

WELCOME TO DONNELL MIDDLE SCHOOL

The administrators, teachers, and staff of Donnell Middle School welcome you to what we hope will be an exciting year. During your years in middle school, you will grow and change in many ways, and our entire staff is committed to helping you become a mature, responsible citizen. Changes and new experiences are sources of questions. Remember that our staff has your best interest at heart; feel free to ask questions and take advantage of all the help that is available to you. In addition, you may be given a set of classroom rules from each teacher. Read your handbook so that you can do your part to maintain a healthy and safe learning environment at Findlay Middle Schools.

FINDLAY CITY SCHOOLS MISSION STATEMENT

Educating and empowering for life.

STUDENT EXPECTATIONS

We have high expectations for Donnell students. Good citizenship involves being courteous and respectful to others and their property, being punctual, cooperative, orderly and following all guidelines and procedures. Students should understand that we are here to learn. Those who violate established rules and procedures will be treated fairly, firmly, and swiftly. The right to due process will be afforded to every student. These general guidelines for good citizenship have been established for Findlay students:

1. Incorporate the 7 Habits of Highly Effective People in their daily lives.
2. Appropriate behavior will be expected at all times: coming to school, during school, after school, and at school functions.
3. Maintain a positive attitude.
4. Follow classroom expectations.
5. Respect the rights of others, their property, and school property.
6. Proper language and dress will be expected of all students.

CITIZENSHIP

Findlay City Schools has developed nine virtues as the backbone of good citizenship. These virtues are responsibility, courage, compassion, perseverance, respect, appreciation for diversity, hope, integrity, and self-discipline. Donnell is committed to helping students achieve these virtues as well as the 7 Habits.

ATTENDANCE PROCEDURES

In accordance with Ohio law, students are expected to be in school every day on time, unless with legitimate excuse. When a student is absent from school, the parent/guardian should call the child's school to report the absence the day of the absence. When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request to excuse the absence. In cases of extended absence, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 3 days of the first day of the doctor's order for the absence.

Auto Caller: As a part of our safe arrival process, a daily absence check is conducted by office staff. SafeArrival allows parents to report their child's absence quickly and conveniently in one of three ways:

1. Parents can call into an automated interactive telephone system via a toll free number (1-844-305-3755) through which absences can be reported.

2. Parents can log into a website, fcs.schoolconnects.com to authenticate their Portal account to report absences and update contact information.
3. Parents who have authenticated their accounts and have either an iOS or Android device can download an app that can be used to report absences.

One school day is considered 7 hours for grades 6th-12th. Examples of excused absences include:

- A. Personal illness (a physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family (funeral)
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian (s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
Any classroom assignment missed due to the absence shall be completed by the student
- H. Such good cause as may be acceptable to the Superintendent
- I. Medical/counseling/court appointments

Examples of unexcused absences include, but are not limited to the following:

- A. Transportation (car trouble or missed the bus)
- B. Refusal to attend school
- C. Babysitting
- D. Waking up late / oversleeping
- E. Absences not verified in writing
- F. Shopping, haircut/beauty shop appointments, family errands, fishing, hunting, or similar activities

Attendance may not always be within Donnell. A student will be considered in attendance if present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance when the student reports to assigned staff member(s) for guidance at the place in which the student is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

UNEXCUSED ABSENCE AND TRUANCY PROCEDURE

- Schools shall send notice to the child and parent/guardian in writing the legal consequences of being truant once child has **15 or more hours of unexcused absences**, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)
- Schools shall send notice to parent/guardian of child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 5-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19)
- Schools may notify parent or guardian of students with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant
- The child is considered a habitual truant when the child is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours in a school year**. When a student is considered to be a habitual truant the school district shall implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191).
- Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27)

EXCESSIVE UNEXCUSED OR EXCUSED ABSENCE PROCEDURE

If a student accumulates **38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences** the attendance officer shall notify the guardian in writing within 7 business days after the date after the absence that triggered the notice requirement (ORC Sec. 3321.191). Once this criteria is met a student may be placed on **Attendance Watch** (excluding OSS).

The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and provide assistance to the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused, to the school within 2 days of the absence. Students who are ill may also be excused from school by the school nurse.

Students may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, or counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

The school may also take any appropriate action as an intervention strategy, such as:

1. Place the student on Attendance Watch
2. Provide counseling
3. Request or require the parent/guardian to attend a parent/guardian education or mediation program
4. Implement an absence intervention plan that will vary based on the individual needs of the student
5. Make community referrals to provide assistance as appropriate to the student and their families in reducing absences
6. Take legal action under section 2919.222, 3321.20, or 3321.38 of the ORC

A student cannot be out-of-school suspended, expelled, or removed from school solely because of truancy issues. Per Board of Education Policy 9.16, information regarding student attendance will be reported to the department of education.

