

Chippewa Middle School

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Mr. Steve Watkins, Principal

Mrs. Jamie Zollinger, Assistant Principal/Athletic Director

2017-2018 Student-Parent Handbook and Agenda

This agenda book belongs to:

Name: _____

Grade: _____ Homeroom: _____ Bus _____

Welcome to Chippewa Middle School!

The faculty and staff of Chippewa Middle School take pleasure in welcoming you to another exciting school year. In addition to increasing your knowledge base in a variety of ways, you will also have many opportunities to participate in co-curricular and extra-curricular activities.

How successful you will be this year depends to a great extent on your attitude and how much effort you are willing to devote to your school work. Successful students establish a study area at home and a regular time to do their homework every day. They actively participate in class and complete all assignments on time. These things require hard work and dedication, but the rewards can be tremendous. The entire CMS staff is here to help you accomplish the important goals of academic success and preparation for high school.

Parents are an essential part of the educational team. Consistent communication with your child's teacher is vital. You can communicate through phone calls, email, Progress Book and conferences. All parents are welcome to attend the various activities our students are involved in such as athletics, band and choir concerts, musicals and evening academic programs. Every student's success involves a team effort between the school and home. Good luck, and have a great school year!

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Academic Policies

Curriculum

Summative assessments (tests, projects, written reports) will encompass 80% of the students' grade. Formative assessments (quizzes, homework, classwork) will encompass 20% of the students' grade. It is unacceptable for any student to score below 70%. A score that low indicates a need for re-teaching or intervention. Students who have missing assignments will have additional time and discipline to complete assignments. Any student wishing to raise their grade must complete the intervention process with their teacher before retesting.

Homework

Students should expect to have homework and other assignments that will need to be completed outside of the academic school day. Homework is due when called for by the teacher. Failure to complete homework and other assignments will result in consequences and/or intervention.

Plagiarism

The staff of Chippewa Local Schools teaches the importance of students producing their own written work in their own words. We reinforce the concept that the printed thoughts and words of authors are owned by those authors and may not be reproduced without permission or acceptable citations. Further, the meaning of plagiarism, with examples, is taught as part of research assignments.

Examples of plagiarism include but are not limited to:

- Downloading all or part of a research paper.
- Buying a research paper from a commercial or local source.
- Copying an article from an online or print source.
- Copying and pasting to create a paper from several sources.
- Failing to quote all of the words copied or neglecting to quote.
- Failing to cite a source being used.
- Faking a citation.

Plagiarism is considered a form of cheating and results in the same consequences.

These could include:

- Detention, Friday Night School or In-School Suspension
- Completing an alternative assignment.
- Denied use of school computers.
- Continued violations could result in an out-of-school suspension.

Reporting Student Progress

Student progress is reported to parents in several ways including ProgressBook, report cards, letters and notes to parents, emails, conferences, and phone calls. Report Cards are sent home at the end of each grading period.

All parents will be issued a username and password to access ProgressBook. This is an internet based program where you can follow your child's academic progress as well as access homework. Parents are encouraged to check ProgressBook frequently for updates regarding grades, homework assignments, upcoming projects and test/quiz dates.

The "Interim Report" can be accessed thru ProgressBook each grading period. This report shows the grade the student is earning at the time and teacher comments about performance.

Grading at CMS is done on a point system. Points are given a letter value which has its own point value which is used to calculate the grade point average. Those values are:

A	94-100	4.0	C	74-76	2.0
A-	90-93	3.7	C-	70-73	1.7
B+	87-89	3.3	D+	67-69	1.3
B	84-86	3.0	D	64-66	1.0
B-	80-83	2.7	D-	60-63	0.5
C+	77-79	2.3	F	50-59	0.0

A grade point average of 3.000-3.499 earns a student a spot on the Merit Roll, and a grade point average of 3.500-4.000 earns a place on the Honor Roll. Students earning D, F, or I marks may not be on either roll regardless of grade point average.

Retention and Placement

Students have every opportunity to be successful and to gain an excellent education. A grade of at least a "D" is required to pass a course. Students earning an "F" in two or more classes may be retained unless teachers recommend placement. We believe that all students can be successful. It is our goal to provide students with the help necessary to be successful in classes. *Eighth grade students failing two or more classes will not be permitted to attend promotion ceremony.*

School Calendar

The school calendar is available on the district's webpage.

