

## WELCOME

We would like to welcome you to Wapakoneta Middle School. We believe that you are attending an excellent school. The purpose of this handbook is to help our students become better organized and to help our students and their parents become aware of the privileges, opportunities, and responsibilities of our students. You will benefit from your middle school experiences in direct proportion to the attitude and effort with which you approach them. It is our sincere hope that you take pride in yourself, your accomplishments, and your school. We look forward to working with our students and their families this year!

## OUR VISION

Wapakoneta City Schools will be the leader in providing excellent learning experiences for our students.

## ALLERGIES

WMS has determined the protocol for handling student allergies. Each year, the school nurse and the building principal determine the protocol based upon these needs. We reserve the right to make adjustments to the protocol throughout the year. Please contact the office if you have any questions about the protocol or have a student that has a severe allergy.

## ASSIGNMENT BOOK

Included with student fees is one assignment book per student. If a student loses or destroys parts of the assignment book, then they will be required to purchase a new assignment book.

## ATHLETIC TICKET SALES

Home football game tickets may be purchased during the lunch periods on home game Fridays only. Away game tickets may be purchased at the Wapakoneta High School Athletic Office.

## ATHLETIC ELIGIBILITY

In order to be eligible to participate in athletics, a student must be currently enrolled in school and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received and earned passing grades in a minimum of five one-credit courses or the equivalent. In addition, the student must fulfill board approved policy concerning athletic eligibility.

Prior to participation in athletics and cheerleading, the athletes must have a physical examination and all athletes and parents must sign an athletic code. These signatures indicate acceptance and adherence to the athletic code. Students with two F's per grading period are ineligible for sports.

## ATTENDANCE REGULATIONS

We believe that regular school attendance is vital to a student's success in school. Every nine weeks grading period students will be allowed four excused absences. All absences after the four will be considered unexcused, unless accompanied by a medical note. All medical notes must be turned in no later than five days after the absence. **Excused or unexcused absences are at the discretion of the administration. An unexcused absence is not only a violation of school regulations but also state law and, therefore, must be considered an act of truancy. It is the duty of WMS to enforce the compulsory attendance law.**

## ABSENCE FROM SCHOOL

Parents/guardians must contact the school office, at 419-739-5101, by 9:00 a.m. the morning of the student's absence. If no call is received, the student's absence will be unexcused until a call or note is received. Upon returning to school, the student should present a written note, from their parent/guardian, to the office.

## EXAMPLE OF AN EXCUSE NOTE

Please excuse \_\_\_\_\_ (name)

for being absent from school on \_\_\_\_\_ (date).

The reason for the absence was \_\_\_\_\_

Today's date is \_\_\_\_\_

Parent signature \_\_\_\_\_

## EXCUSED ABSENCES

Examples of excused absences may include:

- A. Personal illness or medical/dental appointments
- B. Family illness requiring the student's presence at home
- C. Death or funeral of a close relative

- D. Religious holidays
- E. Emergency requiring the student's presence at home
- F. Vacation with family with prior approval
- G. Farm work on farm with parent or guardian

### **MAKE UP WORK**

Students who are absent, for any reason, will be required to make up the work missed in each class. This work should take approximately the same amount of time as the time missed from class. Only in extreme cases of prolonged absences will students have more than one week to submit make up work. If a student has a test or an assignment due on the day of the absence, they are expected to take the test or turn in the assignment on the day the student returns.

### **LATE ARRIVALS AND EARLY DISMISSALS**

Late arrivals and early dismissals may be permitted for medical appointments. For late arrivals, the student should present a written and signed note to the office when they arrive to school. For early dismissals, the student should present written requests to the attendance office prior to the start of school. The attendance office will then issue the student an early dismissal slip to give to the teacher at the appropriate time. Parents/guardians need to report to the attendance office when picking up their child to sign him/her out.

### **VACATION POLICY**

The staff of Wapakoneta Middle School asks that parents make every effort to schedule their vacation in conjunction with the Board adopted school calendar. We realize extenuating circumstances may arise. A five-day vacation can be excused by making prior arrangements with the administration. **Excused out of town absences will count toward the five-day allotted vacation total.**

#### **Procedures to follow:**

1. Student brings a parent note to the attendance office at least three to five days in advance of the requested vacation. The assistant principal will evaluate the request and may confer with the parents to discuss the student's academic standing, attendance to date, and total effort at school.
2. Student requests a Vacation Form in the office if the absence will be three or more days. One or two day requests do not require the completion of a Vacation Form. When a form is used, it should be presented to each classroom teacher at least three days in advance. Teachers will fill out the assignments.
3. Parent and student sign the Vacation Form.
4. Student presents completed form to assistant principal at least two days before the departure date.
5. Failure to complete necessary steps may result in an unexcused absence.

### **TARDY POLICY**

The attendance office will handle tardiness to school. If students are not seated in homeroom before the 7:55 AM bell, they are considered tardy. Students reporting to school after the morning tardy bell must report to the office to obtain a tardy note. **Missing the bus is not an excused absence.**

Attendance and tardies will be monitored throughout the year. Students tardy (per nine week grading period) may receive the following:

1. Four tardies: the student will be assigned a detention.
2. Six tardies: the student will be assigned to Tuesday School.
3. Eight tardies: the student will be assigned to Tuesday School.
4. Ten or more tardies: the student may be assigned to Alternative School.

### **BACKPACKS AND BOOK BAGS**

All backpacks and book bags are to be kept in lockers during the entire school day unless arrangements have been made with a classroom teacher. Backpacks and/or book bags are not to be carried into classrooms during the school day.

### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing, educational environment for all of its students. The board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or



personal degradation. This policy applies to all activities in the district, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

Harassment, intimidation, or bullying means:

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

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

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

Any student or student's parent/guardian who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal, assistant principal, or superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board president.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

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

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

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

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

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

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

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



Federal law).

