

SAILORWAY MIDDLE SCHOOL

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**5355 Sailorway Drive
Vermilion, Ohio 44089**

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STUDENT HANDBOOK 2018-2019

Commitment: The student is the focus of every decision we make.

Mission: Make every student college and career ready through personalized instruction.

Vision: Inspiring students to be leaders and lifelong learners.

Values: Personalization, High Expectations, Innovation, Communication, Relationships

**Mrs. Beth A. Bartlome, Principal
Mr. Robert W. Figuly, Assistant Principal
Mrs. Shawna E. Stillman, 5th and 6th Grade School Counselor
Ms. Laura J. Wheeler, 4th and 7th Grade School Counselor**

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ACADEMICS

DISTRIBUTION OF REPORT CARDS AND MIDTERM REPORTS

Report cards are distributed four times during the school year. Midterm grades will be up-to-date midway through each grading period. A hard copy of the midterm grades will be provided upon parental request.

Students at Sailorway are assessed using Standards Based Grading. Individual skills are assessed and reported, not an overall course grade. The only exception is for students who are taking Honors Algebra I. That course is graded on the Vermilion High School grade scale. In addition to student grades being reported for academic content, this report card will also evaluate the work habits, social skills, learning habits and communication skills that effect student's success in school. Students will receive marks of + or - in the areas indicated below:

- Follows rules
- Talks at appropriate time
- Shows respect for peers
- Works well with others
- Produces quality work
- Turns in work on time
- Uses time wisely (stays on task)
- Asks for help when needed
- Writes legibly
- Organized and prepared

Characteristics of Successful Learner, Performance, Initiative and Effort	Descriptors
+	Student consistently demonstrates and takes initiative of his/her own learning.
-	The student's effort is inconsistent and does not take initiative, needs improvement.

EXTRA CREDIT

Our teachers are duty bound to report accurate grades based on consistent evidence. Extra credit skews the accuracy of the reported grade. Therefore, extra credit will not be permitted at Sailorway Middle School.

GRADING POLICY

Standards based grading will show student achievement versus Ohio's Learning Standards using the following scale:

E= Exceeding standard mastery
M= Mastered
P= Progressing
N= Needs Improvement.

Student achievement will be determined by examining a collection of student evidence to verify what one knows.

Student evidence will include both formative and summative assessment items to provide the most accurate view of achievement.

Formative assessment can be characterized as those assignments and assessments completed on the way to mastery or proficiency. In simpler terms, formative assessments are the practice that students will complete on their way to improving mastery of learning standards being taught in the classroom. Any assignment or homework that is given as a formative assessment will be documented. A student will not be penalized for what they didn't know while practicing. The key is to assess whether a student is improving over time. Formative assessment is about getting better.

Summative assessments will occur after learning has taken place and is the product of that learning. They measure student mastery of the standards at a point in time. Summative assessments measure student achievement and knowledge acquisition as a result of classroom instruction. Student grades will be determined by the average of summative assessments given throughout the quarter.

HOMEWORK

Homework will be assigned at the teacher's discretion throughout the school year. All students are required to pay attention to directions, organize their work and utilize class study time wisely. Students will be held accountable to deadlines imposed by their classroom teacher for homework assignments.

Homework is one type of formative assessment used to measure student progress in the achievement of standard mastery. Homework will be evaluated to monitor student learning, identify student strengths and weaknesses and plan for future instruction.

Homework is to be completed on the student's own time and turned in as determined by the teacher. Late homework will be accepted at the teacher's discretion.

HONOR ROLL

Due to the standards based grading policy at Saylorway Middle School there is no formal honor roll program.

PROMOTION/RETENTION

There are a multitude of factors in determining whether or not to retain a student; report cards serve as one. Other dynamics such as motivation, response to interventions and student maturity are also considered. In all instances, retention decisions will be made by a building team, consisting of school administrators, teacher(s), and the child's parents/guardians.

1. Students earning 60% or more of below mastery marks (N's) in two *core academic courses for either semester will be required to attend two weeks of summer school.
* Core academic courses include reading / language arts, math, science, and history.
2. Students earning 60% or more of below mastery marks (N's) in three or more *core academic courses for either semester will be required to attend four weeks of summer school.
* Core academic courses include reading / language arts, math, science, and history.
3. A discussion between the school and parents will be held prior to the end of the school year.
4. Failure to attend required summer school may result in possible retention at the principal's discretion.

