

Big Walnut Middle School

Student Name _____

Grade Level _____

Parent/Student Handbook 2012-2013

It is imperative that students and parents read and understand the expectations and rules at the middle school, as stated within this agenda/handbook.

Go Eagles!

BIG WALNUT BOARD OF EDUCATION

Mrs. Pamula Lillie, President
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Mrs. Verna Hines
Mrs. Mindy Meyer
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BIG WALNUT MIDDLE SCHOOL

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Mrs. Tami Lee, Secretary to the Superintendent

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WELCOME

We are very excited to have you here! Our excellent teachers and staff look forward to helping you grow academically and socially during your middle school years. Our goal is to prepare you for success as you transition to the high school and beyond. Let's have a great year!

**The Mission of BWMS is to
"inspire and guide each student to his or her maximum potential"**



BW ALMA MATER

Through the years of deep devotion
We will ever loyal be.
Love and cherish all our memories
Of our high school days with thee.
And the portals we'll remember
Friends who made our lives sublime.
Faith and honor, Alma Mater,
Praises be forever thine.

BW FIGHT SONG

Go you Big Walnut, smash right through that line.
Show the team we're here to win our slogan every time.
Fight! Fight! Fight!
Roll up that score now, onto greater fame.
Unto the end we're loyal to you.
Go Big Walnut, win this game.
Fight!

TEACHER/STAFF DIRECTORY

Backs, Joe- Math
Barr, Erin- Intervention Specialist
Beck, Marie- Intervention Specialist
Bell, Larry- Custodian
Blasé, Becky- Food Service
Bowden, Scott - Intervention Specialist
Brodhead, Charlie – Health/P.E.
Bunyard, Jann- Instructional Aide
Cavicchia, Ric- School Counselor
Crawford, Nancy - Art
Crowder, Scott- Math
Dawson, Todd - Math
Elder, Lynn- Instructional Aide
Flinn, Tamara- Special Education
Grandominico, April- Math
Hamilton, Lavelle- Food Service
Hayhurst, Lori- Language Arts
Horn, Mickey- Social Studies
Jennings, Cindy- Secretary
Johnson, Sylvia- Custodian
Kotchounian, Keri-Science
Lawless, Chris- Music
Masterson, Kevin- Intervention Spec.
Mayhew, Debra- Secretary
McGann, Mike- Language Arts
Mocarski, Ryan- Science/Intervention
Rea, Heather- Social Studies
Read, Amy- Music
Rice, Cassandra- Food Service
Robinson, Kelly- Social Studies
Schull, Corry – School Counselor
Scott, Robert- Science
Shelton, Brian- Assistant Principal
Smith, Rich- Science
Stanley, Lisa- Food Service
Sturtevant, Penny- Principal
Thompson, Patricia- Social Studies
Taylor Vild - Speech
Wagoner, Tim - School Psychologist
White, Kim- Physical Education
Wood, Laura- Language Arts

**BIG WALNUT LOCAL SCHOOLS CALENDAR
2012-2013 SCHOOL YEAR**

Approved by Board of Education November 9, 2009

JULY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2012						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2012						
S	M	T	W	T	F	S
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2012
 ■20 Teacher Work Day
 ■21 Elementary Open House
 ■21 Teacher Inservice Day
 ▲22 First Day of School

SEPTEMBER 2012
 H 3 Labor Day - No School
 ■17 Fair/Curriculum Day - No School

OCTOBER 2012
 19 COTA Day - No School
 31 Kindergarten ONLY-no school
 31 Kindergarten conferences

NOVEMBER 2012
 1-2 No School-conferences
 H 21-23 Thanksgiving Break

WINTER BREAK – DEC 24/JAN 4

JANUARY 2013
 ■18 Teacher workday - No School
 H 21 M. L. King, Jr. Day - No School

FEBRUARY 2013
 H 18 Presidents' Day - No School

SPRING BREAK – MARCH 25 / APRIL 1

MAY 2013
 25 Graduation
 H 27 Memorial Day - No School

JUNE 2013
 6 Last Day of School
 7 Teacher Workday

*Make-up days, if needed:
 June 6, 7, 10, 11, 12

LEGEND	
▲	First/Last Day of School
H-	Legal Holiday
■	Teacher workday
▶	Start of Grading Period
◀	End of Grading Period

JANUARY 2013						
S	M	T	W	T	F	S
		4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2013						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2013						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2013						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

COURSE OFFERINGS

7th Grade:

Language Arts	Math 7	Science	Band
Adv. Lang. Arts	Pre-Algebra	Health	Jazz Band
Reading Intervention	Algebra	Physical Education	Choir
Spanish I A	Math Intervention	Art	Select Choir
Social Studies	Musical Drama		

8th Grade:

Language Arts	Pre-Algebra	Science	Band
Adv. Lang. Arts	Algebra	Health	Select Choir
Reading Intervention	Geometry	Physical Ed.	Choir
Social Studies	Art	Math Intervention	Jazz Band
Spanish I B	Musical Drama		

PAPERLESS REPORTING

BWMS will be electronically reporting interims and grade cards via the parent’s power-school access. If you need/want a paper report you must contact the BWMS Office and request a printed report.

INTERIM PROGRESS REPORT

Grades and attendance are computed and reported to parents once every nine weeks. Progress reports are issued to all students in each subject area at the middle of each nine-week grading period. These special reports are designed to help parents monitor their child’s progress before official grades are assigned.

HOMEWORK INTERVENTION

Completion of work is essential to learning; homework provides students with practice opportunities and also provides prerequisite information for new content. At BWMS, students not completing assignments will be sent to lunchtime Homework Intervention (HI). Work completed during this time will be given partial credit. After four lunch HI’s are accumulated, the student will report for after-school Homework Intervention.

BWMS - STANDARD GRADE SCALE

The revised standardized grade scale to be used for assessing student work at Big Walnut Middle School is listed below. This scale is to be used by all staff members. This scale is to be made known to the students. Any deviation from the scale is to be discussed with the principal.

<u>NUMERICAL RANGE</u>	<u>LETTER GRADE</u>	<u>GPA POINTS</u>
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-70	D	1.0

Range for A	3.5 – 4.0
Range for B	2.5 – 3.49
Range for C	1.50 – 2.49
Range for D	1.00 – 1.49
Range for F	.99 or below

CLUBS AND ACTIVITIES

BWMS sponsors a wide range of extra-curricular activities for its students. In an effort to reach a majority of our students, the activities and clubs range from academic to athletic. The faculty sponsor or the principal must approve membership in all clubs.

All club meetings and activities take place before or after school hours. Therefore, students who participate must have their own means of transportation. Parents are expected to pick up their children following meetings, practices, games, etc., at the scheduled ending time. Teachers are unable to provide supervision

beyond that time. Students who owe debts to the school are not eligible to participate in extra-curricular activities.

Any student may be removed from any extra-curricular activity for failure to maintain a good academic average or for disciplinary reasons and attendance issues. In some activities, a suspension from school will result in disqualification.

The following activities may be available to your child:

Ski Club	Big Brothers/Big Sisters	Art Club	Jazz Band
Spelling Bee	Student Council	Math Counts	Select Choir

FIELD TRIPS

Throughout the school year, the **BWMS** team plans and designs field trips to enrich our students' educational experiences. However, please keep in mind that field trips are a privilege, not a right. A student's **grades, attendance, and behavior** are key factors in determining his/her successful participation in these educational opportunities. The staff reserves the right to refuse participation to any student who has unsatisfactory academic performance, has been a source of disruption or discipline problem, has had attendance problems or whom they believe would jeopardize the smooth operation of the trip.

Washington, D.C / Class Trips

Students will not be allowed to participate in any school trip if any of the following discipline actions have occurred during the **second semester**:

- (1) One out-of school suspension
- (2) Two In-School Retention (I.S.R.) assignments
- (2) Two Saturday Schools or

- (1) One I.S.R. and (1) one Saturday School

GUIDANCE

The guidance counselor is available to assist you and your parents with any educational, vocational, social, or personal problems that might arise. Students are encouraged to make appointments with the counselors; however, in the case of emergency, please notify your teacher.

