



**Ford Middle School  
Student/Parent Handbook  
2011-2012**

Ford Middle School  
17001 Holland Road  
Brook Park, Ohio 44142  
216-433-1133  
[www.berea.k12.oh.us](http://www.berea.k12.oh.us)



*Home of the Ford Falcons!*

- Our Vision: To Inspire Excellence
- Our Mission: To help students achieve dreams they never imagined possible
- Our Goals: Accelerate Student Achievement  
Fund the Future  
Promote Excellence with One Voice

Ford Middle School  
17001 Holland Road  
Brook Park, Ohio 44142

Office Hours: 7:30AM – 3:30PM

Main Office: (216) 433-1133

[www.berea.k12.oh.us/fms](http://www.berea.k12.oh.us/fms)

Attendance Line (216) 433-0461 3:30PM – 7:30AM

Attendance calls after 7:30AM (216) 898-8840 ext. 7211 or 7229

Discipline Office (216) 989-8840 ext. 7213

Principal	Michael V. Pellegrino ext. 7203
Assistant Principal	Dr. Wayne Ruman ext. 8210
Administrative Intern	Mrs. Dawn Barchanowicz ext. 8212

6 <sup>th</sup> Grade Counselor	Kit Myers ext. 8206
7 <sup>th</sup> Grade Counselor	Tina Fillinger ext. 8208
8 <sup>th</sup> Grade Counselor	Judy Smith ext. 8207

Berea City School District

Superintendent	Michael Sheppard (216) 898-8300 ext. 6241
Assistant Superintendent	Jeff Grosse (216) 898-8300 ext. 6221
Transportation	(216) 898-8567
Food Services	(216) 898-8556
Gifted Services	(216) 267-8270
Curriculum & Instruction	(216) 898-8300 ext. 6251, 6260, 6255

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## SECTION I: INTRODUCTION

### ***Welcome...to the Ford Family!***

*Welcome to the new school year! This is your the 2011-2012 Ford Middle School Student/Parent Handbook. Close communication between home and school is important for all of us, and we think this combined handbook represents a good beginning.*

*The Student/Parent Handbook explains our instructional program, school activities, expectations, and everyday life at Ford. It will help answer many of your questions about our school.*

*It's this idea of "community" that is the driving force behind this handbook: the guidelines contained within are suggestions about how we can best contribute to an environment that is safe, friendly, and productive. It's about having an atmosphere in our school that fosters good work, good feelings, and good memories.*

*Respect for ourselves and others is probably the single most important thing we can learn as a member of our school's community of learners. As a community member, it is critical that you respect yourself, your peers, and the adults who work here every day.*

*From the first day of school to the last, our expectations will be high. Each student is expected to set personal goals and work hard to achieve the desired results. Parents also have expectations, and we will work closely together to create a relationship that allows all our goals to be achieved.*

*Call upon your teachers, counselors, and administrators for any assistance you might need. We are here for you!*

### **GENERAL INSTRUCTION FEES FOR 2011-2012 (board policy 6152)**

At the Board of Education meeting, establishes general instructional fees for each grade level. The fees help defray the cost of consumable materials used by the students. The fee for Middle School students is \$10, payable during the first few weeks of school. Students who qualify for free/reduced lunch may be eligible to have instructional fees reduced. Fee waiver forms are available on the district website at [www.berea.k12.oh.us](http://www.berea.k12.oh.us).

### **EQUAL EDUCATION OPPORTUNITY (board policy 2260)**

All students of the Berea City School District will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, citizenship status, physical handicaps, criminal record, political activity, religion, creed or opinion, in all decisions affecting admissions, membership in school-sponsored organizations, clubs, or activities, access to facilities, distribution of funds, academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

The Berea Board of Education will not permit discriminatory practices. Nondiscrimination policies are in place as are compliance officers for various areas of potential discrimination. If anyone feels at any time that there may be a violation of those policies, please make your initial contact to the building principal to discuss the concern.

### **STUDENT RESPONSIBILITIES (board policy 5780)**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. **All** students are expected to follow staff members' directions and obey all school rules.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from a teacher, guidance counselor, or an administrator.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis (*examples*: Infinite Campus, progress reports, report cards, telephone calls) and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his or her educational goals.

### **STUDENT WELL BEING (board policy 8420)**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado drills, safety/security drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she **must** notify a staff person immediately.

State law requires that all students have an emergency medical authorization form completed, signed by a parent or guardian, and on file in the school office.

Parents of students with specific health care needs should alert the school regarding their child's needs, in writing and with proper documentation by a physician, to the school office.

**SCHOOL HOURS** (board policy 8220)

The school day at Ford Middle School begins with HOMEROOM at 8:00AM and ends with the last class period (mod) at 3:00PM. The main school entrance opens at 7:30AM. All students who walk or are driven will enter at the main entrance. Bus students will enter at the West entrance door. **Students are not expected to arrive at school before 7:30AM and will not be allowed in the building until that time.**

## School Time Schedule

Doors Open	7:40AM
First Bell	7:50AM
Warning Bell	7:55AM
<u>Period</u>	
Homeroom	8:00 – 8:07AM
1	8:11 – 9:06AM
2	9:10 – 10:05AM
3	10:09 – 11:04AM
4	11:08 – 12:03PM
5	12:07 – 1:02PM
6	1:06 – 2:01PM
7	2:05 – 3:00PM

◆ **Before School Hours**

Students who arrive between 7:40AM and 7:50AM are permitted to enter the cafeteria for the breakfast program or wait in the auditorium until the 7:50AM bell rings signaling them to proceed to their lockers, homeroom, etc., which begins at 8:00AM.

- Students may enter other areas of the building before 7:50AM **only if** they have written permission from a staff member.

Students entering or leaving the building must do so orderly and quietly. For the safety of all, running in the halls or on the sidewalks is not permitted.

◆ **After School Hours**

School ends at 3:00PM, and all students are expected to leave the building by 3:10PM. Only students supervised by a staff member are to remain in the building after 3:10PM.

When students stay after school, they must be under the direct supervision of a staff member. They must be with that person at all times. When they do leave the building, they must have passes from staff members, and should exit via the front doors. When staying after school for athletic contests as a participant or as a member of a club, students must be under the supervision of a coach or advisor at all times. As a spectator at an athletic contest or other activity, the student must be in the appropriate area and exhibit proper conduct at all times. Failure to cooperate fully with these requests may result in the removal of after-school privileges or disciplinary action.

# SECTION II: GENERAL INFORMATION

**ADVERTISING OUTSIDE ACTIVITIES** (board policy 5730)

No announcements or posting of outside activities will be permitted without the approval of an administrator. We are requesting a minimum of 24 hours notice to ensure that the administrator has had the opportunity to review the announcement or posting. The school has a monthly newsletter and a website that sometimes includes community activities as space permits. We also have postings on the bulletin board located outside the main office. Please route any communications through the main office for an administrative review.

**ANNOUNCEMENTS/SPECIAL NOTICES**

During homeroom, morning P.A. announcements give information on special instructions for the day, club meetings, and athletic and social events. Students who are responsible for reading the morning announcements must have written approval by their homeroom teacher. Students are expected to listen attentively during announcements.

Special notices may be posted where appropriate for the specified activity. All posters or signs must be approved either in the main office or by the adult in charge.

**BICYCLES AND MOTOR VEHICLES** (board policies 5514 and 5515)

Bicycle racks are available. Locks are to be used since the school assumes no responsibility for loss or damage to the bicycles. **Students are strongly encouraged to use the bicycle racks rather than surrounding fences.** Students are not permitted to drive the following vehicles to school: Motor-driven bicycles, Motorcycles, Mopeds, Cars or any motor-driven vehicle.

### **BUILDING USE** (board policies 5730 and 7510)

The school has many student groups that are authorized by the school to use the building, as well as non-school sponsored clubs and other activities. It is the district's policy that authorized groups are only those approved by the Board of Education and sponsored by a staff member or adult supervisor.

The Board of Education will not permit the use of school facilities by non-district-sponsored, student clubs and activities during the regular school day. Beyond the school day, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for non-district-sponsored, student clubs and activities to meet on school premises shall be made to the principal and/or business services office, who shall grant permission provided that it is determined that:

- A. The activity has been initiated by students;
- B. Attendance at the meeting is voluntary;
- C. No agent or employee of the District will promote, lead, or participate in the meeting;
- D. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
- E. Non-school persons do not direct, conduct, control, or regularly attend the activity.

Anyone desiring to use Ford Middle School must request a building permit. Please contact Business Services (216) 898-8300 ext. 6219 in order to secure permission to use the building. Some days/times may not be available for outside use due to scheduled school events.

### **CAFETERIA** (breakfast and lunch program, board policies 8500 and 8531)

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Free and reduced lunch forms may be obtained online (contact food services for more information 216-898-8556).

Students are expected to use common sense and common courtesy while eating lunch. It is expected that students conduct themselves in the same manner as they would while eating at home or in a restaurant. The following rules apply in the cafeteria:

1. Demonstrate courtesy and respect in the lunch lines. Use a conversational voice in the lunch lines and in the cafeteria. No pushing, yelling, or cutting in the lunch lines. **NO BOOKS** or other foods are to be brought through the lunch lines.
2. Bring your own money and have the money ready for the cashier. **Borrowing from other students is strictly prohibited. Students are encouraged to use the PIN system that is in place. Parents/guardians may add to their child's account at any time via cash or check.**
3. Sit at your assigned table and dispose of trash in an orderly fashion. The expectation is to leave the cafeteria area clean. Tables need to be wiped. Trays need to be neatly stacked in the dish area. Throwing or tossing trays and/or dishrags is not acceptable.
4. No glass containers or 2-liter containers will be allowed. **Vending machines may not be used during lunch periods.**
5. Prior to dismissal, remain quiet until the table has been checked.
6. Follow all directions given by adults.

Any questions about food services should be directed to either our cafeteria manager at (216) 898-8840 ext. 8215 or the Supervisor for Food Services at (216) 898-8300 ext. 6231.

