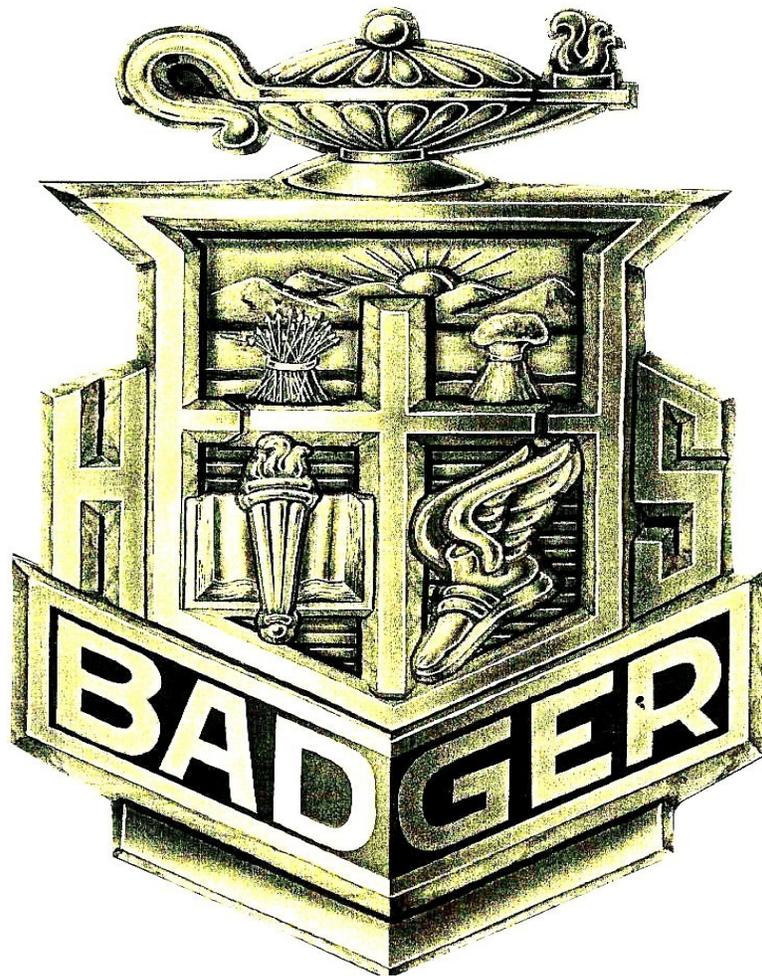


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# **Badger Middle School Student Responsibilities and Rights Handbook**



**2019-2020**

## **INTRODUCTION**

This handbook is designed to provide students and parents with a general outline of the requirements and responsibilities of students within their educational environment. The middle school is here to provide an education to all who are enrolled. This can best be accomplished in an orderly and organized fashion. It is an administrative and faculty goal that all those who desire to learn are provided with an environment and opportunity to achieve that goal. It is also our goal to stress that those who do not desire to take advantage of this privilege have no right to hinder this privilege for others. Parents and students are therefore provided with this handbook of policies, codes, and regulations that are designed to create a positive learning environment.

## **MISSION STATEMENT**

Badger Middle School will provide a challenging and appropriate learning environment that promotes student achievement by encouraging students to use information and technology effectively; to communicate clearly; to demonstrate acceptable social skills; and to successfully compete in society.

## **SURVEILLANCE CAMERAS**

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras. For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

## **BELL SCHEDULE**

Period 1	7:30- 8:20
Period 2	8:23- 9:13
Period 3	9:16-10:06
Period 4	10:09-10:59
Period 5A	11:02-11:32
Lunch	11:35-12:05
Period 5B	12:09-12:26
Period 6	12:29-1:19
Period 7	1:22-2:12

## **CURRICULUM SCHEDULE**

Each middle school student has a fifty or seventy five minute class in each of the four major curricular areas: English, Mathematics, Science, and Social Studies. In addition, Physical Education, Music, Reading, and Intervention are offered.

### **ATTENDANCE POLICY**

In order to maintain the educational process to teach the importance of attendance, to meet the Ohio Compulsory Attendance laws, and to meet the increasing pressures of student accountability, the following attendance policy is hereby adopted by the Joseph Badger Local Board of Education.

Parents and/or guardians must make good attendance a priority and take responsibility that their children are in compliance with school policies. The school cannot teach pupils who are *not* present. The entire process of education requires a continuity of instruction, classroom participation, learning experiences, and study opportunities in order to reach a goal of maximum educational benefits. Students who miss school frequently experience great difficulty in achieving the maximum benefits of education. As a result, these students are only able to achieve limited success in their school program. Parents may be required to attend a mandatory Parent Education Program when excessive students tardies, absences, or suspensions occur as established by Ohio Revised Code 3313.663. In accordance with Ohio House Bill 410, students who are excessively absent or habitually truant may be required to participate in an intervention program as prescribed by school policy and state law.

Family vacations must be pre-approved by the administration to receive an excused absence. Written request from the parents for vacation approval is to be submitted at least one (1) week (5 school days) prior to the date of vacation. Students participating in school sponsored and / or sanctioned activities will be considered in attendance.

The Ohio Law requires school attendance for all persons between the ages of six and eighteen. Excused absences are granted only for:

1. Personal illness
2. Illness in family (applies to children over 14)
3. Death of a relative
4. Quarantine of home.
5. Observance of religious holidays
6. Emergency or set of circumstances judged as sufficient cause by school authorities.

