

## **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 Student 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. Appropriate behavior will be expected at all times: coming to school, during school, after school, and at school functions.
2. Maintain a positive attitude.
3. Follow classroom expectations.
4. Respect the rights of others, their property and school property.
5. Proper language and dress will be expected of all students.

### **GENERAL EXPECTATIONS**

#### **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.**

### **CAFETERIA EXPECTATIONS**

It is expected that students will use the Donnell cafeteria facilities in a proper fashion. This means that students will treat the cafeteria as they would treat their dining area at home. Students are expected to clean their own areas. Individual rules are established by the cafeteria monitors and are expected to be followed.

### **DETENTIONS**

Teachers have the authority to detain a student for up to 60 minutes for purposes of 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. All administrative detentions are 50 minutes after school.

### **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, or other inappropriate behavior such as jumping down steps is not permitted.

Any time a student leaves a class, he/she must have a pass. The hall pass is a pass to only one place. Side trips to lockers, restrooms, or other places not designated on the pass are not permitted and could result in disciplinary action.

### **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.

### **VISITORS**

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.

### **ATTENDANCE REGULATIONS - ABSENCES**

If it is necessary for you to be absent from school, your parent or guardian needs to call the attendance office (425-8374) during the morning of your absence. Your parent/guardian may call the school anytime before 9:00 A.M. When a student is absent, the school will attempt to make contact with his/her home if the parent/guardian has not called the school to explain the absence.

If you are absent from school more than two consecutive class periods but no more than five for any reason, a half-day absence will show on your attendance record. If you are absent more than five classes, this will be counted as a full day's absence. Those students who are participating in athletics or extra-curricular activities who are absent for a whole day due to illness, will be denied participation in practices, contests, activities, etc. on the day of the absence. Establishing good attendance habits in school will carry over to the work place when our students become adults.

### **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 by 2:45p.m.**, unless they are under the supervision of a teacher 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.

#### **CLOSING DUE TO BAD WEATHER**

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

#### **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. Special recognition will also be made at the end of each grading period and semester for those who maintain perfect attendance.

#### **TARDINESS**

If you are tardy to school in the morning, report directly to the attendance office. Any student reporting to class later than 7:35 a.m. will be considered tardy. See Student Discipline Code-Part II.

#### **EXCESSIVE TARDINESS**

Excessive tardiness is frequently indicative of potential excessive absence/truancy. Excessive tardiness may result in a letter from the principal to the parent, involvement of the attendance officer, a parent conference and/or court action.

#### **EXCUSED ABSENCES**

Personal illness and/or medical appointments (the principal of the school may require a written statement from a physician); illness in the immediate family; death in the family; religious observances; quarantine of the home (the absence of a child under this condition is limited to the time of the quarantine as fixed by the proper health officials; work at home (under extreme emergency and approved by the principal prior to the absence); plus other legitimate reasons which receive prior approval of the principal.

#### **UNEXCUSED ABSENCES/TRUANCY**

It is the goal of Findlay City Schools to encourage students to attend school regularly, and provide interventions and assistance to students and families in achieving this goal. When a student is absent from school, class, study hall, or other assignments without excuse and/or prior permission from the student's parent/guardian or school, the student is truant. Any student who is absent from school and seen on Findlay school property without the prior permission of a principal will be considered truant. One day of truancy equals an absence of ½ or more of a school day. Excused absences are for the following reasons: personal illness or medical appointments, illness in the immediate family, death in the family, religious observances, quarantine of the home, any reason that qualifies as a legitimate excuse under O.R.C. section 2151.011, or other legitimate reasons where the principal receives prior notification. Absence for any reason other than those cited above constitutes truancy. The penalties for truancy may include detentions, in school assignment and/or other discipline deemed appropriate by school administration. Students will be marked unexcused from class and may receive zero credit for class assignments. Students are expected to attend any/all disciplinary assignments on the assigned date and on time. If a student is late, he or she will not be permitted to attend. If a student is truant from a disciplinary assignment, he/she will receive further disciplinary action.

