who will not be scheduled for regular physical education classes is the individual who has a serious illness or physical disability that has been verified in writing by a physician. During periods of temporary illness, a note from a parent/guardian will excuse a student from participation for a particular class period.

For reasons of safety and to prevent marking of gym floors, all students are required to wear gym shoes. Clothes worn for gym class must not be worn to the classroom.

H. Cheerleading

Cheerleaders will be selected for grades 7 & 8 during the spring of each year. Cheerleaders are chosen on the basis of their physical coordination, grades, enthusiasm, leadership and ability. The cheerleading coach will hold practice sessions and give instruction prior to the try-outs. A committee will be selected to act as judges. Final selection will be made by the judges. Students trying out for cheerleader must be academically eligible at the time of try-outs and during the nine week grading periods cheerleading is in season.

I. Interscholastic Sports

South Range Middle School competes with other schools in football, cross country, basketball, volleyball, wrestling, and track. We welcome any girl or boy interested in these activities. A student enrolled in the 7th grade for the first time will be eligible for the first grading period

regardless of the previous academic achievement. Students in grades 7 and 8 must be currently enrolled in school and receive passing grades in the preceding nine weeks in a minimum of five subjects in which students received grades. The following sports are available:

Fall

7-8 Girls Volleyball
7-8 Boys Football
7-8 Boys & Girls Cross Country
7-8 Cheerleading

Winter

7-8 Girls Basketball
7-8 Boys Basketball
7-8 Wrestling

Spring

7-8 Girls Track
7-8 Boys Track

J. Assemblies

General assemblies should be educational as well as entertaining. They are not scheduled at regular intervals, but will be held when convenient throughout the year. At all assemblies pupils are expected to give courteous attention. Students are to sit in their assigned seats for all assemblies unless special instructions are given by the homeroom teacher. No booing or whistling will be tolerated at assembly programs.

K. School Dances

All middle school dances will be held in the middle school and will be sponsored by the Student Council. Students from other schools are not permitted to attend.

All rules of conduct and behavior that are in effect for the normal school day will be in effect. At least two faculty members will chaperone each dance. Any faculty member present will be responsible for the general conduct and the pupils' care of property. In return, the pupils recognize that the chaperones are doing them a favor in making the dance possible. Once a student leaves an activity, they may not enter again. Generally speaking, the same rule that applies to classroom dress will apply to dances. Times for dances will be arranged by the principal.

L. Drills

Fire Drills

Fire drills are required by Ohio Law so that you will be familiar with the procedure in times of emergency. Every individual is required to vacate the building when the fire alarm is sounded. Fire drills will be held at least once a month. Your teacher will instruct you as to the proper procedure and route to exit the building during the first week of school. Please keep the following items in mind during all drills:

- Follow instructions
- Do not talk
- Do not push
- Stay in line with your class
- Walk at a moderately fast pace
- Please be cooperative
- Return to class in an orderly manner

Tornado Drills

When a tornado warning is received or a tornado has been sighted, the signal to move to your tornado drill area will be a Public Address notification. If there is a sudden power failure the warning will be issued by bull horn to all areas of the building.

Each room has a designated shelter area which students will become familiar with during the drill season; however, if time does not permit going to previously arranged areas, students and teachers will assemble in the safest area near the room. This area will normally be in the first floor hall. Students arriving at drill areas will kneel on the floor as close to the wall as possible with one arm on the wall and the other behind their neck. This position provides the maximum protection against flying glass and debris. Students will remain in their positions quietly until the verbal "all clear" or a whistle blast is given. Generally speaking, the rules for fire drills apply to tornado drills.

Other Drills

Emergency evacuation and lockdown drills may be conducted throughout the year so as to demonstrate preparedness for unique emergency situations.

M. Study Table

Grade level teachers can assign students to a monitored study table during lunch to complete assignments or tests. Students must have a pass from a teacher to attend study table. Teachers can issue five (5) study table passes per day.

N. Lost and Found

Items that are found should be taken to the lost and found area on the second floor of the east staircase so that the owner can retrieve them. When you lose something, check in the lost and found area of the east stairway. Check with the teachers in the various rooms where you've been. You should check more than once.

Before each Parent Teacher Conference session and during the last week of school, items that have not been claimed will be displayed on tables in the hall outside the main office. Any items left after that time will be donated.