Chippewa Local Schools 2017-2018 School Year Calendar

August 17 th	Teacher Work Day
August 18 th	Convocation Day
August 21 st	First Day of School for Students
September 4 th	No School - Labor Day
September 11 th	No School – Compensation Day
October 20 th	End of 1 st Nine Weeks (43 days)
November 23 rd - 24 th	No School - Thanksgiving
December 22 nd	End of 2 nd Nine Weeks (43 days)
December 25 th - January 5 th	No School - Winter Break
January 8 th	School Reconvenes
January 15 th	No School - M.L. King Jr. Day
February 16 th	No School - Compensation Day
February 19 th	No School - President's Day
March 16 th	End of the 3 rd Nine Weeks (47 days)
March 26 th – 30 th	No School – Spring Break
April 2 nd	School Reconvenes
May 25 th	End of the 4 th Nine Weeks (45 days) - Last day for students
May 26 th	High School Graduation
May 25 th	Student's last day of school
May 28 th	Memorial Day

Making Up Calamity Days

Calamity (snow days)
make-up days will be as
follows:

Day 1	5/29/18
Day 2	5/30/18
Day 3	5/31/18
Day 4	6/1/18
Day 5	6/4/18

State Testing

The CMS staff works diligently to prepare students for State Testing. The State Department of Education determines how and at what grade level tests are administered. Our tentative testing schedule for 2017-2018 is as follows:

Grade 5	Language Arts, Math, Science
Grade 6	Language Arts, Math, Social Studies
Grade 7	Language Arts, Math
Grade 8	Language Arts, Math, Science

Attendance Policies and Procedures

Arrival and Dismissal

The doors will be unlocked at 7:00 Monday thru Friday. *Parents should not drop students off at school before 7:00.* Sixth, seventh and eighth grade students are to report to the gym. Fifth grade students should report to the cafeteria in the fifth grade building. The school day begins at 7:25 and ends at 2:20. *Once a student arrives on school property, he/she is not permitted to leave without permission.*

Bus riders are dismissed at 2:20. Walkers, athletes, and students staying with a teacher are dismissed after the buses have departed. Parking is not permitted in front of the building in the bus lane or in the parking lot until 2:30. In order to avoid congestion as students are leaving school, *parents picking up students should plan to do so after 2:30.*

The building closes at 3:00 and students are not to be in the building or lingering outside unless they are involved in a supervised activity. Students may not remain in the building to wait for the start of an after-school athletic contest.

Attendance and Excused Absences

Regular attendance is important to a child's success in school. It is essential that your child report to class on time and attend school every day. This habit should be cultivated as early in life as possible. The compulsory attendance laws in Ohio state that parents are responsible for seeing that their children attend school regularly. If you need to report your child off from school, please call **330-658-2214 ext. 402** or e-mail **Mrs. Stephens** at **chip_stephen@tccsa.net** by 7:30.

Students are permitted ten (10) days of absence for personal reasons with a note from their parents. On the eleventh (11th) day of absence, a student will be excused according to the following criteria. Each of the following criteria **requires proper written documentation from the physician or etc. (other than parent)**. *Without proper documentation, an absence is considered unexcused*. An excessive number of unexcused absences will result in a referral to Wayne County Juvenile Court for truancy.

The following rules and regulations have been formulated by the Ohio Department of Education, under authority of state law, to be used as guidelines governing the absences of children from school.

An excuse for absence from school may be approved only on the basis of any one or more of the following conditions with proper documentation.

Excused Absences:

1. Extended illness, illness in the family or death of a relative. Written verification from the doctor is required for an extended illness or illness in the family. Extended absence for death of family or relative needs to be discussed with the building principal.
2. Medical appointments: Students are strongly encouraged to make medical appointments outside of school hours. We understand that this is not always possible, and students are permitted to keep dental or doctor appointments during the school day. A note from the parent stating the time of departure and reason is needed in the office before school. Written verification from the doctor/dentist office following the appointment is needed for the absence to be excused.
3. Court appearances with proof of the appearance.
4. Quarantine in the home: The absence arising from this condition is limited to the length of quarantine as fixed by the proper health officials.
5. Family vacation – permission must be obtained in advance using the planned absence form available in the office. This will be limited to one per year, five (5) school days maximum, and prior to the 11th day of absence.
6. Extreme emergencies approved by the administration.
7. Observance of a Religious Holiday: Any student of any religion shall be excused from classes if his/her absences are for the purpose of observing a religious holiday.