### **CLUBS AND ORGANIZATIONS** (board policy 5730)

Ford offers a variety of clubs for students. These may change from year to year and are based on student and teacher interest as well as financial ability of the district to offer programs. Students are encouraged to get involved at Ford Middle School. Students should listen to morning announcements and read the Ford Flyer Newsletter for more information regarding the clubs/organizations/activities being offered for the year.

### **COLOGNES/SPRAYS/LOTIONS**

Due to the possibility of allergic reactions to colognes, sprays and/or lotions, students are only permitted to use such items in a restroom or locker room. Students are not permitted to use these items in classrooms, the IMC, hallways, the cafeteria or the auditorium. Students may only use these items on themselves and are not permitted to spray/wipe/pour them on others. Students who choose not to follow these directives may have the item(s) confiscated and/or receive consequences.

### **DANCES**

Ford Middle School dances are for the enjoyment of current Ford students only. No other students will be permitted to attend. Furthermore, no middle school students are permitted to attend high school dances.

### **DIRECTORY INFORMATION/Notice to Parents Regarding Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Berea City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Berea City School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District policies. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;  
The annual yearbook;  
Honor roll or other recognition lists;  
Graduation programs; and  
Sports activity sheets such as for wrestling, showing weight and height of team members

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 a parent's prior written consent. Under Ohio law, the District cannot release your child's directory information to any person or group for use in a profit-making plan or activity. In addition, two Federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, address and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the Berea City School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within the first two weeks of school. The Berea City School District has designated the following information as directory information:

1. Student's name;
2. Participation in officially recognized activities and sports;
3. Address;
4. Telephone listing
5. Weight and height of members of athletic teams;
6. Electronic mail address;
7. Photograph;
8. Degrees, honors, and awards received;
9. Date and place of birth;
10. Major field of study;
11. Dates of attendance;
12. Grade level;
13. The most recent educational agency (school) or institution attended.

### **DROPPING OFF AND PICKING UP STUDENTS**

When dropping off students before school, please pull into the traffic circle in front of the building between 7:40AM and 7:50AM. DO NOT USE THE SIDE OF THE BUILDING AS THIS AREA IS STRICTLY FOR BUSES.

When picking up students after school, please use the west entrance in the afternoon as the front of the building is strictly used for buses. DO NOT USE THIS AREA BETWEEN 2:30PM and 3:20PM.

**NO PARKING OR WAITING** is permitted in front of the auditorium before or after school. In addition, the west driveway must maintain one clear lane at all times.

We ask for your cooperation on this as we have many school buses loading and unloading students. The safety of our students is our main concern.

### **EMERGENCIES** (board policies 8220, 8400 and 8420)

#### ◆ **Closings and delays**

If severe weather forces school closing:

- ◆ The Superintendent will communicate the decision to close schools to radio and television stations.
- ◆ Announcements concerning school closing will be carried on the 11:00PM and/or the 7:00AM news.
- ◆ Schools closed more than one day will be announced as closed each day.
- ◆ Schools not announced as closed must be presumed to be open.

In case of inclement weather, any parent may personally determine not to let his/her child come to school.

Generally, it is not considered wise to dismiss school once it is in session. Many working parents are not prepared to receive children early, and safety becomes a major concern. During inclement weather, parents, who so desire, may come to school to pick up children during the school day. However, students will not be dismissed by a phone request from parents. The school system is dedicated to the safety and education of your child. It is the intent of the district to keep schools open every school day possible during inclement weather.

#### ◆ **Fire Drills**

Fire drills are set up to ensure the prompt and orderly evacuation of the building. When the alarm sounds, ALL PERSONS are to leave the building to prescribed safe area.

Failure to follow fire safety directions is a serious offense and will result in disciplinary action. Under Ohio's Criminal Code, the penalty for a false alarm can be up to 6 months in jail and a maximum fine of \$1,000 (ORC 2917.32). In addition, any student caught turning in a false alarm is subject to disciplinary action, including a police report and potentially expulsion from school.

#### ◆ **Tornado or other civil defense emergencies**

A voice command or mechanical sound will signal a civil defense emergency. Whenever possible, go to an interior hallway avoiding the auditorium, gymnasiums, or other structures with wide, free-span roofs. Face the lockers or wall receiving the utmost protection. Teachers will inform the students of the required location for each class.

#### ◆ **Lockdown Drills**

Lockdown drills are conducted periodically during the school year. These drills are set up to ensure the safety of students should an intruder enter the building or in the case of a city/state/national emergency. Students will be required to follow the directives of the staff. Failure to do so will result in disciplinary action. Failure to comply with staff directives during **any** emergency drill will result in disciplinary action.

#### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's curricular and extracurricular programs. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical card on file in the office. Please contact our School Health Specialist regarding the administration of medications while on field trips. All student rules and guidelines apply to all field trips.

The attendance rules apply to all field trips. While the district encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules may lose the privilege to go on field trips and/or may receive disciplinary consequences.

#### **FOOD/BEVERAGES/CANDY/GUM**

For building cleanliness and hygiene, students are permitted to consume food, beverages or candy only in the cafeteria or when given permission by and under the direct supervision of a staff member. Students may not carry throughout the building or store in their lockers open and un-sealable containers of food, beverages or candy. All refuse must be disposed of in a properly lined trash container. Students may not chew gum.

#### **FUND RAISING (STUDENT) (board policy 5830)**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.

#### **HALL PASSES**

Students in the halls during class periods are to have a pass from the teacher to whom they are assigned that period or from the office. Students are not to be outside the building, nor are they to disrupt classes in session. Passes are to be used only for their intended purpose. Thus, a pass to the office does not allow a student to stop in the restroom or classrooms along the way. Inappropriate use of a pass will result in disciplinary action and/or loss of future privileges. **Prior to the 7:50AM bell, students will not be allowed in classroom areas without a pass from a teacher or staff member.**

#### **INSTRUCTIONAL MEDIA CENTER (IMC)/LIBRARY**

The Instructional Media Center houses a collection of materials for research or recreational reading, computers with Internet access, and electronic resources. The IMC is open throughout the school day. Students may visit the IMC independently before school (7:45-7:55AM), after school (3:00-3:30PM), during team time or study hall (with the permission of a staff member). Students also visit the IMC with their classes for instruction, research, or to select materials. The teacher determines the frequency of classroom visits.

Most materials are circulated for a period of three school weeks. The IMC does not charge fines for overdue materials, but we do expect students to pay for any materials they lose. They can ask the IMC staff for information on how to pay for lost materials.

Violations of this code of conduct may result in a student losing his/her IMC privileges for a period of time or disciplinary action. This will be determined at the time of the incident.

The IMC maintains its catalog of materials from a website at <http://ford.berea.k12.oh.us/imcindex.html> 24 hours a day. A collection of educational websites is also available on this site. Students can access all the electronic resources provided by InfoOhio here by using a username and password that is available from the IMC staff.

If questions or concerns arise about your student and the IMC, please feel free to call the IMC staff at (216) 433-1133 ext. 7237 during normal school hours.

#### **INTRAMURALS**

Ford Middle School offers a variety of activities and programs through our intramurals program. Activities that are offered vary from year to year, and have included in the past some of the following: Computer Club, Math Club, Walking/Running Club, Garden Club, Webmasters, A-Team, and Power of the Pen. Students who are interested in participating in intramural activities should listen to morning announcements for further information. Please note that programs are offered based on teacher interest and the financial ability of the district.

#### **LOCKERS (board policy 5771)**

Students are assigned hall lockers by their homeroom teacher. Lockers are public property provided courtesy of the school; therefore, they are not to be permanently decorated with pictures, calendars, or other items. Most lockers do not come furnished with a lock. It is encouraged that students purchase a combination lock from the school for, at cost, for use on their hallway locker. No other type of lock may be used or students run the risk of their locks being cut off and the school will not be

responsible for replacing them. Students are to use their assigned locker for the entire school year. **Sharing of lockers and combinations is not permitted.** Students are responsible for their locker and will be held accountable for any damage to the locker. The school is not responsible for missing items. **The school reserves the right to inspect lockers at any time and without notice.**

#### ◆ **Locker Decorating**

Students may decorate friend's lockers for special occasions only...example, birthdays. To do this, students (no more than three) **must** get a Locker Decorating Pass from their homeroom teacher **the day before** the decorating is to occur. All decorations must be removed at the end of the day. **NO BALLOONS** may be used inside or outside of lockers, and **balloons will not be delivered to students during the school day.**

#### **LOST AND FOUND**

All articles found should be turned in to the Main Office immediately. A table with lost and found items will be maintained in the cafeteria. Students losing articles or books should check the lost and found table or in the office to see if their possessions have been found. Items lost in physical education classes may be in the physical education offices. Students should check with their physical education teachers to check on items lost in physical education.

#### **SCHEDULING AND ASSIGNMENTS**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses that are requested by the student may be denied because of available space or insufficient signups. Students are expected to follow their schedules. Once classes have been chosen and staffing determined based on class size, it is nearly impossible to make schedule changes for study halls and electives. No schedule changes will be made without parental consent.

Team changes or requests will not be honored. Students are placed on teams using criteria to best meet the needs of all of the students.

#### **SCHOOL EQUIPMENT AND FACILITIES** (board policy 5513)

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of any adult supervisor in order to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use. **No student, or group of students, is to use a classroom or building area that is vacant without adult supervision.**

#### **STUDENT ATTENDANCE AT SCHOOL EVENTS** (board policy 5855)

Ford Middle School encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending after hours events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Any student participating in an athletic program or school event **must** be present in classes all day on the day of the contest, practice or event in order to be able to participate. A student who is absent on Friday may practice or compete on Saturday. Exceptions to this requirement include field trips, other educational experiences, deaths in immediate family, religious holidays, or other absences approved by the principal.