RE-DO/RETAKES

The faculty of Sailorway Middle School believes that assignments given to students have legitimate educational value and are critical for the student's success in mastering subject content or skills. Students will be permitted to re-do work at the teacher's discretion. Individual teachers are responsible for developing the guidelines students must meet in order to be eligible for re-do/retake assignments or assessments. These guidelines are subject to change without advance notice. The following will serve as an example of the re-do/retake policy: *Student A has completed all of their formative assessment assignments for the unit. They take the summative assessment and do poorly. After discussing the situation with the teacher and meeting the requirements of the teacher's reassessment procedure, Student A is allowed to retake the assessment.*

Student B has not completed their formative assessments throughout the unit. They take the assessment and Student B scores poorly. The student requests a re-do of the assessment and the teacher denies the request. Due to the student's lack of consideration for the importance of formative assessment work, the teacher is justified in denying the student's request for a re-do on this unit's assessment. They will be eligible for future re-do opportunities, assuming they begin doing their formative assessment work.

The faculty of Sailorway Middle School recognizes that all students learn differently. As such, when completing a re-do or retake students may be given an alternative assignment or assessment to allow the child to demonstrate their mastery of the content. Students may also be required to re-do/retake assignment(s) or assessment sections if a teacher determines the student has mastered the other standards assessed on the assignment or test.

ATHLETICS

Sailorway Middle School participates in interscholastic competition in cheerleading, cross country, football, basketball, wrestling, volleyball, track and softball. All students who participate must meet the requirements set by the Ohio High School Athletic Association. Before participating in any practice session or events, games, etc., students must have a completed physical and parent permission form, medical history form, and signed waiver (for school insurance) on file with the school.

ELIGIBILITY

To be eligible, a student must be currently enrolled in a member school and have received passing grades in **5 subjects in which they are enrolled** the preceding grading period. For Standards Based Grading this means a student must have a P (Progressing) or higher in 60% of the graded standards per class. For eligibility purposes, summer school grades may not be used to substitute failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period. In addition, **all school fees past and present must be paid.**

SPORTSMANSHIP

Sailorway Middle School students and team members are important representatives of their school at home or away. Visiting teams and officials should be treated with courtesy and respect. School spirit is shown by cheering and supporting our teams. Let us be known as a school that wins graciously, and takes defeat in stride.

ATTENDANCE

ATTENDANCE PROCEDURES

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session.

A parent must notify the school on the day a student is to be absent by the start of school (7:40 am) unless previous notification has been given in accordance with school procedure for reporting absences. (R.C. 3313.205) If such notification is not received, the school shall notify by telephone or in writing the student's parents, guardian, or legal custodian of a child's absence. The parent is responsible for providing the school with current home and/or work telephone numbers and to notify the school of any change in the above information.

If your child is going to be absent please call the main school line at (440) 204-1701 and press 1 to report an absence. You will be required to leave your child's name, your name, date of absence and reason for absence.

Absences will be considered "unexcused" unless they meet one of the following criteria:

- Illness of child (requires written statement from physician or medical health professional)
- Illness in the family requiring presence of the child (requires written statement from physician and explanation why child's absence was necessary)
- Quarantine of the home (limited to three days unless reasonable causes may be shown)
- Death of relative (limited to three days unless reasonable causes may be shown. Appropriate documentation must be provided.)
- Medical or dental appointment (requires written statement from physician or

- dentist)
- Observance of religious holiday (for purpose of observing a religious holiday consistent with child's truly held religious beliefs)

House Bill 410 recognizes the importance for every student in Ohio to attend school every day. Missing too much school has long-term negative effects on students, such as lower achievement and graduation rates. There are many reasons why students miss school and at Vermilion High School we are committed to finding extra supports and services to get students to school every day.

The Ohio General Assembly passed a bill to encourage and support preventive approach to excessive absences and truancy. A school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a standardized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance.

Highlights of House Bill 410

Definition of "habitual truant" changed from days to hours. The new definition is:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without a legitimate excuse; or
- Absent 72 or more hours in one year without a legitimate excuse.

Includes "excessive absences"

- Absent 38 or more hours in one month with or without a legitimate excuse; or
- Absent 65 or more hours in one school year with or without a legitimate excuse.

The creation of an absence intervention team to develop an absence intervention plan for students who are habitually truant.

ACTIVITIES ON DAY OF ABSENCE

Any student who arrives more than thirty (30) minutes after the start of the school day according to their schedule may be ineligible to participate in any/all extracurricular activities on that day. This includes practices as well as contests, performances, and all other curricular and/or extracurricular activities. Emergency circumstances can be discussed with the principal.

LEAVE OF BUILDING PERMITS

Written requests by parents or guardians for students to leave the building during any school day should be presented to the office before school or the day prior whenever possible. Children may be released to parents during the school day in case of doctor's appointments or other special circumstances. However, no student will be allowed to leave school prior to dismissal time without either: (A) a written request signed by the parent or guardian; or (B) the parent or guardian comes into the school office to request the release. Students will NOT be released to a person other than a custodial parent(s) or guardian without written permission, signed by the custodial parent(s) or guardian. Under no circumstances are parents permitted to go to classrooms to pick up their child. Parents should write a note to the teacher, including the date, time and reason a child will be leaving school early, with the parent/guardian signature. Students will be released from class only when the parent or guardian arrives at the school office to sign them out. Visitors are required to show a driver's license or a state issued photo ID.