APPLICATION FOR PLANNED EXTENDED ABSENCE

Those students whose parents/guardians request permission for them to miss school three or more days for the purpose of vacation, trips, etc., should complete the **Student Vacation** form. This application should be picked up from and returned to the attendance office a minimum of **one week** before the absence, so special arrangements can be made for make up work and to advise teachers of the dates the student will be absent. **The achievement tests will be given during the spring; therefore, we encourage you not to schedule vacations during this time.**

ARRIVAL AND DISMISSAL

Students are not allowed in the building until 7:20 a.m. unless under teacher or administrative supervision. Students choosing to have breakfast are able to enter the building at 7:10 a.m. Walking students are not to come early! Early arrival is permissible with prior teacher approval or a note from a parent or guardian. At dismissal, **students are expected to be out of the building and off school property by 2:45p.m.**, unless they are under the supervision of a teacher, coach, or administrator. All activity groups must have a teacher or administrator present. Once a student enters the building in the morning, they need to stay in the building.

ASSIGNMENTS DURING ABSENCES

If you are absent from school three (3) or more days, you may have your parent/guardian request assignments covering the absence or projected absence. They should call the school by **9:00 a.m** if they want to pick up the assignments later that day. Parents or guardians are asked to pick up their student's assignments between 2:45 and 3:15 p.m. in the main office. If such a request is made by the parent/guardian, the student should attempt to have those assignments completed prior to returning to class. Make-up work is the student's responsibility. Failure to assume this responsibility may result in failing grades for the incomplete work. The student must contact the teacher and arrange to complete work under the following guidelines.

One day's absence - make up the next day

Two day's absence - two days to make up

Three or more consecutive days - number of days absent equals the number of days to make up the work unless time is extended by the administration.

Any time a student knows he/she will be absent (ex: field trip, concert, etc.), arrangements to make up work should be made with teachers prior to the absence. Families with internet access, please check Progressbook daily to view homework assignments.

CLOSING DUE TO BAD WEATHER

If severe weather makes it necessary to close schools, radio stations WFIN (1330 AM)/ WKXA (100.5 FM) or Toledo Television stations 11,12, and 13 will make the announcements early in the morning. Please listen to the radio and/or television channels. You may also visit the district website, www.findlaycityschools.org, and select "News and Delays" or www.thecourier.com. Please do not call the school or radio stations. All extra curricular and athletic programs are also cancelled at the middle school level when school is closed.

PERFECT ATTENDANCE AWARD

We believe that maintaining excellent attendance is a major factor in achieving academic success. Students who maintain perfect attendance (no absences and no tardies) will be honored and presented with an appropriate award at the end of the school year.

TARDINESS

If a student arrives late to school or leaves school early the student and/or their parent/guardian must sign in/out with the attendance office. Excessive tardiness may result in administrative discipline. If a student arrives to school within 30 minutes of the last bell ringing the student will be marked "tardy". If the student arrives 30 minutes or later after the last bell rings the absence will reflect either excused or unexcused hours, depending whether the attendance procedure stated above was followed (parent/guardian providing documentation explaining the absence).

If a student leaves school 30 minutes or less before the end of the school day, based on the dismissal time, the student will be marked as "early release". If the student leaves more than 30 minutes of the dismissal time the absence will reflect either excused or unexcused hours, depending whether the attendance stated above was followed (parent/guardian provided documentation explaining the absence).

TRANSFERRING TO ANOTHER SCHOOL

If a student is planning to move, or for any other reason you must transfer to another school, contact the principal to find out what steps must be taken before you leave Donnell Middle School. It is essential that you follow proper procedures so that we may forward your school records to your new school. Students must return all textbook and school owned materials prior to the transfer to avoid fees.

HEALTH SERVICES

LICE

Students found with live lice will be dismissed with parent/guardian and excused for one additional day for lice treatment. Students are expected to return to school with a parent/guardian the next school day to be rechecked by school nurse or principal designee. Student will be readmitted to school if no live lice are found and a noticeable improvement is made on nit removal.

SCHOOL NURSE

A registered nurse is in the building on a regular schedule. If the nurse is absent from the building and you become ill, check into the attendance office. If you need to take prescribed medicine at school, it must be stored in the nurse's office. Please take the medicine to the attendance office when you arrive at school. Your parent(s)/guardian(s)/physician will need to sign a consent form in order for the medication to be dispensed at school. Parents must also sign permission for students to take over the counter

medications in the clinic. Students are not permitted to carry over the counter medications or distribute over the counter medications to other students.

SCHOOL COUNSELING SERVICES

The counselors provide many services to the middle school students. The counselor's focus on three domains: Career, Personal-Social and Academic. If a student would like an appointment he/she may make the necessary appointment before or after school, during a class change, or by emailing with one of counselors. Individual appointments made during class time must be with the approval of classroom teachers, the counselor and/or administration. In addition to individual appointments, the counselors also present lessons in classrooms and provide groups that all help to improve student achievement. To obtain additional information and on resources of the counseling program visit the counselor's website, <http://counseling.fcs.org>.

Suicide Intervention Procedure: If a student is a serious threat to self, the school counselor will refer to appropriate psychiatric services. Upon this intervention the principal and parent or guardian will be notified. If parent or guardian objects to the recommendation of the appropriate psychiatric services, the principal may contact the appropriate public or private agency. It is incumbent upon the family to get their child evaluated/cleared to return to school, once an evaluation is requested.

