

# **SAILORWAY MIDDLE SCHOOL**



**Student/Parent Handbook**

**Vermilion Local School District  
2019 - 2020**

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| <b>NOTE:</b> | This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June, 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://www.vermiliionschools.org">www.vermiliionschools.org</a> by clicking on "Sailorway Middle School" then "Student/Parent Handbook 2019-2020" and finding the specific policy or administrative guideline in the Table of Contents for that section. |
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# Introduction

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*Welcome to Sailorway Middle School. We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for behavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal or assistant principal.*

Beth Bartlome, Principal  
**bbartlome@vermiliionschools.org**

Robert Figuly, Assistant Principal  
**rfiguly@vermiliionschools.org**

Tonya Montgomery, Lead Administrative Assistant  
**tmontgomery@vermiliionschools.org**

Marianne Prete, Administrative Assistant  
**mprete@vermiliionschools.org**

Laura Wheeler, 4th and 5th Grade School Counselor  
**lwheeler@vermiliionschool.org**

Shawna Stillman, 6th and 7th Grade School Counselor  
**sstillman@vermiliionschools.org**

Phil Pempin, Superintendent of Vermilion Local School District  
 440-204-1700  
**ppempin@vermiliionschools.org**

*Student Handbook adopted by the Board of Education on July 8, 2019. Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on July 8, 2019.*

## **FOREWORD**

This student handbook was developed to answer the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. Should you have any questions that are not addressed in the handbook, please contact the middle school principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

NOTE: The administration of Sailorway Middle School has the responsibility to ensure the orderly educational process 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, the administrators of Sailorway Middle School reserve the right to establish new policies as new issues occur, with the primary responsibility of a proper educational environment in mind.

## **MISSION OF THE SCHOOL**

Our mission is to provide each student the knowledge and skills to be life ready.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Lisa Deliz  
Vermilion High School Principal  
440-204-1701  
[LDeliz@vermilionschools.org](mailto:LDeliz@vermilionschools.org)

James Williamson  
Director of Operations  
440-204-1716  
[jwilliamson@vermilionschools.org](mailto:jwilliamson@vermilionschools.org)

Complaints will be investigated in accordance with the procedures described on page(s) 24-25 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

### **SCHOOL DAY HOURS**

Office Hours: 7:00 am - 3:30 pm

Student Hours: 7:00 am - 3:00 pm\*

Classes begin at 7:30 am and end at 2:20 pm.

\*Only students directly supervised by a teacher, advisor, or coach will be permitted in the building after 3:00 pm each day.

### **STUDENT RESPONSIBILITIES**

According to Board policy 5500, respect for law and those persons in authority is expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship is also expected of all members of the school community. The Board has zero tolerance if violent, disruptive, or inappropriate behavior by its students. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty will be maintained in the schools of this District.

## **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.

### **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**

Students at Sailorway are assessed using Standards Based Grading. Individual skills are assessed and reported, with 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:

- Completes homework on time
- Follows directions

- Follows school and class rules
- Strives for personal best
- Works independently
- Cooperates in group activities
- Produces quality work
- Shows respect for adults
- Shows respect for peers

| 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. |

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

**A = 100% - 90%**

**B = 89% - 80%**

**C = 79% - 70%**

**D = 69% - 60%**

**F = 59% and Below**

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 Sailorway 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 or guardians.

1. Students earning an F in two \*core academic courses for three out of four quarters will be required to attend two weeks of summer school.
2. Students earning an F in three or more \*core academic courses for three out of four quarters will be required to attend four weeks of summer school.
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.

\*Core academic courses include reading / language arts, math, science, and history.

## **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.

# **Activities & Extracurriculars**

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## **ACTIVITY / ATHLETIC GUIDE**

The following sports are offered for our seventh grade students.

Fall: Cross Country, Football, Color Guard, and Fall Cheerleaders

Winter: Boys and Girls Basketball, Wrestling, Winter Guard, and Winter Cheerleaders

Spring: \*Girls Softball and Track

## **CLUB OPTIONS FOR 2019-2020**

Academic Challenge

Art Club

Boys and Girls Club

Drama Club

Ski & Snowboard Club

SPARK

Student Council

Recycling Club

WEB Leadership

## **STUDENT GROUPS**

Student groups that are educational in nature may be established at Sailorway Middle School with the approval of the school administration and the board of education. Membership or participation in the organization or operation of any fraternity, sorority, gang, or other secret group as described by law is prohibited at Sailorway Middle School. Gangs or gang-related activity will not be tolerated at school or on school property.

## **STUDENT FUNDRAISING**

Student fundraising includes student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. The Board will permit student fundraising in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools with permission of the principal and superintendent.

# **Attendance**

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Regular attendance in all scheduled classes is a basic responsibility of all students attending Sailorway Middle School. Students must be on time and in class regularly to learn, experience academic achievement, and prepare for future employment success.

## **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 (7:30 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 440-204-1702 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; after 30 hours of absence, the school requires a written statement from physician or medical health professional to be considered excused
- 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 cause may be shown
- Death of relative; limited to three days unless reasonable cause 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 Sailorway Middle 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.

#### **RELEASE DURING THE SCHOOL DAY**

In order for a student to be released during the day for an appointment, the parent must have their student bring in a handwritten, dated and signed note to the office that morning. Students will not be permitted to call home regarding appointments. Phone calls regarding appointments from parents will only be honored in emergency situations. The

parent or another authorized person will then be required to come into the building and present identification before the student will be released. This individual must be on the student's emergency contact list. If the authorized person cannot physically come into the building, a fax will be required to release the student.

### **PREARRANGED ABSENCE**

Absences that are planned ahead require a "Pre-Arranged Absence Form". The form may be obtained from the main 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.

- Prearranged absences count towards hours of attendance, such as:
- School approved activities (student provides transportation)
- Field trips (school provides transportation)
- Legal appointments and prearranged doctors' appointments
- Approved family vacation

### **MAKE-UP WORK FOR EXCUSED AND UNEXCUSED ABSENCES**

The student is responsible for arranging with his or her teachers the completion of makeup work due to excused or unexcused absence(s) from school.

### **MORNING TARDINESS**

If a student is tardy to school, he/she must report to the attendance office for an admit slip. 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. Tardy records will start over with each nine weeks.

The administration of Sailorway Middle School realizes that students may have a morning emergency. Excessive tardiness may result in the following action:

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

### **CLASS TARDINESS**

Students are expected to use the three minutes in between classes to arrive to class on time. When a student is tardy to class, he/she must present a pass from the preceding teacher. Teachers will determine the corrective action given to students when they are tardy to class.

### **ILLNESS AT SCHOOL**

Any student who becomes ill during the school day must report to the office. At no time should the student remain out of class, in a restroom, or anywhere else outside the supervision of a staff member. If the school nurse, the principal, or designee determines the student should go home, the student's parent(s) or guardian(s) must be contacted to get permission to release the student. Only persons whose name appears on the student's emergency medical form will be accepted in lieu of contacting the parents. Failure to comply with this policy will result in disciplinary action.

## **Behavior**

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### **Sailorway Middle School Student Code of Conduct**

The Sailorway Middle School code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to school counselors, parental contact or conference, detention, Friday school, in-school restriction, behavioral counseling/instruction, community service, emergency removal, referral to law enforcement agencies, suspension, or expulsion.