Policies

EXPECTATIONS FOR STUDENTS

Students have responsibilities. These responsibilities include regular school attendance, conscientious effort in classroom work, and a commitment to accept and follow school rules and regulations. Most of all, they **share with the development of a climate** in the school that is conducive to wholesome

learning and living. The ultimate goal of the school is to provide the students with attitudes and behavioral patterns, which will lead to productive employability and result in an individual who is a positive, contributing member of society.

It is further recognized that during the school day, the role of the school official and teacher is in place of parents relative to the student. School officials must often make decisions which protect the health and well being of all students, while at the same time safeguarding individual rights. The need to foster a positive educational setting is uppermost in our minds.

The need for a well-ordered school environment is unquestionable. So that every student and parent will be informed, rules and regulations pertinent to daily school life are outlined. The benefit of following these guidelines is the eventual goal of self-discipline. Students will be afforded all rights as required under due process and the provisions of the Amended Substitute HB421 of the State of Ohio.

STUDENT CONDUCT

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students of the Big Walnut School District will conform to school regulations and accept directions from authorized personnel.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related-events will be dealt with according to approved student discipline regulations.

Students and parents will annually receive at the opening of the school, or upon entering during the year, written information on the rules and regulations to which students are subject to while in school or participating in any school-sponsored activity or event. The information will include the types of conduct that will make them liable to suspension or expulsion from school or other forms of disciplinary action.

RETENTION

The administration has the right to retain students that are not meeting academic standards, are demonstrating behavior problems, or who have experienced attendance issues.

PARTICIPATION AND PHYSICAL FORMS

Listed below are interscholastic athletics offered at the middle school. Seventh and eighth grade students may participate in extracurricular athletics. The athletic programs offered at the middle school include the following:

Fall: Girls'/Boys' Cross-Country, Football, Volleyball, Cheerleading, Golf, Girls' Tennis

Winter: Girls'/Boys' Basketball, Wrestling, Cheerleading

Spring: Baseball, Softball, Girls'/Boys' Track, and Boys' Tennis

PHYSICALS

All students who participate in athletics must have an updated physical on file with the middle school athletic office. A physical card is good for one calendar year from its date of issuance.

ELIGIBILITY

To be eligible, a student-athlete must be enrolled in an OHSAA member school and have received passing grades in (5) one credit classes, in the immediate preceding grading period.

For eligibility, summer school grades may **not** be substituted for low or failing grades.

All incoming 7th graders are eligible for the fall sports athletic season of their 7th grade year.

GPA Requirements for athletic eligibility as adopted by the Big Walnut L.S.D. Board of Education

Grade 7 = 1.25

Grade 7 to 8 = 1.25

Grade 8 = 1.25

Grade 8 to 9 = 1.5

FEE

There is a fee charged to all middle school athletes. The fee to participate is \$75 per activity and must be turned in prior to the first scrimmage. There is a \$300 district family cap per year or a \$150 middle school cap. Students eligible for reduced lunch will pay a reduced fee of \$37.50 per activity and students eligible for free lunch will not be required to pay a participation fee.

DISCIPLINE PROCESS AT BWMS MIDDLE SCHOOL

STUDENTS' RIGHTS AND RESPONSIBILITIES

Student rights and constitutional protections are important to today's students. The primary function of any school system is to educate; the educational function in the area of rights is to guide students in the development of self-discipline. The exercise of self-discipline is the basis for the other side of the rights coin; that is, the responsibility which goes with each right.

Since all functions of the school's educational program should be based on joint goals for accomplishment among students, parents, teachers, and administrators, the following list of rights with corresponding responsibilities has been developed and is intended only as a guide for cooperation, learning, and growth. **When in doubt, seek out an adult.**

Rights:

- 1 Students have the right to a relevant and meaningful education, which allows for the maximum potential growth of the individual.
2. Students have the right to physical safety and the protection of personal property.
3. Students have the right to consult with teachers, counselors, and administrators concerning learning, social, personal, and general school problems.
4. Students have the right to participate in the development of rules and regulations and the right to be notified of such rules and regulations.
5. Students have the right to be represented by an active student council selected in school elections.
- 6 Students have the right to be treated with dignity and respect by all individuals at all times.

Responsibilities:

1. It is the student's responsibility to attend school regularly, be on time to classes, and do assigned work to the best of his/her ability.
2. It is the student's responsibility to cooperate by being where expected at all times, and by not disrupting the educational process.
3. It is the student's responsibility to bring learning problems and general school problems to counselors, teachers, and administrators, as well as to offer suggestions for the solutions of such problems.
4. It is the student's responsibility to bring suggestions and concerns to the school staff or elected representatives regarding rules and regulations, to participate in the development of codes or procedures and to obey those rules, which exist.
5. It is the student's responsibility to conscientiously vote for the best candidate, to take problems to elected representatives, to be aware that he/she may take an active part in student government by running for office.
6. It is the student's responsibility to use good judgment in the exercise of constitutional rights that do not interfere with the rights of others.
7. It is the student's responsibility to treat all individuals with dignity and respect at all times.

CODE OF CONDUCT

It is the commitment of all personnel at **BWMS** that the primary purpose of the school is to provide education for all students without interruption of the educational process. Occasionally this process is disrupted by circumstances that call for corrective procedures to be applied. The main thrust of our discipline is corrective in nature. Every attempt is made to keep the home informed of problems as they develop. The classroom teachers often will make the initial contact while the attendance officer and administrators will make additional contacts on an as-needed basis. These contacts are based upon teacher referral. In addition, special help is provided to the student through counseling by a variety of staff members and by utilizing mediation where applicable. On many occasions, outside agencies are also contacted for the purpose of providing specialized help. Disciplinary action will be a consequence of the student's misbehavior, and, **if the situation merits, a referral to police and/or court authorities may be made for additional support. Students may be subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior towards school personnel both during and non-school time. Discipline will be cumulative and based on past behavior.**

MISCONDUCT (MINOR & MAJOR)

ARTICLES – The following are guidelines to consequences. Some of these guidelines are in line with State and Federal requirements. The administration reserves the right to change or modify if a situation warrants.

1. ALCOHOL/DRUG ISSUES:

DISTRIBUTING ALCOHOL, DRUGS, DRUG PARAPHERNALIA, OR “LOOK-ALIKE” COUNTERFEIT DRUGS

1st Violation- 10 (ten) days out-of-school suspension with a recommendation to the superintendent for expulsion. The expulsion recommendation may be suspended if the student and parents/guardians enter the student in at least 8 hours of alcohol/drug education and receive an alcohol/drug assessment and follow recommendations.

2nd Violation- 10 (ten) days out-of-school suspension with a recommendation to the superintendent for expulsion.

POSSESSING OR USING ALCOHOL, DRUGS, DRUG PARAPHERNALIA, OR “LOOK-ALIKE” COUNTERFEIT DRUGS

1st Violation- Ten (10) days out-of-school suspension may be reduced to 4 days out-of-school suspension with alcohol/drug assessment including following recommendations, and at least 8 hours of alcohol/drug education and/or Community Service

2nd Violation- Ten (10) days out-of-school suspension.

3rd and Subsequent Violations- Ten (10) days out-of-school suspension with expulsion recommendation to the superintendent.

Violations are cumulative in grades 7-12. If a student has no alcohol/drug violations for 2 years from the last violation, the student will re-enter the policy at the 1st violation.

All costs for an assessment, education or follow-up counseling are the responsibility of the student and family.

Possessing or using Tobacco - Parents will be notified of all violations.

1st Violation- Three (3) days out of school suspension reduced to 1 day out of school provided the student attends a tobacco education program, and that such a program is readily available. If no program is available then the penalty will be one day out of school suspension.

2nd Violation- Three (3) days out of school suspension

3rd Violation- Five (5) days out-of-school suspension

4th Violation- Ten (10) days out-of-school suspension with a recommendation for expulsion

DEFINITIONS

The following definitions apply to these policies and regulations:

Alcohol: liquor, wine, beer, or other intoxicants.

Distributing: Making available to or passing on to another individual (even if not for profit).

Drug Messages: Students with any article of apparel, including jewelry that contains tobacco, alcohol, or other drug messages that promote or encourage alcohol or other drug use will be disciplined in accordance with the student code of conduct.