Leaving School Early

All requests for early dismissal must be in writing from a parent or guardian and must be brought to the office before school begins. The note must include your name, your homeroom, the time you will be leaving, how long you will be absent from school, and the purpose for leaving. Students must be signed out in the office by a parent or other designated adult. Students are permitted to sign themselves back in when they return to school if they bring their doctor's note.

Requesting Make-up Work

When you report your child off from school in the morning, notify the secretary that you would like your child's make-up work. Work can be picked up in the office after 2 pm.

School Closing and Delayed Start

In the event of severe weather conditions or other emergency situations, school may be closed or delayed in starting. Notification of such events will be announced over radio station WQKT (104.5 fm) and on the major TV stations. Parents may also sign up to receive school closing/delay alerts at www.messagemadeeasy.com When the school is closed, no buses will run, including buses that transport students to other school districts. Evening events are also usually cancelled. When the school operates on a two-hour time delay, the buses will run two hours later than normal. School will begin at 9:35.

Student Illness or Injury during the School Day

Students who become ill or injured during the school day should report to the office where they will be given the opportunity to call home. Students can only be released to a parent or someone listed on their emergency cards.

Tardiness

Students arriving after 7:25 must report to the office to sign-in and get a pass to class. Students arriving between 7:25 and 8:55 a.m. will be considered tardy. Students who sign in after 8:55 or leave school before 1:00 are counted as a half-day absence. Any student who signs out for longer than 1½ hours, will be considered absent for ½ day.

A student cannot be tardy more than two (2) times per each nine week grading period without a consequence.

1 st tardy:	verbal warning
2 nd tardy:	verbal warning
3 rd tardy:	written warning requesting parent signature
4 th tardy:	30 minute after school detention
5 th tardy:	30 minute after school detention
6 th tardy:	30 minute after school detention
7 th tardy:	60 minute after school detention
8 th tardy:	60 minute after school detention
9 th tardy:	Friday Night School
10 th tardy:	In-School Suspension

Truancy

Under Ohio law, *Habitual truant* refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

Unruly child refers to a habitual truant who has not previously been adjudicated for being a habitual truant (RC 2151.022), but if based solely on being a habitual truant, court shall consider alternatives to adjudication to divert the child from the juvenile court system

Delinquent child applies to a child who violates a court order regarding the child's prior adjudication as an unruly child for habitual truancy, but no longer includes habitual (or chronic) truant (RC 2152.02)

By law, schools must take action for any student being truant. Failure to attend school regularly will result in a student being referred to the Wayne County Juvenile Court.

Discipline Policies and Procedures

Automatic Suspensions

Some violations of the Code of Conduct will result in an administrative decision to move to In-School or Out-of-School suspension, passing over other disciplinary options such as warnings or detentions. Some of these violations include but are not limited to fighting, physical violence directed at a teacher, smoking, drug possession or use, alcohol possession or use, profanity or obscene gestures directed towards a teacher, threats of physical harm to another person, and the possession of weapons. *Suspension of an eighth grade student during the last two weeks of school may result in exclusion from the Eighth Grade Promotion Ceremony.*

Detentions

Students are responsible for serving detentions on the date and time assigned. Detentions are either before school from 7:00 – 7:25 or after school from 2:30 – 3:00. At least a one-day notice is provided to parents so that transportation may be arranged. Students must return detention forms with a parent signature the day after the detention is issued. Failure to serve detentions will result in a Friday Night School.

Friday Night School

Friday Night School is an option that may be available in lieu of suspension from school. This is a behavior modification program monitored by middle school teachers and held on Friday afternoon from 2:35 until 4:35.