### **Attendance Procedure for Middle School Students**

**1. Student Absence / Calling off Your Student:**

Parents are required to call the school on the day their son/daughter is absent and state the reason for the absence. Upon return to school the student must bring a note stating the date(s) of absence, the reason, and the parent / guardian signatures.

**2. Student Attendance Required:**

Students absent from school or a class more than eighteen (18) days per year will be in danger of losing credit. Parents may also face a mandatory "Parent Education Program" (ORC 3313.663). All absences excused, unexcused and suspension out of school will be counted towards the 18 day absence policy. The only exception is students who are hospitalized or under the care of a doctor. Medical excuses must be validated in writing by a doctor and must be presented with twenty-four (24) hours upon return to school. Students in attendance for less than half a class period will be counted as absent for the period unless excused by the principal.

**3. Home Instruction:**

Students who must be absent from school for twenty (20) days (consecutive absences) or more because of legitimate medical reasons should apply for an application for home instruction through the office.

**4. Medical and Dental Appointments:**

These appointments should be arranged outside of school hours if at all possible. If a student must leave for a planned appointment, which had been pre-arranged, he/she will bring a note explaining the reason for the request and the time the student is to be dismissed and signed by a parent/guardian.

**5. Tardy to School:**

Students arriving after 7:30 a.m. are to report to the middle school office where they will sign in and be given a pass to enter class. **ONLY DOCUMENTED TARDIES WILL BE EXCUSED.** All other tardies to school will be subject to disciplinary as outlined in the student code of conduct. Repeated tardiness will not be accepted. *Students who are habitually tardy will be reported to the County Attendance Officer. A "Parent Education Program" may be required.*

**6. Participation in After School/Extra-curricular Activities:**

Students who are absent for the day are not permitted to participate in, or attend after school functions (ie: Athletic events, club activities, school programs, etc.). Students who wish to participate in or attend after school/extra curricular activities must be in school for a minimum of half a day on the day the activity occurs. It is the responsibility of the student/parent to notify the activity sponsor of non participation in the event a student is dismissed from school due to illness. Any exceptions to this policy must be approved by the principal.

**7. Unexcused Absence/Truancy:**

Students who are considered unexcused and/or truant will not receive make-up

class work for material missed. Teachers are not responsible for providing missed assignments, tests, or written requirements. It is the responsibility of each student to keep informed of all materials missed during an excused and/or truant absence.

### **8. Excused Absences:**

Students with excused absences will be allowed one day for each day absent to turn in assignments.

### **9. Student Vacation/Extended Absence Policy:**

In the event of extended absences or family vacations, the student should have the opportunity to obtain assignments in advance. A letter or request (if an excused absence is desired) should be submitted to the principal at least one (1) week before the departure for such vacations. Test and assignments which are missed during such a period of absence will be made up at the discretion of the teachers. Tests and assignments under above circumstances will be entered into the grade average for the period. Under no circumstances should a teacher be expected to provide make-up tutoring. It is not the responsibility of the teacher to provide work in advance of the vacation or absence.

## **BADGER MIDDLE SCHOOL GRADING STANDARDS**

It is the philosophy of the Joseph Badger Local Board of Education that students will respond more positively to the opportunity for success than to the threat of failure. It seeks, therefore, to emphasize learning objectives in its instructional program to make achievement recognizable and possible for all students. It emphasizes achievement in its processes of evaluating student performance.

The following percentage scale will be utilized to determine letter grades along with conduct grades for middle school student performance.

<b><u>GRADE</u></b>	<b><u>PERCENTAGE</u></b>
A	100-93
B	92-85
C	84-76
D	75-66
F	65 and below

The yearly grade will be the percentage average of the four nine weeks grades. All grades are to be based on a minimum average of nine grades per quarter. Homework is to be completed and handed in on time. The amount of homework is determined by the teacher and subject to review by the administration.

### **PROGRESS REPORTS:**

Student progress will be reported to parents approximately half-way through each

grading period by the following means:

First Nine Weeks	Progress Reports
Second Nine Weeks	Progress Reports
Third Nine Weeks	Progress Reports
Fourth Nine Weeks	Progress Reports

Progress reports will be issued to all students in all buildings. These reports will only be on forms approved by the building principal.

### **PROMOTION / RETENTION**

We believe that the primary consideration in decisions regarding promotion and retention of students should be the ultimate welfare of the child. At Badger Middle School, all courses are arranged according to a specific point system which is listed below (listed as units of study)

#### **BADGER MIDDLE SCHOOL POINT SYSTEM**

Math	1	Math Block	1.5
ELA	1	ELA Block	1.5
Social Studies	1	Reading	.5
Science	1	Physical Education	.5
Music	1		

A student who fails enough courses to accumulate TWO points using this system **may be considered for retention**. For example, if a student fails two major subjects such as math and social studies; or fails Math Intervention, Phys Ed, and Science; they will have accumulated enough points (two) to be considered for retention.

### **CODE OF CONDUCT**

Students are disciplined in accordance with the Code of Conduct established by the Joseph Badger Local Board of Education and covered by homeroom teachers at the beginning of the year. Any violation of these rules constitutes sufficient grounds for the administration to initiate disciplinary action.

#### **STUDENT CODE OF CONDUCT**

This code of conduct was prepared through the combined efforts of community members, parents, students, teachers, and administrators.