Drug Paraphernalia: Drug paraphernalia or instruments, such as smoking devices, pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items normally, or actually used for the packaging, conveyance, dispensation, or use of drugs.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, barbiturates, marijuana, inhalants, legal prescription, and over-the-counter drugs used, possessed, or distributed for unauthorized purposes, build altering chemicals which include without limitation, anabolic steroids, growth hormones, testosterone, or its analogs, human chorionic gonadotropin (HCG) and other hormones.

“Look Alike” Counterfeit Drugs: includes any drug container or label that bears a trademark or trade name, or other identifying marks used without authorization of the owner’s rights. Any unmarked or unlabeled substance that is represented to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Possession means having control over a thing or substance including, but not limited to, purses, wallets, lockers, desks, in vehicles on school property, or at any school-sponsored event.

Tobacco: Any product containing tobacco that is smoked, chewed, inhaled, or placed against the gums.

Under the Influence: Manifesting signs of substance use, such as staggering, reddened eyes, odor of alcohol or other drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language, or any other behavior or physical appearance not normal for the particular student.

(Determination by school authorities on what constitutes “under the influence” is distinct and separate from any such determination by the courts).

Violation: Evidence indicating that a student used, purchased, sold, or possessed tobacco, alcohol, or other drugs.

2. Bus Conduct- Manners/Treatment of Drivers

Bus transportation is a privilege. **The bus is an extension of the school and all school rules apply.** Students must ride the bus assigned to their neighborhood and wait at designated stops only. In order to insure the safety of the riders, students who ride the bus are expected to adhere to the safety rules as outlined by the bus driver. The bus driver is in charge of the bus and his/her

directions must be followed. The driver shall report unmanageable students via the Bus Conduct Report to the building principals. Disorderly conduct, which is any behavior that jeopardizes student's safety, shall be sufficient reason for refusing transportation service to any student. State Law (3319.41 OCR) grants drivers the right to use reasonable or necessary force to restore order and protect property of others.

No extra riders will be permitted on the last day of a school week. Only one extra rider per student is permitted on any other day. **A note from both parents must accompany each child's request for an extra rider. These notes must be validated by the school office prior to the students riding the bus.**

***Cell Phones are not to be out or in use while riding the bus. Cell phones are not to be out or in us when loading and unloading.

Major infractions include any and all of those listed in the school agenda. Additionally, any conduct and/or behavior that endanger students, the driver or the public, including throwing items from the bus, is considered a major infraction.

Minor infractions include those listed in the school agenda. In addition, eating and/or drinking on the bus, standing or moving from seat to seat, and riding the wrong bus are considered minor infractions.

Typically (with the exception of major offenses), the driver will follow the following progression:

1 st offense	Verbal warning
2 nd offense	Verbal warning, phone call home
3 rd offense	1 st bus write-up to office

If the bus driver finds it necessary to document a student's misbehavior through a bus conduct form (bus write-up), the administration will proceed with punishment using the following guidelines:

1 st bus write-up	After School Detention.
2 nd bus write-up	Saturday School/Thursday School
3 rd bus write-up	3 days off bus
4 th bus write-up	5 days off bus
5 th bus write-up	10 days off bus and possible permanent loss of bus transportation

3. Class Behavior:

No student should be unprepared or disruptive in class.

4. Conduct at Athletic Events

Students attending contests involving any **Big Walnut** teams (home and away) are expected to follow OCC guidelines for all athletic contests. This includes no signs in the gym or on the field during a contest, and neither noisemakers in the stands nor the use of confetti by cheerleaders or spectators. Students are encouraged to cheer for our athletic teams, not against our opponents. Students failing to abide by these rules may be asked to leave the event and may not be permitted

to attend other events. In addition to possible removal, students in violation of the above may be subject to disciplinary action upon their return to school following the event in question.

5. Damage to Property:

A student shall not knowingly mar, deface, destroy, steal, or otherwise tamper with any property not owned by the student.

6. Damage to School Property:

A student shall not knowingly mar, deface, destroy, steal, or otherwise tamper with any property not owned by the student (includes buses). According to Ohio Law, reimbursement or satisfactory restoration will be required.

7. Dangerous/Deadly Weapons &/or Instruments

A student shall not possess, suggest, handle, transmit or conceal any weapon or explosive device (i.e. firecracker, bullet, knife, gun, chemical substances - mace or pepper spray, etc.). This would include any other object, which a reasonable person might consider, under the circumstances, capable of harming a person or property. This would also include any type of “look –alike” and includes while a student is on a bus or at any school function.

8. Dishonesty (Cheating, Lying, Plagiarism, Collusion, Forgery)

A student shall not use work or work products that are not his own or violate the reasonable requirements of a teacher with respect to the taking of examinations or the completion of other course assignments.

9. Disruption of School:

Engaging in any manner that causes disruption to the school and/or the educational process.

10. Dress Code Violation:

1st Violation Warning

2nd Violation Detention

3rd Violation and Beyond. Consequence to be determined by Administration.

DRESS AND GROOMING STANDARDS

*Clothing and the general appearance (including make-up) shall be appropriate to the school setting and shall not be unduly distracting or revealing. Clothing that is torn or tattered to an extreme is not permitted. Holes in pants must be at or below the knee level. All undergarments must be covered. Spikes, studded bracelets and belts are not permitted. Studded collars or necklaces are also not permitted. Questions regarding the permissibility of clothing or appearance should be directed to the building principal.

*Dress and grooming should be clean and in keeping with healthy and sanitary practices. This would include no face painting, stickers or sparkles on the body. Hair should not be styled or colored in such a manner that disrupts the educational process (i.e. extreme spiking or coloring, etc) or draws attention in a non-educational manner.

*Clothing which is revealing or excessively exposes the body (off the shoulder or low cut in the front) is not to be worn at any time. Halter/tube-tops, spaghetti straps, tank tops, and bare midriff shirts are

not to be worn. Sleeveless shirts are permissible if the shoulder is covered. All undergarments must be covered. Basic undergarments should be worn at all times. All dresses, skirts and shorts must meet the “thumb tip” standard. This is regardless of tights, or leg covering. Mini-skirts, biking shorts, strapless sun dresses, etc. will not be permitted. Students must change for P.E. class and may not wear their P.E. clothing during the rest of the day. The wearing of pajamas or other sleepwear, including slippers, is not permitted.

*Hats, headwear, bandannas, and sunglasses will not be worn inside the building at any time.

*Clothing, jewelry, tattoos, personal possessions or publications which depict drugs, gang, death, hate groups, violence, alcohol, tobacco, etc., or profanity, vulgarity, obscenity, pornography, or sexually suggestive words are not acceptable, including shirts with double meaning. Also, any shirt deemed disrespectful to school officials is not permitted. Students should refrain from using any type of writing instrument to write on any body part of their own or someone else.

*Students are not to carry book bags, backpacks, oversized bags, etc., during the school day. These items may be used to transport schoolbooks and supplies to and from school, but they must be stored in the student lockers during the day.

*The wearing of jackets/coats in the classroom is permitted only when classroom temperatures warrant.

*Sagging pants are not permitted and both pant legs must be down. Additionally wearing chains is not permitted. As stated before, all undergarments are to be covered.

*No gang related signs/symbols are to be worn. Pacifiers will not be brought to school.

*Shorts and the “flip-flop” type sandals may be worn at school. However, shorts and skirts must be no shorter than “thumb tip” length. Athletic shorts are not to be rolled at the waistband.

*No body piercing (except earrings) will be permitted at school (i.e. belly, tongue, eyebrow, nose, gauged ears, or studded accessories). Also, safety pins will not be allowed as a piercing.

The staff and administration retain the right to rule on questionable dress including, but not limited, to the above.

In recognition that any list of prohibited conduct cannot encompass every conceivable action, the above guidelines do not restrict the principal from using his/her judgment in interpreting and implementing consequences.

11. Electronic Devices:

No unauthorized or disruptive use of electronic devices and/or cell phones. *See BYOT Policy for further information.

12. Fighting

No student shall engage in physical contact toward another individual on school grounds during, before, or after school, off grounds at a school activity, on school buses or between the time of school dismissal and the normal time required reaching home.