Guidelines for Responding to Student Conduct Problems

All CMS students can and must behave appropriately at school. Compliance with established standards of conduct is mandatory. Violation of any of the Basic Rules on school grounds or at school sponsored/related activities and events off school grounds may result in disciplinary action. Teachers are responsible for maintaining discipline and an effective environment for learning in their classrooms. Discipline options that may be employed are:

Teacher-student conference	Team-parent conference
Exclusion from activities/programs	Detentions
Referral to the office	Emergency removal from class/school
Friday Night School	In-school suspension
Out-of-school suspension	Expulsion from school

Other options may be used if they are deemed appropriate. The maturity of the student will be considered when determining disciplinary action.

In-School Suspension

In-School Suspension is less severe than Out-of-School Suspension. In-School Suspension is defined as a removal of the student from his/her regularly scheduled classes. When an In-School Suspension is received, the student and parent/guardian shall be a given written notice of the suspension and the reasons for the suspension.

Out-of-School Suspension and Expulsion

A violation of any of the rules for student conduct may result in suspension from school. Due process will be guaranteed to the student by specifying charges in writing and providing an opportunity to respond to the charges. The principal has the authority to suspend up to 10 days.

1st Offense may result in up to 3 days of suspension.

2nd Offense may result in up to 5 days of suspension.

3rd Offense may result in up to 10 days of suspension.

Repeated Offenses of misconduct may result in a recommendation to the Superintendent for expulsion from school.

The principal may exceed the number of suspension days outlined above for a specific violation based upon the severity of the offense. (Ten day maximum.)

Students are permitted to make up work or tests missed during a suspension. During Out-of-School Suspension or expulsion, students are not to be on school grounds or attend any school activities; which includes practices or any extracurricular events.

General School Policies and Procedures

Assemblies

Proper behavior is expected during assemblies. Disruptive students may receive discipline. Students wishing to be excused from attending an assembly must speak with the Principal.

Breakfast and Lunch

Breakfast is served daily from 7:00 to 7:25. The cost is \$1.50. A student receiving lunch at a reduced rate may purchase breakfast at a cost of \$0.30. Breakfast is free to students who receive a free lunch.

Students may purchase lunch at school for \$2.75 or bring a lunch from home. Milk and other beverages are sold in the cafeteria for students who bring their lunches from home. Free and Reduced Lunch Forms for families who qualify are available in the office. Students who qualify can purchase lunch for the reduced price of \$0.40.

Dances

School dances are for CMS students only. An entrance fee is charged. All school rules apply. A student may be asked to leave if his/her behavior is inappropriate.

Emergency Medical Authorization

Emergency Medical Authorization Forms are available on our website and in the office for parents to complete. This form must be returned to school within the first week of school. In the event of an emergency requiring medical treatment, we will follow the information provided on the form.

Fees/Fines/Fee Schedule/Additional Charges

Students are charged a school fee each year. Every effort is made to keep these fees as low as possible. This year, the school supply fee is \$35.00 for all students. There are some additional charges for paperback books and other items as needed or required by the classroom teacher. Students may also be charged fines during the course of the school year for damage to books, overdue library books, and lost books.

The “general” fee for all students helps defray the cost of subject specific journals, workbooks, resource materials, duplication of classroom materials, magazines, and other supplies used in classes throughout the school year. Fees need to be paid by September 15, 2017. *Unpaid fees will result in a denial of extra-curricular activities. Athletes must pay school fees prior to first contest.* If you are unable to pay the fees by this date, please contact the school to set up a payment schedule that will work for you. *Eighth grade students with any unpaid fees will not participate in the promotion ceremony until all obligations are met.*

General Fee for all Students

General	\$24.00
Art fee	5.00
Agenda Book	<u>6.00</u>
Total Due	\$35.00

Library

Students are encouraged to use the library for leisure reading or research. Library rules must be followed, and students are to behave in a quiet and respectful manner. Students who wish to go to the library during the school day must have a pass from a teacher.

Lice Control

Chippewa Middle has a *No Nit Policy*. When nits (eggs) are found to be present in a child's hair, the following guidelines must be followed:

The parent is contacted and the child is removed from school. The parent must shampoo the child's hair with lice control shampoo available over the counter or by prescription. The child's hair must be combed free of nits. Upon returning to school the child will be checked. Please bring the label in from the box. When the child is nit free they will be able to return to school.

Lockers

Homeroom teachers assign a locker to every student. It is strongly recommended that students put a lock on their lockers to protect their property and books. Student-owned locks are acceptable, but the combination must be given to the homeroom teacher and placed on file in the office. Locks are sold in the office for \$5. Students are responsible for maintaining their locker in a neat and clean condition. The school is not responsible for items taken from lockers. Lockers are school property and therefore can be searched at any time there is probable cause.