O. Restrooms

Generally speaking, students should use the restroom that is nearest and most convenient to his/her classroom. Students are free to use the facilities during the change of classes. However, it is suggested that a student notify and get permission from the teacher of his/her next class or the office if one feels he/she will be late or have some undue delay. Students are asked to immediately report anyone who is causing damage or using the facility improperly.

P. Wireless Communication Devices

Students may possess wireless communication devices in school, on school property or during school activities provided that during school hours the WCD's are powered completely off. All WCD's should be secured in student lockers. During class, WCD's may be used with permission of the teacher and for instructional purposes. All guidelines found in the Technology acceptable Use Policy will be enforced.

Repeat violations will result in a loss of privileges to have WCD's in school. The school is not responsible for damaged or stolen WCD's. Wireless communication device violations will result in the need for parents to pick up these items in the school office.

Q. School Insurance

School insurance forms re made available to every student at the beginning of the school year. This form will be mailed home and students should have their parents read it carefully. Should you choose to purchase school insurance, follow the instructions provided on the form.

R. School Fees

Material fees are necessary to cover part of the school's expenses for the required expendable materials such as workbooks, art supplies, paper which the students as a group use rather than a specific item used by a student. The material/consumables fee for students in grades 5 - 8 is **\$20.00** per student, payable as soon as possible.

Project expenses include materials which students purchase to complete a student-selected project, such as Home Ec., Industrial Arts, etc. The costs are as follows:

Transportation/Activity Fee – Grade 7& 8 Extracurricular Participants – Fees Vary

Band and Chorus students may need to purchase music books or other materials from time to time.

VI. Student Information

A. Administering Medication to Students

Any student taking medication is to notify the office and make arrangements to take the medication in the clinic or office. Students are not to keep medication on their person. This includes aspirin, tylenol, cough drops, or any other over-the-counter medication.

A. Prescription Medication

Students needing medication are encouraged to receive the medication at home whenever possible. If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only persons designated by the Board of Education of South Range Local School District (nurse, secretary, principal or his/her representative) will administer the medication. The law sets forth six requirements which must be met before the employee may administer the drug under the Board's policy pursuant to federal law.

1. Persons designated by the Board (nurse, secretary, principal or his/her representative) must receive a written request that the drug be administered to the student. This request must be signed by the parent, guardian, or other person having charge of the student.
2. Persons designated by the Board (nurse or his/her representative) must receive a statement signed by the doctor prescribing the drug. Forms for this purpose will be sent home at the opening of school. Additional forms will be available through the nurse's office. The written statement should contain all of the following information:
 - a. The student's name and address.
 - b. The school and class in which the student is enrolled.
 - c. The name of the drug and the dosage to be administered.
 - d. The times or intervals at which each dosage is to be administered.
 - e. The date the administration of the drug is to begin.
 - f. The date the administration of the drug is to end.
 - g. Any severe/adverse reactions which should be reported to the doctor and at least one telephone number where the doctor can be reached in an emergency.
 - h. Any special instruction for administering the drug, such as storage requirements or sterile conditions.
3. The parent, guardian, or person having charge of the student must agree to submit a revised doctor's statement, if any, if the information required under # 2 above changes.
4. The employee authorized by the Board to administer the drug must receive a copy of the statements required by # 2 and #3 above. The employee must receive the statement by the next school day following receipt by the Board or its designee.
5. The employee authorized to administer the drug must receive it in the original container in which it was dispensed by the doctor or pharmacist.

B. Classroom Telephone

At no time is a student permitted to use the classroom telephone.

C. Cell Phones

Students are not encouraged to bring cell phones to school. Students are not permitted to use cell phones during the regular school day. If it is necessary to bring a cell phone to school it must remain off and in the student's locker. If students have cell phones in class without the permission of the teacher, they will be taken. A parent must pick up confiscated cell phones following the second offense, in the office, and the student may be issued a detention. If theft occurs the school will not be held responsible. Cell phones and other electronic devices are permitted in the classroom, for EDUCATIONAL PURPOSES ONLY, with teacher permission.

D. Food

The purchase and consumption of food/beverage is permitted only during lunch period, unless special permission is granted by the building principal. Students are not permitted to purchase food/beverages between classes and food/beverage is not permitted in the halls or classrooms. Students are not permitted to arrange personal outside food deliveries for lunch (eg. Arby's, McDonalds, Taco Bell, Subway, Pizza Hut, etc...). Nor should parents bring outside food to students for consumption at lunch.