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

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

### **Complaints**

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

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

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

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

### **Reporting Requirement**

At least semi-annually, the superintendent shall provide to the president of the board a written summary of all reported incidents and post the summary on the district web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

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

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year, a written statement describing the policy and consequences for violations of the policy shall be sent to each



student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the district and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

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

Annually, the district shall provide all students enrolled in the district with age-appropriate instruction regarding the board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that state or federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence, prevention education including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The district shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that state or federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the superintendent shall be followed.

### **CLASSROOM / INTERVENTION / HALLWAY PROCEDURES**

Students will abide by the rules, which will include at least the following:

1. Students must have a pass to be in the hall, to go to the office, and to use the phone.
2. Students must arrive to class on time with the necessary materials.
3. Students should not have food, candy, or gum in the classrooms except at the discretion of the teacher.
4. Students should walk quietly in the hallway.
5. Students should help maintain a neat and clean school.

### **DISCIPLINE ALTERNATIVES**

#### **Alternative School:**

Alternative School is an educational alternative to out-of-school suspension. Alternative School assignments may be issued at the discretion of the administration. Failure to complete the Alternative School assignment may result in out-of-school suspension and/or referral to the Auglaize County Juvenile Court.

#### **Class Removal:**

Class removal is a method of discipline used in extreme cases of misbehavior. The administrator may remove a student from class.

#### **Bus Suspension:**

Bus suspension is the removal of a student from bus privileges for a period of time assigned by administration only. Transportation becomes the sole responsibility of the parent/guardian.

#### **Detention:**

Detentions may be issued before, during, or after school at the teacher's discretion. A student who fails to serve an assigned detention or is removed from detention may be referred to the administration for a Tuesday School. Failure to attend the Tuesday School as

a result of skipping detention may result in the student being sent to Alternative School or being suspended from school.

**Emergency Removal:**

An emergency removal is the immediate removal of a student from school premises for disciplinary reasons. The parent/guardian must pick up the student or the student will be assigned to an area away from others. This is an emergency procedure done by the administration and may be used in the event of out of control behavior, threats, and/or fighting.

**Expulsion:**

Expulsion is the removal of a student from school for no more than 180 school days. This can include the remainder of the school year in which the incident that led to the expulsion occurred as well as into the next school year.

**In-School Studies:**

In-school studies are alternative methods of discipline for missing class work. The teachers may assign this action. The student is removed from his/her peers and class. No social contact is permitted during the school day while they complete their work.

**In-School Suspension:**

In-school suspensions are alternative methods of discipline that are assigned by administrators. The student is removed from his/her peers and class. No social contact is permitted during the school day while they complete their work.

**Lunch Detention:**

This is a detention served over the lunch period.

**Tuesday/Friday Detention:**

This is a detention after school from 3:00-3:50 pm that takes place on Tuesdays/Fridays.

**Tuesday School:**

Tuesday School is an alternative to out-of-school suspension initiated to help students stay in school and provide supervised study on Tuesdays. This discipline option decreases the amount of classroom time lost due to out-of-school suspension. Tuesday Schools will meet on Tuesdays from 3:05-5:00 pm.

Students must make arrangements to serve the Tuesday School on the assigned date, and they must arrive on time and leave on time. The student is to complete work, study, or read during this time. The transportation is the responsibility of the parent/guardian/student. Failure to serve a Tuesday School may result in an in-school suspension, an Alternative School placement, or an out-of-school suspension.

**Progressive Suspension:**

The student is removed from school or is assigned to in school suspension and not permitted to attend school or school-related activities for one, three, five, and ten days.

**Restitution for Theft or Damage:**

Any theft or damage to any school property or personal property of staff or other students may be assessed to the student/parent/guardian.

**Suspensions:**

In accordance with Ohio Law, Section 3313.66 R.C. the Superintendent or principal may suspend a pupil for not more than eighty school days.

1. An administrator will give written Notice of Intention to Suspend to the student including the reasons why the student may be suspended. A copy will also be mailed home.
2. The pupil will have an opportunity to appear at an informal hearing before the principal, assistant principal, and superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. Within twenty-four hours of suspension, the principal will notify in writing, the parent, guardian or custodian of the student, and superintendent of the suspension. Notice will include: (1) reason for suspension; (2) the student and parent's right to appeal to the board of education or its designee within seventy-two hours; and (3) the right to be represented at the appeal and to request the hearing on appeal be held in executive session.
4. When suspended from school, the student is not to be on school grounds or at any extra-curricular activities.
5. Students will receive zeroes on all assignments when suspended out of school, unless administration approves.

**Warning:**

A verbal or written warning can be issued by any staff member to remind a student of any infraction of rules.



### **Working Lunch:**

This is an opportunity for students to make up work over lunch with their teacher.

### **Work Study Session:**

Students may be required to attend a work study session assigned by any staff member before, during, or after school. Transportation is the sole responsibility of the parent/guardian/student. Failure to serve this work study session may result in Tuesday School, in-school studies, Alternative School, or out-of-school suspension.

### **Parental Notification of Discipline:**

**Parents/Guardians are mailed a copy of any discipline** such as detentions, Tuesday Schools, suspensions, Alternative Schools, emergency removals, bus referrals, and any recommendations for expulsion. In any of the disciplinary actions listed, the student is **handed** a copy and one is mailed. Students are to give the copy to the parent/guardian. In some cases, it will be necessary to notify the parent/guardian by phone.

Students have the right to be told the charge, tell their side of the incident, and provide corroboration to their story.