In compliance with the provision of Ohio Revised Code 3313.661, the Joseph Badger Local Board of Education does hereby adopt the Joseph Badger Schools Guidelines and Procedures of the Code of Student Conduct.

**STATEMENT OF INITIATION:** The Joseph Badger Board of Education's prime

concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means be employed on behalf of those who would destroy or deny such an environment.

**JURISDICTION:** The rules and standards set forth in this policy apply to conduct on school premises or on school buses or involving school property, to conduct off school premises which directly affects other students or the school, and to conduct at school functions of any kind.

**PENALTIES:** A violation of any of the rules and standards set forth in this policy may result in expulsion suspension, or detention in addition to removal from curricular, co-curricular, and extra-curricular activities.

**CODE OF CONDUCT:** Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose, or creates a likelihood that it will interfere with the health, safety, or well-being, or right of other students is prohibited. The proceeding standard is a general standard used as a guide by all students. Not all acts of misconduct can be itemized. The following is an enumeration of some of the main areas of conduct which will lead to disciplinary action.

**POINTS TO KEEP IN MIND REGARDING MISCONDUCT:**

1. PROPER BEHAVIOR IS SOMETHING WE ALL MUST LEARN. IT IS PERHAPS THE MOST IMPORTANT EDUCATIONAL LESSON TO BE LEARNED.
2. YOU MAY HAVE THE RIGHT TO DECIDE NOT TO LEARN IN A DEMOCRACY; HOWEVER, YOU HAVE NO RIGHT TO INTERFERE WITH THE EDUCATION OR RIGHTS OF OTHERS IN ANY WAY.
3. PLEASE NOTE THAT THE CORRECTIVE ACTION RELATES REASONABLY TO THE OFFENSE.

**Code of Conduct**

**Code of Conduct—Probable Corrective Action**

20 or more days of suspension MAY result in expulsion.

**DATING VIOLENCE UNDER SCHOOL ANTI-BULLYING POLICIES**

(R.C.3313.666) The act requires each school district, community (charter) school, and STEM school to incorporate dating violence into its existing policy prohibiting student harassment, intimidation, or bullying. For this purpose, the act explicitly includes

<b>Nature of Misconduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Final</b>
<b>Public display of affection</b>	Warning	Detentions	3 days suspension	5 days suspension
<b>Tardiness to school</b>	3 Tardies per semester with out penalty	4 – 6 Tardies 2 detention	Tardies 7 – 9 Four hour Sat. detention Referral to County Attendance Officer “Parent Education Program”	10 days + 2 day suspension/ occurrence
<b>Tardy to class</b>	Teacher warning	Detention	2 hour Saturday detention	4 hour Saturday detention
<b>Unexcused absence from school</b>	0 in all work			
<b>Cheating</b>	0 in work. Parent notification upon teacher recommendation	0 in work. Parent notification. 3 days suspension	0 in work. Parent notification. 5 days suspension.	0 in work Parent notification 10 days suspension
<b>Disturbance in an Assembly</b>	Administration discretion	No participation in assemblies for the remainder of the year.		
<b>Non-conformance to dress code</b>	Warning Dress must be corrected	4 hour Saturday detention. Dress must be corrected	1 day suspension Dress must be corrected	3 days suspension Dress must be corrected
<b>Obscene materials trading, passing, writing or possessing.</b>	4 hour Saturday detention	3 days suspension	5 days suspension	10 days
<b>Truancy and/or skipping classes</b>	4 hour Saturday detention 0 in work missed	3 days suspension 0 in work missed Refer to County Attendance Officer	5 days suspension 0 in work missed Refer to County Attendance Officer	10 days 0 in work missed Refer to County Attendance Officer

<b>Nature of Misconduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Final</b>
<b>Off Limits</b>	2 hour Saturday detention	4 hour Saturday detention	3 days suspension	5 days suspension
<b>Safety Violation</b>	2 detentions	4 hour Saturday detention	3 days suspension	5 days suspension
<b>Failure to serve regular after school detentions on assigned day without prior approval from the office</b>	Double detentions	4 hour Saturday detention	3 day suspension	5 day suspension
<b>Profanity</b>	4 hour Saturday detention	3 days suspension	5 days suspension	10 days suspension
<b>Inappropriate student behavior/conduct hazing, rowdiness, verbal</b>	Administrative discretion	4 hour Saturday	3 day suspension	5 days suspension
<b>Harassment</b>	3 days suspension	5 days suspension	10 days suspension	Expulsion
<b>Gambling</b>	Administration discretion	3 days suspension	5 days suspension	10 days suspension
<b>Tobacco, smoking use, possession, transmitting, or concealing. Includes possession / use of smokeless, lighter or matches. Contact local / authorities / appropriate agency.</b>	3 days suspension / Administrative discretion	5 days suspension / Administrative discretion	10 days suspension / Administrative discretion	Expulsion / Administrative discretion
<b>Violating the Mobile Technology Policy and Procedures</b>	Administration discretion	Administration discretion	Administration discretion	Administration discretion
<b>Violation of TCTC or other affiliated school's code of conduct which results in suspension or expulsion from that school</b>	Administration discretion	Administration discretion	Administration discretion	Administration discretion