#### **STUDENT COUNCIL**

Student Council is a very important organization at Ford Middle School. All students are welcome to join Student Council. The purposes of Student Council are to promote school spirit, good attitudes, and a good relationship between students and staff.

#### **STUDENT PRIVACY/PARENTAL ACCESS TO INFORMATION** (board policy 2416)

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

### **STUDENT VALUABLES**

Students are encouraged **NOT** to bring items of value to school. Items such as jewelry, expensive clothing, cell phones, CD's, IPODs, ANY electronic equipment and/or games, collectible cards, and the like, are tempting targets for theft. The school is not responsible for their safekeeping and will not be liable for any loss or damage to personal valuables. Students who choose to bring items of value to school assume the risk for potential loss.

### **STUDY HALL**

Study hall provides students with an opportunity to read, study, and complete assigned work. Consequences (detentions, major detentions, SMRs) will result if there are infractions of the following study hall rules:

- ◆ Arrive on time
- ◆ Sit in assigned seat.
- ◆ Remain quiet throughout the period.
- ◆ Bring all study materials to study hall (books, paper, pens, pencils)
- ◆ Work independently unless specific permission to work together is given by the study hall monitor.
- ◆ Follow all directions and rules of the study hall monitor.

### **TELEPHONES/CELL PHONES** (board policy 5136)

**Telephones:** Students are not permitted to use telephones during the school day without permission from an adult supervisor. If a parent needs to communicate with a child during the school day **due to an emergency**, please call the main office and explain the situation so that the message can be communicated with the student.

**Cell Phones/Electronic Gadgets: Students are not permitted to use cell phones/electronic devices inside the building during the school day.** Cell phones or other electronic devices that are seen or heard by staff members during the school day will be confiscated and returned according to the following guidelines:

- 1<sup>st</sup> time: Student may pick up cell phone from 202 at the end of the school day.
- 2<sup>nd</sup> time: Parent/guardian must pick up cell phone from 202 during school hours.
- 3<sup>rd</sup> time on up: Parent/guardian must pick up cell phone from 202 during school hours and student will receive an office detention.

### **TRANSPORTATION** (board policy 5610.04)

Bus transportation is provided to middle school students at the discretion of the school board. For the safety of all students, good behavior on the part of each student is important and expected. Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his/her forfeiting the privilege of transportation by school bus. Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student(s).

#### Expectations of bus students:

1. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
2. Show their bus passes upon entering the bus.
3. Wait in a location clear of traffic and away from the road.
4. Form a line and wait until the bus comes to a complete stop.
5. Cross streets or highways in front of the bus.
6. Board the bus in an orderly manner.
7. Go directly to an available or assigned seat.
8. Keep silent at all railroad crossings.
9. Remain seated until the bus has come to a complete stop.
10. Obey the driver and other persons in positions of authority.
11. Board and leave the bus at locations at which they are assigned.
12. Place all personal items, such as books or supplies, on their laps or under the seats.
13. Do not hang head, hands, arms, or personal belongings out of the bus window. Keep feet on the floor. Do not block aisles with your feet or personal belongings.

#### The following rules will be posted on all school buses:

When riding the bus to and from school events, students will:

1. Follow directions the first time.
2. Remain seated, facing forward with feet in front at all times.
3. Keep hands, feet, and all objects to themselves inside the bus.
4. Refrain from drinking, eating, or littering.
5. Not have in their possession drugs, tobacco, alcohol, flammable materials, or harmful objects.
6. Not bring animals on the bus.
7. Not use offensive language or gestures.
8. Not damage or destroy personal property or the school bus.

9. Follow all safety procedures and rules.
10. Ride only their assigned buses.

Drivers may:

1. Assign or change seats.
2. Notify parents of rules and infractions.
3. Refer offenses to building administrators.

School bus emergency procedures

In an emergency situation, students are to observe the following procedures:

1. Stay seated and follow the driver's directions.
2. Students nearest the exit go first.
3. Keep order.
4. Wrap loose clothing, such as drawstrings, shirttails, or coat edges, around the body to keep them from getting caught.
5. Keep hands free.
6. Do not try to take anything with you.
7. Bend knees if you have to jump from an emergency exit.
8. Move a safe distance from the vehicle.

◆ **One Day Bus Permission Slip**

Students may be granted a "One Day" Bus Permission Slip to ride a bus home with a friend. Parents must send a note requesting permission to for their child to ride home with a friend. Please include your child's name, the date he/she will need the transportation, the name of the friend your child will ride with and the bus route letter. Have your child bring the written request to the main office before morning homeroom or during a lunch period. Permission to ride home with a friend is subject to administrative approval.

◆ **Transportation to a Baby Sitter/Child Care Provider**

The Board of Education has approved transportation to a baby sitter under the following circumstances:

1. The baby sitter must reside in the school attendance area.
2. The appropriate form must be completed and signed by the parent and the adult at the address the student is going to. Forms are available through the school offices and from the Transportation Department and must be received by the Transportation Department three (3) days prior to the date(s) requested.
3. Changes must be made by contacting the Transportation Department. **Notes will not be accepted by the driver.**

If there are any questions concerning transportation, please call the Transportation Department at (2156) 898-8301.

**VISITORS** (board policy 9150)

Parents/guardians are encouraged to visit Ford Middle School and to volunteer to assist with school projects. Those wishing to observe classrooms and/or schedule conferences are required to call the Main Office or the teacher(s) involved. **All visitors are required to check in at the Security Station in the main lobby upon arrival.** Students from other schools are not permitted.

**VOLUNTEERS**(board policy 3120.09)

The safety of our students is our top priority. In order to ensure that our students are safely supervised, the Berea City School District has developed a policy that requires a background check of volunteers or chaperones who will be supervising children *while out of sight of a District employee.* Background checks disclose information such as domestic violence or drug offenses that will exclude a volunteer from chaperoning children. The background check certificate is good for one year.

**WORK PERMITS** (board policy 5895)

Ford Middle School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, the procedure that needs to be followed, once a child has reached the age of 14 years, is as follows:

1. Come to the Guidance Office during office hours and pick up a work permit packet.
2. When finished completing the information in the packet, please return the packet materials, a copy of the student's birth certificate, and a stamped envelope back to the Guidance Office for processing.

## SECTION III: STUDENT ACADEMIC AREAS

### **AWARDS** (board policy 5451)

The Berea Board of Education and Ford Middle School value excellence and wish to inculcate in students the desire to do their best in all things; therefore, we recognize accomplishments in curricular, co-curricular and extra curricular areas.

**Academic Excellence:** Scholarship is recognized and encouraged through an academic honor and merit roll at the end of each nine weeks.

Principal's Honor Roll	4.0 (All A's)
Honor Roll	3.5-3.9
Merit Roll	3.0-3.49

**Positive Recognition:** There are many ways that Ford students are recognized for their achievements. Teams establish their own team recognition awards and incentives. All staff members may write positive referrals, which may recognize qualities such as outstanding citizenship and improvement. When available, Ford works cooperatively with local businesses regarding incentives and positive recognition.

**Service Awards:** These awards are given to students for helping in activities such as library aide, office aide, morning announcement crew, and guidance aide. Other criteria include maintaining good attendance and completing tasks in a reasonable manner. Students are recognized at a program at the end of the year.

**Student Recognition Program:** Ford Middle School recognizes scholarship and citizenship through our Positive Student Recognition program. All students who make the Principal's Honor Roll, Honor Roll, and Merit Roll have their names listed in a showcase in the main hallway. In addition, the names of students receiving special awards are also listed in the showcase. Additional recognition events may be planned.

**Eighth Grade Awards and Criteria:** Outstanding eighth grade students are recognized at the Spring Awards Program:

- ◆ **Distinguished Principal's Honor Roll Award** – this award is presented to students who have maintained a 4.0 GPA all quarters of the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.
- ◆ **Distinguished Perfect Attendance Award** – This award is presented to student who have had perfect attendance for all three years while attending Ford Middle School
- ◆ **Visual and Performing Arts Award** – *Criteria for Visual Arts Award;* Students must have three elected years of A/s in art. Students must display a high

degree of above-age-level skill development matched by effort; have been selected for various school and area art shows; have a willingness to be an art aide, production outside of art class, and/or volunteer for community service art. *Criteria for Performing Arts Award;* Students must have three elected years of A's in band, orchestra or chorus. Students must display a high degree of above-age-level skill development matched by effort; must have participated in Solo Ensemble contests, honors groups, and display outstanding citizenship.

- ◆ **Falcon Award** – this team award is presented to selected students who have maintained a 3.0 GPA or higher, been involved in at least two (2) extra-curricular activities and has displayed good citizenship and outstanding leadership.
- ◆ **Presidential Award for Academic Excellence** – this award is presented to students who maintained a 3.5-4.0 GPA all quarters of 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade. Students must also earn a minimum of 3.0 GPA or better for all quarters of 8<sup>th</sup> grade.
- ◆ **Citizenship Award:** This award is presented to students who have exemplified the duties and responsibility that come with being a member of a community by: participating in school and/or community service, showing a positive attitude toward classmates, school and community, displaying an understanding and appreciation of civic responsibility and possessing strength of character and the courage to do what is right.
- ◆ **Distinguished Student Recognition Award** – this award is presented to students who have had special accomplishments, i.e., Spelling Bee, Geography Bee, Midwest Talent, Continental Math, Don Seedhouse Award Recipient, Archie Griffin Award Recipient, Linda Cammerata Award Recipient, etc.
  - ◆ Don Seedhouse Award – This award recognizes two outstanding eighth grade student athletes. Criteria for this award includes: maintained a 3.0 grade point average for eighth grade, played two sports, and earned a letter in at least one sport.
  - ◆ Linda Cammerata Service Award – This award recognizes an outstanding eighth grade office aide who exemplifies solid citizenship skills and outstanding work ethics. This award is presented in honor of a former Main Office Secretary.