The administrative staff at Sailorway Middle School reserves the right to determine the appropriateness of any student action or item in a student's possession. School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they have reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.

## **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 or 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.

### **POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT or P.B.I.S.**

Positive Behavior Interventions and Supports (PBIS) exists to provide a clear system for all expected behaviors at Sailorway Middle School, thereby enhancing academic and social behavioral outcomes for all students. Emphasis is placed on promoting constructive interventions and solutions to potential conflicts. SMS staff will be looking for students displaying the behaviors listed in the following table. Recognition may be given to individual students exhibiting these positive behaviors throughout the year.

| PBIS at SMS     | Behavioral Expectations   |   |  |   |  |
|-----------------|---|---|--|---|--|
| School Settings | Be Respectful   | Be Responsible  | Be Ready to Learn  | Be Safe   |  |
| All Campus      | <ul style="list-style-type: none"> <li>• Speak with kindness</li> <li>• Respect personal space</li> </ul>   | <ul style="list-style-type: none"> <li>• Clean your space before you leave</li> <li>• Keep track of personal belongings</li> <li>• Wear appropriate attire</li> <li>• Handle equipment with care</li> </ul> | <ul style="list-style-type: none"> <li>• Attend all classes</li> <li>• Follow your schedule</li> <li>• Be present and on time</li> </ul>               | <ul style="list-style-type: none"> <li>• See Something? Say Something!</li> <li>• Use good judgement when using social media</li> <li>• Practice good hygiene</li> <li>• Follow emergency procedures</li> </ul> |  |
| Arrival         | <ul style="list-style-type: none"> <li>• Greet and treat people kindly</li> <li>• Listen to supervisors and all staff</li> <li>• Help others in need</li> </ul>                 | <ul style="list-style-type: none"> <li>• Manage time wisely</li> <li>• Turn notes in to the office (communication, important info.)</li> </ul>  | <ul style="list-style-type: none"> <li>• Gather supplies</li> <li>• Move with a purpose</li> </ul>   | <ul style="list-style-type: none"> <li>• Wait in designated area</li> <li>• Follow arrival procedures</li> </ul>  |  |
| Dismissal       | <ul style="list-style-type: none"> <li>• Be aware of other's space</li> <li>• Keep classroom clean</li> </ul>   | <ul style="list-style-type: none"> <li>• Make sure all belongings are where they should be</li> <li>• Wait to be dismissed by teacher</li> </ul>  | <ul style="list-style-type: none"> <li>• Gather all supplies for home or class</li> <li>• Move with a purpose</li> </ul>                               | <ul style="list-style-type: none"> <li>• Walk on sidewalks and cross walks to your destination</li> <li>• Exit classrooms in an orderly way</li> </ul>  |  |
| Hallway/ Stairs | <ul style="list-style-type: none"> <li>• Stay to the right</li> <li>• Positive language and actions</li> <li>• Quiet voices (May look different in each grade level)</li> </ul> | <ul style="list-style-type: none"> <li>• Keep it Clean</li> <li>• Use a pass</li> <li>• Go directly to your destination and back</li> </ul>   | <ul style="list-style-type: none"> <li>• Retrieve material quickly</li> <li>• Know your destination</li> <li>• Walk with a sense of purpose</li> </ul> | <ul style="list-style-type: none"> <li>• Hands, feet and objects to yourself</li> <li>• One step at a time</li> <li>• Move with a purpose</li> <li>• Respect others' property</li> </ul>                        |  |
| Drills          | <ul style="list-style-type: none"> <li>• Hands, feet and objects to yourself</li> </ul>   | <ul style="list-style-type: none"> <li>• Listen for instruction</li> </ul>  | <ul style="list-style-type: none"> <li>• Be informed of all emergency procedures</li> </ul>  | <ul style="list-style-type: none"> <li>• Walk quietly to your destination</li> </ul>  |  |
| Cafeteria       | <ul style="list-style-type: none"> <li>• Say "please" and "thank you"</li> </ul>  | <ul style="list-style-type: none"> <li>• Sit immediately, listen for directions</li> </ul>  | <ul style="list-style-type: none"> <li>• Use your time to eat</li> <li>• Allow others to sit next</li> </ul>   | <ul style="list-style-type: none"> <li>• Keep your hands feet and objects to yourself at all</li> </ul>   |  |

|                       |   |  |  |  |
|-----------------------|---|--|--|--|
|                       | <ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Follow directions given by lunch staff the first time</li> <li>• Address staff appropriately</li> </ul>   | <ul style="list-style-type: none"> <li>• Pick up what you drop</li> <li>• Keep area clean</li> </ul>   | to you   | times<br><ul style="list-style-type: none"> <li>• Only use utensils to eat</li> </ul>  |
| Assembly              | <ul style="list-style-type: none"> <li>• Enter quietly</li> <li>• Eyes and ears on the presenter</li> <li>• Hands down while presenter is speaking</li> <li>• Use restroom before assembly</li> </ul>                   | <ul style="list-style-type: none"> <li>• Respond appropriately to presenter</li> <li>• Ask appropriate questions</li> </ul>  | <ul style="list-style-type: none"> <li>• Keeps eyes and ears on the presenter</li> </ul>   | <ul style="list-style-type: none"> <li>• Use stairway up bleachers</li> <li>• Keep feet still</li> </ul>   |
| Recess/<br>Playground | <ul style="list-style-type: none"> <li>• Include others</li> <li>• Be a good sport</li> <li>• Be patient and fair</li> <li>• Following directions given by staff the first time</li> </ul>                              | <ul style="list-style-type: none"> <li>• Report injuries and concerns at the time of the incident to the adult in charge</li> </ul>  | <ul style="list-style-type: none"> <li>• Dress for the weather</li> </ul>  | <ul style="list-style-type: none"> <li>• Use equipment and materials appropriately</li> </ul>  |
| Restroom              | <ul style="list-style-type: none"> <li>• Give others privacy</li> <li>• Keep it Clean</li> </ul>  | <ul style="list-style-type: none"> <li>• Use a pass when leaving the classroom</li> <li>• Report problems to teacher</li> <li>• Get in and out with a purpose</li> <li>• Use designated restroom</li> <li>• Only use when necessary</li> </ul> | <ul style="list-style-type: none"> <li>• Use bathroom quickly</li> <li>• Return to your class when finished</li> </ul>           | <ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Use facilities appropriately</li> </ul>   |
| Bus                   | <ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Speak politely when spoken to</li> <li>• Use appropriate language</li> <li>• Volume should be at a normal level</li> </ul> | <ul style="list-style-type: none"> <li>• Follow district policies</li> <li>• Get on and off with all of your belongings</li> <li>• Keep the bus clean</li> </ul>   | <ul style="list-style-type: none"> <li>• Sit in seat</li> <li>• Face forward</li> <li>• Listen to driver instructions</li> </ul> | <ul style="list-style-type: none"> <li>• Listen to driver</li> <li>• Keep aisle clear</li> <li>• Keep behaviors from distracting others</li> </ul> |
| Classroom             | <ul style="list-style-type: none"> <li>• Follow class rules</li> </ul>  | <ul style="list-style-type: none"> <li>• Do your own work</li> <li>• Be prepared</li> </ul>  | <ul style="list-style-type: none"> <li>• Be on time</li> <li>• Have needed materials</li> <li>• Ask questions</li> </ul>         | <ul style="list-style-type: none"> <li>• Keep aisles clear</li> <li>• Get permission to leave</li> </ul>   |

## BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

### Board Policy 5517.01

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.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a

dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in O.R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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 intimidation and 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/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/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 teachers and other school staff 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.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying and/or cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying or cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity

of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and O.R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy. Students in grades four (4) through seven (7) shall receive age-appropriate instruction about characteristics of healthy relationships.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements. In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development. The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **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 (1) year according to State law. Sailorway Middle School is a Gun Free School Zone. Federal law and school board policy prohibit guns on school property.