Lost and Found

If you lose something, report the loss to the office as soon as possible. Found items will be placed in the lost and found area of the cafeteria or on the stage.

Medications Dispensed at School Form

All prescribed medication must be in its original prescription bottle and must be kept in the office. In order for the office staff to dispense prescription drugs, the medicine distribution form must be completed by a physician and be kept on file. Students are responsible to report for medication at the proper times. Aspirin or Tylenol will not be provided to students without a prescription from a doctor. The medicine distribution form is available online and in the office.

Non-School Items

Students may not bring non-school items such as candy or treats to school unless approved by the classroom teacher. Students may not sell non-school or unapproved items on school property.

Parent Alerts

Parents are invited to forward their e-mail address and sign up for Message Made Easy to receive on-going communication from the Middle School Principal.

Safety Drills

Monthly fire drills are conducted and are to be taken seriously. Students are to walk, without talking, to their designated exit and report to their assigned waiting area outside the building where attendance is taken.

Tornado drills are also conducted during the school year. Students are to follow their classroom teacher to assigned areas, kneel facing the wall and place their hands over their heads. There is no talking during this drill.

School “safety” drills will be conducted throughout the year.

Bus evacuation drills are conducted at the start of the year. Students are to follow the directions given by the bus driver. *All of these drills are to be considered very serious events. No violations or disruptive behavior will be tolerated.*

School Pride

Our custodians do an excellent job keeping the building neat and clean. It is expected that students will help in this effort by keeping halls and lockers clean. Obviously, vandalism of any kind is unacceptable. Students are encouraged to wear school colors on game days and participate in spirit week (school dress code applies).

Student Council

Students are encouraged to become active in student government. Each homeroom has a Student Council Representative who has a voice in school activities and meets with officers on a regular basis. Student Council activities include homeroom competitions, assemblies, encouraging school spirit, showcases and bulletin boards, school dances and sponsoring special days. Student Council officer elections are held yearly.

Technology

Students must comply with the Acceptable Use and Internet Safety Policy, which are distributed at the beginning of the school year. These policy statements must be signed by a parent/guardian and returned to the school in order for students to access the computers.

Textbooks and Library Books

Textbooks are loaned to students and are to be kept clean and handled with care. Book covers or book sox are required on all textbooks. Students are responsible for books and will be charged fines for damage or replacement costs if lost. Library books are loaned to students in good condition. All fines, fees or replacement costs must be paid in a timely manner or library privileges may be denied.

Visitors

Visitors are required to report to the school office and receive permission to be in the building. They should sign in upon arrival and sign out when leaving the building. If parents wish to visit a classroom, they must make arrangements with the teacher(s) prior to the visit. All visitors must wear a visitor badge while in the building. Student visitors from other schools are not permitted.

Interscholastic Athletic Information, Policies and Procedures

Athletic Code Violations

Athletes may be denied the right to participate because of any rules violations or improper conduct in school or while attending school-sponsored events. Continued violations may result in removal from the team.

Athletic Meetings

Preseason meetings will be held for each sport. Coaches will notify parents and athletes on exact dates and times.

Attendance

Students participating in after school practices or games must be in school by 11:00 to attend.

Behavior at Athletic Events

All school rules are in effect at athletic events whether at home or away. Students will conduct themselves with good sportsmanship. Cheers and applause are acceptable; booing is never acceptable. Refrain from jeering or taunting opposing players and coaches. Contest officials are also to be treated with respect. These rules also apply to attendance at high school events.

Eligibility

Athletes must meet eligibility requirements to participate in middle school sports. (Refer to Ohio High School Athletic Association – Student Eligibility Bylaw 4). A physical is required before a student is permitted to practice or try out for any sport. The physical is the responsibility of the parent. Several local doctors will provide this service at a minimal cost.

Fees

School fees (current and outstanding) must be paid prior to the first contest. Athletes will not be allowed to participate until all school fees are paid. Athletes will be charged for lost uniforms and/or equipment.