**COMPUTER TECHNOLOGY & NETWORK USAGE** (board policy 7540.03)

In addition to the Acceptable Use of Computers and On-line Services Policy that students and parents sign at the beginning of the school year, the following guidelines also apply:

- ◆ Students may not download software programs or music files **at any time** on any Board service and/or computer
- ◆ Students may not use Board computers for personal e-mail at any time.
- ◆ Students may not chat on-line
- ◆ Students may not use audio CD ROMS for the purpose of listening to music
- ◆ Removing mouse balls, or any whole or part of the mouse, keyboards, speakers, or any other accessories or physical devices will be treated as vandalism or theft and referred for administrative action.
- ◆ Students who download and print inappropriate material (*examples*: profanity, pornography, etc.) will be subject to disciplinary action and may lose all computer privileges for the remainder of the year. Parental contact will be made regarding such occurrences.

Failure to comply with the rules established for acceptable computer use at Ford Middle School may result in the loss of computer privileges and/or disciplinary consequences. **Please review the Berea City School District Computer/On-Line Services Regulations below.**

**BEREA CITY SCHOOL DISTRICT COMPUTER/ON-LINE SERVICES REGULATIONS**

ACCEPTABLE USES OF COMPUTERS AND ON-LINE SERVICES

Users may only use district computers, networks, and on-line services for the following acceptable uses: Learning activities in support of Board instructional objectives ;Research supporting educational programs sponsored by the Board; and Communications between faculty, staff, students and others outside the Berea City School District containing messages or information, the content of which is not in conflict with this policy and district regulations.

UNACCEPTABLE USES OF COMPUTERS AND ON-LINE SERVICES

Users may not use district computers, networks, and on-line services for unacceptable uses, specifically including, but not limited to, the following:

1. Damaging or altering the operation of the district's computer network services, or interfering with other users' ability to use district computer network services.
2. Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation or inconsistent with any other Board Policy.
3. Infringing on the rights or liberties of others; using profanity or harassing language as a method to offend or insult others.
4. Illegal or criminal use of any kind.
5. Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner.
6. Installing or maintaining any hardware or executable software not owned or licensed by the Berea Board of Education. This includes software in the public domain and "shareware."
7. Granting access to district computers, networks, and on-line services to individuals not authorized by the Board, either by intentional conduct such as disclosing passwords, or by unintentional conduct such as failing to log off.
8. Conducting commercial, profit-motivated, or partisan political activities not related to Board programs.
9. Interfering with other users' ability to use district computers, networks, and on-line services; attempting to read, delete, copy, modify, or forge information contained in the files of other users.
10. Promoting the use of drugs, alcohol, or tobacco or unethical practices that violate law or Board policy.
11. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.

**BEREA CITY SCHOOL DISTRICT COMPUTER NETWORK SERVICES Student User Agreement and Parent Permission Form**

Name of Student \_\_\_\_\_ Home Telephone \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

As a user of the Berea City School District computers, networks, and on-line services, I will comply with Board of Education Policy 7540.03 and its associated administrative guidelines. I understand that disciplinary action may be taken by school officials for violations of this policy.

Student Signature \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for him/her to access district computer network services, including e-mail and Internet services, when provided. I understand that some materials on the Internet may be objectionable, and accept responsibility for setting and conveying standards for my daughter/son to follow when exploring and selecting information sources. I understand that students and their parents/guardians may be held liable for violations of Board Policy 7540.03.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return the signed white copy of this form to the student's school office, keep the yellow copy for your information.**

## **DROPPING CLASSES**

Generally, students do not drop classes at the middle school level. Students may not drop an elective or honors class after the end of the 1<sup>st</sup> quarter unless mutually agreed upon by the teacher, student, parent, guidance counselor, and without the approval of an administrator.

## **ELIGIBILITY FOR ATHLETICS** (board policy 2431)

**Grades 7-8:** To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in 75 percent of subjects in which enrolled the immediately preceding grading period. The student must also have at least a 1.5 grade point average (GPA) in the prior grading period.

For fall sports, all 7<sup>th</sup> graders are eligible until the first marking period when the above requirements apply.

For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.

Students who wish to become members of any athletic team(s) must report to the sign-up meeting with the team coach(es). Prior to participation, a physical examination and verification of insurance coverage is required.

**Age Restrictions:** If a student enrolled in grade 7 or 8 attains the age of 15 before August 1, the student shall be ineligible to participate in 7-8<sup>th</sup> grade interscholastic athletics for the school year commencing in that calendar year.

## **GRADES** (board policy 5421)

- ◆ The following **codes and interpretations** will be used as part of the Ford Middle School grading process:

- A- **Superior** academic achievement. Exceeds course expectations in an exemplary manner.
- B- **Above average** achievement. Exceeds course expectations.
- C- **Average achievement**. Meets course expectations.
- D- **Below average** achievement. Deficient in meeting some course expectations.
- E- Fails to meet standard expectations but receives credit in course due to exceptional circumstances. Credit awarded but no value given towards G.P.A.
- F- **Failure** in the course. Fails to meet course expectations.
- I- **Incomplete**. Course obligations have not been met. No credit or grade assigned unless these obligations are completed within a three-week period. After a three-week period, the "I" becomes an "F" unless there are extenuating circumstances that have been discussed with the building administrator.
- M- **Medical** excuse. No credit awarded.
- N- **No grade** given. Insufficient information is available for awarding a grade. Credit is not counted in the grade point average.
- P- **Credit** awarded for an activity or program (e.g., RSVP or MVP). Credit is not counted in the grade point average.

- ◆ The following **Achievement Scale** is utilized for grades 3 through 12 (middle school quality-point values):

90-100%	A	(4 quality points)
80-89%	B	(3 quality points)
70-79%	C	(2 quality points)
60-69%	D	(1 quality point)
0-59%	F	(0 quality points)

- ◆ **Grading**

- Report card grades for all courses will utilize the district achievement scale.
- Teachers will report students' overall numerical percentage and corresponding letter grade for each marking period.
- Final grades are determined by averaging students' quarterly quality points.

- ◆ **Grade Reporting**  
**Report Cards**

All students in grades 6-8 will receive grade-appropriate Report Cards four times during the year, approximately one week after each nine-week grading period ends. Comments will be used in addition to grades to communicate student progress.

### **Progress Reports**

In grades 6-8, Progress Reports will be issued for each of the grading periods reflecting student progress at the midpoint of the grading period.

### **Delivery Method**

The delivery of Progress Reports and Report Cards to parents will be facilitated by any of the following means:

- Distribution to students with a voice mail/email alert sent to parents.
- Electronic communication (online grade posting, email, etc.)
- US Mail.

### **Online Grade books**

Parents may access their child's progress through the Infinite Campus parent portal. Teachers will update student progress at least biweekly. Parents are strongly encouraged to monitor regularly monitor their child's classroom progress through the electronic grade book.

◆ **Promotion Standards (board policy 5410)**

- Students must pass three of the four core subject areas in the academic block to be promoted to the next grade level.
- Students failing two or three subjects within the academic block will be considered for retention, unless they successfully complete the appropriate summer school classes.
- Students failing more than three subjects within the academic block will be subject to administrative review and will be considered for retention.
- Students failing a significant number of special area classes, including art, music, computer, health, physical education, and family and living skills will be subject to administrative review.

**HIGH SCHOOL COURSES** (board policy 5410)

A middle school student who enrolls in one or more of the following high school courses (offered at the middle school level) will have the opportunity to earn credit which counts toward the graduation requirement: Algebra 1, CPE Science – Honors, and World Languages. Such credit earned at the middle school level will not be considered in the high school grade point average (GPA), but will be counted in the 22 credits required for graduation and toward the diploma with honors, if applicable.

A middle school student who enrolls in a high school course not offered at the middle school level in the Berea City School District will have the opportunity to earn high school credit for the course. This credit will be counted toward the student's high school graduation requirements and will be included in the student's high school grade point average (GPA). Prior approval for credit must be obtained from the student's guidance counselor. If applicable, such credit will also be counted in the credits earned toward the diploma with honors.

**HOMEWORK** (board policy 2330)

Homework is given in the academic areas and, at times, in the special subject areas. It is the student's responsibility to see that homework is completed. Failure can result if assignments are not completed. Turn in all homework assignments when due. To encourage success, each student is provided a Student Planner, courtesy of the Ford PTA. It should be used daily.

**PARENT CONFERENCES** (board policy 5420.01)

Parents may make appointments for conferences with teachers, counselors, or administrators by telephoning the school. Twice a year, the district provides scheduled conference times for parents. Students are encouraged to attend. Conferences are encouraged throughout the year to help increase understanding between and among students, parents, and teachers. Teachers may also request a conference(s) with parents.

**PHYSICAL EDUCATION**

You must change into your physical education clothing each day you have class, whether you are participating in the class or not. Acceptable clothing for physical education class includes:

- ◆ A Ford physical education T-shirt, with your last name in permanent marker
- ◆ Shorts (no belts or jeans), sweatpants or jogging pants
- ◆ Socks and gym shoes that lace and tie (no platform or open back shoes)
- ◆ Sweatshirts or warm-ups (they may be worn over gym clothes on cold days or for outside activities)

Students will be issued a gym lock that is to be returned upon completion of their PE class. Students are to keep valuables locked inside of their assigned locker.

If you need to be excused from physical education classes for up to three days, a note from your parent/guardian is sufficient. To be excused for more than three days, a note from your doctor is required. When you are excused from participation, you are still required to change into your physical education clothing. **Three (3) "not dressed" situations will result in lowering of the grade by one letter.** Repeated failure or refusal to change into physical education clothing will result in disciplinary action.

**PUBLIC COMPLAINTS ABOUT CURRICULUM OR INSTRUCTIONAL MATERIALS** (board policy 9130.01)

Although care is exercised in selecting learning resources, occasions will arise when a parent(s) or resident(s) may wish to request a reconsideration of the use of certain learning resources. In such an event, the individual shall contact the teacher or school employee in an attempt to informally resolve the issue. If the matter cannot be resolved between the teacher or school employee and the individual calling for reconsideration of the learning resource, the matter will be referred to the principal or his/her designee to resolve the issue. This might include the parent/resident and the teacher or school employee.