PARENTS SEEKING ASSISTANCE

The Findlay City Schools have always maintained an open door policy to listen to your questions and concerns about your child's education. If you have a concern about classroom instruction or your child's academic achievement, you should first contact your child's classroom teacher. If further assistance is needed, the building principal or assistant principal should be contacted. If you have a social or emotional concern for your child, the building principal, assistant principal, or guidance counselor should be contacted. They will be able to assist you or direct you to the proper community agency. General questions or concerns regarding the School District should be directed to the Superintendent or the Assistant Superintendent. The home and school working together will enable your child to have a successful school experience. We encourage you to call us if you have a question or concern.

Parents have the ability to check their student's progress and grades on-line. If you did not receive a password or have misplaced yours please go to your middle school website and click on Check Student Grades assistance, fill in the form for a request and submit. The parent access site is located at <https://parentaccess.noacsc.org/>. Further questions about grades in Progress Book should be directed to the student's teacher and/or counselor.

Teachers, administrators, counselors, and other school staff are here to help students who may have concerns. If you have any concern about school, please talk with your teacher or other school personnel.

Mr. Edward Kurt	Superintendent	425-821
Mr. Troy Roth	Asst. Supt.	425-8364

<u>Glenwood</u>			<u>Donnell</u>		
Janice Panuto	Principal	425-8253	Don Williams	Principal	425-8240
Anthony Nugeness	Asst. Principal	425-8254	Kelly Glick	Asst. Principal	425-8241
Megan Kirian (M-Z)	Counselor	429-3747	Darlene Mack (A-M)	Counselor	429-3708
Bethany Barnhart (A-L)	Counselor	429-3746	Kristyn Bishop (N-Z)	Counselor	429-3703

NEED HELP FINDING HELP? Dial 2-1-1

2-1-1 is a free and confidential way to get and give help in your community. One call gives you easy access to information and referral 24 hours/7 days a week. 2-1-1 connects you with health and human services, such as food, shelter, childcare, physical and mental health services, support for seniors and persons with disabilities, assistance for immigrants and more! To speak with a professional dial 2-1-1 or 1-800-650-HELP (4357). Hearing impaired dial 7-1-1. www.hancockcounty2-1-1.org

**Do you or someone you know need help,
feeling stressed or
need to talk?**

Please call (24/7): 1-888-936-7116

This is a toll-free crisis hotline number that will listen and help!

GENERAL INFORMATION

ATHLETIC ELIGIBILITY

The eligibility or ineligibility of a student commences with the start of the fall sports season. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period. The student must receive passing grades during that grading period in 75% of those subjects in which the student received grades and must not have more than 1 "F". The student must have also earned a 1.5 GPA or higher.

BICYCLES

Bicycle racks are provided for your convenience. For the safety of your bicycle, LOCK IT! In the event that your bicycle is stolen and/or damaged, **the school is not liable**. Students must walk their bicycle to/from the bike racks while on school property.

DIRECTORY INFORMATION RELEASE

Donnell makes directory information available upon a legitimate request unless a parent/guardian notifies the school in writing by October 1 of each school year that (s)he will not permit distribution of the following information. Under Ohio Law, directory information includes the following: Student's Name, address, telephone listing, date and place of birth, major field of study, participating in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received. The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974.

INCOMPLETES

You must make up all incomplete work within two weeks after the end of the nine week period for which you received the "I". If you do not make up the required work within the two week period, the "I" will become an "F" on your grade card. Exceptions to this rule will be made in cases of extended serious illness which are validated by a physician.

To receive credit in any subject, a student must complete the course requirements by the end of the semester or school year. In cases of extended illness or other extenuating circumstances, a student may be allowed extra time to complete course requirements or modification of course requirements with the approval of the teacher and appropriate principal.

LOCKERS

Each student is assigned one hall locker and the appropriate combination. Students should not share lockers with other students. This combination is private information, and it is strictly advised that students **DO NOT** exchange locker combinations with each other. All lockers remain the property of the Board of Education and are not to be used for storing any illegal or inappropriate items. If there is reason to believe a locker is being used improperly or illegally, it MAY be searched. Report any locker problems to the main office. Students **MUST** lock their school locker and their gym locker to provide security from theft.

LOST AND FOUND

All items found at school should be turned in to the attendance office immediately. Students may check in the office before or after school for lost items. It is important that students regularly check for items they

have misplaced. It is suggested that students place some form of identification on their belongings. Purses and wallets will be searched to find proper identification in order to return the item back to the original owner. Items not claimed will be periodically be donated to local agencies or discarded.

NEWS ARTICLES/PICTURES

From time to time, student's pictures may be taken by photographers and local newspapers to be used in school press releases and school publications. If you object to having your child's picture and name used, please notify the school in writing by October 1.

PARENT/STUDENT FINANCIAL OBLIGATIONS

Students who are delinquent in paying fees/fines and other financial obligations (fund raisers, pictures, book fines, etc.) may have their school records withheld. Failure to meet financial obligations will follow the student each year. A student will not receive a diploma or transcript from Findlay High School until all financial obligations have been met from kindergarten through twelfth grade. If there is a problem, the parent needs to contact the building principal.