## **BOARD POLICY ON STUDENT 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 may require each student of the 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.

## **DETENTIONS**

All detentions assigned will be served from 2:25 to 2:55 PM in the cafeteria. The parent will be notified by a staff member and will be given twenty-four (24) hour notice to make transportation arrangements. When a student skips a detention, he/she will be referred to the office and may receive a Friday School or other discipline designated by the administration.

## **FRIDAY SCHOOL**

Friday School will be held on assigned Fridays from 2:30 to 4:30 for students who violate school and/or classroom rules. Students should see their teachers for assignments prior to attending. A Friday School can be rescheduled at the discretion of an administrator, but the request must be made by a student or parent 24 hours prior to the assigned Friday School day. Failure to serve an assigned Friday School may result in an alternative consequence determined by administration.

## **IN-SCHOOL RESTRICTION**

Any student who is issued an in-school disciplinary restriction, or ISR, will serve such assignment in a supervised learning environment within the school setting and will be permitted to complete any classroom assignments missed because of the in-school discipline. An in-school restriction does not require any notice, hearing, or appeal rights since it is served entirely within the school setting.

## **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, Principal, or Assistant Principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. Because such removal is not subject to the normal suspension and expulsion procedures, no prior notice or hearing is required for any removal under this policy.

## **SUSPENSION**

Suspension is the temporary exclusion of a student by the building administrator from the district's program for a period not to exceed ten school 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. **Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.** When a student is suspended, he/she may make-up schoolwork for full credit.

## **EXPULSION**

Expulsion is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in

a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in Board policy 5610 and the Student Code of Conduct. 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 (3) to five (5) days after the notice has been given, unless the superintendent grants an extension of time.

Notice of expulsion will be sent by letter to the parent or guardian and assistant superintendent within twenty-four (24) hours. If at the time of a suspension or expulsion, there are fewer days remaining in the school year than the number of days 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 (20) 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.

### **SUSPENSION / EXPULSION APPEAL PROCESS**

The student or his/her parent or guardian may appeal a suspension or expulsion to the Board of Education's designee which is the Assistant Superintendent. The request for an appeal shall be made within seventy-two (72) hours in writing to the designee. 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.

### **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.

# **Policies & Procedures**

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### **ACCEPTABLE USE 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, legally binding "Acceptable Use Form" and "Laptop Guidelines and Procedures Form" to use the internet at school. By signing the

forms, you are agreeing to abide by the terms and conditions on it. Students may be subject to consequences for inappropriate use of the internet or computers.

**Laptop Policy:**

- The Asset Tag and name tag must remain on the MacBook.
- MacBooks should be fully charged when students arrive at school.
- Laptops are not permitted to be used during student lunches.
- Laptops are to be used for educational purposes.
- Laptops are to be carried in an approved, padded sleeve bag.

**BACKPACK/BAG USE**

For safety reasons, students are not permitted to carry a backpack/bag throughout the school day. Laptops must be securely carried in a school-issued laptop bag. Purses are allowed to be carried, but the administrative team reserves the right to have students secure their purse in their locker or confiscate the purse if they believe the purse is in violation of the student code of conduct. All other bags must be stored away in a locker during the school day.

**BUILDING ACCESS AFTER HOURS**

All students are required to exit Sailorway Middle School by 2:30 pm each day unless being directly supervised by a teacher, coach, or an employee of an after-school program, club, or activity. Any student remaining after 2:30 pm that is not being supervised will be asked to leave by administration. Repeated offenses may result in a trespassing violation.

**CAFETERIA / FOOD**

Students are required to use their school ID number or fingerprint to purchase lunches or a la carte items. The cafeteria uses point of sales computer systems for lunches. Lunches may be charged up to \$25.00, but no a la carte items can be charged. Students will use their ID number or fingerprint to purchase lunches or a la carte items. Money may be added to a student account as needed. No change will be returned for any transaction which includes cash or checks. Money in a student account may not be used for vending machines.

**Cafeteria Expectations:**

1. Form a single-file line
2. Wait your turn
3. Stay seated
4. Keep voices low
5. Place trash in garbage cans and recycle appropriate materials
6. Clean up area
7. Return baskets/plates/trays to kitchen
8. Keep laptops away
9. Get permission to leave the cafeteria
10. Be respectful

**Consequences:**

- Cleaning of cafeteria during lunch or after school
- Removal from cafeteria during lunch
- Retrieving of plates or trays from garbage
- Assigned seats in the cafeteria
- Office consequences

**CELL PHONE USE**

Cell phone use will be dictated on an individual classroom basis by each classroom teacher. Students are expected to follow the rules that each teacher has established for cell phone use within his/her classroom. Consequences will be given when classroom cell phone policies are not followed which may include confiscation of the device.

**DRESS CODE**

Students of Sailorway 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 a 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 sandals or 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.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the high school counseling office at 440-204-1701 ext. 306.

### **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. Report cards will not be issued to students with fees that are not paid. Families facing a financial hardship are encouraged to contact the school office.

### **FIELD TRIP GUIDELINES**

Students must meet certain requirements before attending a field trip traveling out-of-the-state or including an overnight stay.

1. No suspensions at all
2. No more than three days of In School Restriction (ISR)

In the event a student becomes ineligible for their class field trip, community service and other requirements may be considered to regain the right to attend the trip.

### **HALL PASSES**

All students will be issued a student handbook, which will be used as a tangible pass when students are transitioning in the hallways when it is not during a class change, or they will be given a paper copy pass by a staff member. Staff members also reserve the right to have their own sign-in and sign-out procedure when they permit their students to be in the hallways.

### **IMPORTANCE OF CHILDREN'S PHOTOGRAPHS**

Throughout the year, the Vermilion Local School District shares information with the public through news releases, social media platforms, 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.

## **LOCKER USE**

Each student is expected to use his/her assigned, school-issued locker to store personal belongings throughout the school day and to keep it locked. Students are responsible for their locker security and any locker damage. Students are advised not to bring any valuable items that are not necessary for educational purposes to school. The middle school is not responsible for lost or stolen items. Lockers are the property of Vermilion Local School District, and their contents can be searched at any time, including canine searches coordinated with the police.

## **LOST AND FOUND**

Students are asked to bring any found item(s) to the main office in an effort to find its rightful owner. Lost and found items will be temporarily kept in the main office or on a table in a designated location of the school building. Items not claimed will be donated to charity or discarded.