<b>Nature of Misconduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Final</b>
<b>Insubordination and/or disrespect</b>	3 days suspension	5 days suspension	10 days suspension	Recommend expulsion
<b>Failure to serve Sat. Detention</b>	3 days suspension	5 days suspension	10 days suspension	Recommend expulsion
<b>Refusal to accept disciplinary</b>	3 days suspension	5 days suspension	10 days suspension	
<b>Forging staff name on a pass</b>	3 days suspension	5 days suspension	10 days suspension	
<b>Falsifying school data</b>	3 days suspension	5 days suspension	10 days suspension	
<b>Fighting / Inciting or assisting a fight</b>	5 days suspension	10 days suspension	Recommend Expulsion	
<b>Theft Public / Private</b>	3 days suspension Restitution of material Possible prosecution	10 days suspension Restitution of material Possible prosecution	Recommend Expulsion	
<b>Vandalism Public / Private</b>	3 days suspension Restitution of damages Contact law enforcement	10 days suspension Restitution of damages Contact law enforcement	Recommend Expulsion	
<b>Damage to school</b>	3 days suspension Restitution of damages Contact law enforcement	10 days suspension Restitution of damages Contact law enforcement	Recommend Expulsion	
<b>Firecrackers / fireworks Other incendiary devices</b>	5 days suspension	10 days suspension	Recommend Expulsion	
<b>Alcoholic beverage / look alike beverages possession, use or transmitting</b>	10 days suspension Must conform to substance abuse policy	Recommend Expulsion Contact law enforcement		

<b>Nature of Misconduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Final</b>
<b>Misconduct by a student regardless where it occurs that is directed to a district official or employee</b>	Administration discretion	Administration discretion	Administration discretion	Administration discretion
<b>Possession or use of firearms, explosives, or similar items</b>	Recommend expulsion Contact law enforcement			
<b>Drugs / look alike drugs possession, use, concealing or transmitting, drug paraphernalia</b>	10 days suspension Contact law enforcement	Recommend Expulsion Contact law enforcement Conform to substance abuse policy		
<b>Extortion</b>	10 days suspension Contact law enforcement	Recommend Expulsion Contact law enforcement		
<b>Setting off false alarm</b>	10 days suspension Contact law enforcement	Recommend Expulsion Contact law enforcement		
<b>Use of cell phones and other electronic devices during school day without prior permission</b>	Warning	1 Detention	4 hour Saturday detention	3 day suspension
<b>Use of recording devices in the classroom, except pursuant to the instructions of a teacher.</b>	Administration discretion	Administration discretion	Administration discretion	Administration discretion

<b>Nature of Misconduct</b>	<b>1<sup>st</sup> Offense</b>
Possession of weapons or look alike weapons	Recommend expulsion
Use of weapons to cause bodily harm	Recommend expulsion
Unauthorized use of fire	Recommend expulsion Contact law enforcement
Bomb Threat	Recommend expulsion Contact law enforcement
Verbal attack (threats directed to school personnel or students)	Recommend expulsion Contact law enforcement
Assault or physical attack	Recommend expulsion Contact law enforcement
Distribution or sale of drugs, narcotics, marijuana, or anything under drugs, pretense of drugs or look alike.	Recommend expulsion Contact law enforcement
Student driving violation	Loss of parking privileges / Administrative discretion
Bus misconduct	Refer to transportation code of conduct
Failure to serve suspension	Recommend expulsion

violence within a dating relationship as a form of harassment, intimidation, or bullying. In effect, then, the policy would cover dating violence that occurs on school property or at school-sponsored events. The district or school must update its policy within six months after the act's effective date.

## **DISCIPLINARY ACTIONS**

### **DUE PROCESS — STUDENT DUE PROCESS RIGHTS:**

Discipline and order in school is essential if the educational function is to be performed. Boards of Education possess broad authority to prescribe and enforce standards of student conduct. This authority must be exercised in a manner which is

consistent with constitutional safeguards. The Supreme Court has held that Ohio's free public education and attendance laws (R.C. 3314.48, 3313.64, Chapter 3321) create a property interest for each Ohio school resident. This property interest may not be taken away for misconduct without adherence to the fundamentally fair procedures required by the Due Process Clause of the Fourteenth Amendment. Due process requires, with regards to a suspension of ten days or less, that the student receives notice of the charges, and if he denies them, an explanation of the evidence school officials have and an opportunity to present his version of the event. Parents have the right to an appeal hearing if so desired.

## **DETENTIONS**

### **AFTER SCHOOL:**

Detentions meet directly after school is dismissed. Students are required to bring study materials with them during the detention period. Absence from detention will be excused by the building administrator only prior to your absence from detention.

### **SATURDAY DETENTION PROGRAM:**

Students may be assigned by the building principal or his/her designee. Saturday morning detentions are assigned for more serious infractions of the rules. Students issued Saturday detention will be scheduled beginning at 8:00 a.m. and ending at 12 noon. Students are required to bring study materials with them to study during the detention period.

### **SUSPENSION:**

Suspension or expulsion will result in exclusion from all after school activities for the period of the suspension or expulsion.

### **SUBSTANCE ABUSE:**

A first time substance abuse offender may have his/her suspension reduced from the recommended 10 days, pending completion of a professional chemical assessment with a certified agency upon the recommendation of the building principal (All assessment expenses shall be the responsibility of the parent/guardian). Notification of the assessment being arranged with the agency must be provided to the principal within 48 hours ( 2 school days). Completion of the assessment must be within the time established by the principal or the complete suspension will be served.