### **BUS POLICY**

Transportation is provided as a service to students, and it is the duty of each student to abide by the rules set forth by Wapakoneta City Schools. Students who violate these rules will be subject to disciplinary notices, suspensions for a set number of days, or **transportation on the bus being denied.**

1. Report to scheduled bus stop prior to the scheduled arrival.
2. Wait in a location free of traffic.
3. Display good citizenship at the bus stop.
4. If it is necessary to cross the road, students are to cross ten feet in **FRONT** of the bus after receiving a clear signal from the bus driver, and when departing the bus, drivers will designate a place of safety on residence side for the students to go to.
5. Form one line and board the bus as instructed by the driver.
6. Remain seated, keep aisles clear, observe rules as posted by the driver, and do not use profanity or obscene gestures.
7. Do not drink or eat on the bus unless special permission has been granted.
8. Do not use tobacco, alcohol, or drugs in any form.
9. Do not throw anything in the bus or out the window.
10. Board the bus and depart only at designated stops, unless the student has written administrative authorization.
11. Keep all parts of body inside the bus.
12. Maintain absolute quiet at railroad crossings and other places of danger as specified by the driver.
13. Use the back door as an emergency exit only, not as an exit door, unless driver instructs otherwise.
14. Do not bring lighters, matches, or fire on the bus as well as no visible aerosol/spray bottles.
15. Do not display disorderly conduct or refuse to listen to the driver.
16. Students dropped off the bus must enter the school and are not to leave the school property.
17. All electronic devices on a bus are at the discretion of the bus driver, teacher, or sponsor/advisor/coach.

### **BUS DISCIPLINE**

For all general discipline offenses that violate the school conduct code:

- 1st Offense - Warning
- 2nd Offense - One-day bus suspension
- 3rd Offense - Three-day bus suspension
- 4th Offense - Five-day bus suspension
- 5th Offense - Ten-day bus suspension
- 6th Offense - Permanent removal from bus for the year

Fighting, assault, profanity, disrespect or threatening behavior directed toward a bus driver, drugs, weapons, tobacco, electronic cigarettes/vapor pens, or damage to school property, etc. will result in automatic bus suspensions.

### **Video Camera Bus Monitoring:**

The Wapakoneta City Schools Board of Education, in order to help maintain student safety and discipline, shall equip each bus so a video camera may be installed to monitor student behavior. The installation of these cameras shall be completed in such a way that neither the students nor the driver knows when the video camera is in operation.

### **Viewing:**

Bus videotapes may be viewed by any administrator, without written consent of the student, as part of their responsibility for the maintenance of bus discipline and safety. The administrator may also use these videotapes of students' actions to supplement disciplinary action.

### **Access Forms:**

If a specific tape is to be used as part of a student's disciplinary action, the administrator must complete an access request form before such action is taken. Parents of students being disciplined may only review the section of any tape that involves their children.

A copy of the access request form shall be forwarded to the director of operations with one being kept on file by the administrator using the tape. These videotapes may also be shown to all students riding the bus as part of the program to help improve bus discipline and safety.

If the tapes are to be reviewed by any other individual, except under a court subpoena, a consent form must be completed by the superintendent, director of operations, or transportation supervisor. This consent form may be secured from the director of operations.

### **Schedule:**

The transportation supervisor and head mechanic shall be responsible for scheduling the placement of cameras on each bus. The schedule should provide that each bus on regular or extra-curricular routes shall have the camera installed one or more times during the school year. These schedules shall be kept confidential and known only by the superintendent, transportation supervisor, and head mechanic.

### **Notification:**

A sign shall be placed on each bus to notify all students that the video camera may be in use on the bus. In addition, parents will be notified, in the student handbook at the beginning of each school year, that a video-monitoring camera may be in use on the bus.

## **CAFETERIA INFORMATION**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The following guidelines should be followed:

1. Students may give lunch money to the cashiers in line to put in their account, or they can pay for their lunch daily.
2. Students may purchase a school lunch or pack a lunch from home.
3. Students may only purchase ala carte items if they have purchased a lunch or packed a lunch.
4. Students may not bring pop or fast food items into the cafeteria.
5. Students may visit quietly with others at their table.
6. Students must eat or dispose of all purchased foods in the cafeteria.
7. Students must clean up their items before leaving the cafeteria.
8. Students are permitted to charge up to three lunch charges. If the student has charged the maximum number of lunches, then he/she will be provided a courtesy meal consisting of a cheese sandwich and a juice.
9. Students are not permitted to charge breakfast meals.

## **CANCELLATION OR DELAY OF SCHOOL**

School delays and cancellations are reported by a phone call, text message, and/or email. The information will also be posted on the local radio, TV, and internet.

## **CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES**

PERSONAL PROPERTY INCLUDING, BUT NOT LIMITED TO CELL PHONES, MP3 PLAYERS, IPODS, ELECTRONIC DEVICES, SMART WATCHES, SPEAKERS, AND LASER POINTERS MUST BE TURNED OFF AND PUT AWAY BEFORE SCHOOL AND REMAIN IN A LOCKER DURING SCHOOL HOURS. VIOLATIONS OF THIS RULE WILL BE HANDLED AS MINOR STUDENT MISCONDUCT BY TEACHERS AND STAFF. WAPAKONETA MIDDLE SCHOOL IS NOT RESPONSIBLE FOR THE STUDENT CELL PHONES OR ELECTRONIC DEVICES.



## **CHAIN OF COMMAND IN DEALING WITH SCHOOL PROBLEMS AND CONCERNS**

The most effective way for parents to address problems and concerns about their children and/or the instructional or extracurricular programs is by following the chain of command. The chain of command will normally be as follows:

- 1st Step - Teacher, guidance counselor, coach, or activity advisor
- 2nd Step - Building principal or assistant principal
- 3rd Step - Superintendent
- 4th Step - Board of Education

The classroom teacher, coach, counselor, or activity advisor should be the first to answer questions.