## **MEDICATION POSSESSION AND USE**

State law requires that all students who are to be given medication (including over-the-counter) at school or school activity 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. Students are not permitted to carry any form of medication (except asthma inhalers that have been properly documented on the RAMS form) including prescribed medication and over-the-counter medication. Forms may be obtained from any Vermilion school office. All medications will be securely stored and administered by the school nurse. Students are permitted to carry and use throat lozenges.

## **PERSONAL HYGIENE**

For wellness reasons and the development of healthy self-care habits, students are expected to come to school well groomed. Students needing self-care guidance or products such as toothpaste should see their school counselor.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

No form of Public displays of affection are permitted at Sailorway Middle School.

## **SEARCH AND SEIZURE**

### **Board Policy 5771**

The Board of Education recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

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, of a student, with or without the student's consent, whenever they have 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. This authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board. The Board also authorizes the use of canines, trained in detecting the presence of drugs. This means of detection shall be used to determine the presence of drugs in locker areas or other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

### **TEXTBOOKS**

Textbooks and many materials are furnished at no cost by the board of education. Students must take good care of them or pay for repairs if any unusual damage occurs or if the book is lost.

# **Safety**

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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 doors are locked during the school day.

### **BLOOD-BORNE PATHOGENS**

Blood-borne pathogens are viruses and bacteria present in human blood that can cause disease in humans. Students must assume that all body fluids are potentially infectious and as such, are instructed to avoid contact and immediately notify the teacher or supervising adult when exposure is a possibility.

### **CRISIS RESPONSE PLAN**

Vermilion Local School District has a written Crisis Response Plan to guide our response to various emergency situations. The district-wide plan is reviewed by the District Crisis Team, a committee that includes the superintendent, assistant superintendent, building principals, teachers, classified personnel, and the school resource officer.

A copy of the district's Crisis Response Plan is issued to all staff members each year. Building Crisis Teams hold regularly scheduled meetings to discuss the Plan and safety procedures. Recommendations are taken from the Building Crisis Teams to the District Crisis Team as needed. Suggestions are reviewed by the district team and the plan is updated with relevant material. Members of the building and district crisis teams attend safety workshops and seminars annually to get new ideas for the local plan.

A copy of the district's Crisis Response Plan is available in each building office and in your child's classroom.

### **SCHOOL RESOURCE OFFICERS**

Vermilion Local School District will have two fully uniformed police officers to enhance the safety of all students. The SRO's will have a variety of responsibilities including but not limited to:

- Providing expertise in the areas of safety and protection for students and staff
- Lecturing in classrooms on a variety of topics
- Advising proper procedures in Crisis Information situations
- Being a positive role model to students and serving as a liaison to other law enforcement agencies, educational institutions and criminal justice departments
- Coordinating communications with other school districts and safety departments

### **SAFEROH TIP LINE**

The Ohio Department of Education and the Ohio Department of Public Safety sponsor the SaferOH tip line to accept both calls and texts 24 hours a day. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student. Every tip can remain anonymous. School safety analysts may ask for additional information, but the caller can remain secret or leave his or her contact information for later follow-up.

**Call or texts to 844-SaferOH (844-723-3764)** are answered by analysts in the Ohio Homeland Security's Threat Assessment and Prevention (TAP) Unit. When action is needed, the TAP Unit immediately forwards information to local school officials, local law enforcement agencies and others, if necessary. TAP Unit analysts always follow up quickly with the affected school and law enforcement agencies to make sure that the incident is investigated, action is taken and the outcome is tracked.

### **SAFETY INSPECTIONS**

Inspections are completed annually by the Ohio Highway Patrol, the State Fire Marshal, Erie County Health Department, and on request by the county emergency management agency.

### **FIRE & TORNADO DRILLS**

Drills are conducted monthly on a schedule required by the State of Ohio.

## **BUILDING EVACUATION**

Each building has an evacuation plan for fire and other emergencies. Students are evacuated from their building and are not permitted to re-enter until the building administrator and/or safety forces have approved re-admittance. If the evacuation is expected to last for a prolonged period of time, students will be moved to the next nearest school building. If both buildings need to be evacuated, students will be moved to a pre-planned secondary evacuation site.

## **BUILDING LOCKDOWN PROCEDURES**

Each building conducts lockdown drills in accordance to state law in Ohio. This type of drill provides training for students and staff in case of an intruder or other threat. During a lockdown drill ALL doors in the building are locked. In the middle school, hall gates are pulled down and locked. Staff and students remain in shelter-in-place mode in their classroom. Blinds are pulled with staff and students moving to an area in the classroom away from doors and windows. Entry into any area is under the authority of the building principal. The School Safety Officer, School Resource Officer, and city safety forces are sometimes involved in the lock down drills.

## **BUILDING SECURITY**

Exterior doors of all school buildings are kept locked throughout the school day. All visitors must enter through the main entrance to be granted access during the school day. Visitors must sign in at the office and wear a visitor name tag while in the building. All staff members are instructed to report any unauthorized persons to the office immediately. Staff members are issued picture identification badges that are updated annually.

All buildings are equipped with security systems that include video monitoring both inside and outside the building. Building floor plans are on file with the police and fire departments. Room numbers are displayed in windows and all exits are numbered for communication purposes with safety forces.

## **BUS SAFETY**

School buses are inspected annually and randomly throughout the year by the Ohio Highway Patrol. School bus drivers are required to take annual physicals and are subject to random drug testing. Bus drivers practice emergency evacuation drills at least twice each school year. All buses are in constant radio contact with the Transportation Supervisor and the middle school office. Bus drivers going out of town are issued cellular telephones to use only in case of emergency.

## **NURSING STAFF**

Nurses are assigned to the Vermilion Schools through the Mercy Hospital System. These individuals are on duty in every school for a scheduled period each day.

### **COOPERATION WITH SAFETY FORCES**

The Vermilion Police Department, Vermilion Fire Department, and Lorain County SWAT Team regularly use school facilities for training. This cooperation allows these first responders to become familiar with our school facilities to save time in the event of an emergency.

### **HANDICAPPED ACCESSIBILITY**

In an effort to safely serve students, parents, and the general public, all buildings are 100% handicapped accessible. Improvements in elevators, restrooms and entrances have increased access for individuals who are challenged. Please contact the school principal with any questions regarding accessibility.

### **CANINE SEARCHES**

To promote a safe and orderly environment, Vermilion Local Schools and the Vermilion Police Department will conduct periodic, random and unannounced searches of the schools, school grounds and all personal property on school grounds. Please note the following:

- All property and people (including students, staff, visitors, etc.) are subject to searches
- Vehicles and other personal property are subject to searches
- Inspectors are searching for illegal drugs, controlled substances, weapons and other forms of contraband
- Law enforcement officials will be contacted when contraband is found
- Parents will be contacted in the event of an offense

### **VISITORS**

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

## **Transportation**

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### **SCHOOL BUS**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

The following behaviors are considered to be extremely disruptive to the driver and create an unsafe environment for all students:

1. Disrespectful behavior - bullying, hitting, punching, yelling, screaming, failure to obey the driver
2. Vulgarity - inappropriate language or rude gestures to other students, driver, or the public

3. Disruption at railroad tracks - Ohio law requires students to be silent at railroad crossings until the bus is safely across the tracks
4. Inappropriate behavior including but not limited to throwing items within or outside the bus, using sprays on or near others, and vandalism (writing on or damaging seats, floors, walls, etc.)