### **ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING:**

The Joseph Badger Local Board of Education actively endorses equality in employment and in education without regard to sex, color, race, national origin, religion, age or disability in accordance with applicable federal, state and local laws. The Board of Education believes that all employees and students are entitled to work and study in an environment that is free from discriminatory harassment. Each student has a respective responsibility to maintain an educational environment free from

discriminatory harassment. The Board's policy on anti-harassment is Policy 5517 (attached hereto). Policy 5517 specifically defines the different types of harassment in greater detail. It applies to all forms of unlawful harassment, including sexual harassment and discriminatory harassment based on race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, ancestry or genetic information.

Harassment under this policy includes, but is not limited to slurs, jokes, intimidation, persistent abuse of another, whether physically, orally or in writing, which is based on sex, color, race, national origin, religion, age or disability.

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited. Discipline will be imposed for violations of the policy, up to and including suspension and/or expulsion from school, as well as other forms of discipline.

"Harassment, intimidation, or bullying," in accordance with Ohio law, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts, *i.e.*, Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property.
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

The Board will investigate all allegations of unlawful harassment and take steps to end such harassment if it has occurred. Retaliation against someone for filing a complaint of harassment is prohibited and is also subject to discipline, as well as filing a false report. The victim of discriminatory harassment may be offered remedial services, such as compensatory education, development of a safety plan, and counseling as appropriate.

Students and other members of the school community who witness a student being harassed, intimidated, or bullied should report the harassing conduct immediately to a teacher, administrator, or district official including Compliance Officers Mr. Steve Kochemba (330-876-2840) and Dr. Mary Jefferson-Gough (330-876-2860). Complaints will be investigated informally or formally.

Any student, parent, visitor, school personnel, or other member of the school community may bring a complaint to school personnel and also may fill out the Bullying/Harassment Incident Reporting Form attached to this Handbook, which also is available electronically or in writing upon request. The policy is available on the

District's website at: <http://www.neola.com/josephbadger-oh/>

**Joseph Badger Local School District  
Bullying/Harassment Incident Reporting Form**

**DATE OF INCIDENT:** \_\_\_\_\_ **TIME OF INCIDENT:** \_\_\_\_\_ **REPEAT INFRACTION:** YES NO

**LOCATION OF INCIDENT (Circle all that apply):**

Text/Phone/Internet/Social Media   Hallway   Restroom   Classroom   Gym   Lunch Room   Playground  
Locker Room   Bus Stop   On Bus   Parking Lot   To/From School   After School Program  
School Sponsored Event   Other: \_\_\_\_\_

**Name and Race of Victim(s)**      **Name and Race of Student(s) Bullying**      **Name(s) of witnesses/bystanders:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Bullying:**

- ◇ Verbal
- ◇ Physical: Result in Injury? YES NO   Reported to School Nurse? YES NO  
Reported to Police? YES NO

◇ Relational

**Bullying Behaviors (circle all that apply):**

Shoved/Pushed      Hit, Kicked, Punched      Threatened      Stole/Damaged Possessions

Excluded      Taunting/ridiculing      Writing/Graffiti      Told Lies or False Rumors

Staring/Leering      Intimidation/Extortion      Demeaning Comments      Inappropriate touching

Cyberbullying using: Text Messages      Website      Email      Other: \_\_\_\_\_

Racial, Sexual, Religious or Disability      Circle one and describe: \_\_\_\_\_

**Reported to School by (circle all that apply):**

Teacher      Student      Bystander      Victim//Target      Parent      Bus Driver      Anonymous

Other: \_\_\_\_\_

**Describe the Incident:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Today's Date: \_\_\_\_\_ Reported by: \_\_\_\_\_ Signature: \_\_\_\_\_

**SCHOOL BUS ARRIVAL AND DISMISSAL**

The safety and well being of all students is of major importance while being transported to and from school.

1. All students will be picked up and dropped off at their residence unless an approved alternative bus form is on file in the transportation office. Any changes to pick up and/or drop off locations will become effective 48 hours AFTER the form has been returned and approved in the transportation office.
2. Pupils are expected to enter the school building immediately and not leave the school grounds after their arrival.
3. Pupils who refuse to cooperate will be suspended and/or terminated from bus transportation. Unsatisfactory conduct on a school bus is explained in the school disciplinary code given at the beginning of each school year.

**STUDENT CONDUCT ON THE BUSES**

Ohio Law requires transportation for pupils in kindergarten through eighth grade who live more than two miles from school. Transportation may be provided for pupils attending high school. Ohio law also allows for the suspension and termination of bus riding privileges. Bus transportation will not be provided for students who serve after-

school detentions, due to violations of Joseph Badger Code of Conduct.

The Joseph Badger Local School District's concern for the safety and well being of students being transported has resulted in the adoption of the following bus transportation code of conduct. We hope parents will review this code and discuss proper behavior with their children so the need for suspension and/or termination of transportation is avoided. Your cooperation would be greatly appreciated.

While the law requires the school district to provide transportation, it does not relieve the parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus, he or she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the board shall require a child to conduct himself properly on the bus.

In cases where a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the building principal and his/her designee, by the bus driver.

Children who are serious disciplinary problems may have their right to transportation suspended and/or terminated. In such cases the parents must assume the responsibility for seeing that their children get to school safely.

Each student and the parents/guardians are asked to read and follow the Code of Conduct.