PASS PERMITS

A student who is out of a class for any reason must have a hall pass issued by the teacher in charge of the class. Students are responsible for obtaining the pass. Those students who do not have a pass may be disciplined.

PERFECT ATTENDANCE CERTIFICATES

Perfect attendance at school is defined as the student having a perfect attendance record with no absences for any reason (including doctor appointments and pre-arranged excused absences) or being tardy to school. Only those that have been at school for every minute will be rewarded with a certificate.

PRE-ARRANGED ABSENCES

Absences that are planned ahead require a "Prearranged Absence Request" form. The form may be obtained from the attendance office. This form must be completed and returned at least two (2) days prior to the absence. The form will only be accepted if it contains the signatures of all teachers, the student's counselor, an administrator, and a parent or guardian. Absences for worthwhile educational experiences or family activities are to be approved one week in advance of the activity. All assigned work must be turned in upon the student's return to class.

STUDENT ARRIVAL TO SCHOOL

Students should not arrive to school before **7:00 AM**.

1. Doors open at 7:00 AM.
2. All students are encouraged to use sidewalks.
3. Once on campus, students may not leave school grounds without permission.
4. All food or drinks brought to school, must be ingested or disposed of in the cafeteria, unless prior approval has been given by the classroom teacher.

STUDENT WITHDRAWAL

1. Report to the main office and give the reason for withdrawal.
2. A parent or legal guardian must sign the withdrawal form.
3. All books and materials must be turned in to the office. A written form must be initialed by all teachers, librarian, and attendance secretary and returned to the main office.
4. Official transcripts may not be released until all books are turned in, all bills paid, and all obligations fulfilled.

TARDINESS

We understand that there are situations beyond the student and/or parent's control which result in a student being late to school. The student who is tardy to school must report to the attendance office to sign in and obtain a pass to class. A signed note from the parent/guardian should be provided when signing in. A student who arrives at school more than thirty minutes late will be counted absent one half day. Students who arrive after 11:45 will be counted as absent one full day.

Excessive tardiness will result in the following disciplinary action:

- 1st Tardy No consequence
- 2nd Tardy No consequence
- 3rd Tardy No consequence
- 4th Tardy No consequence
- 5th Tardy Lunch detention
- 6th Tardy Lunch detention
- 7th Tardy After school detention
- 8th Tardy After school detention
- 9th Tardy Friday School and student may be referred to court

Tardy records will start over with each new nine weeks.

TUTORING DUE TO ABSENCE

If a student's absence becomes excessive, whether approved or not, tutoring may be required in order to receive credit. Tutoring required for unexcused absences would be arranged at the parent's expense. If a student will be out for an extended period of time due to illness, parents/guardians should contact the principal regarding procedures for tutoring assistance.

UNEXCUSED ABSENCE

All absences from school are considered by law to be unexcused unless the absence is documented with a medical excuse, legal appointment, funeral, or in observance of a religious holiday. Family vacations will be considered unexcused absences. Extended periods of unexcused absence may result in the student receiving failing marks for that grading period. Letters are sent to parents/guardians of students who have six unexcused absences in a school year. A student missing more than six (6) days in a semester may be referred to court for informal truancy charges.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to

the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

IMPORTANCE OF CHILDREN'S PHOTOGRAPHS

Throughout the year, the Vermilion Local School District shares information with the public through news releases, slide presentations, videotaping, etc., or through publications such as *The Photojournal*, *The Morning Journal*, etc. We like to include photographs of our children in educational settings. This puts the emphasis where it should be – the involvement of students in educational activities. It is also exciting when children see their pictures representing the school district. Parents can help us simplify the procedure of using such photographs by considering their value. Please contact your child's school for a form to complete, to deny permission for your child's photo to appear in publications of the Vermilion Local School District.

NOTICE FOR DIRECTORY INFORMATION

The federal law FERPA, (Family Educational Rights and Privacy Act), requires that Vermilion Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Vermilion Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Vermilion Local School 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. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Vermilion Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing.

The following information is designated as directory information: (Note: An LEA may, but does not have to include all the information listed below.)

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

GENERAL INFORMATION

AFTER SCHOOL HOURS

All students should exit the building by 2:30 PM each day unless they have been assigned a detention or are under the supervision of a staff member.