Principals and drivers will strictly enforce these rules. Violations will result in immediate removal from the bus beginning with one day off the bus for the first offense and progressive steps for additional violations up to and including expulsion from the bus.

The following behaviors are safety rules put in place by the Ohio Department of Education Transportation Section and will be enforced by the driver and administration:

5. Eating, drinking, chewing gum, littering
6. Legs in aisles and/or arms, hands, etc. sticking out of the windows
7. Sitting in an unassigned seat or standing while the bus is moving
8. Violation of the bus stop rules, including not remaining in the safety zone, repeatedly being late to the bus stop, and getting on or off at an incorrect bus stop without permission

Violation of these rules will result in a letter being sent home. Additional violations will be referred to the building principals for action up to and including suspension from the bus.

#### **OTHER—BICYCLES, SKATEBOARDS, HOVERBOARDS, ETC.**

All bicycles are to be placed in the bike racks provided. Skateboards, scooters, and rollerblades should be stored in lockers or in the main office until the end of the school day. The school accepts no responsibility for bikes, skateboards, scooters, rollerblades, or other equipment that is stolen or damaged. In addition, if use results in destruction of school property or endangerment of the student body, appropriate discipline will be enforced and police involvement may occur.

## **Staff of Sailorway Middle School**

**Askins, Andrea**

**Art**

**aaskins@vermilionschools.org**

**Office: 440-204-1702 x 589**

**Balduff, Rebecca**

**Social Studies**

**rbalduff@vermilionschools.org**

**Office: 440-204-1702 x 529**

**Bartlome, Beth**

**Principal**

**bbartlome@vermilionschools.org**

**Office: 440-204-1702 x 519**

**Bates-Schon, Christen**

**Psychologist**

**cbatesschon@vermilionschools.org**

**Office: 440-204-1702 x 240**

**Beursken, Palla**

**Math**

**pbeursken@vermilionschools.org**

**Office: 440-204-1702 x 520**

**Blackburn, Karen**

**Director of Pupil Services**

**kblackburn@vermilionschools.org**

**440-204-1700 x 336**

**Browne, Ginny**

**Librarian**

**gbrowne@vermilionschools.org**

**Office: 440-204-1702 x 523**

**Burchett, Susan**

**Cafeteria Manager**

**sburchett@vermilionschools.org**

**Office: 440-204-1702 x 564**

**Cacciato, Beth**

**Language Arts**

**bcacciato@vermilionschools.org**

**Office: 440-204-1702 x 217**

**Caudill, Gabriel**

**STEAM**

**gcaudill@vermilionschools.org**

**Office: 440-204-1702**

**D'Egidio, Teri**

**Educational Aide**

**tdegidio@vermilionschools.org**

**440-204-1702**

**Dawson, Brett**

**Band Director**

**bdawson@vermilionschools.org**

**Office: 440-204-1702 x 514**

**Desimone, Sandy**

**Educational Aide**

**sdesimone@vermilionschools.org**

**Office: 440-204-1702**

**DeWitt, Angela**

**English Language Arts/Social Studies**

**adewitt@vermilionschools.org**

**440-204-1702 x 546**

**Duda, Kim**

**Mathematics/Title I**

**kduda@vermilionschools.org**

**Office: 440-204-1702 x 528**

**Dupaski, Kelly**

**Title I**

**kdupaski@vermilionschools.org**

**Office: 440-204-1702 x 580**

**Figuly, Robert**

**Assistant Principal**

**rfiguly@vermilionschools.org**

**Office: 440-204-1701 x 551**

**Frederick, Kelly**

**Intervention Specialist**

**kfrederick@vermilionschools.org**

**Office: 440-204-1702 x 561**

**Haber, Michelle**  
**Intervention Specialist**  
**mhaber@vermilionschools.org**  
**440-204-1702 x 541**

**Habermehl, Kurt**  
**Physical Education**  
**khabermehl@vermilionschools.org**  
**Office: 440-204-1702 x 533**

**Hampton, Monica**  
**Intervention Specialist**  
**mhampton@vermilionschools.org**  
**440-204-1702 x 534**

**Howell, Gwen**  
**Night Custodian**  
**ghowell@vermilionschools.org**  
**440-204-1702 x 512**

**Innes, Leia**  
**English Language Arts/Social Studies**  
**linnes@vermilionschools.org**  
**440-204-1702 x 579**

**Johnston, Rodney**  
**Day Custodian**  
**rjohnston@vermilionschools.org**  
**440-204-1702 x 512**

**Karason, Kelly**  
**Math**  
**kkarason@vermilionschools.org**  
**440-204-1702 x 562**

**Keating, Allison**  
**Science/Social Studies**  
**akeating@vermilionschools.org**  
**440-204-1702 x 584**

**King, Selina**  
**School Nurse**  
**sking@vermilionschools.org**  
**440-204-1702 x 567**

**Koleszar, Leslee**  
**Educational Aide**  
**lkoleszar@vermilionschools.org**  
**Office: 440-204-1702**

**Lambert, Beth**  
**Math**  
**blambert@vermilionschools.org**  
**440-204-1702 x 538**

**Manley, Corrine**  
**Speech**  
**cmanley@vermilionschools.org**  
**440-204-1702**

**Massey, Steve**  
**Intervention Specialist**  
**smassey@vermilionschools.org**  
**440-204-1702 x 540**

**McCauley, Meghan**  
**Night Custodian**  
**mmccauley@vermilionschools.org**  
**440-204-1702 x 512**

**McDaniel, Laura**  
**Science/Social Studies**  
**lmcdaniel@vermilionschools.org**  
**440-204-1702 x 555**

**Molenaar, Janelle**  
**Math**  
**jmolenaar@vermilionschools.org**  
**440-204-1702 x 543**

**Montgomery, Tonya**  
**Lead Administrative Assistant**  
**tmontgomery@vermilionschools.org**  
**440-204-1702 x 506**

**Murray, Lisa**  
**English Language Arts/Science/Social Studies**  
**lmurray@vermilionschools.org**  
**440-204-1702 x 590**

**Myers, Renee**  
**Science**  
**rmyers@vermilionschools.org**  
**440-204-1702 x 544**

**Nabors, Laura**  
English Language Arts  
[lnabors@vermilionschools.org](mailto:lnabors@vermilionschools.org)  
440-204-1702 x 545

**Nardi, Jessica**  
Intervention Specialist  
[jnardi@vermilionschools.org](mailto:jnardi@vermilionschools.org)  
440-204-1702 x 574

**Novak, Andrew**  
Choir Director  
[anovak@vermilionschools.org](mailto:anovak@vermilionschools.org)  
440-204-1702 x 550

**Prete, Marianne**  
Administrative Assistant  
[mprete@vermilionschools.org](mailto:mprete@vermilionschools.org)  
440-204-1702 x 552

**Quaintance, Kathryn**  
Music/STEAM  
[kquaintance@vermilionschools.org](mailto:kquaintance@vermilionschools.org)  
440-204-1702 x 549

**Roberts, Melissa**  
Educational Aide  
[mroberts@vermilionschools.org](mailto:mroberts@vermilionschools.org)  
440-204-1702