PERSONAL PROPERTY

The Findlay City Schools are **NOT RESPONSIBLE FOR PERSONAL ITEMS ON SCHOOL PROPERTY;** this includes, but is not limited to: musical instruments, clothing, bicycles, calculators, jewelry, cell phones, ipods, portable gaming systems, or personal electronic devices. The Donnell staff encourages students not to bring valuables to school.

PROMOTION / RETENTION OF STUDENTS

In grades 6, 7, and 8, a student must earn at least a "D" average in four of the five core subjects (Language Arts, Reading, Math, Science, Social Studies). Students must earn three quality points in order to pass the course for the year. If a student fails the last two grading periods of the year, they will not earn credit for that course. Students who do not meet grade requirements for the year, may be considered for retention. A student may meet grade requirements by passing classes in summer school. Final promotion/retention decisions shall be determined by principals, teachers and parents.

SCHOOL INSURANCE

A special blanket policy is available with a cost to all students at the beginning of the school year.

SCHOOL PICTURES

All students will have their individual school pictures taken early in the school year. The students will have the option of purchasing these pictures.

SCHOOL SUPPLIES

The main hall vending machines contain pens, pencils, and notebook pads for your convenience.

STUDENT ACTIVITIES/CONFLICTS

Students are encouraged to participate in numerous activities offered at Findlay. We offer athletics, academic organizations and music performing groups. All activities contribute to the social, athletic and cognitive growth of children. Conflicts between events sometimes occur when students are involved in multiple activities. Advisors and coaches are expected to work together to handle meeting and/or practice conflicts. In the event of competition conflicts, our school policy recognizes that priority will be given to academic-related competitions.

STUDENT GRADING SCALE

The following is the Findlay City School Board adopted grading scale:

A – 92 – 100%	(4pts)
B – 82-91%	(3pts)
C – 72 – 81%	(2pts)
D – 62 – 71%	(1pt)

F – 61% or Below (Opts)

STUDENT HELP SESSIONS

All teachers are available during their conference periods, home base periods and after school each day to help students. Some teachers have regularly scheduled help sessions each week.

STUDENT HONOR ROLLS

Distinguished Honor Roll - 3.5 to 4.0 average.

Merit Honor Roll - 3.0 to 3.49 average.

The list of honor roll students is published in the local newspaper.

Academic Letters - Students who maintain a 3.5 grade point average or higher will receive an academic letter. This is accumulative through the first three grading periods.

ANY STUDENT WHO RECEIVES A “D” OR “F” IN A COURSE WILL NOT BE ELIGIBLE FOR EITHER THE DISTINGUISHED OR MERIT HONOR ROLL.

TEXTBOOKS

The Findlay City Board of Education furnishes books to each student. You are responsible for books assigned to you. For your own protection, sign your name in ink in the place provided in each book when it is issued to you. If you lose, mutilate, or damage a book, you must pay for the damage or loss.

VISITORS

All visitors must be treated with respect. It is school policy not to permit student visitors from other schools at any time. Other visitors entering the school are to check in at the main office to sign in and obtain the required visitor pass. Parents are always welcome; however, prior arrangements are appreciated.

EXPECTATIONS and SCHOOL DISCIPLINE

BUSES

Riding a bus is a privilege extended to those who qualify to ride school buses to and from school. Once these students arrive at school by buses, they are not permitted to leave the school grounds from the time of arrival until their bus departs after dismissal. Students will be informed about rules governing their behavior on school buses by their drivers. **All school rules and procedures apply while students are being transported by school district vehicles.** Bus Safety Rules are posted in ALL Findlay City School Buses: Observe classroom conduct; Be courteous, use no profane language; Do not eat or drink on the bus; Keep the bus clean; Cooperate with the driver and/or bus aide(s); Do not smoke; Do not damage or tamper with the bus or equipment; Stay in your seat; Keep head, hands, and feet inside the bus; Do not fight, push, or shove; Do not bring pets on the bus; Do not bring flammable material on the bus; The bus driver is authorized to assign seats; and Observe quiet at ALL railroad crossings. Students must follow safety rules and state regulations, avoid any behavior that may distract the driver, including following designated place of safety rules, keeping the aisles and exits clear, sitting with their back to the back of the seat and feet on the floor, school appropriate objects must be able to be held on student laps, and students must leave or board the bus at locations to which they are assigned (unless there is parent or administration authorization).

CAFETERIA EXPECTATIONS

It is expected that students will use the Donnell cafeteria in a respectful and responsible manner. This means that students will treat the cafeteria as they would treat their dining area at home or restaurant. Students are expected to clean their own areas. Rules are established by the cafeteria and/or recess monitors and are expected to be followed. Food and drink must remain in the cafeteria.

DETENTIONS

Teachers have the authority to detain a student for up to 60 minutes for a detention. If 24 hr. written notice cannot be obtained, then a teacher will contact a parent by phone. Detention appointments must

be kept by the student prior to participation in school activities. Students may be assigned administrative detention(s) for various reasons. Administrative detentions are after school and last up to 50 minutes.