Ohio law and Findlay School Board policy allow for the intervention and prosecution of students and parents/guardians who violate Ohio law regarding mandatory attendance. When a student has earned at least two days of unexcused absences parents and student may be required to attend an attendance conference. Any unexcused absences beyond the scheduled attendance conference may result in a Pre-Court referral as a part of the court diversion program for truancy. In order to utilize the court diversion program, parents will be notified when their child has accumulated more than 2 unexcused absences. Unexcused absences include, but are not limited to the following: absent without written explanation, oversleeping, car trouble, missed the bus, shopping, haircut/beauty shop appt., baby sitting, out-of-school suspension from class or school, truancy, family errands, hunting, fishing, or similar reasons. After a Pre-Court conference is held and unexcused absences continue to accumulate, truancy charges may be filed against the parent(s) and/or student.

### **MIDDLE SCHOOL ATTENDANCE WATCH**

The Attendance Watch program seeks to closely monitor student attendance, encourage early identification of students at-risk for chronic absenteeism, improve communication with students and families on attendance issues, and provide resources and strategies to students and families to aid them in improving student attendance issues. Students who accumulate 10 or more absences consisting of excused and unexcused absences (excluding medical, funeral, OSS, etc.) in a school year may be placed on **Attendance Watch**.

**Once placed on Attendance Watch, the school will** closely monitor the student's attendance in an effort to minimize absences and provide assistance to the student and/or family. Students who have period absences which add up to 10 days or more excused and unexcused absences (excluding medical, funeral, college visits, OSS, etc.) in a year may be placed on attendance watch by their principal. A letter will be mailed to parents to notify them of their student being placed on Attendance Watch. Once on Attendance Watch, 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, the reason for the absence and the date and times to be excused to the attendance office 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 the previous year's attendance records or during the current school year when the student has 10 or more cumulative absences (including excused and unexcused; excluding medical, funeral, OSS, etc.). The assistant principal, attendance case manager, counselor (or possibly attendance secretary) will meet with the student and develop an Attendance Intervention Case Plan in an effort to identify strengths, weaknesses, 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.

### **UNEXCUSED ABSENCES/TRUANCY STEPS**

#### **STEP 1**

1. Parent/guardian may receive 2 day attendance letter
2. At **2 days** of unexcused absences parent/guardian and student may be required to attend an **attendance conference**.

#### **STEP 2**

1. At **3 and 5 days** of unexcused absences letters may continue to be sent to parent/guardian.
2. **Pre-Court action** may be filed and a conference held at the courts

#### **STEP 3**

- At **7 and 10 days** of unexcused absences letters may continue to be sent to parent/guardian
- At **10 days** of excused/unexcused a student may be put on Attendance Watch
- Truancy may be filed after the previous steps have been taken or when the following occurs: **5 unexcused absences in a row; 7 unexcused absences in a calendar month; 12 unexcused absences during a school year.**

### LICE

Students found with live lice will be dismissed until approved lice treatment is completed. Student is expected to return to school with parents 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.

### RETURNING TO SCHOOL FOLLOWING AN ABSENCE

When you return to school after being absent, report to the attendance office for an admission slip. If returning from an all day or morning absence, bring a note from a parent/guardian.

### 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 plus one week to make up work

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.

### 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 **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.**

### 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.

### STUDENT ACADEMIC AWARDS/PROCEDURES

#### 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.

#### 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	(0pts)

## **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.

## **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.

## **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.

## **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.

## **STUDENT SERVICES**

### **GUIDANCE AND COUNSELING**

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.

### **HEALTH SERVICES**

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 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) will need to sign a consent form in order for the medication to be dispensed at school.

### **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](http://www.findlaycityschools.org). 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.

**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.

**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.

**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.

**SCHOOL SUPPLIES**

In the main hall there are vending machines containing pens, pencils, and notebook filler pads for your convenience.

**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.

**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.

## STUDENT PROPERTY

### 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.

### 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 assistant principal's office. Students **MUST** lock their school locker and their gym locker to provide security from theft.

### 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 property and/or adjacent property by security cameras. In accordance with FERPA, access to surveillance camera tapes and material is prohibited.

### 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 each day 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.

### **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 or radios/tape players. The Donnell staff encourages students not to bring valuables to school.

### **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. The Donnell Staff is committed to helping students achieve these virtues.

### **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), suspension, 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 Detentions, Demerits, ISS, Suspension, or Weeknight School. In school suspension (ISS) assignments count as an excused absence which means students may make up work missed during the assigned time. Out-of-school suspensions also count as unexcused absences. A student with an unexcused absence or out-of-school suspension 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 out-of-school suspension 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 and truancy charges being filed.

**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.

### **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 authorized 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.