**Rosser, John**  
Intervention Specialist  
[jrosser@vermilionschools.org](mailto:jrosser@vermilionschools.org)  
440-204-1702

**Ryan, Ken**  
Math  
[kryan@vermilionschools.org](mailto:kryan@vermilionschools.org)  
440-204-1702 x 588

**Saunders, Teri**  
Educational Aide  
[tsaunders@vermilionschools.org](mailto:tsaunders@vermilionschools.org)  
440-204-1702

**Allison Scullin**  
English/Language Arts  
[ascullin@vermilionschools.org](mailto:ascullin@vermilionschools.org)  
440-204-1702 x 524

**Seeley, Allen**  
Intervention Specialist  
[aseeley@vermilionschools.org](mailto:aseeley@vermilionschools.org)  
440-204-1702 x 532

**Shoop, Heather**  
English Language Arts  
[hshoop@vermilionschools.org](mailto:hshoop@vermilionschools.org)  
440-204-1702 x 582

**Snook, Kendra**  
Math  
[ksnook@vermilionschools.org](mailto:ksnook@vermilionschools.org)  
440-204-1702 x 581

**Spence, Jennifer**  
Night Custodian  
[jspence@vermilionschools.org](mailto:jspence@vermilionschools.org)  
440-204-1702 x 512

**Stillman, Shawna**  
6th/7th Grade School Counselor  
[sstillman@vermilionschools.org](mailto:sstillman@vermilionschools.org)  
440-204-1702 x 508

**Sweeney, Laura**  
Occupational Therapist  
[lsweeney@vermilionschools.org](mailto:lsweeney@vermilionschools.org)  
440-204-1702

**VanAntwerp, Rebecca**  
Science  
[rvanantwerp@vermilionschools.org](mailto:rvanantwerp@vermilionschools.org)  
440-204-1702 x 563

**Vecchio, Katerine**  
English Language Arts  
[kvecchio@vermilionschools.org](mailto:kvecchio@vermilionschools.org)  
440-204-1702 x 573

**Voreis, Brigid**  
**Math**  
**[bvoreis@vermilionschools.org](mailto:bvoreis@vermilionschools.org)**  
**440-204-1702 x 586**

**Wheeler, Laura**  
**4th/5th Grade School Counselor**  
**[lwheeler@vermilionschools.org](mailto:lwheeler@vermilionschools.org)**  
**440-204-1702 x 504**

**Zelina, Julie**  
**Science**  
**[jzelina@vermilionschools.org](mailto:jzelina@vermilionschools.org)**  
**440-204-1702 x 547**

## **Board of Education**

Christopher Habermehl, President  
Michael Stark, Vice President  
Shelley Innes, Member  
Krystal Russell, Member  
Sara Stepp, Member

## **District Administration**

Philip Pempin, Superintendent  
Justin Klingshirn, Treasurer  
Jim Balotta, Assistant Superintendent  
Karen Blackburn, Director of Pupil Services  
Shawn Bergman, Director of Technology  
James Williamson, Director of Operations

## **Sailorway Administration**

Beth Bartlome, Principal  
Robert Figuly, Assistant Principal

## **School Counselors**

Laura Wheeler, 4th and 5th Grade School Counselor  
Shawna Stillman, 6th and 7th Grade School Counselor

## **Administrative Office Staff**

Tonya Montgomery, Administrative Assistant to the Principal  
Marianne Prete, Administrative Assistant

**Sailorway Middle School  
5355 Sailorway Drive  
Vermilion, OH 44089**

**OFFICE (440) 204-1702  
FAX (440) 204-1756**

# Appendix

## APPENDIX A

Approved by the Board 1-14-19

### Vermilion Local Schools 2019-2020 SCHOOL YEAR



| AUGUST 2019   |     |    |    |     |     |    | SEPTEMBER 2019 |     |     |     |    |    |    | OCTOBER 2019 |    |     |     |     |     |    |
|---------------|-----|----|----|-----|-----|----|----------------|-----|-----|-----|----|----|----|--------------|----|-----|-----|-----|-----|----|
| SU            | M   | T  | W  | TH  | F   | SA | SU             | M   | T   | W   | TH | F  | SA | SU           | M  | T   | W   | TH  | F   | SA |
|               |     |    |    |     | 1   | 2  |                | 1   | 2   | 3   | 4  | 5  | 6  |              | 1  | 2   | 3   | 4   | 5   |    |
| 4             | 5   | 6  | 7  | 8   | 9   | 10 | 8              | 9   | 10  | 11  | 12 | 13 | 14 | 6            | 7  | 8   | 9   | 10  | 11T | 12 |
| 11            | 12  | 13 | 14 | 15  | 16  | 17 | 15             | 16  | 17  | 18  | 19 | 20 | 21 | 13           | 14 | 15  | 16  | 17  | 18  | 19 |
| 18            | 19  | 20 | 21 | 22  | 23  | 24 | 22             | 23T | 24  | 25  | 26 | 27 | 28 | 20           | 21 | 22  | 23  | 24  | 25  | 26 |
| 25            | 26  | 27 | 28 | 29T | 30T | 31 | 29             | 30  |     |     |    |    |    | 27           | 28 | 29  | 30  | 31  |     |    |
|               |     |    |    |     |     |    |                |     |     |     |    |    |    |              |    |     |     |     |     |    |
| NOVEMBER 2019 |     |    |    |     |     |    | DECEMBER 2019  |     |     |     |    |    |    | JANUARY 2020 |    |     |     |     |     |    |
| SU            | M   | T  | W  | TH  | F   | SA | SU             | M   | T   | W   | TH | F  | SA | SU           | M  | T   | W   | TH  | F   | SA |
|               |     |    |    |     | 1   | 2  | 1              | 2D  | 3   | 4   | 5  | 6  | 7  | 5            | 6  | 7   | 8   | 9   | 10  | 11 |
| 3             | 4   | 5< | 6> | 7   | 8   | 9  | 8              | 9   | 10  | 11  | 12 | 13 | 14 | 12           | 13 | 14  | 15  | 16  | 17  | 18 |
| 10            | 11  | 12 | 13 | 14  | 15  | 16 | 15             | 16  | 17  | 18  | 19 | 20 | 21 | 19           | 20 | 21  | 22  | 23< | 24T | 25 |
| 17            | 18  | 19 | 20 | 21  | 22  | 23 | 22             | 23  | 24  | 25  | 26 | 27 | 28 | 26           | 27 | 28  | 29  | 30  |     |    |
| 24            | 25  | 26 | 27 | 28  | 29  | 30 | 29             | 30  | 31  |     |    |    |    | 26           | 27 | 28  | 29  | 30  | 31  |    |
|               |     |    |    |     |     |    |                |     |     |     |    |    |    |              |    |     |     |     |     |    |
| FEBRUARY 2020 |     |    |    |     |     |    | MARCH 2020     |     |     |     |    |    |    | APRIL 2020   |    |     |     |     |     |    |
| SU            | M   | T  | W  | TH  | F   | SA | SU             | M   | T   | W   | TH | F  | SA | SU           | M  | T   | W   | TH  | F   | SA |
|               |     |    |    |     |     | 1  | 1              | 2   | 3   | 4   | 5  | 6  | 7  | 5            | 6  | 7   | 8   | 9   | 10  | 11 |
| 2             | 3   | 4  | 5  | 6   | 7   | 8  | 8              | 9   | 10  | 11  | 12 | 13 | 14 | 13           | 14 | 15  | 16  | 17  | 18  | 19 |
| 9             | 10  | 11 | 12 | 13  | 14  | 15 | 15             | 16  | 17  | 18  | 19 | 20 | 21 | 21           | 22 | 23  | 24  | 25  | 26  | 27 |
| 16            | 17  | 18 | 19 | 20  | 21  | 22 | 22             | 23  | 24  | 25  | 26 | 27 | 28 | 28           | 29 | 30< | 31> |     |     |    |
| 23            | 24D | 25 | 26 | 27  | 28  | 29 | 29             | 30  | 31  |     |    |    |    |              |    |     |     |     |     |    |
|               |     |    |    |     |     |    |                |     |     |     |    |    |    |              |    |     |     |     |     |    |
| MAY 2020      |     |    |    |     |     |    | JUNE 2020      |     |     |     |    |    |    | JULY 2020    |    |     |     |     |     |    |
| SU            | M   | T  | W  | TH  | F   | SA | SU             | M   | T   | W   | TH | F  | SA | SU           | M  | T   | W   | TH  | F   | SA |
|               |     |    |    |     |     | 1  | 1              | 2   | 3   | 4   | 5  | 6  | 7  | 5            | 6  | 7   | 8   | 9   | 10  | 11 |
| 3             | 4   | 5  | 6  | 7   | 8   | 9  | 7              | 8   | 9<E | 10T | 11 | 12 | 13 | 12           | 13 | 14  | 15  | 16  | 17  | 18 |
| 10            | 11  | 12 | 13 | 14  | 15  | 16 | 14             | 15  | 16  | 17  | 18 | 19 | 20 | 19           | 20 | 21  | 22  | 23  | 24  | 25 |
| 17            | 18D | 19 | 20 | 21  | 22  | 23 | 21             | 22  | 23  | 24  | 25 | 26 | 27 | 28           | 29 | 30  |     |     |     |    |
| 24            | 25  | 26 | 27 | 28  | 29  | 30 | 29             | 30  |     |     |    |    |    |              |    |     |     |     |     |    |
| 31            |     |    |    |     |     |    |                |     |     |     |    |    |    |              |    |     |     |     |     |    |