Guidelines for Watching Sports in CMS Gym

Home athletic events begin at approximately 4:15 or 4:30 on game days:

- Students will leave the building at regular dismissal time.
- Students may return beginning at 4:00
- Students are to enter the gym upon arrival.
- Students must remain in the gym during the event.
- Students may not be in hallways.
- Students who fail to follow these guidelines will be denied the right to attend after-school events.

Insurance

Students participating in seventh and eighth grade sports must have family insurance or excess insurance or they will be denied participation.

Sports Physical and Emergency Med. Form

Athletes must have a valid sports physical prior to the first practice in order to participate. Physicals are valid for one calendar year. An updated Emergency Medical Form must be on file.

Training Rules Contract

The Chippewa Local Schools Athletic Training Rules are distributed to athletes at the beginning of each season. Parents and athletes are required to read, sign, and return these rules to the coach.

Student Code of Conduct, Rules and Expectations

Bullying

The issue of bullying is a very serious subject and will not be tolerated. Every student should know and understand the definition of bullying.

Definition: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Any student, who believes he/she has been a victim of bullying as defined above, should report the incident to the building principal, assistant principal, a teacher or staff member.

Bus Rules and Bus Conduct Reports (Bus Tickets)

Policies, procedures and guidelines for bus conduct are reviewed with students at the beginning of the year. This includes bus evacuation drills. Students must understand that riding the bus is a privilege and that appropriate behavior is mandatory to maintain that privilege.

Students are required to board and exit the bus at their assigned bus stops. **Students are not permitted to ride the bus home with other students.**

Bus Rules:

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.

Bus Conduct Reports (Bus Tickets):

In most cases the following district guidelines are in effect for violation of bus rules:

1 st offense	Warning
2 nd offense	up to 3 day suspension from the bus
3 rd offense	up to 5 day suspension from the bus
4 th offense	up to 10 day suspension from the bus

Continued violation of bus rules/guidelines will result in removal from the bus for the remainder of the semester or year. With some bus-related violations it may be necessary to exceed the number of days indicated above or to move to an immediate suspension. Students may also be suspended from school for inappropriate behavior on the bus. Bus

conduct rules and guidelines are established for the protection and safety of all students. Student behavior that distracts a driver is considered a serious violation of these guidelines.

Cafeteria Rules

Students should go to their lockers to drop off books before going to lunch. All students are required to eat lunch in the cafeteria.

Rules include:

- Walk to the cafeteria – No running.
- Talk quietly – No yelling.
- Do not cut in line or borrow money.
- Use proper eating habits and manners.
- Do not bother or touch anyone else’s food.
- Leave your area neat and clean; wipe up spills.
- Take trays to the proper area.
- Listen to and obey the teacher on duty.
- Students are not permitted to order food to be delivered to the school.
- Food is not permitted outside the cafeteria.
- No glass containers are permitted.

Failure to follow cafeteria rules will result in disciplinary action.

Cell Phone and Other Electronic Devices

Students are **NOT** permitted to use phones or iPods during the school day unless specifically directed to do so by the classroom teacher. Cell phones may not be used or visible in the hallway, restroom, gym, cafeteria, and on the playground. *Students must use the office phone to call home for any reason.*

Students **should not** use their cell phones or other electronic devices at any other point during the school day. This includes cell phones, laptops, tablets, iPods, gaming devices, laser points, and any other item or device deemed inappropriate by a teacher or the administration.

Personnel from the school and District Technology may access your personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include but not limited to audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

The following consequences will be given to students who used cell phones or other electronics devices at inappropriate times during the school day.

1st Offense- Device is given to the office. The device can be picked up at the end of the day.

- 2nd Offense- Device is given to the office. Parent contact is made. A behavior consequence is issued. The device can be picked up at the end of the day.
- 3rd Offense- Device is dropped off in the office each morning and picked up at the end of each school day for the remainder of the school year. Parent contact is made.

Conduct Off School Grounds

Student conduct outside school hours and off school grounds that directly relates to and/or affects the public image of the school is within the control of school administrators and teachers. Students represent the school and must do so in an appropriate manner.