If this effort is unsatisfactory and if the parent or resident cares to pursue the issue further, the principal will send the necessary form to the complaining person.

**STATE-WIDE TESTING** (board policy 2623)

During the 2010-11 school year, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will take the Ohio Achievement assessment during the month of April.

◆ **Access Assessment Information On-Line:**

Information about state-wide testing programs is available on the Ohio Dept. of Education website. The address for Ohio's statewide testing website is <http://portal.success-ode-state-oh-us.info/>

◆ **Test Security**

Students taking proficiency, competency, achievement, ability, and other standardized tests need to

be aware of the following:

1. Testing materials may not be removed from the testing location.
2. Giving or receiving unauthorized assistance from anyone is not permitted.
3. Revealing or discussing actual test questions is not permitted.
4. Instructional materials may not be brought to the testing location unless students are directed to do so.
5. Looking at someone else's answer sheet is not permitted.
6. Questions or parts of the test booklet may not be copied.
7. Cell phones are not permitted in the room during test administration.

Failure to follow these rules may result in the invalidation of the student's test score and disciplinary action that may include suspension or expulsion.

### **STUDENT PLANNER**

The PTA provides all Ford students with a student planner. How you organize yourself and your time is an important part of school success. The student planner is designed to help you do just that. By developing good organizational skills and learning how to manage your time more effectively, you will be able to stay on top of schoolwork and become successful. You should be able to complete tasks more efficiently and have more free time to enjoy with friends. Planning ahead is the key. The introductory pages of the student planner have many helpful hints for students and parents for achieving success in school.

### **TEXTBOOKS/FINES/FEES** (board policy 6152)

Textbooks and instructional materials provided by the Board of Education are loaned to students for academic use during the school year. Students are responsible for their care and return at the end of the year. All books must be covered. Textbooks are very expensive; therefore, students must be responsible for appropriate care and treatment. Fines will be charged for lost or damaged books.

## **SECTION IV: STUDENT ATTENDANCE**

### **ATTENDANCE POLICIES AND PROCEDURES** (board policy 5200)

All school-age children must attend an approved educational institution unless legally excused. Excessive absence usually results in poor school work, so missing as little school as possible will have a big impact on success in school.

#### ◆ **Reporting Absences**

1. Call (216) 433-0461 (answering machine, turned on after 3:30PM and remains on until 8:00AM)
2. After 8:00AM, call (216) 433-0461 or (216) 898-8840 ext. 7211 or 7229

#### **If a parent or guardian does not report the absence:**

**After checking to ensure that the student is absent, a parent or guardian will be contacted. We are required to make contact with a parent or guardian regarding absences, whether that contact is at a parent's home or place of employment.**

#### ◆ **Make-Up Work**

If students are absent from school and miss work, they should try to make it up as soon as possible after they return to school. They will be permitted to make up all exams and other work missed for an excused absence. It is the student's responsibility to see teachers and arrange to make up the work they missed. Be sure to make up missed work promptly so that it does not negatively influence grades. Students will not receive credit for missed work due to truancy or expulsion; however, upon request, teachers may provide assignments or give a student an indication of the work missed and students are encouraged to do the work for the learning of the material only.

#### ◆ **Homework Requests**

If a student is absent for two or more days, a parent should request assignments for the student. Parents should call the school guidance office at (216) 898-8840 ext. 7209 **prior to 10:00AM** for that homework request. The requests will be routed to the child's teachers and returned to the main office after 3:15PM. Parents or their designees may pick up homework for students in the **main office before 3:30PM**.

#### ◆ **Tardies to School**

It is imperative that students arrive at school on time and go directly to homeroom. When a student arrives late to school, he/she is to report to the security desk/attendance office to sign in and be given the appropriate hall pass. A student who is tardy will not be excused unless a parent notifies the office of the circumstances and the tardiness falls within excusable absences as listed in the section under Attendance Problems. **Oversleeping is not an excusable absence or tardy.**

The following guidelines will be used for tardiness to school:

1<sup>st</sup> tardy: letter carried home, signed by parent and returned by student + warning/office detention

- 2<sup>nd</sup> tardy: letter carried home, signed by parent and returned by student + office detention(s)
- 3<sup>rd</sup> tardy: letter carried home, signed by parent and returned by student + office detention(s)
- 4<sup>th</sup> tardy: letter carried home, signed by parent and returned by student + office detention(s)
- 5<sup>th</sup> tardy: referral to administration for corrective action

◆ **Tardiness to Class**

A student is considered tardy if he/she has not entered the room before the bell rings. Teachers will issue demerits for tardies to class.

◆ **Leaving Early**

Early dismissal will be granted for the same reasons allowed for legal absences. Parents are encouraged to schedule appointments with the doctor, dentist, or the like during times outside of school hours. However, when the situation demands that the appointment must occur during school hours, the appointment ideally should be made as early or as late in the school day as possible. An entire school day should not be lost for an appointment.

Procedures for Leaving Early:

1. The student should bring a written note signed by a parent or legal guardian requesting permission to leave the building and stating the reason and the time for the dismissal.
2. The signed note should be turned in to the attendance office **between 7:55-8:05AM**. If the note is not turned in and a parent/guardian has not called, we will have no knowledge of the appointment, which may result in the parent and child being late for the appointment.
3. The student **must** obtain a **leave early pass** at this time in order to be excused from class for early release.
4. Before leaving the building for the appointment, **the student must sign out** in the Security Room and sign back in upon returning to school.
5. Due to concerns of safety, Ford Middle School utilizes an **Attendance/Early Dismissal Verification Authorization** form which parents and/or guardians are asked to complete early in the school year.
6. A parent or the parent's designee should be prepared to **show proper identification** (photo id, such as a driver's license) upon request.

**No student is permitted to leave Ford Middle School without parental authorization or the authorization of Children's Services.**

◆ **Attendance Problems** (*board policy 5200.01*)

As a result of Senate Bill 181, the Berea City School District has adopted a policy for issues regarding attendance concerns. The guidelines and terminology, based on this law, is as follows:

- ◆ Attendance laws require students to be in school all day or have a legitimate excuse\*. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Penalties can range from detention or a referral to court and/or revocation of the student's driver's license.
- ◆ Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for missed schoolwork. A student will be considered **habitually truant** if the student is absent without a legitimate excuse for five (5) days or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered **chronically truant** if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.
- ◆ A complaint will be filed with the Judge of the Juvenile court in compliance with State law and Board Policy 5200 if a student is habitually or chronically truant and the student's parent has failed to rectify the attendance pattern.

\***Legitimate Excuse**- enrollment in another school; a bodily or mental condition which does not permit attendance, as verified by a licensed physician or psychologist; participation in an approved program of home instruction for a demonstrated need for the child to remain home for a limited period of time to perform essential work for his/her parents; possession of an Age of School Certificate.

Absences can only be excused for the following reasons in addition to the above:

- ◆ **Personal illness (Physician's note will be requested after 12 days of absence.)** Please call either an administrator or a guidance counselor to discuss circumstances requiring excessive absence.
- ◆ **Serious family illness** requiring hospitalization.
- ◆ **Quarantine** at home.
- ◆ **Death of a relative.**
- ◆ **Authorized religious holidays.**
- ◆ **Emergency** set of circumstances which, in the judgment of an administrator, constitutes a good and sufficient cause for absence.

Unexcused Absences: The following are not excusable absences in accordance with state attendance laws:

- ◆ **Truancy**
- ◆ **Missing the school bus**
- ◆ **Non-school related trips**
- ◆ **Hunting, fishing, attendance at sporting events**
- ◆ **Shopping**

- ◆ **Birthdays or other celebrations**
- ◆ **Employment**
- ◆ **Babysitting**
- ◆ **Oversleeping**

Time parameters for absences:

- One-half day absent if student arrives after 10:35AM
- One-half day absent if student leaves before 12:54PM
- One full day absent if student leaves before 10:35AM
- One-half day present if student arrives before 12:54PM

After excessive absences (**12 days**), the following guidelines will be followed:

1. **Letter to parent** informing the parent of the number of absences and a request for medical documentation for future absences.
2. After 12 days of absence, if there are further absences that are considered unexcused, consideration will be made for a **possible filing in court** for truancy or county officials will be notified of **possible educational neglect**.

We are asking parents and/or guardians whose child(ren) are absent 12 days or more to please communicate with an administrator regarding the circumstances. Court filings and notification to Children’s Services are considered carefully before being implemented. We know that good attendance promotes success in school. Please work with us to ensure that your child is here to learn.

Family Vacations. Students who will be absent from school because of a family vacation or extended trip with their parents will be excused. If the attendance office and teachers are notified at least one week in advance of such a trip, every effort will be made to prepare a list of assignments for the student to complete while absent. These assignments are due on the day of return to school. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure.

Parents/students are required to complete an Authorized Absence Form – Family Vacation/Extended Trip form. This form is available in the Attendance Office.

**CHANGES IN CUSTODY**

Anytime there is a change in custody, these guidelines must be followed:

1. A copy of the final custody documents (including any shared parenting or joint custody agreements) that contains the judge’s signature as well as the file stamp.
2. If there is a change in residence for the custodial parent, the residence affidavit form will need to be completed along with new proof of residency.
3. Please contact either the home school for the child(ren) or Central Registration (216) 898-8300 ext. 6233 regarding the change(s) and to facilitate paperwork.

**ENROLLMENT AND WITHDRAWAL PROCEDURES**

For enrollment in the district, please contact Central Registration at the Berea City School District Administration Building, 390 Fair Street, Berea, (216) 898-8300 ext. 6233. You will be given a registration packet, which includes forms such as a Residence Affidavit and a custody form. Proof of residency will need to be established. Please follow the verification requirement on the Residence Affidavit form.