1. To maintain A.M. schedules, students must be ready and waiting at the assigned stop. This means a safe area in the driveway or yard, not in the doorway or garage, etc.
2. Students must wait for the bus to come to a complete stop before entering the area of boarding or before exiting a bus. If crossing the road, students must wait for the proper signal from the driver before crossing.
3. Upon entering the bus, students should take their seats quickly and remain seated for the duration of the trip, talk quietly and keep hands to themselves.
4. In the event of an emergency, all students are to remain on the bus unless instructed otherwise
5. Students will not damage/vandalize the bus in any way.
6. Students will keep themselves and their belongings inside the bus at all times.
7. Riders shall obey the instructions and requests of the driver.
8. Riders must be silent at railroad crossings.
9. Students exiting the bus should go directly to their house. If crossing the road is necessary, students must wait for the proper signal from the driver and check for oncoming traffic before crossing.

10. Any behavior that may be considered disruptive or distracting to the driver's ability to operate the bus in a safe manner will not be tolerated.
11. Any student behavior that may cause harm to themselves or another student will not be tolerated.

**Violations of any of the above rules will result in the following:**

- ⇒ Step One: Verbal warning to student and written warning to parent or guardian.
- ⇒ Step Two: Suspension from the bus for two (2) days
- ⇒ Step Three: Suspension from the bus for three (3) days
- ⇒ Step Four: Suspension from the bus for five (5) days
- ⇒ Step Five: To be determined at the discretion of administration
- Please note that Steps 1,2,3 or 4 could be by-passed at the discretion of administration.
- Students may also face possible suspension from school for more serious offenses.
- During a suspension from the bus it will be the responsibility of the parent or guardian to provide transportation to and from school. If the child is absent from school for any reason during a bus suspension, it does not count as a suspension day.
- The Joseph Badger Local School District considers student safety and well-being a priority, and adherence to the bus conduct rules will ensure a safe and enjoyable ride for all students.

### **DETENTIONS**

Detention time is from 2:15 P.M. to 3:00 P.M. Detentions are assigned 24 hours in advance to allow you time to make arrangements to transport your child home. Transportation is the responsibility of the parent or guardian. Detention not served on assigned date may be doubled. Saturday detention may also be assigned.

**SATURDAY DETENTIONS** run from 8:00 - 10:00 a.m. and from 10:00 A.M.- 12:00 P.M or 8:00 A.M.- 12:00 P.M.

### **STUDENT DRESS CODE**

It has been the experience of the Joseph Badger Local Schools that Certain habits of dress will at times detract from the educational process and thus will not be conducive to a good learning situation. Also, certain types of dress may present a concern for health and safety of the student and may be hazardous to them in school activities such as art, laboratory work, physical education classes, etc. Certain types of dress may also cause problems of maintenance; for example: cleats on shoes that scratch floors and trousers with metal rivets that scratch furniture.

The purpose of this dress code is not to deny personal rights but to help students establish habits of good grooming and modesty in modes of dress and to provide students with consistent guidelines of acceptability in appearance.

1. Personal items including articles of clothing that are illegal or derogatory towards political, religious, racial, or any other protected groups are not permitted.
2. Students may use book bags to bring books to school. These book bags must remain in the students' lockers and are not permitted in any other part of the building.
3. Clothing, patches, emblems, or slogans that relate to obscenity, drugs, alcohol, tobacco, or gangs is not permitted.
4. The following apparel or modes of dress will **NOT** be permitted in school: transparent and or/see through clothing, bare midriffs, tank tops, half tops, pajamas, and fish net tops unless worn with either shirts or blouses.
5. Torn clothing or apparel that is not repaired or does not provide adequate body coverage will not be permitted.
6. The wearing of caps, hats, bandanas or other inappropriate headgear is not permitted.
7. Shoes or sandals must be worn at all times. **Flip flops or sport sandals** are not permitted.
8. Obvious lack of undergarments and/or visible undergarments are not permitted.
9. Shorts are permitted after March 1st until November 1st, no shorter than fingertip or acceptable length with arms held in natural standing position. Skirt length must also be no shorter than fingertip length with arms held in natural standing position in order to be in compliance with dress code.
10. Any mode of dress, clothing, jewelry, or cosmetic may be regulated when said attire is inappropriate, bizarre, disruptive, or unsafe in the educational process.
11. Students violating the dress policy will be subject to disciplinary action and immediate correction of violation.

Any mode of dress, clothing, jewelry or cosmetic effect, may be regulated when said attire is inappropriate, bizarre, disruptive, unsafe, and in fact, distracting to the educational process, as determined by the principal or his/her designee. This code applies to all school related functions in which the student participates or is a spectator in Badger Middle School.

Students violating the dress policy will be sent to the office and subject to disciplinary action as per student code of conduct. Permission to return to class will be given only when students are in compliance with the dress code.

### **GENERAL BUILDING RULES**

Office Hours are from 7:00 a.m. – 3:00 p.m.

1. Students are to be quiet in the building so as not to disturb others.
2. The school is to be as neat and clean as possible.
3. There are to be no unauthorized decorations on lockers, desk or any other school property.
4. Students are to show respect for, follow directions of, and obey the instructions of school personnel.
5. Students are not permitted to bring toys, audio equipment, electronic equipment, games, chains or any other inappropriate items to school.
6. Students may use bookbags to bring their books to and from school. These bookbags must remain in the students locker and not permitted in the class or in any other part of the building.
7. Students are to come dressed appropriately and follow the Student Code of Dress as adopted by the Joseph Badger Local Board of Education.