## **COMPUTER USE**

Computer use at Wapakoneta Middle School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Students should be aware that the school district may track and monitor any sites visited.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators. This would include, but not limited to, loss of lab privileges, as well as those penalties that are outlined in the Student Behavior Code.

1. Network password security is the responsibility of the student.
2. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
3. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
4. All non-school software is subject to inspection and approval by school personnel at any time.
5. Use of all telecommunications is restricted to school-related projects and must be supervised by the teacher or network administrator. Students must obtain permission before using the internet. No pornographic materials can be accessed.
6. No students shall establish or attempt to establish computer contact into school district restricted computer nets or any other unauthorized databases.
7. Divulging personal information over the internet is prohibited.
8. Email is not private. Email can be read by the administration at any time.

## **DANCES AND CLUB ACTIVITIES**

All dances and club activities are closed to all individuals who are not WMS students.

## **DISCIPLINE RESPONSIBILITIES**

### **Student Responsibility:**

Since the Constitution and law safeguard the student's rights, each student has the responsibility to protect his/her own and other's rights to an undisturbed education. All students in the public schools shall be expected to follow the rules and regulations of the board of education and school administration. Students shall be required to observe the customary rules of courtesy and politeness, which contribute to good order as established by the acceptable standards of the school and community. The superintendent of schools and the school principals shall be authorized to use their own judgment in regard to what is to be interpreted as contributing to good order.

### **Parent Responsibility:**

Discipline is the primary responsibility of the parents and the students while attending school. The behavior of students attending our school shall reflect standards of good citizenship demanded by members of a democratic society. It is the parents/guardians' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student success, parents/guardians should, at regular intervals, check with school officials concerning their child's school conduct.

Students' dress and appearance are the responsibility of the parents. Students shall be permitted to dress and appear in a fashion that is acceptable to parents and students that does not interfere with the student's health and welfare or that of other students and which does not cause disruption or does not directly interfere with the educational process. The board expects the parents will work with the school to bring about changes in the behavior of students who violate standards of acceptable school conduct.

### **School Responsibility:**

It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measure



of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior. Furthermore, there shall be communication among administrators and faculties within each level of education toward the goal of a more consistent discipline policy. Administrators, teachers, and others connected within the Wapakoneta City Schools shall provide models of good community interaction and discipline which are observable as good examples for students to follow.

### **DISCRIMINATION POLICY**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs, activities, or employment. If you have inquiries regarding the non-discrimination policies of the district or wish to address any complaint of discrimination, you should contact the director of operations at the Administration Office at 1102 Gardenia Drive, Wapakoneta, or at 419-739-2900.

### **DRESS CODE**

Parents and students are equally responsible for the appearance of the student. There is appropriate and inappropriate attire for all of life's activities. The objective of the dress code is to provide an appropriate, educational environment while allowing students to dress comfortably, within limits, to facilitate learning. We expect students to maintain the type of appearance that is not distracting to other students, teachers, or the educational process of the school.

#### **GENERAL GUIDELINES:**

1. All clothing must be of appropriate size and fit neatly.
2. Tops and bottoms should overlap at all times.
3. All undergarments are not to be exposed.
4. Students may not wear any head covering, inside the building, during regular school hours. This includes, but is not limited to, hats, caps, bandanas, sweatbands, headbands with ears, and hoods on hooded sweatshirts.
5. Sunglasses, non-prescription glasses, and fake glasses are not to be worn inside the building during regular school hours, except under doctor's orders.
6. Dog collars, spikes, and other articles judged to be potentially harmful, to students and staff, are not permitted.
7. Sleepwear, loungewear, costumes, tails, or beachwear worn as outer garments are prohibited.
8. Garments that are see-through, sheer, or transparent must have appropriate garments underneath that meet the dress code standards. Appropriate undergarments must be worn under all clothing.
9. Face painting is prohibited.
10. Appropriate footwear must be worn and provided for safe and sanitary conditions. Flip flops and shoes with wheels are not permitted. Slides are permitted.
11. Clothing, jewelry, or other personal articles which contain, promote, glorify, or refer to alcohol, drugs, tobacco, sexually-suggestive comments, sexual innuendos, profane or lewd symbols or slogans, gangs, harassment, violence, death, suicide, gore, or blood shall not be worn or displayed. This also applies to words or symbols written on books, book covers, assignment books, and student work, etc.

#### **LOWER GARMENTS-PANTS, SHORTS, CAPRIS**

1. Shorts must be mid-thigh in length.
2. Holes in jeans must follow the same mid-thigh in length rule as shorts.
3. Lower garments are to be worn at the appropriate level and cannot drag to the floor. Lower garments should not allow any portion of the buttocks or undergarments to be exposed when the student sits, raises his/her hand, or bends over. No form-fitting shorts of any kind may be worn unless worn completely under a shirt/dress. Examples include, but are not limited to, biking spandex and lycra-type shorts.

#### **UPPER GARMENTS-TOPS, SHIRTS**

1. Shirt sleeves, sweater sleeves, and vests must not be so loose-fitting or have oversized armholes or open sides that expose undergarments. Examples of inappropriate apparel include, but are not limited to, halter tops, midriff tops, crop tops, spaghetti-strap tops, strapless tops, revealing and/or see-through tops, open mesh garments, garments with open sides that expose skin or undergarments, tank tops, and muscle tops.
2. Low, scoop, plunging, or revealing necklines are not permitted.
3. Any material that is sheer or lightweight enough to be seen through is not permitted without proper coverage worn with it.



4. Students are required to have a covering of at least three finger lengths across the shoulder, and undergarments covered when wearing an open-shoulder top.

## **DRESSES AND SKIRTS**

1. Dresses and skirts must meet all previous guidelines regarding fit and must be a minimum of mid-thigh in length.
2. All dresses must meet all requirements listed under "Upper Garments" above.