E. Balloon Bouquets

During the past few years, parents and relatives have been sending balloon bouquets to students at school for birthdays and special awards. Although we would like to cooperate with parents in presenting these to the student at the end of the school day, it has caused a safety problem on the bus as the drivers' vision is hampered. Therefore, please be aware that if these balloons are sent to school they will not be allowed to be transported home on the bus.

F. Walkers/Bicycles/Cars

Students are encouraged not to walk or ride bikes to school due to safety reasons. Middle school students are not permitted to drive to school.

G. Band and Choir

All students in grades 5 through 8 are required to enroll in either band or choir. Requests for change in music elective must be made within the first two weeks of school and with good and sufficient reason, accompanied by a note from a parent/guardian. A written request is not a guarantee that a student will be allowed to make a change in music elective.

H. Gym Bags/Book Bags/Knapsacks

Students will be permitted to bring book bags, knapsacks, and gym bags to school when necessary. However, they are to be left in the locker, and not carried around during the school day due to the traffic in the halls and aisles of the classrooms. Students who have physical education may carry a small gym bag during the half of the day which is appropriate.

I. Posters and Signs

All posters, signs, and banners for school activities must be approved by the principal. Posters concerning out-of-school activities must also be approved by the principal.

J. School Pictures

It is the policy of the school to take pictures of individual pupils each year. Parents/guardians will receive notification when pictures will be taken. If you want to purchase the pictures, please make sure you have your envelope filled out properly along with cash, check or money order (payable to the photographer) the day the pictures are to be taken. If you are not satisfied with the pictures when you receive them, you may return them to the company for a full refund. There is always a make-up day for those students who may be absent on the original picture day. Pictures are only retaken for obvious developing flaws, such as eyes being shut.

K. Selling

Non-school organizations are strictly forbidden to sell candy or any other fund raising items on school property or on the school bus. Students who are selling or bringing candy or other items to sell will have those items confiscated and be subject to disciplinary action.

L. Student Drop-off and Pick-up

Parents must drop off and pick up students in the north visitor parking area (outer loop). Students will enter and exit the main school doors. Parking in the bus lane (inner loop) is prohibited.

M. 8th Grade Spring Trip

Any student who has been suspended (ALC or out-of-school) during the course of the school year will not be eligible to participate in the spring trip.

N. Special Course Events

Students will be eligible for participation in academic events providing all related classroom work is completed to the ability level of the student and behavior is not a concern.

O. Academic Incentive

During the second and third grading period students can earn participation in the Academic Incentive by qualifying for Honor Roll, B.U.G. Roll, or maintaining Perfect Attendance. Incentives for this accomplishment vary and may be held in school or outside of school.

P. Attending After School Events

Students who remain after school for athletic events, school clubs, academic teams, or special events must remain on school property until a parent arrives to pick-up the student. This is required for student safety and proper supervision.

Q. Elevator Usage

Students can use the school elevator with a medical request or a legitimate injury that prevent using the stairs. Students must be approved through the school office. One student helper may accompany the child approved for elevator use. Students not assigned to use the elevator or help will be issued detention if on the elevator.

R. Immunization Requirement

Effective – September 2010 Prior to entry to the 7th grade all students are required to receive a booster dose of either Tdap or Td vaccine. A record of this requirement must be provided to the school nurse prior to the start of classes

S. Students Pick-Up at Dismissal

Parents who want to pick up their children after school must make arrangements beforehand either by telephone or note to the office. Parents, or persons designated by them, should park in the designated area. Students leaving with their parents/guardian must stop in the office and secure a pass. This pass will be shown or given to the person on duty in the visitor parking area. The rule is for the protection of your child and coincides with provisions of the “Missing Child Act.”

A student will not be released to older brothers, sisters, or any other individual unless specific written permission or telephone contact with a parent or guardian has been secured.

T. Entrance to Building During School Hours

Parents and other adult visitors who have legitimate business in the school are always welcome at South Range Middle School. However, to comply with Section 2917.211 of the Ohio Revised Code, all persons, upon entering the school building, must report to the office and request a visitor’s permit.