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent, legal guardian, or grandparent under the provisions in policy 5111. When enrolling, parents must provide copies of the following:

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. proof of residency,
4. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Department will assist in obtaining the transcript, if not presented at the time of enrollment.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District’s schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District’s school during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension and any other factors the Superintendent determines to be relevant.

**MOVING WITHIN THE DISTRICT**

Anyone who moves within the district is **REQUIRED** to do the following:

1. Contact either the home school Guidance Office or Central Registration at the Administration Office (216-898-8300, ext. 6233) to notify someone of the move.
2. You will be required to complete a new Residence Affidavit and/or custody form (if applicable). You will also be required to provide proof of residency as outlined in the Residence Affidavit.

### **MOVING/WITHDRAWAL/TRANSFER PROCEDURES** (board policy 5113.01)

If a student is going to withdraw or transfer to another school, the parent or guardian must inform the school in writing of the date of the intended withdrawal and the location of the student's new school of attendance. Please contact the Guidance Office to report your move and to pick up the proper paperwork.

The parent or guardian must sign a release of information form before the school may transfer the student's records.

Prior to the student's last day of attendance, a checkout list form should be obtained from the Guidance Office. This form should be taken to each of the student's teachers. Each teacher will sign his/her name if the student has fulfilled all book, property, and/or monetary obligations. At the end of the day, the student must return the checkout form to the Guidance Office for final clearance.

In some instances, approval has been granted for students who reside in the Ford Middle School attendance area to attend Roehm. Should circumstances develop where the transfer students' academic performance, attendance, and/or behavior become a concern, that approval will be reviewed to determine its appropriateness.

## SECTION V: STUDENT HEALTH

### **HEALTH**

Parents can help by seeing that their children have the basics in good nutrition, rest, cleanliness, and medical and dental care. A yearly physical checkup is recommended. Proof of required immunizations is required prior to enrollment. Any special health problem(s) should be shared with the counselor and the School Health Specialist. Should there be any questions or concerns about your child or our health procedures, please do not hesitate to telephone the School Health Specialist, a guidance counselor, or an administrator. Our goal is to maintain a comfortable and healthy environment for all students and staff.

### **CLINIC**

Each school maintains a clinic with a health specialist who is trained in CPR and first aid. For treatment beyond basic first aid, families should consult a physician, or in an emergency situation, 911 may be called. The building administrator designates who provides aid for students during times when the School Health Specialist is not available (i.e. before/after clinic hours, field trips, etc.).

#### ◆ **Emergency Medical Authorization Form** (board policy 5341)

State law requires that all students have an emergency medical authorization form completed, signed by a parent or guardian, and on file in the school office. Students who fail to have an emergency medical authorization form on file may not participate in any athletics or extra curricular activities or participate in any class/group/club field trips.

#### ◆ **Health History Update/Emergency Contacts Form**

The blank form given to all students at the beginning of each school year should be completed and returned *within the first week of school*. Each year, a "Health Alert List" is generated for school staff based on the current information provided. This confidential list alerts school staff to things such as students' allergies, special needs, seizures, diabetes, etc. Parents of students with specific health care needs should alert the school regarding their child's needs, in writing and with proper documentation by a physician, to the school clinic. Parents/guardians must keep the school informed of daytime telephone numbers where they or a designated adult may be reached. Emergency contacts must be able to come to school within 45 minutes of a call to pick up a sick or injured child.

Students who fail to have an emergency medical form on file may not participate in any athletics or extracurricular activities or participate in any class/group/club field trips.

#### ◆ **Illness and Injury** (board policy 8442)

All injuries must be reported **promptly** to a staff member. If medical attention is required, the office will follow the school's emergency procedures.

#### ◆ **Immunizations** (board policy 5320)

Students enrolled in kindergarten through grade 12 must have **written proof of immunizations** currently required under Ohio law on file at their school. Ohio law requires schools to exclude students from attendance no later than fifteen (15) school days after admission if they are not properly immunized. For specific requirements, please consult the School Health Specialist or the School Health Coordinator at the Board of Education.

- Seventh graders must have one dose of either **Tdap** (tetanus, diphtheria, and acellular pertussis) or **Td** (tetanus and diphtheria adult). **Seventh grade students must have a Tdap or Td immunization on file within 14 days of the**

***start of the school year. Students who do not have the immunization on file will not be permitted to attend school.***

◆ **Medication Assistance Request/Standard** (*board policy 5330*)

To promote safety and allow students to obtain medication during school hours the following is required for all prescription and non-prescription medication (over-the-counter cough drops and throat lozenges are considered medications);

- ✓ Medication Assistance Form completed and signed by physician, parent/guardian and principal. We can assist with obtaining your physicians' orders through use of the school fax.
- ✓ Medication and refills must be brought into the health clinic or office by parent or guardian. It is unacceptable for students to bring medication to or from school in book bag, purse, etc.
- ✓ **Medication must be in original container** labeled with student name, medication name, dosage and time. Some pharmacies will give you a duplicate bottle for school if you request it.
- ✓ Health clinic staff must store all medications, both prescription and non-prescription.
- ✓ The clinic staff requests a picture of your child be brought in with his/her medication. This allows us to safely identify your child when he/she comes for his/her medication.
- ✓ To allow students in grades 4-12 to carry their inhaler, an additional form is required.
- ✓ To allow students to carry their own "allergy kit," an additional form is required.

If you have any questions, don't hesitate to contact the school nurse.

◆ **Policy for Sending Children Home**

Sometimes it is necessary to contact parents during the school day if a child is ill or injured. The following steps are followed in such an event:

1. Students are required to get a pass from one of their assigned teachers in order to go to the clinic.
2. The School Health Specialist will use her discretion regarding telephoning the parent. Should a parent/guardian wish to be called at all times, please indicate that on the Health History/Update Form or send a note to the Health Specialist.
3. If the student's condition is not deemed serious, he/she will be advised and sent back to class.
4. If the student's condition warrants a telephone call to the parent/guardian, attempts will be made to contact the parent/guardian.
5. Students will be sent home if the Health Specialist deems it necessary for the welfare of the child as well as other students. Some reasons why a student may be sent home include:
  - ◆ Temperature of 100 degrees or higher
  - ◆ A persistent cough that disrupts class
  - ◆ Head lice or nits
  - ◆ Vomiting
  - ◆ Two or more episodes of diarrhea in a day
  - ◆ Pink eye
  - ◆ Serious injuries (EMS will be called if deemed necessary)
6. Many times a parent/guardian will be called and the child's symptoms will be communicated with him/her. If there is an agreement that the child should go home, then a parent/guardian will be asked to make arrangements for the pick-up of the student as promptly as possible. Please make certain that the appropriate relatives or friends are listed on the yellow early dismissal form. Adults will be asked for identification if picking up a student from school.
7. Students are to take a pass back to the teacher who gave him/her the original clinic pass (to sign) to confirm that he/she is going home. The student, if possible, will be asked to go to his/her locker to retrieve materials, coat, etc., prior to being sent home.

Depending on the nature of the illness or injury, students will be waiting to be picked up either in the clinic area (located just down the hall from the main office) or the Security Desk area.

◆ **Screenings**

Basic screenings are provided during scheduled clinic hours. A child who does not pass two (2) screening attempts will have a referral letter sent home. Required screenings at Ford are: Vision (7<sup>th</sup> grade students, referrals, hearing impaired students, referred-no report received), and Scoliosis (7<sup>th</sup> grade students).

**Please Keep your Student Home for the Following:**

1. Coughing – if he/she has a persistent, disruptive cough
2. Diarrhea – until diarrhea has ceased for 24 hours without medication
3. Fever 100 degrees or higher until fever is below 100 degrees for 24 hours without medication
4. Lice or nits – until treated and "nit-free" (student must be checked by the clinic or office staff before returning to the classroom)
5. Rash – if rash is untreated or if child is too uncomfortable even if treated
6. Strep throat/scarlet fever – until he/she has been on antibiotics for 24 hours
7. Vomiting – until vomiting has ceased for 24 hours without medication
8. Any communicable disease where the physician's directive is for the child to remain at home

## **SECTION VI: STUDENT CODE OF CONDUCT** *(board policy 5500)*

### **STUDENT RIGHTS AND RESPONSIBILITIES** *(board policy 5780)*

The Berea Board of Education has adopted a policy statement on student rights and responsibilities. This statement provides the basis for operating procedures at Ford Middle School. Rights and responsibilities are not limited to a student handbook or rules and regulations. Rights and responsibilities go beyond the handbook. Recorded rules and regulations are necessary to insure that rights with understood responsibilities are known to all. Such rules and regulations should allow some flexibility of application; they should be based on valid underlying principles, be applied with good judgement, be subject to rational application, and be educationally defensible.

#### **STUDENT RIGHTS**

*(board policies 5710 and 9130)*

1. Students who are within the age range outlined by State law have a right to attend school.
2. Students have a right to attend school in an atmosphere and environment that is conducive to learning – an atmosphere that is protective of health, safety, and welfare. This implies a need for the establishment of rules and regulations.
3. Students have the right to be treated with respect and dignity.
4. Students have a right to attend school without the threat of physical or emotional harm.
5. Students have a right to expect a well-planned, relevant school program, one that is consistent with their needs and abilities.
6. Students have a right to express concerns and have alleged unfair and inequitable treatment reviewed.
7. Students may exercise their rights to freedom of expression through speech, assembly, and petition. They have a right to express opinions, take stands, and to support causes within reasonable regulations as to the time, manner, and place in which such rights are exercised.
8. Students have a right to determine their personal dress and grooming standards within the dress codes of the building.
9. Students have a right to safeguard the privacy of their person and property from unreasonable search and seizures.
10. Students have a right to have a voice in the formulation of school policies and decisions.
11. Students have a right to have time set aside during the school day for lunch.
12. Students have the right within legal restrictions established by the State of Ohio and the Berea City School District's Board of Education to be transported to and from school on a bus.
13. Students have a right to use school facilities under the supervision of school district employees.