## **COLD WEATHER GEAR**

1. Coats are not to be worn during regular school hours. The definition of a coat is at the discretion of the administration.
2. Sweaters, sweatshirts, vests, and pullovers are permitted, but must follow guidelines specified in "Upper Garments" above.

**School administration reserves the right to make judgments and decisions regarding the appropriateness and acceptability of clothing.**

## **DRILLS**

### **Tornado:**

The building is not to be evacuated in the event of a tornado or such threat, unless so directed. Any severe weather warning will be relayed to students by the public address (PA) system. All are to remain calm and quiet in order to hear directions. Teachers will instruct everyone to move to a designated area in the building that will provide the greatest safety.

### **Fire:**

Fire drills are periodically held during the school year. Students should follow instructions of teachers and directions that are posted in each room for vacating the building. Since the aim of an evacuation drill is to get out of doors quickly and safely, the following rules must be observed:

1. Walk at all times.
2. Maintain silence when leaving the building.
3. Watch and listen for a signal to return to the building.

### **Lock Down:**

Lock down drills may be periodically held during the school year. Lock down drills will be used in the event that an unwelcome intruder is in the building.

1. Students are to follow teacher directives.
2. Students are to move away from the door.
3. Lights are to be turned off and teachers are to lock their doors.

## **EMERGENCY MEDICAL FORMS**

Each student is required by law to have a signed Emergency Medical Form on file. Students failing to turn in a completed medical form are subject to suspension until such form is completed and on file. These forms can be obtained from the office, if needed. If information changes during the school year, please inform the school in order to have updated information.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are school activities in which all school rules and regulations may be enforced.

1. Good sportsmanship is to be shown by positive cheers supporting our teams, bands, and clubs.
2. Courtesy and respect will be shown to officials as well as opposing school players, coaches, and fans.
3. Students will maintain self-control at all times.
4. Inappropriate behavior may cause students to be removed from the activity, and the privilege of attending further activities may be denied.

**Students must be in school by 10:00 a.m. to participate in activities that day!**

## **FEE PAYMENT PROCEDURES**

Student fees may be paid by personal check, certified check, cash, or money order. Student fees may also be paid on-line at

[www.myschoolbucks.com](http://www.myschoolbucks.com). A service will be assessed by [myschoolbucks.com](http://myschoolbucks.com). All fees are expected to be paid in full when schedules are picked up. In cases of hardship, arrangements may be made through the office. Fees should be made payable to Wapakoneta City Schools.

Payment by check is your express authorization that if the check is returned unpaid for any reason, you consent to have your account electronically debited by ECollect, LLC twice. One debit will recover the amount of the check and the second debit will be the charge for applicable returned check and collection fees as allowed by law. (For inquiries about charges to your account by ECollect, please call (888)-569-9001 or email [info@ecollectohio.com](mailto:info@ecollectohio.com).) Before sending the returned unpaid check to ECollect, we will notify you and give you the opportunity to rectify the situation, within one week, by paying in cash the returned check amount plus the applicable bank charges. If payment is not resolved within one week, the information will be turned over to ECollect.

### **FIELD TRIPS**

Students going on field trips must fill out a field trip permission form for their classroom teachers, and they must also have an emergency medical form signed by a parent. Some field trips may require additional costs to the students.

### **FLOWERS AND BALLOONS**

Flowers, balloons, and other such deliveries will not be accepted at school. All florists have been notified of this policy.

### **GIFTED REFERRAL POLICY**

"Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Revised Code.

The district ensures there are ample and appropriate scheduling procedures for assessments and reassessments. Children may, however, be referred on an ongoing basis, based on the following: child request, teacher recommendation, parent/guardian request, or child referral of peer or other community member.

The district shall provide at least two opportunities a year for assessment. Teachers, parents/guardians, or students may make requests for assessment. Referrals should be made no later than the last day of September for fall assessment or the last day of March for spring assessment.

If you wish further information concerning the referral process, please contact your building principal.

### **GRADING**

Grade cards will be presented at nine-week intervals. The middle school encourages parents/guardians to monitor their child's progress through Progress Book. If you do not have your User ID and password, please contact the school at 739-5100.

The grading scale to be used for reporting to parents on the report card is as follows:

A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D	65-67
F	Below 65
I	Incomplete

### **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study help, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students wishing to visit a counselor should complete a Guidance Counselor Request Form in the office to arrange for an appointment.



## **GYM LOCKERS**

Locks for Physical Education classes must be supplied by the student and are to be on a P.E. locker during class time. They are to be removed at the end of the period or the custodian will remove them. **DO NOT LEAVE MONEY OR OTHER VALUABLES IN YOUR LOCKER.** It is your responsibility to secure your items in your locker with a lock.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hallway pass from an authorized staff member. Hall privileges may be revoked by teachers and/or administration. The school's signed assignment book serves as the hallway pass.

## **HARASSMENT/BULLYING/INTIMIDATION**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Wapakoneta City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Cyber-bullying is the above prohibited behavior perpetrated with computers, cellular phones, internet websites, and/or any other electrical devices. Bullying of this nature is not limited to school property or school events, but also includes any place that the bullying is communicated, such as a home computer, personal cell phone, or any other electric device.

Conduct constituting harassment may take different form, including, but not limited to, the following:

### **Sexual Harassment**

#### **A. Verbal:**

The making of written or oral suggestive comments, sexual innuendoes, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

#### **B. Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

#### **C. Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

## **HIGHLY QUALIFIED TEACHER POLICY**

The No Child Left Behind Act of 2001 requires all teachers to be "Highly Qualified". We assure parents that we are making every effort to meet these rigorous requirements. Parents may request seeing any teacher's qualifications by contacting the administration.

## **HONOR ROLL**

Students with straight As are eligible for the Redskin Honor Roll. Students with As & Bs are eligible for the regular honor roll.