FIELD TRIPS

Students may not be permitted to attend field trips if any of the following four conditions exist:

1. Student fails the course during the previous nine weeks.
2. Student is currently failing the course.
3. Student was suspended during the grading period the field trip was to be taken.
4. Student has outstanding fees.

HALLS AND PASSES

Time is set aside for changing classes. If students move directly to the next class, there is plenty of time. Students are encouraged to stop at their lockers only before school, before or after lunch, and after school. Yelling, running, horseplay, or other behaviors that could result in injury, such as jumping down steps, is not permitted. Any time a student leaves a class, he/she must have a pass. Side trips to lockers, restrooms, or other places not designated on the pass are not permitted and could result in disciplinary action. Students must keep their hands and feet to themselves and move through the hallways in a safe manner. Passes and class change times may be amended or eliminated to address student behaviors.

LIBRARY AND COMPUTER LABS

The library and computer room are open for student use during the school day. For the benefit of others, all students are urged to return checked-out materials on time. If for some reason checked-out materials are lost, etc., and cannot be returned, the librarian should be informed immediately.

Acceptable Student Use: 1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. 2. Students may not intentionally seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. 3. Students may not upload, download, create or transmit confidential information, a computer virus, worm, Trojan horse, or other harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks. 4. Students may not purposely engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently "harmless" purposes, as these, like "junk email", use up limited Network capacity resources. 5. Students are encouraged to save and store their work in their server account, understanding that school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. Additionally, files may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content. 6. Students are not to modify or remove any identifying labels on computer equipment. 7. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision. 8. Students may not install or delete programs on the school's computers. Students may not download programs from the Internet or any portable device and attempt to install onto District computers. 9. Students shall not remove, alter or copy Network software for their own personal use or for the use of others. 10. All electronic communication between students and teachers should take place through their district assigned accounts. 11. Students are asked to advise school staff when they observe any violation of the school's policy for the use of the school's computers. 12. Students are asked to advise their teacher when a computer malfunctions in any way. 13. Students may not use the District's computers or network to offer for sale any substance the possession or use of which is prohibited by law or the Student Discipline Code. 14. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials. 15. Students may not create, copy, view,

transmit, download, or upload any materials that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code. **16.** Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, students should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them. **17.** Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or to view or access content or information unrelated to the curriculum. **18.** Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind). This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to video, images, audio, text, or any other media. Example: Any material, images/media taken from within the district or its property cannot be used for defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory, violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, or terroristic purposes. This includes, but is not limited to, disseminating electronically (email/Instant Messaging) or posting this type of information about another student or employee on an outside communication site such as Facebook, etc.

Exceptions to any of the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including, but not limited to, termination of access to the school's computers, detention and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. Any parent/guardian of a student under the age of 18 may direct that the student not be given access to the Internet. An "opt out" form for this purpose may be obtained from any school office in the school district. **The complete acceptable use policy is available online at www.findlaycityschools.org.**

RESTROOMS

Restroom facilities should be used before or after school, or at lunch. Students who must be excused from class to go to the restroom should have a pass signed by a teacher. Students should not be out of the classroom more than three to five minutes. Please help maintain restroom cleanliness by disposing of paper towels in the waste baskets, flushing toilets, etc. Students must be respectful of others and their privacy. If issues occur, the frequency and timing of restroom use may be monitored by staff.

SEARCH AND SEIZURE

The following rules shall apply to the search and seizure of school property assigned to a specific student and/or any items brought onto school property or to a school related activity.

- General searches of school property may be conducted at any time by school authorities and may be assisted by law enforcement authorities.
- The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy.
- Where it appears to school authorities that it is necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
- There shall be reasonable suspicion for school authorities to believe that the possession of certain items constitutes a rule violation.
- Lockers are the property of the Board of Education and students are assigned lockers for storage of items. Searches may be conducted at any time.
- Illegal items (firearms, weapons, smoke bombs) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the student and parents involved shall be notified.
- Items which are used to disrupt or interfere with the education process will be removed from the student's possession.

SURVEILLANCE CAMERA

Students are duly informed that behavior may be monitored on school and/or adjacent property by security cameras. In accordance with FERPA, access to surveillance camera tapes and material is prohibited.

TELEPHONES/CELLPHONES

Since the school office telephones are for business use only, they will be used by students in emergencies only. If a student must use the office phones during school hours, he/she must receive prior permission from a staff member. Personal cell phones may only be used **before and after school**. Throughout the day, cell phones **must** be turned off and stored in your locker.

STUDENT CONDUCT CODE

Self-discipline is one of the most important lessons education should teach. Though it does not appear as a subject, discipline underlies the whole educational system and develops self-control, character, orderliness, and efficiency. Self-discipline is the key to good conduct and proper consideration for other people.

Approved disciplinary action may include detentions, In-School Suspension (ISS), Out-of-School Suspension (OSS), emergency removal, Weeknight School and/or expulsion. Due process will be followed in all ISS, suspensions, emergency removals, and expulsion cases. All students will be disciplined in a fair and consistent manner. The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules also apply off school property, if the misconduct is directed at a district official or employee or the property of a district official or employee.