BICYCLES / ROLLER BLADES / SKATEBOARDS

All bicycles are to be placed in the bike racks provided. Skateboards, scooters, and roller blades should be stored in lockers. The school accepts no responsibility for bikes, skateboards, scooters, or roller blades that are stolen or damaged. No bicycling, skateboarding or rollerblading is permitted on school grounds.

CAFETERIA

The current cost of the standard breakfast is \$1.55 (subject to change) and the standard lunch is \$2.65 (subject to change) for all students, which includes milk. Students may pre-pay for breakfast and lunch into their open accounts. **Students are permitted to charge lunches up to \$20.00.**

Cafeteria cleanliness is everyone's responsibility.

1. All students must remain in the cafeteria during lunch unless properly excused.
2. Students are responsible for maintaining good table manners.
3. Each student is responsible for clearing his/her trash at the end of each lunch period.
4. No "fast foods" are to be delivered during lunch periods.
5. Students may not drink soda pop or energy drinks during breakfast or lunch.

The cafeteria's debit system cash registers allow us to keep a closer watch on your child's account and his/her daily lunch purchases. With this system all students are processed much faster, allowing them more time to eat. **All money** is deposited directly into their account. We ask that a check be sent whenever possible. **No** change will be returned for any transaction which includes cash or checks. After purchases are made, remaining change goes into their account.

CELL PHONES / ELECTRONICS

Cell phone usage is permitted at school before school (7:30 AM), after school (2:20 PM) or with staff permission as part of a class assignment. Ongoing problems with text messaging answers to tests, inappropriate photographs, and phone calls during class make this rule necessary. Students found using a cell phone may have the phone confiscated.

Students are not to bring radios, electrical devices, MP3 players, laser pointers, cameras, etc. to school unless it is part of their classroom work and they have received permission from the teacher for whom they are doing the assignment. Parents may be required to pick up confiscated devices.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please promptly report any change of address or telephone number to the office secretary.

COMPUTER / INTERNET POLICY

Use of the school's computers is a privilege. Inappropriate use will result in the cancellation of those privileges. Students may access the internet for educational purposes only. Students must have a signed "*Acceptable Use Form*" to use the internet at school. The signatures on the form are legally binding. By signing the form, you are agreeing to abide by the terms and conditions on it. Students may be disciplined for inappropriate use of the internet or computer lab.

COMPUTER / MACBOOK POLICIES

Effective January 1, 2011, the initial \$53 annual fee covers the first \$250 of repairs. Any repair costs greater than \$250 will be split 50/50 between the student and the school district, except in the case of willful damage. If damage is determined to be willful, the student shall be charged 100% of the repair costs.

- The Asset Tag must remain on the MacBook and must remain visible.
- MacBooks should be fully charged when students arrive at school.
- DO NOT take MacBooks to the cafeteria, but rather leave the MacBook in the classroom where you will be following lunch.
- Be safe! The MacBook should be used in a "public" place in your home.
- Use your MacBook for educational purposes.

Carrying your MacBook: MacBooks are to be carried in the district provided, padded sleeve bag safe from impact. The provided name tag should be visible at all times. Textbooks are not to be carried in the laptop bag.

Keeping Your MacBook Safe:

- Do not leave your MacBook unattended
- Do not leave it where the temperature will be very hot or very cold
- Do not leave it in a car
- Do not feed it
- Do not water it
- Do not place pencils, pens or other objects on the keyboard as the MacBook could be severely damaged if the lid closes

DELIVERIES TO STUDENTS

The school will not accept delivery of flowers, balloons, etc. to mark special events.

DISCRIMINATION

In an effort to comply with government regulations, the Vermilion Local School District affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. Should you have any concerns in regard to discrimination, you should contact your teacher or principal.

DRESS CODE

Students of Saylor Middle School are expected to dress and groom themselves in good taste. The school administration reserves the right to determine what constitutes acceptable and appropriate clothing and accessories. If any student has any doubt that a specific article of clothing or accessory does not meet the standard set forth in this dress code, do not wear it. Any extreme modes of dress or grooming that may be distracting or not in good taste, including body/facial piercings will be considered a violation of this policy.

Students will be asked to change for dress code violations, and if necessary, contact a parent to bring appropriate clothing to the school.

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- Wearing hats or hoods

If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

HEALTH ROOM

If it is necessary for you to have medical attention, you must secure an illness permit from your teacher unless it is an emergency. A nurse will be called to our building should an emergency arise.

IDENTIFICATION OF CHILDREN WHO ARE GIFTED – DISTRICT POLICY AND PLAN

The district uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts.

The district ensures that there are ample and appropriate scheduling procedures for assessments and reassessments. Referrals are accepted on an on-going basis using the process outlined in the *Information for Parents* brochure available at our district office. This brochure also explains the withdrawal procedures and the process for appeals.