Dress Code

Students are expected to come to school and school events in a clean, well-groomed manner. Students should not wear clothing that is distracting. **Students who fail to dress appropriately in the view of the staff or administration of the school will be asked to call home for a change of clothing.** Students may be sent to in-school suspension if a change of clothing is unavailable. Specific dress code guidelines include, but are not limited to:

- Shorts, skirts and dresses must be at least fingertip length and loose fitting.
- Sheer, see-through and mesh clothing may not be worn. Undergarments should not be visible.
- Shirts exposing the midriff may not be worn. Chest, back, and midsection may not be visible.
- Yoga pants, stretch pants, and leggings may be worn with a shirt, dress or skirt that covers the student's backside.
- Clothing may have holes below fingertip length.
- Tank tops may not be worn. Sleeveless tops are permitted.
- Clothing with inappropriate and/or offensive messages, images, or slogans relative to alcohol, tobacco, drugs, sexual connotations or obscenities will not be tolerated.
- No hats, bandanas, or other head coverings may be worn in the building. These are to be removed when entering the building and placed in lockers. They are not to be carried around all day. Hoods on hooded apparel are to be off the head while in the building.
- Footwear must be worn at all times. Sandals are permitted in warm weather.
- No slippers or pajamas are to be worn at school.
- Pants may not "sag" or "droop." Pants are to be worn at waist height with no undergarments or skin exposed. Belts should be worn on pants designed for belts.
- No visible piercing other than the ears.
- Hair and hair accessories must not distract from the learning environment.

Continued violation of appropriate dress guidelines will result in suspension from school.

Expectations for Students

Students are expected to come to school on time and ready to learn. They are responsible for their actions, appearance, and general attitude at all times. Students are expected to be positive, inquisitive, kind, determined to be successful, and to follow general classroom and hallway rules.

Keep in mind the idea of Respect: All of the following are examples of being respectful to others, yourself, and the school property.

Basic expectations for all students include:

- Be prepared for class with supplies and completed homework.
- Protect books with book covers and be responsible for them.
- Be in class on time every day.
- Students must be recognized by the teacher before talking. Raise your hand to be recognized.
- Students will show respect for adults and treat other students with respect.
- Students will keep their hands, feet and objects to themselves.
- Students must participate appropriately in all classes.
- Students may not disrupt the learning process.
- Students are to accept the responsibility for disciplinary actions. Detentions, for example, are served on the date and time assigned.
- Students will walk at all times during class changes and stay to the right.
- Students are to maintain control and security of their property.
- Students should have locks on their lockers to maintain security of property.
- Students are to speak to others in an appropriate manner.

Individual teachers may have additional management rules and procedures for their classrooms which students are expected to follow.

Harassment/Hazing/Intimidation

Definition: Any verbal or written comment or physical contact with another person that is intended to bully, belittle, intimidate, or offend that person on more than one occasion is considered harassment.

Sexual Harassment: Sexual harassment of a student by another student may be considered a form of child abuse, which requires that the student-abuser be reported to proper authorities in compliance with State law. Sexual harassment violations will result in immediate corrective action, including parental contact and disciplinary action.

Threatening Language: Students must be careful not to say things to others (both students and adults) that might be perceived as a threat. Words that were once used in horseplay, such as “I’m going to get you,” or “I’m going to kill you,” are no longer acceptable and cannot be erased by “I’m sorry,” or “I was just joking.” When inappropriate behaviors or remarks can be verified, discipline will be issued.

Playground Rules

Inappropriate behavior on the playground will result in disciplinary action which might include loss of the recess privilege. The following rules are to be followed during recess:

- When dismissed from the cafeteria, walk outside to recess.
- Obey playground rules as defined by the teacher in charge.
- Stay on school property at all times.
- Never play tackle football or “horseplay”.
- Stay on the blacktop during wet weather.
- Return all playground balls to the cart when the whistle is blown.

Student Code of Conduct and Basic Rules

Education is a right that carries with it responsibilities. We believe that doing the right thing and making the right decisions are basic to a safe, productive educational experience. To this end, we believe in the following statements:

- There must be mutual RESPECT among and between all students and adults.
- There must be an ATMOSPHERE that is safe which enables staff to teach and students to learn.
- There must be an active PARTNERSHIP between student, school, parent, and community to reinforce the values and beliefs that we cherish.

These beliefs have led us to focus and dedicate this school district to helping children reach their fullest potential. Behavior that tends to disrupt, or in any way interfere with, the educational opportunities of others or the educational program itself is prohibited. The “Basic Rules” are listed and a violation of any of these rules shall result in disciplinary action that may include suspension, emergency removal, or expulsion.