Violations of the student discipline code are classified according to the seriousness of the offense. Certain violations require immediate suspension and/or recommendation for expulsion. Other violations may result in Closed Lunch, Detentions, ISS, OSS, or Weeknight School, loss of extracurricular activities (ex: pep rallies, dances, attendance at sporting events, and/or other school rewards). ISS assignments count as an excused absence which means students may make up work missed during the assigned time. OSS also count as excused absences. A student with an unexcused absence or OSS may be permitted to make up assignments, tests, quizzes missed during the absence for credit, or partial credit, at the discretion of the principal. When an OSS is imposed, the student may not attend school or extracurricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Note: a student who is expelled or suspended out-of-school may not set foot on any Findlay City School property during the suspension/expulsion. **WEEKNIGHT SCHOOL** lasts from 2:35 p.m. to 5:00 p.m. Failure to attend may result in a suspension.

Suspension/No Participation Guideline - According to tradition and Findlay philosophy, extra curricular activities are reserved for students who behave appropriately in school. Any student who is issued a suspension for inappropriate behavior may not be able to participate in certain Findlay extra curricular activities during the nine week grading period that the student infraction occurred. The building principal will determine eligibility for all students under this provision. Findlay City Schools Training Rules will be followed for all athletes in addition to the above guidelines.

Student Conduct Policy

1. **Disruption of School** - A student shall not, by use of action, words, gestures, pictures, technology, violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular, co-curricular, athletic and extra-curricular activities. Students are only permitted to enter academic areas of the building, such as classrooms, and are expected to leave school promptly at the end of the school day unless they are involved in a legitimate school-related activity. Disruption of school includes failure to abide by other rules

that may be established from time to time by the board, superintendent or principal. **In school or on school property after 2:45 without permission may result in school consequences for loitering.**

2. **Damage to School Property** - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials. Fees may be assessed to replace or repair damaged property in addition to school consequences.

3. **Damage to Private Property** - A student shall not cause, incite, or attempt to cause damage to private property (including school personnel's private property on or off school premises or at any school activity). Fees may be assessed to replace or repair damaged property in addition to school consequences.

4. **Bullying and Hazing** - A student shall not bully or haze students or other persons. Cyber-bullying / Abusive behavior including, but not limited to taunting, harassing, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited. Cyber speech which is found to be defamation of another can result in civil liability for damages. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student or more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive, that it creates an intimidating, threatening, abusive environment or for the other students. School publications, including photos, are protected by copyright and the use of photos without written permission is strictly prohibited. Students who engage in bullying behavior, including cyber bullying, may face consequences up to and including school suspension. Students who fear harassment or retaliation after a report of bullying is made should consult with their **principal or school** counselor. Students may report incidents of bullying to any school employee. Students who make false reports of bullying may be disciplined up to a school suspension.

5. **Fighting/Physical Altercation** - Two or more students shall not knowingly cause physical injury or behave in such a manner which could threaten to cause physical injury to each other or other persons while under the jurisdiction of the school. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the no violence policy. On the first offense a student involved in a fight may be out of school suspended ten (10) days and/or recommended for expulsion.

6. **Dangerous Activities, Weapons, Instruments and Substances**- A student shall not engage in any activity which threatens, endangers, or tends to threaten or endanger the health or safety of students, teachers, or other school personnel. A student shall not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. A look-alike weapon will be treated as a real weapon. Examples of such instruments include, but are not limited to, the following: lighters, laser pointers, mace, guns, knives, smoke bombs, martial arts instruments, any dangerous ordnance or explosive, fireworks, bullets, and/or gun powder. This policy applies to bringing any of the above on school property, in a school vehicle, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District.

7. **Tobacco** - A student shall not smoke, use tobacco, possess, or display any substance containing tobacco, or paraphernalia (including but not limited to e-cigarette and vaping devices), in any area under the control of the school district or at any activity supervised by the school district. Confiscated tobacco products and lighters or other related paraphernalia will not be returned to students, parents or guardians. Students serving as a "lookout" or aiding and abetting smokers will be disciplined as though they were violators of the no-tobacco policy. Middle School possession or use:

- First Offense – Up to three (3) day suspension
- Second Offense – Up to five (5) day suspension and police notification
- Third and Subsequent Offenses – Up to ten (10) day suspension and recommendation for expulsion

8. **Narcotics, Alcoholic Beverages, Caffeine Pills, Stimulant Drugs, Prescription Medications, and Other Pills/Substances** - A student shall not display, possess, sell, attempt to sell, be in the presence of, transmit, attempt to transmit, conceal, purchase, attempt to purchase, use or have used, **or be under the influence of** any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pill, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcohol substitute, inhalant, drug paraphernalia, other pills/substances, or any other mind-altering substance within any school building, on

school property, or while participating in or attending school or school-sponsored activities. This includes the possession, sale and/or distribution of prescription drugs and over the counter medications. A student shall not use, possess, distribute, attempt to distribute, sell, purchase, attempt to purchase, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as: • Any drug that bears, or whose container or label bears a trademark, trade name, or identifying mark without authorization of the owner. • Any substance that is represented as a controlled substance. • Any substance other than controlled substance that a reasonable person would believe to be a controlled substance. Consequences for violation of this policy will follow BOE 9.11

9. Theft - A student shall not take or attempt to take into possession the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.