Also available are:

- *Identification of Children Who Are Gifted*, describing the eligibility criteria, the identification plan, and the appeals process allowable by HB282; and
- *Assessment Instruments Used by the District for Gifted Identification*, which lists the instruments accepted by the Ohio Department of Education.

This identification system follows the assessment process delineated in Amended House Bill 282, the Rule for Identification and Services for Children Who are Gifted effective July 1, 1999, and the recommended procedures by the Ohio Department of Education's Division of Gifted Education. For further information regarding gifted identification, contact your building principal.

Civil Rights Commission 1-888-7101 or 1-614-466-2785

LOCKERS

Although a student and the Board may have joint control of lockers, desks or other school property, the student never has exclusive control of this property. With respect to lockers, desks, and other school property, the following rules and standards shall be recognized:

1. Each student is assigned an individual hall locker.
2. Lockers are not to be shared with any other student.
3. The school reserves the right to inspect lockers at any time.
4. Students will need to supply their own locks for physical education lockers.

MEDICATION

State law requires that all students who are to be given medication at school must submit a completed form, "*REQUEST FOR STUDENT'S MEDICATION IN SCHOOL*", in accordance with Ohio Revised Code 3313.73, 3313.716 signed by a physician and parent/guardian prior to any medication being taken at school. This includes prescribed medication and over-the-counter medication. Forms may be obtained from any Vermilion school office. Students are permitted to carry and use throat lozenges.

PARTIES

Activities are planned and set up by the homeroom teacher and the selected room parents. Parents may bring in birthday treats for their child's class if they receive permission from their child's teacher and have enough treats for each student in the class.

SCHOOL FEES

All school fees and or balances must be paid prior to student participation in interscholastic athletic events, extracurricular programs/activities, field trips or class trips. Families facing a financial hardship are encouraged to contact the school office.

SCHOOL SAFETY

The safety of our students is of great concern to all of us. The teachers and administrators have been instructed in specific procedures for all emergency situations. Teachers are on duty in the hallway between periods and all external doors are locked during the school day. The school system has employed The Safe School Help Line to assist in school safety. Students wishing to report an activity of a serious nature which poses a threat to our school or its students can call the help line at 1-866-listen2me. All calls are confidential.

SELLING ITEMS

Students are not permitted to sell items to others during school hours. School sponsored after-school sales will be the only exception, and must be approved by the principal before sales begin.

TEXTBOOKS AND LOST BOOKS

Students are required to cover textbooks regardless of the condition of the text. Covers should clearly identify the owner of the text as well as the subject area. Students are not to leave textbooks on the shelving overnight or on top of their lockers at any time. Students will be given additional textbooks only after they have returned a slip signed by their parent acknowledging the fact that their son/daughter has lost a textbook, and accepting the responsibility for the cost of the replacement of that lost book.

VISITORS

Guests from other schools will not be allowed to visit school during the school day.

WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS

The Vermilion Local School District shall waive fees assessed by the District for instructional materials only for students whose parent(s) or guardian are unable to afford them. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees. This waiver **does not include District fees associated with extra-curricular activities or student enrichment programs that are not part of a course of instruction.**

Additionally, the District may charge fees for tools, equipment, and materials, as specified, that are necessary for workforce-readiness training that may be retained by the students after completion of the course.

STUDENT BEHAVIOR

BEHAVIOR EXPECTATIONS

Students attend Sailorway Middle School by direction of State law and with full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak, or behave as young citizens within a large scope of options. Our code, published in conformity with Ohio Revised Code 3313.661, specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees and visitors. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned. If a violation of these responsibilities occurs, disciplinary action will be taken according to the proper procedures of the Vermilion Local School District.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Please refer to Board policy 5517.01 for further details.

BUS POLICIES

Students must ride the bus to which they are assigned and get on and off at their scheduled bus stop. Any change must be submitted on Form #245 and approved by the Transportation Supervisor before the student may ride a different bus. Riders must follow the posted bus rules:

BUS DISCIPLINE PROCEDURE

The Vermilion Local School District maintains a ZERO TOLERANCE disciplinary procedure for the following infractions. ANY infraction listed below will result in immediate referral to the principal for disciplinary action:

Rule #1: Disrespectful behavior including, but not limited to, bullying, hitting, punching, yelling, screaming or insubordination.

Rule #2: Vulgarity, including but not limited to, inappropriate language or rude gestures.

Rule #3: Disruption at railroad tracks: Ohio law requires students to be silent at railroad crossings until the bus is safely across the tracks.

Rule #4: Other inappropriate behavior, including, but not limited to, throwing items in or off the bus, using sprays on or near others, vandalism such as writing on or damaging seats, floors, walls, etc.

Time off the bus is immediate for the violation of the above four rules.