### **DISCIPLINARY PENALTIES - PART I – INFRACTIONS**

Violation, on the part of a student of any one or more of the following rules of conduct, while on school property or while under the jurisdiction of the school may result in disciplinary action, including **Closed Lunch, Administrative Detentions, Weeknight School, ISS assignment, OSS assignment (suspension), emergency removal, and/or expulsion or other alternatives deemed appropriate by the administration.**

1. **Disruption of School** - A student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process including all curricular and extracurricular activities.
2. **Damage / Defacing School Property** - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.
3. **Damage to Private Property** - A student shall not cause, incite, or attempt to cause damage to private property, on or off school premises, at any school activity.
4. **Bullying or 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 assistant principal or guidance counselor. Students may report incidents of bullying to any school employee.
5. **Fighting /Physical Altercation** - Two or more combatants/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- fighting policy.
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. Examples of such instruments include, but are not limited to, the following: lighters, laser pointers, guns, knives, smoke bombs, any dangerous ordinance or explosive, martial arts instruments, fireworks or look alikes of such weapons or instruments.
7. **Tobacco** - It is illegal for any minor to possess, let alone, smoke/use tobacco, including e-cigarettes. This law will be strictly enforced in any area under the control of the school district or at any activity supervised by the school district. **Students serving as "lookouts" or aiding and abetting smokers will also be disciplined as though they were violators of the NO TOBACCO POLICY.** The penalty applied for those found to be in violation of the NO TOBACCO POLICY shall be as follows:  
**POSSESSION OR USE**  
First Offense - three (3) day suspension  
Second Offense - five (5) day suspension and police notification  
Third and Subsequent Offenses - 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 possess, display, sell, attempt to sell, 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, barbiturate, marijuana, caffeine pills, 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 possess, distribute, attempt to distribute, purchase, attempt to purchase, sell, use, or package any counterfeit drug (look alike). Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as:

- a. Any drug that bears, or whose container or label bears a trademark, trade name or identifying mark without authorization of the owner.
- b. Any substance that is represented as a controlled substance.
- c. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance.

Consequences for violation of this policy will follow Board of Education policy 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, Disgraceful Acts, or Harassment - A student shall not engage in any act which bullies, frightens, degrades, or tends to frighten, degrade, disgrace, or harass a teacher, student, or other person by written, verbal, electronic means or by means of gestures. This includes racial and ethnic slurs.
11. Insubordination/Disrespect - A student shall not disregard or refuse to obey reasonable directions given by school personnel. A student shall not be disrespectful toward a student, school personnel and school visitors.
12. School Transportation - Students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
13. Dress and Appearance - A student shall not dress in a manner that will present health or safety problems or cause disruption of class. (Examples of inappropriate dress include, but are not limited to: clothing or accessories that display inappropriate language/graphics, gang related apparel, bandanas, spiked bracelets or necklaces, long linked chains, apparel depicting violence, tank tops/mesh tops exposing midriff, clothing with inappropriate cuts or slits, boxer shorts or shorts of inappropriate length, clothing showing under garments, pajamas, and all other dress deemed inappropriate by the administration. Students may not wear hats, head coverings or jackets of any kind in the building during the school day unless permitted to do so by the administration.)
14. Truancy/Excessive Absences - The adopted Board Policy applies.
15. Sexual Harassment - A student shall not engage in sexual harassment on school premises or off school premises at a school-sponsored activity. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to: written, drawn, electronic or verbal comments of a sexual nature, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, unwanted body contact.
16. Violations of Directions, Policies, Rules, etc. - A student shall not repeatedly fail to comply with directions, policies, rules, etc. of teachers, student teachers, substitute teachers, teacher aides, principals, 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 Forms - A student shall not alter, forge, or use a fraudulent form.
18. Public Display of Affection - The school recognizes proper boy and girl relations, but at the proper place and time. Kissing, holding hands, or having the arm of one partner about the other is strictly unacceptable in the school atmosphere. Dating is a socially accepted act, but not during school hours or during the course of a school-related activity.
19. Profane or Inappropriate Language - Detentions or suspension may be assigned for using inappropriate language. This could be either written, verbal, or other methods of communication with other persons. This also would include inappropriate gestures, signs, pictures, or publications.
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 Findlay City 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, gender identity, national origin, or religion, 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, 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. 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.
23. Gang Related Activity a “gang” is considered to be any group of two or more persons whose purpose includes the commission of illegal acts and/or displays or communication of any visible aspects of gangs or acts in violation of disciplinary rules. In order to ensure a safe and violence free school, gangs and gang activities are prohibited at Donnell Middle School according to the following:
  - a) Soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly with any other illegal or prohibited act.
  - b) Painting, writing, tattooing or otherwise inscribing gang related graffiti, images, messages, symbols or signs on school property or personal property brought into the school.
  - c) Displaying or wearing gang colors/apparel.
  - d) Engaging in violence, extortion or any other illegal act or other violation of school policy.
  - e) Soliciting any person to engage in physical violence against any other person.
  - f) Extortion, ethnic slurs, insubordination.
  - f) Bomb threats.
24. 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.
25. 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.
26. 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, 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 in-terferes with the learning environment at school is prohibited.