### **BADGER MIDDLE SCHOOL CAMPUS OFF LIMITS**

Off Limit Areas: Off limit areas are considered to be any areas in which students are not assigned or do not have passes in which to be. Students are not permitted outside of the building the school day unless office permission has been granted. No one is permitted in lockers or restrooms prior to the bell. Students are not to loiter on school property. Badger Middle School campus includes building and property, all parking lot areas.

During lunch periods, students are permitted in the cafeteria, and may use the appropriate restrooms with teacher permission. Because classes are in session, all other halls and restrooms are off limits during this time, except for passage to and from classes.

### **ASSEMBLIES**

Students are expected to go into the gym and take their seats with a minimum of confusion. They are to be courteous to the speaker and considerate of the audience, as in a public gathering.

### **ADMINISTERING MEDICINE TO STUDENTS**

The Joseph Badger Board of Education believes that all medication should be given by a parent at home if possible. The Board recognizes that some students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. Where it is necessary for medication to be administered at school, the Board directs a procedure be developed to accommodate this need.

- I. The school nurse or an appropriate person appointed by the building principals will supervise the secure and proper storage and dispensation of medication
  - A. The drug must be received in the original container in which it was dispensed by the prescribing physician or licensed pharmacist..
  - B. The nurse or designee will inform appropriate school personnel of the medication.
  - C. A record will be kept of the administration of the medication.

- D. The medication will be kept in a locked cabinet, except drugs that require refrigeration that may be kept in a place not commonly used by students.
  - E. Unused medications will be returned to the parent only. Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order.
- II. The written permission will be signed by the parent and physician and the following information will be required.
- A. Child's name and address
  - B. The school class in which the student is enrolled
  - C. Name of the medication
  - D. Purpose of medication
  - E. Time to be administered
  - F. Dosage
  - G. The date the administration is to begin
  - H. The date the administration is to cease
  - I. Any severe adverse reactions to be reported to the physician
  - J. One or more numbers at which the physician can be reached in case of an emergency
  - K. Any special instructions for the administration of the drug including sterile conditions and storage
  - L. The medication must be brought to school by the parent or guardian in the original container appropriately labeled by the pharmacy or physician.
- III. No employee who is authorized by the Board of Education to administer a prescribed drug and who has a copy of the most recent physician statement will be liable in civil damages for administering or failing to administer the drug unless he/she acts in a manner that would constitute gross negligence or reckless misconduct.
- IV. No person employed by the Board of Education will be required to administer a drug to a student, except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects on the basis of religious convictions.
- V. The school district retains the right to reject requests for administration of medicine.
- VI. Other oral medications ( such as over-the-counter medications) will be administered to children during school only if a medication form is completed as stated in Section II of this policy, which includes a doctor's signature.
- VII. All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by the school employees, parents, volunteers, employees of local health districts or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are administered in accordance with rules and regulations of the

policy does not apply to, or otherwise regulate, the administration of dental disease programs sponsored by the Ohio Department of Health.

### INHALERS

In order for a student to possess and use an inhaler he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school must have received copies of these required written approvals.

The physician's written approval must specify the minimum following information:

1. The student's name and address
2. The name of the medication contained in the inhaler
3. The date the administration of the medication is to begin
4. The date, if known, that the administration of the medication is to cease
5. Written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack.
6. Any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication.
7. At least one emergency telephone number for contacting the physician
8. At least one emergency telephone number for contacting the parent/guardian or any other person having care of charge of the student in an emergency
9. Any other special instructions from the physician

### FREE AND REDUCED –PRICE LUNCH PROGRAM

The Joseph Badger Local Schools provide a free or reduced –price lunch program for students who qualify. Forms will be sent from the office for the current school year. Until the forms are sent home, all those receiving free and reduced-price lunches the previous year may continue on the program. Beginning with the 2010-11 school year, we will be waiving all class/school fees for a student who qualifies for a free/reduced breakfast/lunch.

### FEES

Students enrolled in certain courses requiring use of expendable materials are usually charged fees. We encourage fees to be paid in full by the end of the first term. All overdue fees may be sufficient cause for withholding report cards after the second grading period. Our fee of \$20.00 includes a computer fee, art fee, science lab fee, workbook fee, etc. The maximum amount of fees charged per family for students in grades K-8 is \$50.00.

**Cafeteria Accounts** – Lunch and breakfast should be prepaid. Students that have an outstanding balance due of \$10 or more will not be able to charge in the cafeteria. Students can check their balance with the cashier or by calling 330-876-2810.

### TELEPHONES

Phones are not available for student use except in unusual circumstances. Permission will be granted only in cases of justified need. If you are attending a school event, make arrangements for your transportation home before you go to the event. It should not be necessary to use the phone when the event is over.

### **LIBRARY PROCEDURE**

Our media specialist keeps our library open everyday during the school year. Library rules and regulations are explained to each student at the beginning of the year.

### **RESTROOM AND LOCKER ROOMS**

1. Students in the restroom may talk quietly.
2. Students must use the facilities as they are intended and proceed quickly to the classroom. There is to be no playing or loitering.
3. There is to be no defacing of property, toilets, sinks, hand towel racks, and partitions are to be kept clean and in proper working order.
4. Locker rooms must be only with permission from the instructor.