If physical injury should occur during a fight, the consequence may be up to 10 days O.S.S. for the person(s) inflicting the injury/damage and a possible recommendation to expel.

13. Food & Drink:

Food/drink in restricted areas or at restricted times. Except for specific teacher authorized and prior approved events, the consumption of food and beverages is to be limited to the cafeteria. There is to be no gum chewing at school.

14. Gang Related Issues:

Gang colors, signs, hand signals, and other perceived gang-related indications are not permitted at BWMS. Those students possessing gang colors or written sign/symbols on notebooks, binders, paper, etc., giving hand signals, wearing sagging pants or a rolled up pant leg, or other gang-type identifiers.

15. Giving False Alarms, Threats, or Reports

No student shall obstruct the educational process, or any school activities, by giving false alarms, threats, and reports or falsify a pass or note. This would include false 911 calls.

16. Harassment/Bullying

No student will show disrespect to others by using ethnic/racial slurs, intimidating remarks, intimidating actions, inappropriate comments or by displaying intimidating messages, either directly or indirectly, while on school grounds, school buses, or at any school-sponsored activity.

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING POLICY

Harassment, intimidation, or bullying behavior by any student/school personnel in the Big Walnut Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation or at any official school bus stop. Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action. These reports can be formal, informal or anonymous.

17. Inappropriate Behavior:

No student shall engage in unacceptable or inappropriate behavior on school property. This includes, but is not limited to, carrying a book bag or oversized bag without authorization, being in the halls without a pass and throwing items such as paper wads.

18. Insubordination

No student shall use vulgar, improper language or show disrespect toward a teacher, administrator, staff member, or bus driver. No student shall refuse to obey a reasonable request by a teacher (showing disrespect), administrator, bus driver or other staff member. No student shall use a physical gesture of a demeaning nature directed at a teacher, administrator, bus driver, or other staff member.

No student shall threaten harm or cause physical harm to any staff member or bus driver.

19. Marches, Sit-ins, or Walk-outs

A student shall not engage in, nor promote in any manner any form of rioting, sit-ins, or walkouts--this includes food fights.

20. Misbehavior for substitute teacher: Substitute teachers are an extension of the BWMS Staff and should be given respect accordingly.

21. PDA (Public Display of Affection)

No student shall engage in PDA; this includes hugging, holding hands, kissing, etc.

22. Profane, Vulgar, Abusive Language or Gestures, including those that are "sound-alikes."

A student shall not use profane, vulgar, or abusive language or other words, or gestures, or spitting, which under the circumstances is offensive to the sensibilities of people in the school district community. This includes the possession/ distribution of pornographic materials (notes, publications, pictures, etc.)

23. Sexually Offensive Conduct

Inappropriate display of sexual or sexually-related behavior, sexual misconduct, including the pulling down of another student's pants/shorts is not permitted.

No student shall engage in any sexual harassment conduct or sexual contact while on school premises, under school authority (including buses), or while at any school-sponsored activity, function, or event.

24. Tardiness to Class:

No student shall be tardy/late arriving to class without a pass.

25. Technology

Students will abide by the User Agreement signed by the student and parent.

*****See the BYOT Policy *****

26. Theft

A student shall not steal or attempt to steal public and/or private property either on the school grounds or at a school activity off the school grounds. Acts of major theft will be referred to the proper civil authorities. A student shall not possess or receive stolen property.

27. Threatening Harm

No student shall verbally or in writing threaten harm to another student--this includes shoving and pushing, etc. No student shall instigate a fight; i.e., carry rumors, or provoke/convince others to fight. No student shall threaten harm or cause physical injury to any staff member.

28. Throwing/Spitting Objects

Throwing/spitting objects such as food, snowballs, water, etc. will not be permitted.

29. Trespassing/Loitering

No student without privilege to do so shall enter or remain on school property when the student knows or reasonably should know that he/she is in violation of any such restriction.

30. Truancy

No student shall fail to attend scheduled class or detentions, as assigned by school officials--this includes students who leave school grounds without the knowledge of the office.

31. Unauthorized Areas/ Hall Floating

No student shall be present in any unauthorized area (parking lot, auditorium, internet etc.). This includes being out of a class/activity without a pass.

32. Unauthorized Use of Fire/Lighter possession

The unauthorized use of fire in the building or on school property (school buses) is strictly forbidden. This includes the lighting of lighters or the possession of the same, and the striking of matches. A student shall not cause any flame, spark, or other form of fire to be ignited without the authorization to do so.

*****The above list is not all-inclusive; cases will be dealt with on an individual basis.**

DISCIPLINE

At BWMS, we use a progressive discipline system in most instances. We will make every effort to discipline at the lowest level to correct a behavior. However, if we find that this is not having an effect, we will base future disciplinary action on what the child has done in the past and what the current negative behavior seems to be. Consequences will take the form of (in no particular order): meeting with the child, meeting with the child and parent, meeting with school counselor, lunch detention, after school detention, Saturday School, ISR, OSS, Court Mediation, Charges being filed in Juvenile Court, or Expulsion.

POSSIBLE DISCIPLINE PROGRESSION

1. Lunch detention (missing lunch detention will result in after-school detention, 3 LD's= 1 ASD)
2. After-school detention (ASD)
3. Saturday School/Thursday Extended school
4. In-School Retention (ISR)
5. Out -of- School Suspension (OSS)
6. Expulsion

***Upon receiving a 5th after school detention, he/she will be issued a Saturday/Extended School.**

*** If a student receives a Saturday/Extended School, Emergency Removal, Suspension, or removal from a bus, the student will lose the privilege of attending the next dances and teen night.**

Additional social consequences may apply.

DETENTIONS

Detentions are issued as minimal punishment with the hope of preventing future unacceptable behavior. If a student violates a classroom rule or practice, the resulting consequence may be detainment in a supervised detention period during lunch or after school (not to exceed forty-five minutes in length). Transportation to or from a detention is the responsibility of the parent or designated party. Failure to serve detention will result in other disciplinary actions, including Saturday School or suspension. A student is NOT excused from a detention to participate in athletic events or extracurricular activities.

SATURDAY/EXTENDED SCHOOL

Saturday School is an alternative to out-of-school suspension. At times the behavior of a student goes beyond what can be expected in a school setting. In the past, an out-of-school suspension was given as punishment for the unacceptable behavior. The philosophy of education is to have students in school and not out of school. Thus, the Saturday school is a disciplinary measure that hopefully will discourage future inappropriate behavior, yet permit the student to remain in school and receive an education. Saturday Schools and detentions will only be reassigned one time for appropriate reasons. A note must be sent in with the reason for the change. Being removed from Saturday School will result in two Saturday Schools being assigned. **Student's who miss an assigned Saturday/Extended School, unless there is an absolute emergency, may be assigned a second additional Saturday/Extended School. Oversleeping, transportation issues, or forgetfulness do not constitute an emergency.**

SATURDAY/EXTENDED SCHOOL GUIDELINES

1. Students will report to the designated location precisely at 8:00 a.m. and will remain until 12:00 noon for Saturday school and 2:30 – 6:30 for extended school. Tardiness to Saturday/Extended School will not be tolerated and will result in additional time being assigned to Saturday/Extended School.
2. Students are to bring schoolwork to do. No other activity will be permitted.
3. Talking and/or sleeping will not be permitted.
4. Students will be given two restroom breaks.
5. Transportation is to be arranged in advance by the student/parent.
6. Should a student have an unexcused absence from Saturday School, he/she will be suspended for one day out of school. The administration will determine whether or not an absence is excused or unexcused.
7. If a student misses Saturday/Extended School because of illness **a note or phone call must follow the next school day.**

IN-SCHOOL RETENTION

Students who would be assigned an out-of-school suspension will, at times, serve the suspension at school depending on the nature and circumstances of the misconduct. Students will attend school during regular school hours. However, they will be assigned to a supervised room in an academic

atmosphere where they will spend the day working on school assignments, projects, tests, etc., related to the classes they would normally be attending. The in-school retention will provide opportunities for intervention in an academic environment. Students will have restroom breaks and lunch without student interaction. As in all cases there are exceptions. Fighting, vandalism, drug/alcohol-related offenses, weapon possessions, and extreme disrespect are examples of violations that would not qualify for in-school retention. In all cases the type of consequence will be at the discretion of the administration.