1. **Alarms**– Set off false alarm, bomb threat, or other false alarm to an emergency. Inciting a potentially dangerous situation is prohibited.
2. **Apathy**– Fail to benefit from the educational program; refusal to do assignments.
3. **Arson**– The willful or malicious burning of or attempting to burn the property of the school is prohibited.
4. **Bus**– Failure to obey the bus driver or display unsafe conduct on the bus.
5. **Complicity**– Students will not help others to violate any portion of this Code of Conduct.
6. **Computer Usage**– Improper use of computers or other handheld devices. Violation of the Acceptable Use policy.
7. **Dangerous Instruments**– Possess or use firecrackers, firearms, weapons, mace, or other instruments dangerous to others.
8. **Demeaning Acts**– Appear in a school activity in improper attire or perform acts of a demeaning nature.
9. **Dishonesty**– Commit acts of dishonesty which includes cheating on tests or assignments.

10. **Disrespect** – Be disrespectful (intimidate, insult, abuse, etc) to a Chippewa employee or student on school property or at a school sponsored event.
11. **Driving**– Operate vehicles in an unsafe manner.
12. **Extra Curricular**– Failure to abide by the school rules and regulations during athletic or extracurricular activities.
13. **Fighting/Physical Acts**– Perform acts of violence, fighting, or physically touching a student or employee.
14. **Fire**– The unauthorized use or possession of matches, lighters, or other flame producing devices is not permitted.
15. **Gambling/Card Playing**– Play cards, flip or match coins, roll dice, or participate in any other form of gambling.
16. **Hazing/Harassment/Intimidation/Threats**– Be involved in the act of hazing, harassing, intimidating or threatening other students or Chippewa employees. This includes sexual harassment.
17. **Illegal Substances and Paraphernalia**– Possess, use, or distribute illicit drugs, alcohol, or other harmful or illegal substances. Drug paraphernalia is prohibited.
18. **Inappropriate Language**– The use of profane, vulgar, derogatory, obscene, or abusive language is not permitted. This includes written or verbal abuse, and use of obscene gestures, signs, pictures, or publications.
19. **Inappropriate/Disruptive Behavior**– Disruptive behavior within the school environment including all school functions.
20. **Insubordination**– Failure to accept detentions, directions or reasonable discipline from a teacher or school employee.
21. **Lockers**– Place or maintain any article or material in a school locker of a non-school nature that shall tend to cause disruption or is obscene. Looking through another student’s locker without permission is prohibited.
22. **Look-Alike**– Be involved with the use, possession, or distribution of look-alike drugs, weapons, tobacco, alcohol, electronic cigarettes/cigars, etc.
23. **Miscellaneous**– Possess or use beepers, cell phones, ipods, radios, chains, laser pointers and other articles determined to be inappropriate by the building principal.
24. **Petition**– Produce or distribute printed material or petitions on school grounds that are disruptive to the school or slanderous to anyone.
25. **Public Display of Affection**– Hand holding, hugging, kissing and other signs of affection at school are prohibited.
26. **Repeated Violations**– Repeatedly fails to comply with directions.
27. **Tardiness**– Be tardy to school or class.
28. **Theft**– Unauthorized possession of school or personal property.
29. **Tobacco**– Smoke, use, or possess tobacco products on school grounds or during school activities. (It is illegal in the state of Ohio for anyone under the age of 18 to possess tobacco products.)
30. **Truancy/Class Cutting**– Cutting classes without permission or is truant.
31. **Vandalism/Damage**– Destroy or damage property or perform acts of vandalism.

Student Rights and Responsibilities

Students are expected to read and understand the *Student Code of Conduct* and *Basic Rules*. They should understand the possible consequences for violations. If a student commits a suspendable violation, the following due process procedure (which is prescribed by law) will be followed:

- The student will be provided an opportunity to present his/her view of the violation to an administrator during an informal hearing.
- At the conclusion of the hearing, the administrator will determine if a suspension, Friday Night School, or other form of discipline is to be assigned. Parents will be contacted either by phone or in writing at this point.
- Parents have the right to appeal suspensions to the Superintendent.