**T = Teacher Work Day (no students)**

**D= Two Hour Delayed Start for Students**

**E – Early Release for Students**

| <b>GRADING PERIODS</b>   |  | <b>TOTAL: 177 DAYS</b> |
|--|--|------------------------|
| 1 <sup>st</sup> : Sept. 3 to Nov. 5  |  | 44 days                |
| 2 <sup>nd</sup> : Nov. 6 to Jan. 23  |  | 44 days                |
| 3 <sup>rd</sup> : Jan. 27 to Mar. 30   |  | 45 days                |
| 4 <sup>th</sup> : Mar. 31 to June 9  |  | 45 days                |
| <b>Holidays:</b> Labor Day, Thanksgiving, Christmas Day, New Year's Day, M.L. King, Jr. Day, Presidents' Day, Memorial Day |  |                        |
| INFO ONLY: Easter April 12, 2020   |  |                        |
| <b>P.D and In-Service Days:</b> Aug. 29, Aug. 30, Sept. 23, Oct. 11, Jan. 24, March 16, June 10.                           |  |                        |
| <b>P-T Confer. Comp Dates:</b> Nov. 27, Feb. 28  |  |                        |
| <b>FIRST TEACHER DAY</b>   |  | August 29              |
| <b>FIRST STUDENT DAY</b>   |  | September 3            |
| <b>LAST STUDENT DAY</b>  |  | June 9                 |

| <b>NO SCHOOL</b>          |                  |
|---------------------------|------------------|
| Teacher Professional Dev. | August 29        |
| Teacher In-Service        | August 30        |
| Labor Day                 | September 2      |
| Professional Development  | September 23     |
| NEOEA Day; In-Service     | October 11       |
| Thanksgiving Break        | Nov. 27 - 29     |
| Winter Break              | Dec. 23 – Jan. 3 |
| Records Day; In-Service   | January 24       |
| Martin L. King, Jr. Day   | January 20       |
| Presidents' Day           | February 17      |
| Schools Closed            | February 28      |
| Spring Break              | April 6 - 10     |
| Professional Development  | March 16         |
| Memorial Day              | May 25           |
| Records Day; In-service   | June 10          |
| Commencement              | June 7           |

| <b>PARENT-TEACHER CONFERENCES</b> |           |
|-----------------------------------|-----------|
| Vermilion Elementary              |           |
| Oct :                             | 3:45-7:15 |
| Oct :                             | 3:45-7:15 |
| Feb :                             | 3:45-7:15 |
| Feb :                             | 3:45-7:30 |
| Sailorway Middle                  |           |
| Oct :                             | 3:00-6:45 |
| Oct :                             | 3:00-6:30 |
| Feb :                             | 3:00-6:45 |
| Feb :                             | 3:00-6:30 |
| Vermilion High                    |           |
| Oct :                             | 3:00-6:45 |
| Oct :                             | 3:00-6:30 |
| Feb :                             | 3:00-6:45 |
| Feb :                             | 3:00-6:30 |

**NOTE: Conference trade-off days of November 27 and February 28 are counted as student days per O.R.C.**

## **Appendix B**

### ***Bullying Checklist***

Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed with the intent to harass, ridicule, humiliate, intimidate, or harm.

Categories and Types of Bullying:

PHYSICAL bullying involves hurting a person's body or possessions:

- Hitting/Kicking/Punching
- Spitting
- Tripping/Pushing
- Taking control of or breaking someone's things/possessions
- Making mean or rude gestures

VERBAL bullying involves saying mean things:

- Teasing
- Name calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

SOCIAL bullying involves hurting someone's reputation or relationships:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