EMERGENCY REMOVAL

"Emergency removal" shall be the exclusion from curricular or extracurricular activities or from school premises of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process either within a classroom or elsewhere on school owned, controlled or supervised premises.

OUT-OF- SCHOOL SUSPENSION (O.S.S.)

Out-of-school suspension is very serious and may lead to a recommendation for expulsion and/or a court referral. Depending on the infraction, O.S.S. ranges from 1 to 10 days and may carry over from one school year to the next. When a student is assigned an out-of-school suspension, these rules and regulations are in effect:

Students are not to be on, or in the vicinity of the school grounds, or to attend any school-related activity. Students who violate this guideline are subject to trespassing charges being filed.

Parents are strongly encouraged to keep the student at home throughout the suspension.

Students will be provided with their homework assignments. The assignments are to be returned to the teachers upon return to school.

Makeup work will be provided but the student will **not** receive credit.

Students enrolled in high school courses will be disciplined according to high school code of conduct.

EXPULSION

"Expulsion" shall be the exclusion of a student from the schools of this District for a period of 11 or more days, up to and including one year, depending on the infraction. If such behavior is in violation of the dangerous weapons policy, where upon a student shall be expelled for one (1) year for possession of a firearm on school property and may be expelled for one (1) year for possession of a knife on school property. The expulsion may also be extended pursuant to Ohio Revised Code 3313.66 (F) related to permanent exclusion. The above guidelines will also to include bus infractions.

DUE PROCESS

In the event that a suspension or expulsion is necessary, the student has the right to a hearing with the administrator imposing the discipline to give an account of the incident and/or to challenge the reasons for the suspension or expulsion. In addition, parents have the right to appeal suspension or expulsion decisions to the Superintendent or designee, and the Board of Education or its designee, to be represented in the appeal by a representative of their choosing, and to request that the hearing be held in an executive session.

SEARCH AND SEIZURE

In order to enforce school rules regarding drugs, alcohol, thefts, weapons, etc., school officials will search lockers and individuals when there is reasonable suspicion.

AVAILABILITY OF BOARD OF EDUCATION POLICIES

The Board of Education has established **policies and procedures** that pertain to students, staff, and school operations. Copies of these policies and procedures are kept at the **school district office**, at each building, and under the Board tab on the district web site.

USE OF POLICE AT BWMS MIDDLE SCHOOL/SCHOOL RESOURCE OFFICER (SRO)

It is the philosophy and belief of the administration at BWMS that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school.

However, when violations of state laws or municipal ordinances occur, or where security of person or property appears to be in jeopardy, we will not hesitate to call the police to solicit their assistance.

ATTENDANCE

Good attendance is an important habit. Students are expected to attend regularly and punctually. It is the goal of **BWMS** to promote good attendance habits.

Parents are asked to contact the school by **9:00 a.m.** on a day of absence. The **BWMS** phone number is **965-3006** and our attendance line is **965-7786**. The day a student returns to school, he/she is expected to bring a note from his/her parent stating the reason(s) for absence to be given to the **homeroom** teacher. If such a note is not sent in by the **second day** the student has returned, the absence will be recorded **unexcused**. The Missing Children's Act requires the school to contact parents when a student is absent from school.

COMPULSORY ATTENDANCE

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. Such attendance must begin within one week of the date on which the child begins to reside.

The State Department of Education, Section 3321.0 of the Ohio Revised Code, has formulated the following rules and regulations, which govern the past absences of students from school. The student's parent or legal guardian must communicate explanation of the student's absence to the attendance office by phone the day of the absence and by written note upon the student's return to school. If no note is presented, it is an unexcused absence/tardy. A phone number of 965-7786 is available anytime you wish to call in an absence outside of school hours. If a student will be absent for twenty or more consecutive school days, the parents must contact the counselor to explore the possibility of home instruction. In accordance with ORC 3321.03, chronic attendance violations or cases of truancy are referred to Juvenile Court.

ARRIVAL TO SCHOOL

Students must enter the building upon arrival to school, whether they walk or take the bus. Loitering around the building or going downtown are not permitted. All students should enter the building through the designated grade level doors. Students would be considered truant if they leave school grounds without permission after they arrive.

BEFORE AND AFTER SCHOOL

Due to supervisory schedules, students who do not ride the bus shall arrive at school no earlier than 7:05 a.m. Upon arrival students will be directed to the entrances.

Students' hours are 7:35 am – 2:25 pm. Students MUST be picked up by 2:45 p.m. unless involved in a faculty- supervised activity. Students involved in special activities after school are to remain in their assigned areas. Students not picked up by 2:45 p.m. could be outside and may not be supervised.

DISMISSAL

Upon dismissal, students should go directly to their lockers, get their books and coats, and then leave the building or report directly to their bus pick-up area. Students are not to remain in the building unless they are staying with a teacher, or unless they are staying for a recognized school activity. Students staying after school should arrange for transportation in advance. Loitering on school grounds will not be permitted after school.

AUTHORIZED ABSENCES

Listed below are the kinds of absences that will be considered as authorized absences:

1. School activities (will be reviewed on case by case bases)
2. Doctor and dentist appointments (note from doctor required)
3. Absences where a doctor has indicated the student should not attend school. In this case, a doctor's note will be necessary. The note must specify the exact dates that the individual should have been absent from school. **Personal illness not requiring a doctor's note requires a phone call and note from the parent. Notes must be received in the office no more than two days following the absence; otherwise the absence will be unexcused. Students missing 15 or more days of school must provide a doctor's note. Cases of chronic illness/surgery will be handled individually.**
4. Confinement to a hospital, clinic, or a similar health related institution
5. Funerals/death/emergency in family
6. Out-of school suspension (work cannot be made up)
7. Court appearances
8. Religious holidays
9. Quarantine of the home
10. Reasons subject to principal's approval
11. One 24-hour period will be excused for treatment of lice

UNEXCUSED ABSENCES/TARDIES

Unexcused absences include the following:

1. Truancy
2. Oversleeping
3. Car problems/late ride/missing the bus
4. Other absences as determined by the administration

The school will assign the following for **unexcused tardiness** to school: (1) 6= 1 after school detention (ASD); (2) 9=2 ASD; (3) 12= Saturday School and (4) 15+= Saturday/Extended School or In-School Retention. After a student has been tardy six tardies excused by a parent, all tardies will be unexcused unless a doctors' note is provided.

COUNTY ATTENDANCE OFFICER

The county attendance officer/court liaison can refer students with excessive truancy, unexcused absences, or tardiness to Juvenile Court. The attendance officer will meet with at-risk students to resolve attendance problems. The officer will use the following procedure: (1) will meet with the student; (2) will make contact with the parent (3) will write letter (4) will file charges. The school will assign the following for **unexcused tardiness** to school: (1) 6= 1 after school detention (ASD); (2) 9=2 ASD; (3) 12= Saturday School and (4) 15+= Saturday/Extended School or In-School Retention. After six tardies excused by a parent, all tardies will be unexcused unless a doctors' note is provided.

PERMISSION FOR PRE-PLANNED ABSENCES

When a family vacation, participation in the fair or other circumstance allows a student to know in advance of an absence, that student shall obtain a **Pre-Planned Absence** form in the office. The form is to be completed by the student and his/her parent and returned to the office at least two days prior to that absence. All work assigned in advance is due upon the first day the student returns, unless the assignment due date is later. Work not completed on time will result in an **F**. This policy would affect students who plan to be absent from school for two or more consecutive days.

Procedure:

Pre-Planned Absence Form is obtained from the office **prior to the absence**.

1. Student completes the form and signs it.
2. Student takes the form home and has a parent sign it.
3. Student brings the form back to school and makes arrangements with his or her teachers to complete the assignments, and the teachers will sign or initial it.
4. All work assigned in advance is due upon the first day of the student's return to school.
5. Absences that are not authorized according to the attendance policy will be counted as unexcused.