10. Frightening, Degrading, or Disgraceful Acts - A student shall not engage in any act which frightens, degrades, or tends to frighten, degrade, disgrace, or harass a teacher, student, or other person by written, verbal, visual, gestural, and/or technological means. **This includes racial and ethnic or other slurs.**

11. Insubordination - A student shall not disregard or refuse to obey reasonable directions given by school personnel or substitutes.

12. School Transportation - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.

13. Dress, Appearance - A student shall not dress in a manner that will present health or safety problems or cause disruption of school. Examples of inappropriate dress include, but are not limited to:

- Clothing or accessories that display **inappropriate language/graphics**, depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference drug, alcohol, tobacco, sex or gang identifiers. (If you are not permitted to say it, do it, or bring it to school, you are not permitted to advertise it or display it on your person, clothing, accessories or materials/possessions).
- Hats, head apparel, and hoodies must be off while school is in session. The head and face must be visible at all times. Hats/head apparel, including bandanas of any kind, and coats must be kept in the locker during the school day, and cannot be carried to and from class. Hats/head apparel and/or jackets may be worn in a classroom via administrative permission.
- Spiked bracelets or necklaces or long linked chains as decorative apparel.
- Brief and revealing clothing is not permitted. All shirts/tops must touch the pants/skirts while standing with arms down. Tank tops & cut-off shirts are only permitted when/if all undergarments, back, chest & sides are covered. A tank top that meets appropriate shoulder width criteria is a minimum of 2". Tube tops, shirts with spaghetti straps, halter tops, mesh shirts (unless a T-shirt is worn underneath) or shirts that expose the midriff are not permitted. Shorts/skirts must have a minimum of a 3" inseam. Skirts need to be equivalent to the length of appropriate shorts. Shorts, skirts, and dresses need to stay at an appropriate length while walking. The overriding determination to the appropriateness of shorts, skirts, dresses and tops will be at the discretion of administration.
- Book bags, briefcases, duffel bags, or other similar items, including purses used to carry school books, are not to be taken to classrooms or carried in the hallways other than when entering or leaving the building.
- Any other apparel deemed as inappropriate by the administration. All dress code rules must be followed during spirit weeks/dress up days unless approved by an administrator.

14. Tardiness - Tardiness at the beginning of school will be handled in the attendance office.

- a. 1st tardy - warning
- b. 2nd tardy - warning
- c. 3rd - 7th tardy – up to 50 minute detention
- d. 8th - 9th tardy - weeknight school assignment
- e. 10th - subsequent tardies - any student who is tardy more than ten times will be considered excessively tardy and may receive additional consequences.

15. Sexual Harassment - A student shall not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature on school premises or off school premises at a school-sponsored activity. Sexual harassment includes but is not limited to: written, drawn, electronic or verbal comments of a sexual nature, sexual activity, repeated propositions, or unwanted body contact.

16. Violations of Directions, Policies, Rules, Etc. - A student shall comply with directions, policies, rules, etc. of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel, during any period of time when the student is under the authority of any such school personnel.

17. Altered or Forged Passes/Documents - A student shall not alter, forge, or use a fraudulent document.

18. Public Display of Affection - A student shall not commit an inappropriate display of affection and/or inappropriate bodily contact while on the school premises, or while attending a school function. Kissing, holding hands, or having the arm of one partner about the other is not permitted. Dating is a socially accepted act, but not during school hours or during school related activities.

19. Profanity/Obscene Language/Swearing - Profanity/obscene language will not be tolerated on school property. Freedom of expression does not include the use of profanity or obscene language. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions. Profane or inappropriate language could be written, verbal, gestures, signs, pictures, or publications, or other methods of communication with other individuals. _

20. Extortion - A student shall not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.

21. Slur and/or Intimidation – The Middle School Administration recognizes that in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, religion, gender identity, or sexual orientation, have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, gender identity, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.

22. Computer Technology and Network Guidelines - Students failing to follow the guidelines as stated in the handbook and/or board policy will lose the privilege to complete work in our labs, to access accounts, or to use the Internet. They also may subject themselves to additional disciplinary or legal action. Multiple violations could result in being banned from computer use for the remainder of the semester, school year, or a student's school career. Any computer is subject to data search at any time for any reason. There is no right to privacy on a school computer at any time. Students identified as attempting to by-pass the Internet filter are subject to disciplinary action per the FCS technology agreement where a first offense could include termination of a student's access to the computer network and internet, and prohibition of bringing personal technology devices to school. (See Middle School Library and Computer Labs Language)

23. Cheating and Plagiarism - A student shall not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, or plagiarism. Students in violation of this policy will receive a zero for the work in question in addition to other disciplinary consequences that may be imposed. Examples of cheating are telling or receiving answers during a test or quiz, using cheat sheets during a test or quiz, giving or copying someone else's homework, or any other questionable circumstance that is determined to be cheating by the administrator. Examples of plagiarism are word-for-word copying of someone else's work, paraphrasing another person's work or in any way taking credit for the work of another person. Board of Education Procedures outline the following two guidelines in dealing with cases of plagiarism at the middle school level: a) The student must revise the assignment, eliminating plagiarized portions and acknowledging resources used. b) The teacher may grant partial credit, depending on his/her judgment of the intentional plagiarism.