4-7 First offense will be 1 day off, then 3, 5, 7, 10 and expulsion.*

Rule #5: Eating/Drinking/Chewing gum/littering

Rule #6: Legs in aisles OR arms, hands, etc. out of windows

Rule #7: Sitting in unassigned seat or standing while bus is in motion

Rule #8: Violation of bus stop rules: Not in safety zone/Late to bus stop/On or off at incorrect bus stop

Violation of Rules 5 -8 will result in a letter being sent home. Additional violations will be referred to the principal for action up to and including suspension from the bus.

Safety is the #1 priority of our Transportation Department. We maintain a high standard of training and accountability for our bus drivers and mechanics. Our goal is to work with students, parents and school officials to provide our drivers with as little disruption as possible as they navigate their buses throughout our community. Enforcement of rules is one tool in reaching this goal.

***The administration reserves the right to issue a more punitive punishment than the established framework in circumstances where bus passenger(s) or the driver have their safety compromised.**

DETENTION AND DETENTION HALL PROCEDURE

Detentions may be issued to students who violate school and/or classroom rules. Detention hall will be held Monday through Friday from 2:25 PM to 2:55 PM or under the supervision of the teacher in the teacher's room. Students will be given a signed detention slip stating the nature of the infraction and the date(s) to be served. In addition, the student may be required to secure the signature of a parent/guardian if the teacher feels that it is appropriate to do so.

Students are given 24 hours or more notice before a detention is to be served in order to make transportation arrangements.

DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board shall require each student of this district to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. This policy is adopted pursuant to Section 3313.66 of the Ohio Revised Code. Students who continue to be a discipline problem may be referred to court on an informal unruly charge.

FRIDAY SCHOOL PROCEDURES

The Principal may issue a Friday School to students who violate school and/or classroom rules. Friday School is held from 2:25 to 4:30 PM.

1. No one will be admitted without school work. School work includes textbooks, paper, pen/pencil, and library books. If a student runs out of school work before the end of the Friday School, the monitor will assign additional work.
2. No talking to other students.
3. No food is permitted.
4. Students may not have their head down or sleep.
5. All provisions of the Board of Education Discipline Policy apply to Friday School.
6. Failure to serve an assigned Friday School may result in a three day Out-of-School Suspension.

HARASSMENT

It is a violation of school rules, and often of law, for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual conduct or communications or of derogatory communications or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, 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. Certain criminal acts may result in permanent exclusion from school.

1. **Attendance**
 - a. *Truancy* is declared when a student is absent from the school building without authorization during such time the student would be expected to be in school. Tardy is declared when a student is late to school or a class without school authorization.
 - b. *Off-schedule* is declared when a student is in the school building, but whose whereabouts are unaccounted for according to school procedures. Repeated violations may result in referral to the Juvenile or Municipal Court.
2. **Behavioral Problems**
 - a. *Class Disruption*: A student shall not be involved in any actions that disrupt the educational process of the other students in a classroom activity or other organized functions of the school.
 - b. *Harassment*: Harassment and/or aggressive behavior (including but not limited to bullying/cyber bullying) toward a student or staff member is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. Gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated.

- c. *Computer Network Violation:* A student shall not use school-owned equipment or personal equipment to gain unauthorized access to school records or commit any violation of the Computer Network Activity policy.
- d. *Extortion/Complicity:*
 Extortion – Students shall not use or attempt to use or express an implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property or favor.
 Complicity – Students shall not aide or abet any violation of the code of conduct. Failure to report knowledge of dangerous weapons or threats of violence to the principal may subject the student to discipline. Conspiring to commit a violation or coercing another student to commit a violation shall be considered “complicity.”
- e. *Falsification of School Work, Identification, and Forgery:* Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member is prohibited. This prohibition includes, but is not limited to forgery of hall/ bus passes and attendance excuses as well as use of false I.D.’s. Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action.
- f. *Gambling:* Gambling (i.e., playing a game of chance for stakes) including casual betting, betting pools, organized-sports betting and any other form of wagering is prohibited. Students who bet on an activity in which they are involved may also be banned from that school activity.
- g. *Insubordination:* Students are expected to comply with reasonable directions of staff. Insubordination includes willful refusal or failure to follow or comply with any reasonable direction given by a staff member, or acting in defiance of staff members.
- h. *Obscene Language/Sexual Misconduct:* A student shall not use profanity or obscene language, either written or verbal. No student shall participate in inappropriate or indecent behavior. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications. Public display of affection is also prohibited.
- i. *Trespassing:* Being present in any district facility or portion of a district facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in district vehicle or unauthorized access or activity in a district computer, district school or staff computer files, school or district file server or into a network is prohibited. When a student has been removed, suspended, expelled or permanently excluded from school, the student is prohibited from being present on school property without authorization from the principal.
- j. *Violation of Bus Rules*—Students shall not violate the district bus rules. Students are subject to school discipline for misconduct on the bus.