PERMITS TO LEAVE THE BUILDING

Students who need to leave school during the day must bring a note to the **main office** prior to school starting in order to obtain a pass to be excused from class at the appropriate time. **Parents must pick up their child in the main office and sign him/her out.** Students returning to school on the same day need to sign in at the office before returning to class. Students may **only** be released to

a parent or guardian or to a person indicated on their emergency card. Students who leave school without the knowledge of office personnel are considered truant. Students are expected to return to school after appointments with a note.

Students with excused absences must see their teachers for missed work assignments. Work cannot be made up for unexcused absences. **Students will receive one make-up day for every excused day of absence to complete missed work.** Full credit will be given for all work completed in a timely fashion as prescribed by the teacher. If a student is absent for two or more days, homework can be requested by calling the main office. The homework will be available by the end of the day if the request is received by 9:00 a.m.

An incomplete (I) is given when work missed due to absence makes evaluation impossible. Depending on the complexity of the assignment, the teacher may allow up to two weeks to make-up the work. If the work is not finished during this time, the incomplete portion will be recorded as a failing grade and the nine-week average will be calculated. In cases of extended illness (i.e., under a doctor's care), extensions may be given to students.

Make-up exams will only be administered if the student's parent contacts the school the day of the exam and the student brings a note upon return.

TARDINESS TO SCHOOL/ABSENCES

If a student is absent from school, the parent must call the school by 9:00 am to inform the office of the son or daughter's absence. In addition, all excused absences **require a written statement** from the parent or guardian within **48 hours** of the absence.

You are tardy to school if you are not in your first class and your seat at the scheduled time. If you arrive at school after school has begun, you must report to the main office and sign in and receive an admit slip. At any time during the day, if a student needs to leave or arrives late, a parent/guardian must either sign the student **in/out** or provide a note.

TARDY TO CLASS

It is your responsibility to get from one classroom to another in the time allowed. You must carry all necessary books and supplies with you. You cannot return to your locker between classes unless time allows or given permission.

A student who arrives at his/her class site after that class is scheduled to begin is subject to the discretionary action of the classroom teacher. If a teacher has delayed a student, he should request a note from that teacher. The office staff does not issue passes to tardy students, except upon late arrival to school.

HOMEWORK REQUEST POLICY

Parents can request homework for a student if the student is going to miss **two** or more consecutive school days. Please call the middle school office at 965-3006 by 9:00 a.m. of the day the work is to be ready for someone to take home. This will give teachers time to prepare assignments. If a child must

be absent from school, it will be the responsibility of the child to get and make up his/her work as soon as possible.

On –Line Classroom is also available to student and parents through the Big Walnut Schools web site, www.bigwalnut.k12.oh.us, to assist in keeping up with assignments.

PHYSICAL EDUCATION RULES

The physical education program is dedicated to improving the health, fitness, and skill level of our students. Instruction is also provided in personal health, and safety. The following information will explain the policies and procedures of the physical education department.

Students must dress every day in approved P.E. attire (**T-shirt, plain white or with BW logo, red elastic band gym shorts, red\grey sweatpants, and white\grey sweatshirt**). P.E. uniforms are available for purchase in the school office. Students should have at least two sets so that there will be a clean one to wear each day. Biker tights may be worn under shorts.

1. Tennis shoes (non-marking) and socks are required.
2. Students must be in the locker room before the tardy bell rings.
3. Students are not allowed in the bleachers, in the hall, or in the **coaches' office** without permission.
4. A student must never leave class or the area of instruction without a pass from the teacher. Doing so is considered "cutting" class.
5. Jewelry such as necklaces, bracelets, anklets, rings (dangling loop or large earrings); belts, chains, or wristbands are not allowed in the class. These items should be left at home because of safety and security reasons. **Gum, candy, and toothpicks** are specifically prohibited in class.
6. Students should never have large sums of money in P.E. (or in school). Teachers will not be responsible for lost or stolen items.
7. Anytime a student needs to be excused from participating due to illness or injury, he/she must have a note from home written and dated by the parent and turned in before class. Notes from home excuse the child for one day at a time. If the illness or injury last longer than one day, a doctor's note is required stating specifically the length of time to be excused. Notes written by the parent may be verified by telephone.

If a student is too ill or has an injury so severe he/she can't participate in P.E., then the student will not be eligible for participation in after school activities.

8. No cameras or camera cell phones are permitted in a locker room.
9. No Sofie Shorts are to be worn.

Physical Education consequences for not dressing out or not participating:

1st time – verbal warning

- 2nd time – phone call to parent
- 3rd time – lunch detention
- 4th time – conference with parent
- 5th time – disciplinary action will be taken

Procedures

AEROSOL SPRAYS

Due to possible allergies and asthma-related issues, aerosol sprays for personal use are not to be used at school.

BICYCLE, SKATEBOARD, SKATE POLICY

Students riding bikes to school must have safety reflectors, adequate brakes, and a strong lock. Bikes must be parked where assigned. No skateboards or skates may be ridden to or brought to school.

CARE OF SCHOOL PROPERTY

Any student who damages school property, including books, is liable for the cost of repair or replacement. When necessary, arrangements for a payment schedule can be accommodated through the principal. Each textbook has been numbered for easy identification. Students are responsible for the book **assigned to them**. Students must not mark on textbooks, except to put their names in them on the inside cover.

CHILD ABUSE REPORTING

School employees are required by law to report any evidence of abuse or neglect to the Delaware County Children Services. The school will also cooperate with local law enforcement agencies.

ELECTRONIC DEVICES

Electronic Devices are not to be in use during class changes. Once in class the use of electronic devices is solely at the classroom staff's direction. During Lunch students will be allowed to use devices in accordance with the technology usage policy.

****At no time during the school day is a student's cell phone to be used for personal use of texting, social networking, or phone calls unless under the direct supervision of a staff member.**

It is important to remember that all parent communication regarding their child should be communicated through the main office during school hours.

FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA)

Notification of rights under The Family Educational Rights and Privacy Act for Big Walnut Local Schools

The following rights are afforded parents and students over 18 years of age ("eligible students") under The Family Educational Rights and Privacy Act:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or the principal's designee) a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

Big Walnut Local Schools will release standard student demographic data to non-profit organization. If you do not wish to have data concerning your child released, in writing, notify the principal of your child's school.

FIRE EVACUATION

When the fire bell sounds, students are to leave the building quickly and silently as directed by staff members.

HALL PASSES/BEHAVIOR

No student may be in the hallways during classes without a pass issued by his/her teacher.

Additionally no running, loud sounds or other disruptive behavior is allowed (pushing, shoving, slapping, etc.). All students should walk on the **right side** of the hallway.

ILLNESS/INJURY/MEDICATION

The office must dispense all medication taken during school hours. No Tylenol or any other medication can be given unless parents send written permission including a supply of medication in the **original container**. Students are to report to the office to take medication unless other arrangements are made. It is the student's responsibility to remember they are to take medication. No student may carry his or her own medication (inhalers may be carried with proper medication form on file). If a student is found to have medication or distributes to another student, he or she may be punished according to the district drug policy. Medication Permission Forms are available in the office. If a student needs first aid he/she should report to the school office for assistance.

IMMUNIZATION

All students attending the middle school must have all required State of Ohio immunizations. Students may be excluded from school for improper immunizations. These absences would be considered unexcused absences from school.

By 7th grade students must have a current immunization record on file with BWMS that shows validation of the T-dap booster.

LATEX FREE ENVIRONMENT

Due to possible allergies the BWMS aims to be a latex free building. Any material brought in to the build should be latex free. e.g. balloons.

LOCKERS

Each student is responsible for his or her combination lock for his or her hallway and gym locker. The combination lock will be provided to homeroom or physical education teacher. Lockers should be kept **locked** at all times. Students should not reveal their locker number/combo verbally or visibly, or they cannot expect their property to be safe. Lockers must be cleaned every nine weeks. Lockers should be kept clean inside and out. Gummed labels; stickers, and/or pictures are not to be displayed inside or outside of the locker. Markers (including dry erase markers) may not be used on lockers. Damage caused by misuse will be charged to the student responsible. Students should not leave money or other valuables in lockers. Such items should be turned in to your homeroom teacher or the office for safekeeping. If a school supported (e.g. team spirit poster) locker display is placed on the locker, it must have prior administrative approval and only masking tape must be used.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office where the owners may claim their property. Students are encouraged to label their personal belongings and to have their name in textbooks. Large amounts of money or valuable items should not be brought to school. The school is not responsible for lost articles or money.