## **ICU**

ICU stands for "Intensive Care Unit" for student achievement and grades. ICU is a research-based program that helps students who need extra time or help to get their work completed to the best of their ability. We have implemented ICU because late and incomplete work continues to be an issue with some students. We know that every student wants to succeed, and sometimes, it takes just a little extra time and support to get there. If the students are struggling with their grades or their ability to complete assignments, we will offer them the necessary support to get their work completed. Not all students will need the help of the ICU program, however, we want to reach every student and provide the support and time they need to learn.

## **ILLNESS AND INJURY**

Students that are ill or injured during the school day should request permission to go to the office. Office personnel will then send the student to the clinic if a nurse is available.

## **INTERIM REPORTS**

Interim reports will only be sent home **upon written request**. Students' daily progress, interim and nine weeks grades can be viewed through ProgressBook.

## **INTERNET ACCESS AND USAGE**

Students have the opportunity to access the internet. We have established an agreement with the Northwest Ohio Area Computer Services Cooperative (NOACSC) to enable us to provide this service. Each student would be able to reach this worldwide network through a computer link to NOACSC. NOACSC is a member of the Ohio Education Computer Network, a state-wide, computer network supported by the Ohio Department of Education. NOACSC provides a wide variety of data processing services to school districts in the northwest Ohio area including access to the internet.

The purpose of these states is to inform all about some issues which you need to be aware of, namely:

1. It is possible for students using the internet to gain access to materials that you would find objectionable and that are not suitable for school-aged children such as, but not limited to, munitions manuals, pornography, as well as racist and sexist materials.
2. Access to these materials cannot be limited with available funds and technology. Consequently, parents, district staff, and student must inform, educate, monitor, and cooperate to restrict access to these unsuitable and offensive materials.

Parents and students should also know that, as a district, we have agreed to the following terms for internet access through NOACSC:

\*\*\*In order to protect the students of the Wapakoneta City Schools, the school district has a filtered internet connection, which is managed by the NOACSC and the Wapakoneta City Schools. The filter does block many of the above listed items, but some may get through. As those situations arise, those sites or items may be added to the filter to protect the students of the Wapakoneta City Schools.

1. The NOACSC does not routinely monitor access by district staff or students to the internet and does not warrant the accuracy or appropriateness of any information on any of the interconnected systems that comprise the internet.
2. The NOACSC does not control or routinely monitor data or information sent to, directed at, or delivered to users connected through the internet. Therefore, the NOACSC cannot and does not guarantee the appropriateness of any data or information sent to, directed at, or delivered to users connected through the internet.
3. Some material available through the internet is inappropriate for school-aged pupils. This includes, but is not limited to, text, pictures, sound, and video concerning subject such as, but not limited to, munitions manufacture, pornography, and racist and sexist materials.
4. Distribution of inappropriate materials can result in civil and/or criminal penalties.
5. Unauthorized access of internet systems can result in civil and/or criminal penalties.
6. Anyone using NOACSC computer systems and the internet is subject to having all of their activities monitored and recorded by system personnel. All district users expressly consent to such monitoring and are advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.
7. Student usage of the internet will be monitored by district staff.
8. It is the responsibility of the district to ensure that everyone availing themselves of the internet access provided to the district by the NOACSC is aware of, consents and agrees to adhere to this Agreement and the terms thereof and the NOACSC Acceptable Use Policy. This responsibility includes informing and obtaining the consent of the legal parent/guardian of minors availing themselves of this access.
9. The district may not provide access to the NOACSC network through equipment accessible to the public switched telephone network unless such access is properly secured and approved by the NOACSC.

These terms are incorporated in an "Internet Use Agreement" between this district and the NOACSC. A complete copy of this signed Agreement is on file in the Wapakoneta City Schools Administration office if anyone should wish to see it. We truly believe that the internet can serve as a valuable educational resource and that it has a place in our schools. However, due to the unregulated nature of the internet, we believe that access to the internet by students should only be allowed with parent/guardian permission.

**\*\*\*TO THE PARENTS & STUDENTS: If you wish your son/daughter (or other child in your legal custody) to have access to internet resources, you and your son/daughter should sign the Emergency Medical Form and return it to the school as soon**



as possible.

## **LIBRARY**

Students may enter the library on a pass from a teacher or staff member. Students entering the library must sign in for attendance reasons. Failure to abide by library rules may result in the loss of library privileges.

## **LICE POLICY**

All schools in the county follow the same policy and procedure in dealing with head lice. If your child is found to have signs of infestations while in school, the following steps will be taken:

1. School personnel will contact you and suggest methods and products to help you get rid of the lice.
2. The school nurse will recheck the child's head within one week, to make sure that treatment is working.
3. If no progress in removal of the lice is observed, within that week, you will be referred to the Auglaize County Health Department for consultation and follow-up.

If no progress is observed, within several weeks of follow-up, the Auglaize County Health Department will refer the case to the Auglaize County Prosecutor for possible action.

## **LOCKER REGULATIONS**

Each student is assigned a hall locker with a combination lock. These lockers should be locked at all times. The lockers are the property of the school and school personnel will hold periodic inspections of all lockers and its contents. Any illegal material found may be seized and proper charges will be filed with the local court authorities. **Items in a locker will be deemed to be the property of the student the locker is issued to. Do not give your combination to anyone. Students are not to share lockers! Fronts of lockers can be decorated with staff permission and approved materials only.**

## **MEDICAL PROCEDURES**

All prescribed medications and over-the-counter medications must be dispensed through the office or clinic. If it is essential for a child to receive prescription medication during the school day and you cannot be at school to administer the medication, school personnel will agree to administer it but only after all the following items are completed:

1. The parent must deliver the prescription to the school in the ORIGINAL container in which it was purchased or dispensed by the pharmacist or physician, properly labeled to include the name of the student, the name of the physician, date, dosage instructions and the name of the medication.
2. Both the child's physician and the parent/guardian must submit to the school administration written requests on the proper school form before the medication will be dispensed by school personnel. A form is available in the office.