3. **Assault/Battery/Fighting**

A student shall not threaten, cause physical injury or behave in such a way which could cause physical injury to another person. “Self defense” is not an acceptable excuse for striking another student. No form of violent, disruptive or inappropriate behavior will be tolerated.

4. **Vandalism**

A student shall not cause or attempt to cause damage or destruction to school property including buildings, grounds, equipment, vehicles, or materials or any private property on the school premises at any school activity on or off school grounds. Students who disfigure property or do damage to school or personal property or equipment may be required to pay for the damage that is done or replace the item, in addition to disciplinary action.

5. **Theft**

A student shall not cause or attempt to cause the unauthorized taking of property of another person or receipt or possession of such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not

bring anything of value to school without prior authorization from a teacher or principal. The school is not responsible for personal property.

6. **Use or Possession of a Gun**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline set forth in Board Policy.

7. **Use or Possession of a Weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury. Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Possession and or use of a weapon or knife may subject a student to expulsion and possible permanent exclusion.

8. **Possession and/or use of Explosives and/or Fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers) is prohibited.

9. **Use or Possession of Tobacco**

It is prohibited by school policy to use, consume, smoke, or possess cigarettes, other tobacco products, or papers used to roll cigarettes. It is also prohibited by Ohio law for a minor to use, possess, pay for, or share in the costs of such products. The penalty for such offenses may include a written citation from the Vermilion Police Department. The citation may include mandatory attendance at a smoking education program, fines up to \$100 (or higher for subsequent offenses), community services, or suspension of driver's license. School policy also prohibits the possession of cigarette lighters

10. **Use or Possession of Alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage is prohibited. If a building administrator or designee has a reasonable individualized suspicion of alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

11. **Use or Possession of Other Drugs**

Possessing, using, transmitting or concealing, or being under the influence of any controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter medication, stimulants or depressants, anabolic steroids or drug-related paraphernalia is prohibited. If a building administrator or designee has a reasonable individualized suspicion of drug use, s/he may request the student in question to submit to any appropriate testing, including but not

limited to a urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

12. **Sale/Distribution of Weapons**

Distributing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation is prohibited.

13. **Sale/Distribution of Alcohol and/or Other Drugs**

The sale or distribution of drugs, including prescribed and over-the-counter medications, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids and the like. Many drug abuse offenses are also felonies.

14. **False Alarms/Bomb Threats**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held is prohibited. Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited.

15. **Misconduct Off School Grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the district or at times and other locations in which the district participated in an activity.

16. **Violation of Rules**

Students shall not violate the policies of the Board, school administrative guidelines, or classroom procedures. Such policies, procedures, and guidelines will be posted and/or incorporated in student handbooks. The administration has the responsibility to ensure a climate conducive to learning on a daily basis. As much as possible, this handbook covers most issues of school policy and student conduct. However, because future events and circumstances cannot always be seen clearly at print time, administrators reserve the right to establish new policies as new issues occur, with the primary responsibility of a proper educational environment in mind.

ALTERNATIVE SCHOOLS

Students may be assigned to an alternative school under Ohio Revised Code 3313.533 for those students “who are on suspension, who are having truancy problems, who are experiencing academic failure, who have a history of class disruption, or who are exhibiting other academic or behavioral problems”. Should a student be assigned to an alternative school, a written plan will be developed to address academic or behavioral problems.

DEFINITIONS

“Emergency Removal” shall be the exclusion of a student who poses a continuing danger to district property or persons in the district or behavior that presents an on-going threat of disrupting the educational process provided by the district. A suspension hearing shall be held within seventy-two hours of removal. “Suspension” shall be the temporary exclusion of a student by the school building administrator from the district’s program for a period not to exceed ten school days, and such suspension may take place within, as well as, outside the

school facilities, except that “suspension” shall not include removal of a student for a period of less than twenty-four hours.

PROCEDURES

A student may be suspended by the superintendent or the building administrator for a period of not more than ten days, provided that the student has been given written notice of his/her suspension and the reasons therefore, and has been given an opportunity to appear at an informal hearing to answer the charges against him/her. The superintendent may expel a student from school provided the student and his/her parent or guardian have been given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the superintendent to answer the charges within three to five days after the notice has been given, unless the superintendent grants an extension of time.

Notice of suspension or expulsion will be sent by letter to the parent or guardian and treasurer within twenty-four hours.

If at the time of a suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the superintendent may apply the remaining period to the following school year.

If a student is expelled for more than twenty days or for any period of time that extends into the next school year, the superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student’s behaviors and attributes that contributed to the incident(s) that caused the expulsion.