- Press the door buzzer and identify yourself.
- Sign-in in the office and wear a visitor/volunteer badge while in the building.
- Visit only the building that signed you in.
- Report directly to the room or area you are visiting.
- Stay with the teacher or in the assigned classroom or area during your scheduled time.
- Return to the office at the end of your scheduled time to sign out.
- If you need to visit another building area, tell the secretary and report directly to that office.

U. Entrance to Building After School Hours

When you desire use of the building at any time other than regularly scheduled times, permission must be secured through the principal's office.

- Custodians will not open the building unless the above is followed.
- The custodians or teachers will not give their keys to any student at any time.
- Any local organization desiring use of the building after school hours must apply and be approved by the superintendent, building principal, or Mr. Barth at least two weeks in advance. Building use is limited to that group only, not outsiders.

V. Emergency Closing of School

In the event of an emergency and the school is closed, it will be announced over local radio stations (Youngstown/Salem) and homes will be called through the automated phone system.. Please do not call the school-- listen to the radio or TV.

W. Two Hour Delay

In the event of an emergency or weather conditions the schools may use a two hour delay procedure. All bus routes and the opening of school will be two hours later than normal. The school's daily schedule will be adjusted with a normal dismissal time of 2:45 p.m.

X. Student Visitors

Students are not permitted to bring friends or relatives to school with them unless prior arrangements with the principal have been made well in advance.

Y. Other School Property

The repair or replacement costs of damaged or lost school property will be the responsibility of the student or his/her parent/guardian.

VII. Federal Student/Parent Information

A. Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ educational records.

These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. A School official will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.
2. The right to request the amendment of records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record request by the parent or eligible student, a School official will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to release of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception exists when a school official needs to review an education record in order to fulfill his or her professional responsibility. The School also discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-4605**

If you have any question about how your school district complies with FERPA, please contact your school principal or central office.

B. Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that your school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s educational records. However, the district may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow your school district to include this type of information from your child’s education records in certain school publications, such as yearbook, honor roll, graduation programs, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parent's prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require your school district to provide military recruiters, upon request, with directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their student's information disclosed without prior written consent.

If you do not want your school district to disclose directory information from your child's educational records, including disclosure for all marketing activities, without your prior written consent, you must notify the District in writing by September 15th.

Your school district has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members on athletic teams
- Electronic Mail Address
- Photograph
- Degrees, Honors, Awards
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Most recent educational agency or institution attended

C. Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires your school district to notify you and obtain consent or to allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations
2. Mental or psychological problems potentially embarrassing to the student
3. Sex behavior and attitude
4. Illegal, anti-social, self incriminating and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such those of lawyers, physicians and ministers
7. Religious practices, affiliations, or beliefs of the student or parents or
8. Income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

Parents or students who believe their rights under PPRA may have been violated should first contact their building principal. If concerns still exist, they may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

The schools in this school district seldom administer surveys, analysis or evaluations in the eight areas above. When they do so, they customarily announce them in the building newsletter prior to administration.

**D. Notification to Parents
Elementary and Secondary Education Act Reauthorization
(ESEA)
“No Child Left Behind”
South Range Local School District**

South Range Local school District is complying with the notifications to parents required by the No Child Left Behind (NCLB) Act passed by the federal congress. This handbook lists nine of the notifications.

Other notifications – namely The Family Educational Rights and Privacy Act (FERPA) addressing educational records, directory information and the protection of pupil rights are listed in each school’s Student/Parent Handbook which is provided to each family

IMPORTANT INFORMATION FOR PARENTS AND OUR COMMUNITY

Our school district will communicate with parents and our citizens as often as we can during the coming school year on a variety of important issues. Among those issues are the following, which we believe will assist students and parents in understanding how our schools meet performance standards established for all Ohio schools, how we protect and respond to student matters of rights and privacy, and options that are available to parents in supporting their child’s education. If you have any questions or need further information on any of these issues, please contact your child’s Principal or the Superintendent’s office.

ANNUAL DISTRICT REPORT CARD

Your school district provides a Report Card to parents and community each year to demonstrate how well our school is doing in meeting Ohio’s school district and building performance standards. This annual Report Card is created by the Ohio Department of Education, and compares our school buildings and district with similar districts in Ohio in dozens of different categories of data. It will identify our schools and district as *excellent*, *effective*, *continuous improvement*, *academic watch*, or *academic emergency*. This annual Report Card is provided to parents and posted on the Ohio Department of Education’s website (www.ode.state.oh.us) before October 1st each year.