Under no circumstance should a student administer medicine without prior office knowledge. It is the student's responsibility to go to the office or clinic to take the medication.

May result in:

- a. Tuesday School
- b. Alternative School / In-School Suspension
- c. Suspension
- d. Expulsion

## **PARENT CONFERENCES**

The staff and administration of Wapakoneta Middle School encourage parents/guardians to make appointments anytime for conferences. Parents may write a request for a conference or may call the office at 419-739-5100 or 419-739-5101 for an appointment.

## **PARENT INVOLVEMENT**

Wapakoneta Middle School supports and encourages parental involvement in our school. The Parent Teacher Organization (PTO) supports the school with fundraising for student activities, book fair, field trips, open house and other educational endeavors. Parents are encouraged to become involved and may call the school for further details.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance will be recited each morning. Students are to stand quietly, place their right hand over their heart and join in the pledge. The only exception considered will be for religious reasons. This exception must be in writing, signed by the parent/guardian and on file in the office.

## **PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) has been part of federal law since 1974. In accordance with the law and its amendments, parents have the right to:

1. Inspect and review the student's education records;
2. Request amendments to those records if they are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's records (except to the extent that the law allows disclosure without consent);
4. File a complaint with the U.S. Department of Education that the district is not complying with the FERPA law; and
5. Obtain a copy of the district's policy and administrative guidelines on student records.
6. PIRCs (Parent Information and Resource Centers) are part of the No Child Left Behind Act. It is a school linked resource serving parents, schools, and community organizations throughout the state. PIRCs serve a culturally and economically diverse population; focused on low-income, minority, and limited-English proficient families. To access the PIRC website go to [www.ohiopirc.org](http://www.ohiopirc.org).

The Wapakoneta School District will make available, upon request, certain information known as "directory information". The Wapakoneta City Schools Board of Education designates as student directory information: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes. Parents and adult students may refuse to allow the district to disclose any or all of such directory information upon written notification to the district.

Only directory information regarding a student shall be released to any person or party, other than the student or his/her parent/guardian, without the written consent of the parent/guardian or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the district's policy and administrative guidelines and/or those in the law.

Student records shall be available only to students and their parent/guardian, adult students, and designated school officials and personnel, who have legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's health and educational records unless agreed to otherwise in writing by both parents or specifically stated by court order as received by the District. In the case of adult students eighteen (18) and older, parents will be allowed access to the records without the student's consent, providing the student is considered dependent under section 152 of the Internal Revenue Code and has not graduated from the district. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

"Legitimate educational interest" shall be defined as a direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the district including, but not limited to, those officials with legitimate educational interests as defined in district administrative guidelines.

The Wapakoneta Middle School administration is authorized to:

1. Forward education reports, on request, to a school in which a student of this district seeks or intends to enroll;
2. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals; and
3. Request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The district will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling the reproduction.

Parents can inspect and review educational records, as well as request an amendment of the student records, by utilizing the following procedure:

Report to the Wapakoneta Middle School office and request to sign-out the student file. The information from the file must be viewed in



the presence of Wapakoneta Middle School office personnel. When finished, the file and all of its original contents must be returned. If an amendment is requested, the request must be made in writing to the building principal. Following a review, the principal has the right to grant or deny the amendment request.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Other information concerning student records access can be found in the Bylaws and Policies of the Wapakoneta Board of Education, Operations 8330.

This annual notice will be transmitted to disabled parents and eligible students in a format designed to accommodate their disability.

### **STUDENT ASSIST TIME (SAT)**

We are pleased to offer Student Assist Time (SAT) sessions throughout the school year. SAT will be held on Mondays, Wednesdays, and Thursdays from 3:15 - 4:30 PM in the library. Students should plan to stay for the entire session. The purpose of the program is to help students in math and reading as well as with homework and basic study skills. The format of this program is as follows:

- 3:10-3:20 PM — Snack and water (If your child has special dietary needs, please provide a snack from home.)
- 3:20-4:20 PM — Homework help, skills tutoring, enrichment, and computer access to Read Naturally, Moby Max, Khan Academy, and many other computer-based programs
- 4:20-4:30 PM — Individual checkouts to discuss student progress and achievement

This program is voluntary and open to all 5th, 6th, and 7th grade students. Participants must be committed to working hard. Students who are not prepared or who are habitual, behavior problems will be dismissed from the program.

Because tutoring is open to all students on an as needed basis, parents are responsible for ensuring that their child attends. Tutors will take attendance and parents are welcome to call the school to check their child's tutoring attendance record. Students will need to have the permission form completed and on file to be allowed to participate. The SAT sessions will not be held on early release days.

### **STUDENT BEHAVIOR CODES**

#### **Due Process:**

***STUDENTS WILL BE ACCORDED PROCEDURAL DUE PROCESS WITH THE DISCIPLINE CODE BEING PROVIDED TO ALL STUDENTS (AS PRINTED IN THE HANDBOOK), NOTICE OF THE OFFENSE (ACCUSATION) AND THE OPPORTUNITY TO RESPOND.***

Minor student misconduct is action in the classroom or hallways that does not warrant the student being sent to the office. These types of infractions (tardiness, gum chewing etc.) will be handled by the teacher.

The purpose of this behavior code is to create a learning environment free from harassment, violence, and distractions.

#### **A. MINOR STUDENT MISCONDUCT:**

The assignment notebook has a calendar in the back for minor student misconduct. When staff members sign the calendar, they will initial and write the number that corresponds to the expectation that was not met. Staff members will sign the calendar when a student has violated one of the following expectations:

1. Follows directions and posted classroom rules
2. Exhibits proper hallway/stairway behavior
3. Brings all teacher requested materials to class
4. Has timely attendance to class
5. Proper use and treatment of school property
6. Follows all electronic guidelines
7. Obeys/respects school personnel
8. Respects peers

Students will be issued disciplinary actions based on the number of days they have marks on the calendar per month. In order to allow students the opportunity to improve behavior, the disciplinary actions will start over each month.