#### **STUDENT RESPONSIBILITIES**

1. Students have a responsibility for maintaining acceptable behavior while attending school. Students who are not able to maintain their

behavior responsibilities must accept the consequences of their actions.

2. Students have the responsibility to conduct themselves in a manner that contributes to an appropriate school atmosphere. This implies the obligation to be aware of the rights of others and have knowledge of school rules and regulations.
3. Students have a responsibility to treat all members of the education community with respect and dignity and to respect the school's constituted authority.
4. Students have a responsibility to refrain from engaging in physical or verbal assault on other students and staff, and to conduct themselves in a manner that will not cause or provoke physical or verbal abuse.
5. Students have a responsibility to attend school regularly and to exert conscientious effort in schoolwork.
6. Students have a responsibility to use the procedures established for examination of alleged concerns or grievances.
7. Students have a responsibility to exercise restraint and good taste in their expression and to refrain from the use of expression that is vulgar, profane, obscene, slanderous, or which advocates violation of State or Federal law or official school policies, rules, and regulations.
8. Students must dress in a manner that is decent and not hazardous to the health and safety of others and not disruptive to the educational program of the school.
9. Students have the responsibility to safeguard the health, safety, and general welfare of other students if endangered.
10. Students have a responsibility to become actively involved in the school program and to make constructive suggestions for its improvement.
11. Students have a responsibility to be aware of cafeteria rules and regulations and to conduct themselves in a manner appropriate for a large group.
12. Students have a responsibility to abide by rules established for safety and welfare of those being transported.
13. Students have a responsibility to respect and maintain public property.

### **DRESS GUIDELINES** (board policy 5511)

Students are expected to attend school and school activities in clean and appropriate attire. Dress and appearance significantly contribute to a positive learning environment. Therefore, the administration reserves the right to determine the appropriateness of clothing and accessories worn by the students. In general, clothing and accessories may not interfere with the learning climate, be disruptive to teaching, learning or the general operation of the school and/or activity, be deemed unsafe, contain inappropriate language or symbols, or damage the property of others. Violations of the dress code will be addressed by a school administrator and may result in suspension or the recommendation for expulsion for repeated acts of misconduct.

The following are general guidelines to be followed:

- Footwear must be worn. (No roller skate/roller blade type shoes.)
- No headwear (hats, sweatbands, visors, bandanas, etc.)
- Shorts and skirts must be of appropriate length (must not be shorter than fingertip length when arms are naturally hanging at sides).
- No bicycle shorts or shorts made of Spandex or Lycra are permitted.
- No tank tops, sleeveless athletic tops, shirts which expose any part of the torso except the neckline, or any shirts made of transparent material.
- No clothing may have holes, tears, or inappropriately placed patches.
- Pants must be worn properly around the waist, not sagging below the hipline.
- No spiked jewelry or accessories, no pocket chains of any kind (wallet, belt, etc.), no sunglasses are permitted.
- No clothing, accessories or body markings that are inappropriate for the school setting or which promote drugs, alcohol, tobacco, sex, gangs, racial/ethnic slurs, or violence may be worn.
- Undergarments may not be worn as outer garments.
- Pajama bottoms and articles of clothing worn as nightwear are inappropriate for school.
- Students are not permitted to take book bags, purses, satchels or outerwear to any classes.
- Students are not permitted to wear outerwear during the regular school day.

School officials will make judgments on school dress based upon the following criteria:

- Is it disruptive or likely to be disruptive to the learning, teaching activity?
- Does it pose a threat to the health or safety of any individual?
- Can it be damaging to the property of others?
- Is it neat, clean, and appropriate for school and school activities?

NOTE: The administration of the school reserves the right to adjust these rules for special medical or religious circumstances and for special school-sponsored activities or programs.

- Wearing of clothes or the possession of items commonly associated with gang behavior will not be tolerated.

### **DISCIPLINE ACTION DESCRIPTIONS** (board policy 5600)

Good behavior and citizenship is an expectation at Ford Middle School. If a student falls short of behavioral expectations, one of the following consequences (depending upon the violation) may be implemented:

- ◆ Warning: the citizenship shortcoming is reviewed. The student will be directed not to repeat the violation again.
- ◆ Teacher-assigned detention: this is a detention assigned by a classroom teacher during a lunch period/intervention time or before/after school. The detention is served in the teacher's classroom or designated area.
- ◆ Demerits: Written warning. Every five (5) demerits results in a referral to the discipline office.
- ◆ Regular 202 detentions – morning or afternoon: this is a detention requiring students to remain after school or arrive early and report to the designated detention room for a designated period of time (3:05-3:30PM or 7:30-7:55AM). Students arriving late to detention will not be permitted in – the detention will be rescheduled. Students who repeatedly are turned away for being late will receive additional consequences.
- ◆ Major detentions: a longer detention than the regular detention requiring students to remain after school and report to the designated detention room for a designated period of time (3:05-5:00PM, 5:30PM, or 6:00PM). Students arriving late to majors will not be permitted to enter. The major may be rescheduled or other consequences may be given including a 1-day out of school suspension. Students dismissed from the major detention due to poor behavior and prior to their scheduled leave time will be given a 1-day out of school suspension. Students who fail to serve an assigned major detention will receive a 1-day out of school suspension.
- ◆ Student Management Room: an all-day or half-day assignment in a designated room. Students complete assigned classroom work under adult supervision. Misbehavior in the SMR room will result in the following: first offense = 1 detention, second offense = parent called and a major detention or all day SMR assigned, third offense = parent called and student sent home for remainder of the day.

- ◆ Saturday Alternative: an extended 3-hour detention period of individual study held on Saturdays, 8:00-11:00AM, at one of the two high school buildings.
- ◆ Emergency/Disciplinary Removal: Please refer to the following section on suspensions, expulsions, and removals.
- ◆ Suspension: a student is denied permission to attend school or activities for a designated period of time.
- ◆ Expulsion: a formal process used to possibly exclude a student for a longer period of time.

## **CODE OF CONDUCT**

It is impossible to have rules and procedures for every possible situation so we expect students will use common sense at all times and act in ways that contribute to a safe and orderly learning environment. The following serves as general school guidelines:

### ◆ The Ford Factor (adopted 03/31/07)

#### Physical and Emotional Safety:

- ❖ Be where you are assigned to be at all times
- ❖ Keep hands, feet and objects to yourself
- ❖ Be kind
- ❖ Use equipment and materials properly and as they were intended to be used
- ❖ Listen to and follow directions quickly and without comment

#### Responsible Actions:

- ❖ Be on time, prepared for class and engage your mind
- ❖ Complete your homework and class assignments
- ❖ Contribute to group efforts
- ❖ Choose ethical courses of action
- ❖ Think before you act, and accept the consequences of your actions

#### Mutual Respect:

- ❖ Maintain a positive view of yourself and others
- ❖ Be understanding, friendly and polite even when you disagree
- ❖ Accept others as they are and not as you think they should be
- ❖ Listen to and appropriately respond to verbal and other cues
- ❖ Work toward resolutions, exchanges and agreements

#### Individual and Collective Achievement:

- ❖ Be positive about your ability to accomplish a goal or task
- ❖ Exert a high level of effort and persevere even when answers and solutions are not apparent
- ❖ Set personal goals and work to achieve them
- ❖ Constantly seek accuracy, precision and improvement

The student discipline guidelines include the types of misconduct that will subject a student to disciplinary action and are included under our Code of Conduct. Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, SMR, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school as deemed appropriate. Certain criminal acts may result in permanent expulsion from school.

### ◆ Code on Student Suspensions, Expulsions and Removals (board policy 5610)

Students are provided **due process** (board policy 5611) in any situation which may result in suspension or expulsion. During an informal hearing, the student is given written notice of the violation(s). During this hearing, the student has the opportunity to tell his/her side of the story and explain his/her actions. This hearing may occur immediately or during the period of the removal. In the event a suspension or expulsion is determined, the student and parents have the right to appeal the decision through the procedures outlined in the student suspension and student expulsion policy.

### ◆ Out-of-school-Suspension (board policy 5610)

Suspension is a serious consequence, which stops short of expulsion. Suspension results in exclusion from classes and all school activities, which includes work/study and Polaris. Students are permitted to make up and receive academic credit for any projects, tests, quizzes or work assigned while on suspension. It is the student's responsibility to request assignments from his or her teachers. The same amount of time will be given to make up the work as the amount of days suspended from school.

### **Suspension** (board policy 5610)

- |                                   |                                |   |
|-----------------------------------|--------------------------------|---|
| ◆ Tobacco (possession and/or use) | ◆ Truancy, tardiness           | ◆ Harassment                              |
| ◆ Alcohol (possession and/or use) | ◆ Expulsion offenses           | ◆ Bus conduct                             |
| ◆ Appearance and dress            | ◆ Profane, vulgar language     | ◆ Physical aggression                     |
|                                   | ◆ Insubordination              | ◆ Violation of policies/rules/regulations |
|                                   | ◆ Failure to accept discipline |   |
|                                   | ◆ Hazing                       |   |

### **Expulsion** (board policy 5610)

- ◆ Disruption of school
- ◆ Damage, destruction, or theft of school property
- ◆ Damage, destruction, or theft of private property
- ◆ Abusive language toward a school employee
- ◆ Abusive language toward a student or other person
- ◆ Assault toward a school employee
- ◆ Assault toward a student or other person
- ◆ Weapons and dangerous instruments and/or look-alikes
- ◆ Narcotics, alcoholic beverages, and stimulant drugs and/or look-alikes
- ◆ Trespassing
- ◆ Failure to comply with directions
- ◆ Repeated acts of misconduct
- ◆ Misconduct away from school

Suspensions may be determined as appropriate for any of the above behavioral problems.