24. Bomb Threats - A student shall not make any bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

25. Disrespectful Behavior - A student shall not be disrespectful toward a student, school personnel, substitute, or school visitors.

26. Failure to Serve Disciplinary Assignments - A student shall not fail to serve disciplinary assignments. Failure to serve a detention may result in the following: 1st offense - weeknight school; 2nd offense - weeknight school or other appropriate discipline assigned by the principal. Failure to serve a weeknight school may result in a suspension.

27. Gang Activity - Definition: A “gang” is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules. In order to insure a safe and violence-free school, gangs and gang activities are prohibited at any FCS school or school event. Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, affiliation with any gang.
- Soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
- Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or personal property brought to school.
- Engaging in violence, extortion or any other illegal act or other violation of school policy.
- Soliciting any person to engage in physical violence against any other person.

28. Threatening/Intimidation – causing another person to believe that physical harm may come to them (menacing). A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person.

29. Assault and/or Battery- A student shall not attempt to knowingly cause harm or cause physical injury, or behave in such a manner which could threaten to cause physical injury, to school staff, other students, or other persons, while under the jurisdiction of the school. Students who urge the misconduct of others (including an assault) may be disciplined as though they were a violator of the no violence policy. On the first offense a student involved in an assault that results in a physical injury may be out of school suspended ten (10) days and/or recommended for expulsion.

30. Dating Violence or Sexting - A student shall not participate in dating violence or sexting with students or other persons. Dating violence or relationship abuse is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner. Sexting is defined as possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, or inappropriate messages, whether by electronic data transfers or otherwise, which may constitute a crime under state and/or federal law and may be reported to the appropriate law enforcement agencies. Dating Violence or sexting which occurs on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited.

31. Unauthorized Touching- A student shall not engage in unauthorized touching, such as but not limited to horseplay, pushing, shoving, or putting hands on another person, or threatening to put hands on another person.

32. Food/Beverage/Gum Chewing/Non-school approved items (items that may cause a disruption or mess) - Food and beverages shall only be consumed during breakfast or lunch periods in the cafeteria or other areas approved by teachers or administrators. Gum chewing is not permitted on school property. Students may not consumer energy drinks during school hours. Students may only bring school approved items onto school property.

33. Skipping a class - detention(s) or a weeknight school may be assigned. This rule also applies to skipping a study hall, lunch period, assembly, or homeroom period.

34. Leaving school grounds without permission- Permission to leave the school grounds during the school day can only be given by the principal or his/her designee.

35. Unruly Behavior - Unruly behaviors includes but is not limited to refusal to comply with reasonable requests from school personnel, running in the halls, tripping other students, throwing snow/ice, horseplay, or any other behaviors that result in classroom or other school disruptions.

36. Cell phones and other personal electronic devices - Students may not use personal electronic devices in school during school hours unless authorized to do so by a teacher, in which case the item must be stored in the student's locker and turned off. It is the student's responsibility to keep all technology in a safe location at school. Taking photos, videos, and video chats are not permitted. First offense: the item will be confiscated and may be picked up after school by the student. Second offense: the item will be confiscated and the parent/guardian must come to school to retrieve the device. Violation of these rules may result in the confiscation of the technology and other discipline as deemed appropriate by administration.

37. Sales – students may not sell items not associated with a school sponsored fundraiser on school property. Students are financially responsible for all fundraiser materials received and/or not turned in per the fundraiser guidelines.

Non-Violence Statement

Good conduct is based on the 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. The students of Donnell Middle School will conform to school regulations and accept directions from school personnel. A student who fails to comply with established school rules or 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. Donnell Middle School will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student code of Conduct.

Suspensions, Expulsions, and Removals – Due Process

Due process for out-of-school suspensions, expulsions and removals will be in accordance with O.R.C. Section 3313.66. No due process guarantees are implied as to any in-school suspension (defined as a suspension where the student will serve all of the suspension in a school setting.) With respect to the suspension of any student from any particular extra-curricular activities, no due process guarantees beyond what appears in O.R.C. Section 3313.664 are implied. The Superintendent may prohibit a student from participating in a particular or all extra-curricular activities independent of or in lieu of other disciplinary actions for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the Athletic Director, relevant coach, or director, may prohibit a student from any particular or all extra-curricular activities falling within such person's responsibility independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension shall not extend beyond one calendar year from the time the suspension is imposed.

When out-of-school suspension is imposed the student may not attend school or extra-curricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Suspensions may be considered an excused or unexcused at the principal's discretion. No high school credit will be given for any post-secondary course taken by a student any portion of which was taken during the period of an expulsion from school. Administration has the right to reschedule ISS or reschedule OSS at their discretion due to calamity days or unforeseen circumstances.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. The provisions of this handbook are in effect at school, on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules apply off school property if the misconduct is connected to activities or incidents that have occurred on property owned or controlled by the District. These rules also apply off school property, if the misconduct is directed at a District official or employee or the property of a District official or employee.