LUNCHROOM MANNERS & TREATMENT OF CAFETERIA SERVERS

Meet your friends in the cafeteria, not in the hallway. Chronic (repeated) late students will be assigned detention. Halls should be clear shortly after the bell. Students in the hall more than three minutes after the bell must have a written pass, or they will be assigned a detention.

1. **No student shall be permitted to enter the lunch line ahead (ditching) of another student already in line, even with the permission of the other student or to resume a previously held position.** Students are not permitted to re-enter the lunch line. Students are advised to procure all food, beverages, condiments, and supplies on their first trip through the line.
2. Students are to enter the cafeteria in an orderly manner. There is to be no yelling, screaming, or making other loud noises in the cafeteria.
3. Throwing food, paper, etc., is forbidden.
4. Students are not to take any food or drink from the cafeteria.
5. The lunch line is **only** for lunch buyers. **Do not eat in this line.**
6. Students are to remove all materials they have placed on tables before leaving the lunchroom. Trays, dishes, and utensils are to be taken to and placed carefully in assigned receptacles. All paper items are to be placed in the waste cans provided throughout the room. Remember to recycle aluminum cans in the proper container.
7. When finished eating, students should empty their trays and then return to their seats; students are not permitted to change seats. Teachers supervising the cafeteria will dismiss the students once the table and floor area are clean.
8. Students who must leave the cafeteria during the lunch period for teacher-assigned detention or special class projects must have a written pass from their teacher. The only other indication to leave the cafeteria would be to receive medication or in the event of an emergency. Taking care of restroom needs, getting lunch money, or getting coats should be done **before** coming to the cafeteria. Students may not go back and forth between the cafeteria and the gym or outside.
9. Only a couple of students at a time will be permitted to leave the cafeteria, playground, or gym to use the restrooms.
10. Parents who wish to eat lunch with their child must pre-arrange their visits and must sign-in in the office upon entering the building.
11. The 2012-13 price for a school lunch will be \$2.60.
12. The Cafeteria will be paperless for their school menus. The menus can be found on the district and school web sites. If you would like a paper menu please contact the Middle School Office.

MATERIALS FEE

The Big Walnut School Board has authorized each school to collect a fee from each student for the purchase of consumable classroom materials. The money will be used for the purchase of instructional materials, workbooks, assignment books, Scholastic newsmagazines, student supplies, and/or equipment for reproducing student worksheets. Students who owe the school for materials fee or any other debts are not eligible to participate in extra-curricular activities or field trips unless the principal gives permission. Any parent, who finds that paying the fee causes financial hardship, may call the principal at 965-3006.

LIBRARY MEDIA CENTER

The purpose of the Media Center (MC) at BWMS is to provide students and staff with a wide variety of materials, from leisure reading to in-depth research. Materials range from books, magazines, and newspapers, to videos, films, and CD-ROMS.

The MC provides a number of services: reading and guidance and book selection; photocopying; laminating; videotaping, computer accessibility; word processing; term-paper assistance; Science Fair research materials; Book Fairs; guest speakers; and special programs.

Students come to the MC with entire class visits, or they come individually during study center or academic assist. It is a facility that provides services while keeping the needs of BWMS students and staff as its utmost priority. Students are responsible for lost books.

PARENT-TEACHER CONFERENCES

Parents may make an appointment for a conference with the teachers, the counselor, or the principal on designated parent/teacher conference days (held four evenings a year), by contacting the school office at 965-3006. However, if situations would arise that would necessitate a conference outside of these times, please do not hesitate to call the office for an appointment at a mutually agreed upon time. We do not offer walk in conferences.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sexual behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the

- immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The Big Walnut Local School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Big Walnut Local School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Big Walnut Local School District will also notify parents and eligible students annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents / eligible students who believe their rights have been violated may file a complaint with:

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

RESIDENCE

A student is eligible **to attend a school** located in the school district where the parent or legal guardian resides when all other eligibility standards are met. When there has been a change of legal custody; a student must reside in the same school district with the legal guardian.

RESTROOM CONDUCT

Restrooms are to be used before school, at lunch, and during breaks between classes. When absolutely necessary, restroom passes may be issued by teachers during class time.

The student agenda will be used for all restroom passes. When using restroom facilities, each student is expected to properly dispose of all used paper, towels, etc. and to flush toilets. Students may not loiter in the restrooms. Abuse of this rule could result in loss of restroom privileges.

SALE OF ITEMS BY STUDENTS

The sale of items by students must have prior approval by the principal.

SCHOOL CLOSING

Automated phone calls will notify families as soon as the decision has been made. The web-site can be checked throughout the morning as well. The following stations will carry announcements: Channels 4, 6, and 10. WNCI, WDLR, WBNS, WTVN, WCOL, WRVF, WLVO, WCVO will also have the information. Parents are encouraged to listen to these stations or check the web-site rather than attempting to call the school.

TELEPHONE

Student use of the office telephone is for **emergencies** only. Students may also use the office phone to make arrangements when a school event is cancelled or changed at the last minute.

TEXTBOOK POLICY

When a textbook is assigned, the student is responsible for that book until it is returned. Normal wear and tear is expected. If there is excessive damage or a lost book, the student will be responsible to pay for the cost of repair or replacement.

TORNADO DRILL

When the tornado alarm sounds, all students should walk quickly and quietly to their assigned shelter area in the building. Once at your shelter area, follow the directions given by your teacher.

UNAUTHORIZED MATERIALS

Unauthorized publications and/or distribution of materials published by non-school sponsored groups will not be distributed in the building, on school grounds, or on school buses, without the prior approval of the superintendent or designee.

VISITORS

Students are not permitted to invite friends and/or relatives to attend classes or visit them during the day. Parents can visit classes after an appointment has been made through the principal's office. To minimize interruptions in classes, we require parents to receive permission from the principal's office prior to calling a student out of class. Visitors are required to sign in and out at the office.

BYOT

(Bring Your Own Technology) – *does this need to go here since it is below?*

Big Walnut Local Schools’ Student, Teacher, and Parent Guide and Agreement for Bring Your Own Technology

Big Walnut Local Schools is committed to preparing all students and teachers to maximize learning by fully integrating relevant technology into academic content to acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment. A first step is to develop and implement a plan allowing students to bring their own digital devices to school. As part of this plan, BWLS will implement a program that will allow students to access our guest wireless network using their own technology tools during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the internet, communicate with other learners, and use productivity tools provided by Big Walnut Local Schools. Added benefits of this plan will allow future access to digital textbooks and increase access to learning content.

PLAN

Beginning in August of 2012, students may begin bringing their own technology tools to their school campus. Users will be prompted to accept the following terms of use prior to each attempt at connecting to the BWLS guest network:

BWLS is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the BWLS wireless network is entirely at the risk of the user, and BWLS is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. By entering, “Accept” below, you are agreeing to all cautions and policies as they pertain to non-district devices.

Students, staff, or parents who do not accept the terms of service will not be able to access the BWLS Guest Network. The terms-of-service prompt will post each time an outside user attempts to use this network. Once on the guest network, all users will have filtered internet access just as they would on a district-owned device. All teacher users will be filtered at the student level when using personal technology devices.

FREQUENTLY ASKED QUESTIONS

STUDENTS

I have turned in my signed copy of the BWLS Acceptable Use Policy (AUP). Can I start bringing my device to school?

Answer: Students must also turn in an additional BYOT User Agreement to bring their own devices. Beginning in August of 2012, participating school teachers and students can bring personal devices approved for use to school after submitting both the AUP and BYOT User Agreement documents.

I have my laptop with me in class. How do I get on the internet now?

Answer: Most laptops or other personal devices will detect a wireless connection when you are near one. Most of the time your technology device will ask you if you would like to join the network. When prompted, choose BW Guest from the list. Once you choose this network, you will be prompted to accept the terms of service. **Read this carefully so that you know what you can expect.**

My laptop is not prompting me to choose a wireless network. Is there another way to connect?