When it is necessary for a student to be out of a room the student must carry a hall pass provided by the classroom teacher.

### **CHANGE OF ADDRESS OR PHONE**

The school should be notified of any such changes in case the parents must be contacted about their son or daughter.

### **LOST AND FOUND**

It is amazing how many coats, boots, hats, etc. are found after school. These items will be kept in the Middle School office for a short period of time. The articles will be given to a community service organization if they are not claimed within two weeks.

### **VISITOR TO BUILDING**

No one other than students, teachers and employees of the Joseph Badger Board of Education are permitted in the school building without first reporting to the office. Student visitors are prohibited and will not be permitted to attend class or visit during the school day.

### **WITHDRAWAL FROM SCHOOL**

Whenever a family is moving from the district, parents are asked to contact the school as soon as possible. This will allow for a smooth transfer of student school records.

### **EARLY DISMISSAL**

In case of any emergencies that warrant closing school early, students will be asked if a parent is at home. If so, they will be transported by bus. If not, the school will attempt to get in touch with an alternate person.

### **FIELD TRIPS**

Parents will be asked to sign permission for their son/daughter to attend any planned field trip.

### **STUDENTS STAYING AFTER SCHOOL**

It is expected that parents will pick-up their children in a timely manner after each scheduled school event. Students and parents will be informed of exact times.

### **MONEY**

Any money brought to school will be the responsibility of the student. Each student is encouraged not to bring extra money or leave it in their lockers.

### **DANCES**

Dances are for Badger Middle School students. No visitors or outside guests are permitted. School rules and regulations apply to all dances.

### **LOCKERS**

Lockers are the property of the Joseph Badger Board of Education and are loaned to students in the same manner as textbooks. Lockers need proper care as misuse and untidiness in the locker can result in improper closing and damage. Students are to use only those lockers to which they have been assigned.

### **TEXTBOOK PROCEDURE**

The board of education will furnish all textbooks for the pupils in our school district. All such books owned by the board of education will bear the official seal of the board, and the date the book was first issued. All students are responsible for the textbook issued by your teachers. If the text is lost it is the student's responsibility to pay for the replacement of the misplaced book, after one week. Students are also responsible for having their own pencil and paper.

### **FIRE DRILL PROCEDURE**

In case of an emergency it will be necessary to vacate the building quickly. Students must treat evacuation drills as though they were the real thing. Your emergency exit is assigned according to your physical position in the building. Remember, do not talk, but listen.

### **TORNADO PROCEDURE**

Please consider the following terms:

1. A "tornado watch" means that conditions for a tornado to occur are present and all personnel should be on the alert.
2. A "tornado warning" means that a tornado funnel has been sighted nearby and that all personnel should proceed immediately to designated areas.
3. No talking will be permitted.
4. Cover your head by placing both hands over the head (behind the neck).
5. The above position will be maintained until the all-clear signal is given verbally by the principal.
6. If a tornado warning comes near dismissal time, the pupils will not be transported home until the warning passes.

### **ATHLETIC ELIGIBILITY**

Athletics are part of the extracurricular program at Badger Middle School. Whether on the field or floor as a contestant, or in the classroom as a student, an athlete's conduct in and out of school should be such as:

- a. not to reflect discredit upon their school
- b. not to create a disruptive influence on the discipline, good order, moral or educational environment in the school
- c. to meet the eligibility requirements established by the school

**The discipline of a student who is also an athlete relates to the status of that athlete in the following ways:**

1. Misbehavior of a student-athlete that results in any discipline which does not result in suspension out of school, does not prevent that student athlete from attending and participating in practices and/or games.
2. Misbehavior of a student athlete that results in discipline which does result in suspension out of school, will prevent that student/ athlete from attending and participating in practices and/or games during the entire span of time for which that individual is suspended from school.

**Academic standards for Badger Middle School will be distributed to all potential athletes at the beginning of each athletic season.**

1. Student athletes must pass the equivalent of five units of study for the preceding grading period AND not fail more than one unit of study for that same period.
2. Students must be in attendance for one half day in order to participate in that day's event.

### **COURSES FOR HIGH SCHOOL CREDIT**

Algebra 1, French 1, Intro to Physics & Chemistry are courses offered to qualifying students in Grade 8. Pre-Algebra students are recommended for these classes by their respective department and approved by the principal.



## **RECOGNITION** **HONOR ROLL**

Our Honor Roll will be broken down into these categories.

1. **Honor Roll**                      All A's
2. **Merit Roll**                      All A & B's (or all B's)

### **ACADEMIC ACHIEVEMENT**

Students will be recognized for academic achievement if their grade point average is 3.0 and above for the year. A grade of "D" or "F" in any course will eliminate the student from academic achievement recognition.

## **Joseph Badger Local School District** **Computer Network and Internet Agreement**

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the Joseph Badger Local School District's Acceptable Use Policy and Agreement for the students access to the School district's computer network and the Internet. I understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy and Agreement and agree to Indemnify and hold harmless the school, the Joseph Badger Local School District and NEOMIN (the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access) against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the foregoing Policy and Agreement. Further, I accept full responsibility for supervision of my child's or ward's use of his/her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the Joseph Badger Local School District's computer network and Internet.

I agree to the stipulations set forth in the above documents including the Mobile Technology Policy and Procedures.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_