#### **DISCIPLINARY PENALTIES - PART II - INFRACTIONS**

- A. Cheating and Plagiarism - A student shall not be involved in cheating or plagiarism. 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 paper, eliminating plagiarized portions and acknowledging resources used.
- b) The teacher may grant partial credit, depending on his/her judgment of the degree of intentional plagiarism.

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

Detentions may be assigned for each tardiness of this type.

1st time tardy - warning

2nd time tardy - warning

3rd through 7th tardies - 40 minute detention

8th through 9th tardies- Weeknight School Assignment & notification to Attendance Officer

10th & subsequent tardies - Any student who is tardy more than ten times will be considered excessively tardy which could result in suspension under Part I, Section 16 above. Appropriate disciplinary action may be substituted for suspension.

C. Skipping a Class -Weeknight School or suspension may be assigned. This rule also applies to the skipping of a study hall, lunch period, assembly, or homeroom period. Students should note that absence from any school assignment may result in a charge of truancy.

D. Leaving School Grounds without Permission - Permission to leave the school grounds during the school day can only be given by the principal or his designee. If a student violates the combination of Parts C and D, a combination of the prescribed punishment will apply. Students should note that leaving school grounds without permission may also result in a charge of truancy.

E. Disobedient and/or Unruly Behavior - Refusal to comply with reasonable requests from school personnel shall cause referral to the administration for disciplinary action. Included in this category will be running in the halls, tripping other students, throwing snow/ice, and violation of other rules pertinent to the building, and misbehavior that will result in classroom or other school disruptions.

F. Radios, I-Pods, MP-3 players, cell phones, Gameboys, etc. - Students may not use personal electronic articles in school unless authorized to do so by a teacher, in which case the item must be stored in the student's locker turned off. Students have two options if they choose to bring cell phones, iPods and other electronic equipment to Donnell Middle School:

1. It is the student's responsibility to keep all technology in a safe location at school. Turn cell phone/Electronic Equipment off and keep in locker.

2. 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 parent/guardian will be called and must come in to retrieve the device. Violation of these rules may result in the confiscation of the technology and other discipline as deemed appropriate by administration.

G. In School/On School Property After 2:45 Without Permission - Administrative Detentions may be assigned for loitering.

H. Skipping a Detention - 1st offense, Weeknight School will be assigned, 2nd offense, Weeknight School may be assigned or other appropriate discipline assigned by principal. Continual or habitual skipping of detentions may result in truancy charges being filed.

I. Skipping a Weeknight School - Failure to attend may result in a suspension and/or truancy charge.

J. Food /Beverage Policy - Shall only be consumed during breakfast or lunch periods in the cafeteria or other areas approved by teachers or administrators.

K. Book bags/Purses - are not to be taken to classrooms or worn in the hallway and can only be worn when entering and leaving the building.

L. Internet Usage - Students should abide by all Findlay City School Board Policies regarding Internet usage.

M. Gum Chewing - Gum chewing is not permitted on school property.

### **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.**

### **DIRECTORY INFORMATION RELEASE**

Donnell makes directory information available upon a legitimate request unless a parent/guardian or student 18 years or older 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.

### **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.

Mr. Edward Kurt	Superintendent	425-8213
Mr. Troy Roth	Asst. Supt.	425-8364

Glenwood

Janice Panuto	Principal	425-8373
Anthony Nugeness	Asst. Principal	425-8374
	Counselor	429-3746
Lori Hunt	Counselor	429-3759

Donnell

Don Williams	Principal	425-8240
Kelly Glick	Asst. Principal	425-8241
Darlene Mack	Counselor	429-3708
Kristyn Bishop	Counselor	429-3703

**STUDENTS/PARENTS SEEKING ASSISTANCE**

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

**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](http://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!