### ◆ **Removals** (board policy 5610)

- **Emergency Removal:** defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat to the academic process either within a classroom or elsewhere on the school premises, for a period not exceeding 72 hours, of permission to attend school and to take part in any school function.
- **Disciplinary Removal:** an action less severe than suspension, expulsion or emergency removal and defined as the denial to a student of permission to attend a class in which he/she is enrolled or to participate in an extracurricular activity in which he/she has been accepted or qualified for membership.

### **MISBEHAVIOR FOR SUBSTITUTE TEACHER(S)**

Students are expected to follow classroom and school rules whether regular staff members are present or not. A substitute's job is difficult in that he/she may not know the students and is teaching a lesson plan with very little notice/preparation time. Ford Middle School teachers will inform their students of consequences for choosing to misbehave for a substitute. A referral to an administrator for a student who has chosen to misbehave for a substitute will result in a consequence.

### **CAFETERIA BEHAVIOR**

Cafeteria rules are listed on page 7 of this handbook. Failure to comply may result in the loss of the privilege of eating with friends in the cafeteria. Other possible consequences may include: assigned seat in the cafeteria, corner seat in the cafeteria, 202 lunch detention(s), cleaning/minor pickup of area based on circumstance, parents notified, SMR, MAJOR DETENTION, or SUSPENSION.

### **CHEATING AND PLAGIARISM**

Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of tests shall be considered cheating. This also includes electronic downloading of information. See pages 19 and 20. Likewise, making it possible for another student to cheat makes you as guilty as the student you help. It is the responsibility of the student to maintain an honorable posture and his/her integrity.

Honesty requires that ideas or material taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. Any student who fails to give credit for ideas or materials that he/she takes from another is guilty of plagiarism and is subject to consequences from his/her teacher.

**Cheating** The teacher in charge of the class involved will handle cheating in each individual situation. Depending on the nature and severity of the situation, the administration may become involved. Penalties may include: failing grade for the items involved, failing the course involved, parent notified, SMR or Major Detention. Repeated acts may result in suspension.

### **SEVERE BEHAVIOR**

The following behaviors are considered severe behaviors. Consequences will be given based on the seriousness of the offense.

- ◆ **Alcohol/Chemical Use and/or Abuse** (board policy 5530): No student shall possess, consume, sell, or attempt transmission of alcoholic beverages, narcotics, illegal drugs, including look-alikes, or the equipment or devices used in the consumption of these substances on school grounds or at any school activity, or school-related or school-sponsored function, event, or contest whether on or off school property or on premises leased by the Board of Education for school-related purposes.
- ◆ **Assault and Battery/Physical Aggression:** A student shall not harass, intimidate, assault, or fight with any person; nor shall a student behave in such a manner which could foreseeably cause physical or emotional injury to any person.
- ◆ **Tuancy** (board policy 5200.1): Attending school is a state law. Failure to do so will result in consequences.
- ◆ **Vandalism/Damage of Property/Arson** (board policy 7440.01): A student shall not willfully or recklessly cause or attempt to cause damage to property owned by the Berea Board of Education, private individuals, or other

public agencies. Any act that endangers school property and its occupants, will not be tolerated. Arson is a felony.

- ◆ **Dangerous Weapons/Instruments:** (*board policy 5772*) A student shall not use, possess, handle, transmit, or conceal dangerous weapons, substances, or instruments which include, but are not limited to firearms, knives (including but not exclusive to pocket and exacto knives), mace, tear gas, firecrackers, explosives, incendiaries, or other similar devices except as expressly authorized by the Superintendent, Principal, or other designee.
- ◆ **Firearm or Knife:** Ohio Revised code requires the superintendent of schools, in certain specifically defined cases, to expel a student from school for up to a period of one year for possessing a firearm or knife, as defined in Ohio law. Additionally, the superintendent has the authority under Ohio law to expel a student for up to one year for violent conduct occurring at school, on other school property, at interscholastic competitions, extra curricular events, or at any school program or activity if the act will be a criminal offense committed by an adult and if the act results in serious physical harm to persons as defined in Ohio law. The superintendent also has authority to expel a student for up to one year for making a bomb threat to a school building or any premises at any school activity occurring at the time of the threat. Specific guidance regarding one-year expulsions and permanent exclusion may be found in policy 5610. The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use a dangerous weapon, which is defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents or community members, may be subject to expulsion.
- ◆ **Harassment/Hazing/Aggressive Behavior towards Students** (*board policies 5516 and 5517*): Ford Middle School believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals, is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.
  - **Harassment** is the “picking on” of someone in a physical, sexual or verbal manner.
  - **Hazing** is defined as any act of coercing another, including the victim, to do or initiate any act to any other student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Any student who believes that he/she is the victim of harassment /hazing or has observed such actions taken by other individuals in the school, should promptly report such actions to an administrator. Each report of harassment/hazing shall be investigated and handled in a timely manner. If an investigation reveals that any harassment/hazing complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment/hazing or its recurrence. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment/hazing allegations or charges. Some forms of sexual harassment/hazing of a student by another student may be considered a form of child abuse that will require that the student-abuser be reported to the proper authorities. Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment/hazing complaint.
  - **Aggressive Behavior** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. A student shall not harass, intimidate, assault, or fight with any person; now shall a student behave in such a manner which could foreseeable cause physical or emotional injury to any person.

Any student who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.
- ◆ **Gangs** (*board policy 5516.01*): Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment will not be tolerated by the District. The Board believes gangs or gang activity create an atmosphere where violations of district policies and regulations, as well as State laws, may occur. Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. The Board directs the administration to establish procedures to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.
- ◆ **Theft** (*board policy 5513*): A student shall not steal private or public property either on school grounds or at any school activity.

- ◆ **Use of Tobacco** (*board policy 5512*): On March 15, 2001, a new law was enacted that makes it illegal for individuals under 18 to attempt to or to purchase, possess, use, or order cigarettes, other tobacco products, or papers used to roll cigarettes
  - No child under 18 shall furnish false information or identification to purchase tobacco products
  - If a juvenile court finds that a child violated these provisions, the court may do either or both of the following:
    1. Require the child to attend a youth smoking education program or other smoking treatment program approved by the court if one is available. These must be programs approved by the Ohio Tobacco Use Prevention and Control Foundation Board.
    2. Impose a fine of not more than \$100.
- ◆ **Trespassing.**
  - A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which his/her regularly assigned school is involved where students from his/her regularly assigned school have been invited to attend or participate.
  - A student already under suspension or expulsion shall not enter upon the school grounds or premises of the student's regularly assigned school building without the express permission of the principal.
  - A student shall not enter upon the grounds or premises of the student's regularly assigned school building after school hours unless the student is present to participate as a member of an extracurricular activity or to attend a school sponsored event where students from his/her regularly assigned school have been invited to attend.

**SEARCH AND SEIZURE** (*board policy 5771*)

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, purses, knapsacks, gym bags, etc., of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district, and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.

**ZERO TOLERANCE OF VIOLENCE** (*board policy 5500*)

Violence in schools has become a major concern across the nation. Therefore, Ford and Roehm Middle Schools have combined to take a proactive stance of zero toleration toward violence.

VIOLENCE: Defined as any act or potential act of aggression that is intended to harm an individual or property.

1. WEAPONS or any look alike weapons:  
*Consequence:* Automatic suspension with a probable recommendation for expulsion and a police report filed.
2. ASSAULT:  
*Consequence:* Automatic suspension with a probable recommendation for expulsion and a police report filed.
3. FIGHTING:  
*Consequence:* Probable suspension with a possible recommendation for expulsion.
4. DESTRUCTION AND THEFT OF PROPERTY:  
*Consequence:* Probable suspension with a possible recommendation for expulsion and a police report filed.
5. HARASSMENT is the "picking on" of someone in a physical, sexual, or verbal manner:  
*Consequence:* Warning to suspension with a possible recommendation for expulsion and a police report filed.

## SECTION VII: 2011-12 SCHOOL CALENDAR

August 18, 2011	All grades' Open House 4:00-6:00PM
August 24, 2011	First day of classes for students
August 30, 2011	Camp Mi-Bro-Be Parent Meeting 7:00PM at Roehm
September 2, 2011	Welcome Back Dance 3:15-4:30PM Cafeteria
September 5, 2011	No School – Labor Day
September 11, 2011	Camp Mi-Bro-Be Open House Time TBA
September 12 – 16, 2011	Team 6C to Camp Mi-Bro-Be
October 3 – 7, 2011	Team 6B to Camp Mi-Bro-Be
October 11, 2011	Parent Conferences 3:45-7:30PM
October 13, 2011	Parent Conferences 3:45-7:30PM
October 14, 2011	No School – Professional Development Day
October 17 – 21, 2011	Team 6A to Camp Mi-Bro-Be
October 26, 2011	Picture Day
October 31, 2011	End of the 1 <sup>st</sup> grading period
November 8, 2011	No School – Staff In-service Day
November 23, 2011	No School due to Conferences in October
November 24-25, 2011	No School – Thanksgiving Break
December 22 - January 3, 2012	Winter Break
January 4, 2012	Classes resume from Winter Break
January 16, 2012	No School – Martin Luther King Jr. Day
January 19, 2012	End of the 2 <sup>nd</sup> grading period
January 20, 2012	No School – Teacher Work Day
February 20, 2012	No School – Presidents' Day
February 28, 2012	Parent Conferences 3:45-7:30PM
February 29, 2012	Parent Conferences 3:45-7:30PM
March 2, 2012	No School due to Conferences in February
March 23, 2012	End of 3 <sup>rd</sup> grading period
March 26 – 30, 2012	Spring Break
April 2, 2012	Classes resume from Spring Break
April 6 & 9, 2012	No School - Holiday
May 28, 2012	No School – Memorial Day
June 7, 2012	Last day for students End of 4 <sup>th</sup> grading period

Please visit our website by going to [www.berea.k12.oh.us/fms](http://www.berea.k12.oh.us/fms) You will be able to access team information, athletic schedules and maps to events, the monthly on-line *Ford Flyer Newsletter*, the Student/Parent Handbook, updated calendar information, and much more!