ANNUAL REVIEW OF ASSESSMENT RESULTS

Ohio school districts must annually review the academic assessments and other progress indicators identified by the State of Ohio to determine whether those schools are making adequate yearly progress. Our school district routinely reviews how well our students are performing academically, and communicates our status in a variety of ways each year to parents, teachers, principals, schools, and the community so that we may improve our programs and instruction. Parents may request, if they do not receive, information on the specific level of achievement of their child in each of the State's required assessments. If you have a question about your child, school building or district performance, please contact your child's Principal or the Superintendent's office.

ADEQUATE YEARLY PROGRESS (AYP)

We work hard to ensure that our school district is performing at or beyond Ohio's performance standards. If our district is ever identified by the State for improvement, corrective action or restructuring, we will provide to parents a comprehensive description about what the State's identification means, why we are so identified, and what we will do to improve. If this identification ever does occur, parents may have educational options available to them for their child, and we will notify parents of such.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents in our school district have the right to request information about the professional qualifications of their child's teacher(s), including whether the teacher holds appropriate certification for the subjects(s) and grades and the college degrees and major areas of study of the teacher. Parents also may request the qualifications of classroom paraprofessionals (teacher aides or assistants) who work with their child. If you wish to inquire about these qualifications, please contact your building Principal or the Superintendent's office.

TEACHERS WHO ARE NOT "HIGHLY QUALIFIED"

Our school district places a priority on hiring the most qualified professionals to teach our children. The district will notify parents when a child has been assigned to a teacher who is not "highly qualified" according to the Federal *No Child Left Behind* and Ohio regulations, or will be or has been taught for four or more consecutive weeks by a teacher who is not "highly qualified."

ANNUAL TITLE I PARENT MEETINGS

Our school district provides an annual meeting each fall to inform parents of our school's participation in Title I programs and to invite parent input in ways that will improve our school buildings and district and to help children succeed. Among the issues discussed at these meetings are the curricula in place in our schools, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet. Parent issues and questions about our Title I program will be addressed and become a part of our school district's Title I Plan. If you have any questions about our Title I program and funds that support our children, please contact our district's Title I Coordinator or your child's Principal.

TITLE I PROGRAM AND PLAN

Our district creates and monitors a school wide comprehensive Title I Plan that provides direction to school building Principals and teachers and is always available to parents who may request it. Included in this Plan is a description of how the school will provide individual student academic assessment results to parents. We work hard to ensure that this Plan is understandable and

provided in a language that parents can understand. Our school district may be eligible for "school-wide program authority" which permits us to consolidate funds that we receive from Federal, State and local sources to support programs and instruction to students. As part of our annual Title I parent meetings, we will notify parents if our school district has this authority and how it will impact what we can do to improve our school district and help our children succeed.

LIMITED ENGLISH PROFICIENT STUDENTS (LEP)

Our school district is aggressive in identifying students who are not native speakers of the English language and who need special assistance in order to meet the district's and Ohio's level of proficiency. Our efforts include opportunities for parents to meet with your child's Principal and teacher(s), information about how parents can be involved in their child's education, and how parents can help their child attain English proficiency and succeed in the classroom. We work hard to provide information to parents in a format and language that they can understand; if we are not succeeding in this, we would ask you contact us so that we may improve and provide what you need.

UNSAFE SCHOOL IN OHIO

States that receive Federal funds, including Ohio, must permit students to attend a safe public school. Our school district is considered a "Safe School" for our students in all definitions of the term.

E. Section 504 of the Rehabilitation Act of 1973

The South Range Local School District will ensure that no student with a disability as defined by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) within the District's jurisdiction will, because of his/her disability, be denied participation in, the benefits of, or otherwise be subjected to discrimination in any program or activity of this District. The District is committed to ensuring that students with or suspected of having disabilities be identified, evaluated, and provided with a free appropriate public education (FAPE). The District does not discriminate on the basis of disability with regard to admission, access to education services, treatment or employment in its programs and activities. The 504 Policy and Procedures in its entirety can be accessed at:

<http://www.southerange.k12.oh.us/Departments/GiftedServices/mainpages/pages/504policys.pdf>

Hard copies of the Policy and Procedures can be found in the main offices of the K-12 complex as well as with the 504 Coordinator:

Shari Lewis
11300 Columbiana-Canfield Rd.
Canfield, Ohio 44406
330 549-2163