REMOVAL, SUSPENSION AND EXPULSION

The Board of Education recognizes that exclusion from the educational program of the school, whether by emergency removal, suspension, or expulsion, is the most severe sanction that can be imposed on a student in this district, and one that cannot be imposed without due process, since exclusion deprives a child the right to an education.

SUSPENSION / EXPULSION APPEALS

The student or his/her parent or guardian may appeal a suspension or expulsion to the Board of Education’s designee. The request for an appeal shall be made within seventy-two hours. Parents of students may be accompanied to an appeal hearing by a representative of their choosing.

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

WEAPONS

Section 2923.122 of the Ohio Revised Code makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school. Any student in violation must be excluded from school for a period of one year.

Sailorway Middle School is a Gun Free School Zone. Federal law and school board policy prohibit guns on school property.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)

PBIS is about establishing a set/system of expectations that set up each student for success each day. This system will teach our students how to be responsible and solve problems. The system will also develop a consistent teacher response to student behavior. At Sailorway we believe that all students will be respectful, responsible, ready to learn, safe. Students displaying positive behaviors throughout their day at Sailorway will be participants in our incentive program celebrating those who make good choices on a consistent basis.

	<u>Be Respectful</u>	<u>Be Responsible</u>	<u>Be Ready to Learn</u>	<u>Be Safe</u>
Hallway/ Stairs	<ul style="list-style-type: none"> Stay to the right Positive language and actions Quiet voices (May look different in each grade level) 	<ul style="list-style-type: none"> Keep it Clean Use a pass Go directly to your destination and back 	<ul style="list-style-type: none"> Retrieve material quickly Know your destination Walk with a sense of purpose 	<ul style="list-style-type: none"> Hands, feet and objects to yourself One step at a time Move with a purpose Respect others' property
Restroom	<ul style="list-style-type: none"> Give others privacy Keep it Clean 	<ul style="list-style-type: none"> Use a pass when leaving the classroom Report problems to teacher Get in and out with a purpose Use designated restroom Only use when necessary 	<ul style="list-style-type: none"> Use bathroom quickly Return to your class when finished 	<ul style="list-style-type: none"> Wash hands Use facilities appropriately
Cafeteria	<ul style="list-style-type: none"> Say "please" and "thank you" Use inside voices Follow directions given by lunch staff the first time Address staff appropriately 	<ul style="list-style-type: none"> Sit immediately, listen for directions Pick up what you drop Keep area clean 	<ul style="list-style-type: none"> Use your time to eat Allow others to sit next to you 	<ul style="list-style-type: none"> Keep your hands feet and objects to yourself at all times Only use utensils to eat
Recess/ Playground	<ul style="list-style-type: none"> Include others Be a good sport Be patient and fair Following directions given by staff the first time 	<ul style="list-style-type: none"> Report injuries and concerns at the time of the incident to the adult in charge 	<ul style="list-style-type: none"> Dress for the weather 	<ul style="list-style-type: none"> Use equipment and materials appropriately
Arrival	<ul style="list-style-type: none"> Greet and treat people kindly Listen to supervisors and all staff Help others in need 	<ul style="list-style-type: none"> Manage time wisely Turn notes in to the office (communication, important info.) 	<ul style="list-style-type: none"> Gather supplies Move with a purpose 	<ul style="list-style-type: none"> Wait in designated area Follow arrival procedures
Dismissal	<ul style="list-style-type: none"> Be aware of other's space Keep classroom clean 	<ul style="list-style-type: none"> Make sure all belongings are where they should be Wait to be dismissed by teacher 	<ul style="list-style-type: none"> Gather all supplies for home or class Move with a purpose 	<ul style="list-style-type: none"> Walk on sidewalks and cross walks to your destination Exit classrooms in an orderly way
Drills	<ul style="list-style-type: none"> Hands, feet and objects to yourself 	<ul style="list-style-type: none"> Listen for instruction 		<ul style="list-style-type: none"> Walk quietly to your destination
Assembly	<ul style="list-style-type: none"> Enter quietly Eyes and ears on the presenter Hands down while presenter is speaking Use restroom before assembly 	<ul style="list-style-type: none"> Respond appropriately to presenter Ask appropriate questions 	<ul style="list-style-type: none"> Keeps eyes and ears on the presenter 	<ul style="list-style-type: none"> Use stairway up bleachers Keep feet still
Bus	<ul style="list-style-type: none"> Library voice Keep hands feet and objects to yourself Speak politely when spoken to Use appropriate language 	<ul style="list-style-type: none"> Follow district policies Get on and off with all of your belongings Keep the bus clean 	<ul style="list-style-type: none"> Sit in seat Face forward Listen to driver instructions 	<ul style="list-style-type: none"> Listen to driver Keep aisle clear Keep behaviors from distracting others