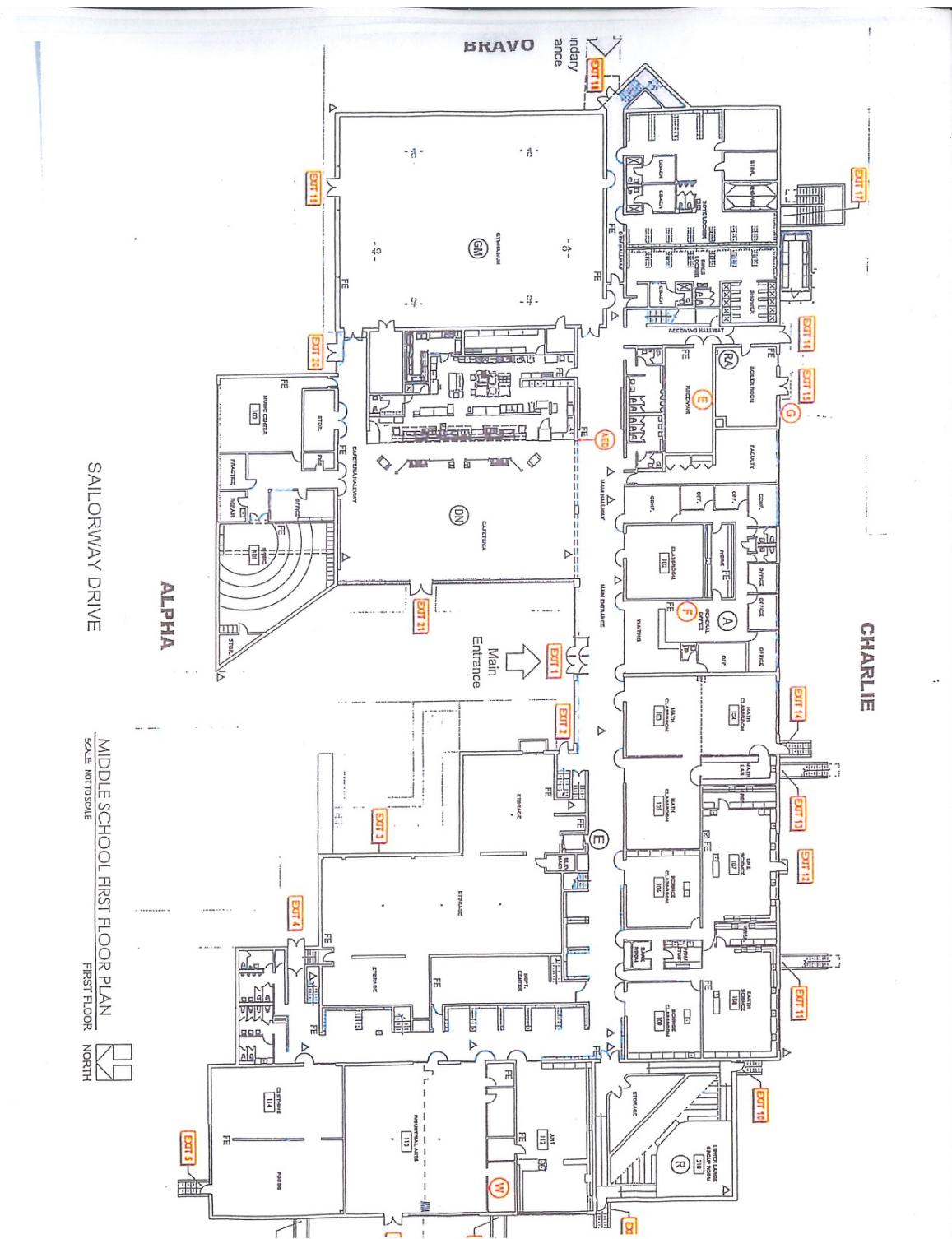
ELECTRONIC or WRITTEN COMMUNICATION bullying involves all forms of cyberbullying, written messages or using various forms of electronic technology:

- Mean text messages or emails
- Rumors sent by email or posted on social network sites
- Embarrassing pictures, videos, websites, or fake profiles

Additional considerations:

- Has there been a history between the individuals?
- Is there an imbalance of power?
- Has this or similar incidents happened before? Is the student worried it may happen again?
- Is the unwanted behavior causing a disruption to the educational process.

## **APPENDIX C**



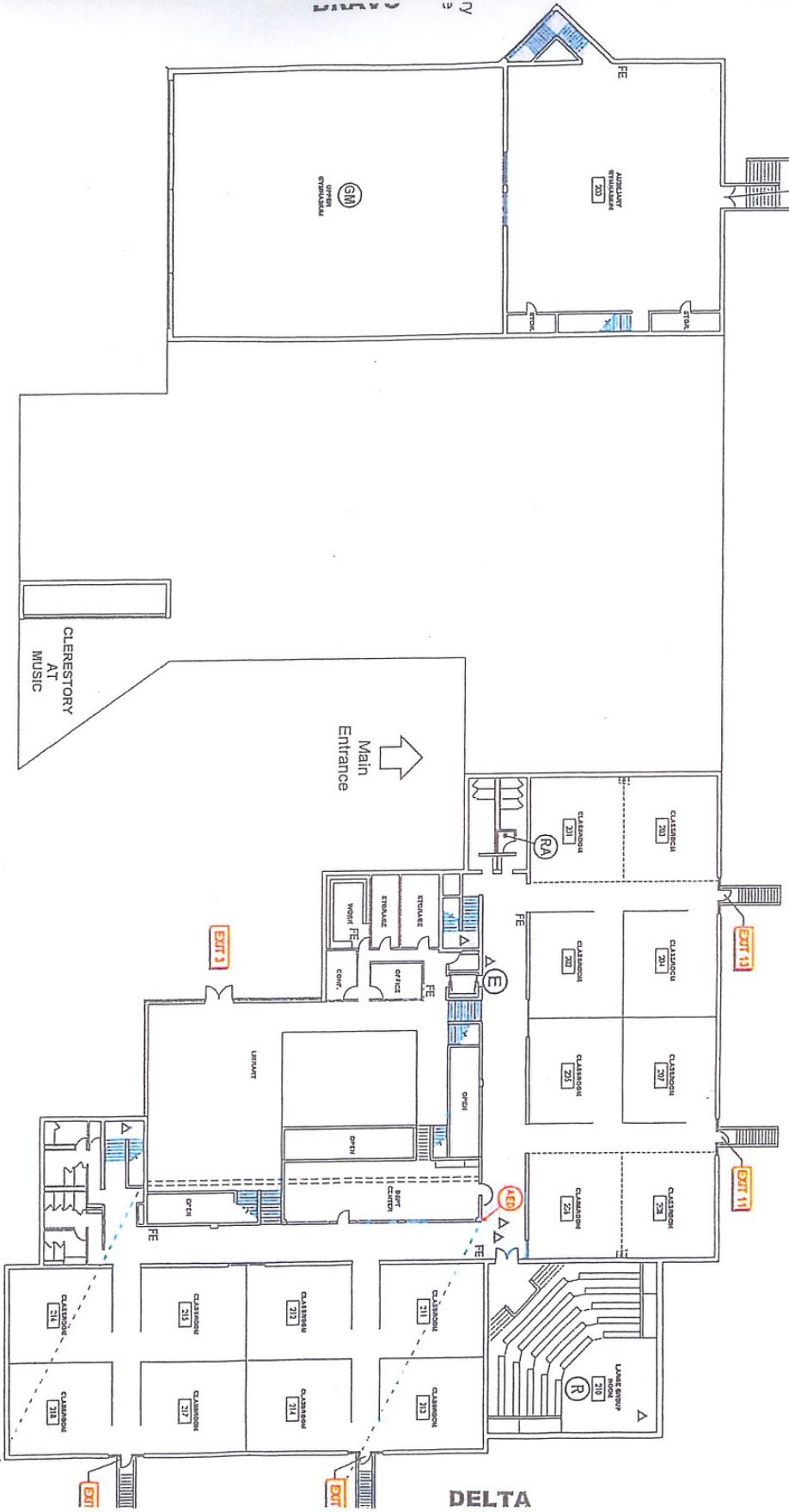
MIDDLE SCHOOL SECOND FLOOR PLAN  
SECOND FLOOR

SCALE: NOT TO SCALE  
NORTH

SAILORWAY DRIVE



ALPHA



CHARLIE

DELTA