Answer: In the settings menu of your device, there is usually an icon for a network, go to this icon and choose BW Guest from the list or prompt your computer to look for wireless networks in range. Always consult your tool's owner's manual for exact directions for accessing a wireless network.

I brought my iPad to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?

Answer: The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your technology tool, then you should follow those directions.

I just can't get my laptop to connect to the network. Can I get some help from someone?

Answer: The teachers and other BWLS staff will most likely not have time to troubleshoot individual devices. Check your owner's manual for issues concerning connectivity.

I need to save my work to the BWLS network. Why can't I access this resource?

Answer: You are on the Guest Network. It is not the same as the network you would normally access from a campus computer. You will not see your shared folder, so you will need to save your work in another place. Some options include a flash drive, your own hard drive, or your BWLS Google account.

I need to print the spreadsheet I just created, why is there no printer listed when I try this?

Answer: Like the shared folders, printers are networked differently on the campus and will not be available when you login to the guest network. Some printing solutions include, emailing the document through your BWLS Google account to your teacher to print, save it to a flash drive and print it from home or from another campus computer. Keep in mind that using campus printers in the classroom or other learning spaces is at the discretion of the teacher or other campus administrator.

My laptop was stolen when I brought it to school. Who should I contact about this?

Answer: Bringing your own technology tools to school can be useful, however some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. BWLS is not responsible for the theft of a device nor are we responsible for any damage done to the device while at school. Any time a theft occurs you should contact a school administrator to make him/her aware of the offense.

Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?

Answer: Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the device you use to access it while in a public school. The network you are using while at school belongs to BWLS and will be filtered.

I have a data plan from a provider (AT&T, Sprint, Verizon etc.) on my digital device that allows internet access without using the BWLS guest access. Is this allowable?

Answer: Students are expected to follow the submitted AUP and BYOT agreement when accessing the internet through any device. All students are expected to use the BWLS guest login to access the internet. Students should not access the internet through any cellular data provider while on campus.

Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the school year even though this is my own personal computer?

Answer: Yes. The Acceptable Use Policy for BWLS remains in effect even when you are using your own laptop, smartphone, iPad, etc. Each time you attempt to access the network at school you will be prompted to accept the terms of service which include the AUP. Violating the terms of the AUP would be a student code of conduct violation and would be dealt with on the campus with a campus administrator.

STAFF

My classroom is not conducive to student-owned technology. Am I required to allow my students to access their technology tools in the classroom?

Answer: We encourage teachers to leverage student-owned technology tools in their classroom for learning. The design of the lesson should be used to determine the best use of student provided technology and the rules that apply.

Some of my students cannot access the network on their laptops or phones. I don't have time in a class period to help them with this. Should I put in a help request?

Answer: No. Students who cannot access the BWLS guest network or who may have technical issues with their technology tool need to take care of this issue **outside of classroom** time by using the owner's manual that came with the device. These are not BWLS devices and the district is not allocating resources at this time to troubleshoot issues. You are welcome to help if you choose, but it is not a staff member's responsibility to ensure that student-owned technology is functioning properly.

I have students and staff on my campus who are accessing the internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their smart phones or laptops, hence bypassing the filter. Is this allowable?

Answer: Students are expected to follow the submitted AUP and BYOT procedures when accessing the internet through any device.

I have my own laptop and a smart phone. I would like to utilize these tools at work. Does this new plan include campus staff?

Answer: Yes. Campus staff can also access the guest network. Keep in mind that the guest network is going to be filtered at the student level for everyone accessing it. Campus printers will not be accessible with your own devices as well.

One of my students was using his laptop to bully another student on campus. How do I handle this?

Answer: Any disciplinary infractions that occur from using technology tools should be referred to a campus administrator. This would be a student code of conduct issue.

Will students have access to any common software packages via the guest network access?

Answer: No. Locally-installed software packages will not be available. We will continue to evaluate the program and the needs for the future and make changes based on campus recommendations. Students will have access to their Google Apps accounts which provide access to a suite of tools that are compatible with the district office suite. All web-based resources provided by the district will be accessible to the students.

What shall I do if one of my student's devices is damaged or stolen?

Answer: Any theft issues should be handled as you normally would on your campus. BWLS is not responsible for any damage or theft of student-owned technology tools. It would be good to remind students to keep a record of the device's serial number just in case a theft occurs.

PARENTS

My son is bringing his iPad to school for instructional purposes. Will he have access to things he normally does with district equipment?

Answer: Your son will have access to any of the web-based software high school campuses currently use (databases, library search tools, Google apps suite of tools etc.). Software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations (ex. iPads cannot run software requiring Flash Player).

As a parent, am I required to add additional software (virus protection, filter, tracking device etc.) to my child's technology tool?

Answer: No. Currently we are not requiring any additional software for school use although our technology staff can guide you toward some free anti-virus solutions. Virus protection is always advised, but not required to participate in the program. While on the BWLS guest network, students will be monitored through the district's filter, so there is no need for additional filtering software.

I have read the terms of service and I do not wish to have my daughter accessing the internet using her own laptop. Is this allowable in this program?

Answer: You may choose for your daughter to not accept the terms of use required for bringing a personal device to school. Your daughter would still need to submit the *BWLS Acceptable Use Policy* to use district-owned devices. The school will provide, whenever possible, a district-owned device for use within the class period as needed for instructional purposes at the discretion of the teacher.

I am the president of a booster club on my student's campus. We hold meetings at night. Will we have access to the BWLS guest network after school hours for our meetings?

Answer: Yes. The guest network will be accessible after school hours.

If my daughter's laptop is stolen or damaged, what recourse can I take?

Answer: The district is not responsible for any damage or theft of student-owned equipment. Keeping track of the device's serial number, model and type at home is suggested. Theft or vandalism of any kind should be reported immediately to a campus administrator, so he/she can take the appropriate steps.

What are the campus/classroom rules for using student-owned devices, including phones?

Answer: Teachers make the final decision for any tools used in the classroom; student-owned equipment would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. Contact your child's teachers or campus administration for their expectations.

BYOT ACCEPTABLE USE

Program participants are expected to return a signed BYOT Agreement prior to bringing a personal device to school in addition to the BWLS Acceptable Use Policy. As new technologies continue to change the world in which we live, they also provide many new and positive education benefits for classroom instruction.

Definition of Technology

For purposes of BYOT, "Technology" means personally -owned wireless portable electronic equipment used for instructional purposes. All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the BWLS guest network. Recognizing the rapidly changing world of technology, the list of allowed devices will be reviewed annually. Approved devices include: smartphones, iPads, iPods, laptops, netbooks, tablet computers and eReaders that meet the definition of technology.

Internet

All Internet access shall occur using the BWLS guest network. Cellular network adapters are not permitted to be used by students to access the Internet at any time.

Security and Damages

Responsibility to keep privately-owned devices secure rests with the individual owner. The Big Walnut Local School District, nor its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

Student Agreement

The use of personal technology to provide educational material is not a necessity but a privilege. Students do not have the right to use their laptops, cell phones or other electronic devices while at school. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment.

Students and parents/guardians participating in BYOT must adhere to all Board policies and the BWLS Acceptable Use Policy. Additionally:

- Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.
- The device must be in silent mode while on school campuses unless otherwise directed by the teacher.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during instructional time.
- The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless assigned by the teacher as allowed by the BWLS Acceptable Use Policy.

- The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- Students must comply with teachers' request to turn off the device.

Students acknowledge and agree that:

- The school's network filters will be applied to the BWLS guest network and access to the internet should not be circumvented.
- The school district may collect and examine any device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school-related purpose.
- Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school.
- The students remain subject to all other school behavior rules.

*** Any violation that is unethical may result in the loss of my network and/or use of personal and district device privileges as well as other disciplinary action.

I understand and will abide by the policies, procedures, and guidelines listed in the BWMS Student Handbook and the BWLS BYOT/Acceptable Use Policy.

Printed student name: _____

Student signature: _____ Date: _____

Printed parent/guardian name: _____

Parent/guardian signature: _____ Date: _____

Important dates will go here.