3 days with marks - lunch detention

4 days with marks - detention

6 days with marks - detention

8 days with marks - Tuesday School

10 days with marks - office referral

\*Progressive discipline and/or unruly charges may result as students accumulate extensive days with marks

## B. MAJOR STUDENT MISCONDUCT

The following types of major student misconduct will result in disciplinary action which may include: lunch detention, detention, Tuesday School, in-school suspension, Alternative School, emergency removal, or progressive out-of-school suspension. Also, there will be the possibility of a referral to the local law enforcement.

Misconduct by a student that occurs off of property owned by the district, but that is connected to activities or incidents that have occurred on property controlled by the district are still under school jurisdiction.

### 1. DISRUPTION OF SCHOOL OPERATIONS AND/OR INTERFERENCE WITH CURRICULAR AND/OR EXTRA-CURRICULAR ACTIVITIES

#### MINOR OFFENSE

1st Offense - One or more Tuesday School assignments (small item)

2nd Offense - Progressive suspension with possible juvenile court referral

#### MAJOR OFFENSE

1st Offense - Progressive suspension with possible juvenile court referral

### 2. DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY AND PRIVATE PROPERTY

Each offense may result in any or all – Tuesday School assignment(s), Alternative School assignment(s), suspension/expulsion – with restitution.

### 3. PHYSICAL ABUSE/FIGHTING VIOLENCE/ASSAULT

Any time an individual exchanges blows, regardless of the situation, they are considered to be fighting.

Assault is when any person knowingly causes or attempts to cause physical harm to another. Simply, it is when a student hits or causes physical harm to another student and the other student does not fight back. It could also be pushing, shoving, or striking any staff member. If a threat of a fight exists, students are instructed to:

- a. Break off contact with individual and find a staff member.
- b. If a student knows there is an impending problem, he/she should speak with a counselor, teacher, or administrator.

1st Offense - Three-day to Five-day Alternative School/In-School Suspension (depending on severity/grade level)

2nd Offense - Six-day to Eight-day Alternative School/In-School Suspension (depending on severity/grade level)

3rd Offense - Ten-day Suspension/Recommendation for Expulsion

### 4. HARASSMENT/THREATENING BEHAVIOR/INTIMIDATION/HAZING/DEGRADING OR DISGRACEFUL ACTS/THREATS OVER SCHOOL INTERNET

May result in:

- a. Tuesday School
- b. Alternative School
- c. Suspension
- d. Expulsion

### 5. DANGEROUS WEAPONS AND INSTRUMENTS

This includes guns, knives, and/or all toy look a likes.

All Offenses - Ten-day suspension/recommendation for expulsion/police report

### 6. THE SALE, DISTRIBUTION, POSSESSION OR USE OF NARCOTICS/ALCOHOL SUBSTANCE/STIMULANTS/DEPRESSANTS/LOOK-A-LIKE DRUGS/ANABOLIC STEROIDS AND/OR ANY OTHER INTOXICANTS/UNDER THE INFLUENCE DURING OR WITHIN 24 HRS PRIOR TO ATTENDING A SCHOOL OR SCHOOL-RELATED FUNCTIONS. EVIDENCE OF ANY USE OF THE AFOREMENTIONED ARE PROHIBITED.



1st Offense - Ten-day suspension with possible expulsion from school

2nd Offense - Ten-day suspension and recommended expulsion from school

7. POSSESSION AND/OR USE OF TOBACCO/SMOKING/CHEWING/DIPPING/ELECTRONIC CIGARETTES/VAPOR PENS/NICOTINE/POSSESSION/OR SMOKING PARAPHERNALIA ON SCHOOL PROPERTY

1st Offense - Three-day Alternative School/suspension

2nd Offense - Five-day Alternative School/suspension and court referral

3rd Offense - Ten-day Alternative School/suspension/possible expulsion

8. BUS DISCIPLINE

For all general discipline offenses that violate the school conduct code:

1st Offense - Warning

2nd Offense - One-day bus suspension

3rd Offense - Three-day bus suspension

4th Offense - Five-day bus suspension

5th Offense - Ten-day bus suspension

6th Offense - Permanent removal from bus for the year

9. TRUANCY/SKIPPING/LEAVING SCHOOL PROPERTY

Once students are on school property, they must enter school. Students are not permitted to leave school property.

1st Offense - Skipping Class – Tuesday School

2nd Offense - Skipping Class – Two Tuesday School assignments

3rd Offense - Skipping Class - Progressive suspension/referral to juvenile court

10. THEFT/EXTORTION/RECEIVING STOLEN PROPERTY

1st Offense - One or more Tuesday School assignments (small item)

2nd Offense - Progressive suspension with restitution/possible juvenile court referral (major items)

11. DRESS CODE VIOLATION

1st Offense - Garment change (may be sent home to change) and written warning

2nd Offense - One or more Tuesday School assignments and garment change

12. COMPUTER/EMAIL VIOLATION

1st Offense - Tuesday School/Alternative School/expulsion and/or one week denial of computer privileges

2nd Offense - Progressive discipline, which may result in permanent denial of computer privileges/suspension/expulsion

13. INSUBORDINATION/REPEATED SCHOOL OFFENSES/DISRESPECT TO AUTHORITIES

MINOR OFFENSE: If a student exceeds the thresholds for the calendar, as listed under Minor Student Misconduct, they will be referred to the office for additional consequences.

MAJOR OFFENSE:

1st Offense - Detention or Tuesday School assignment

2nd Offense - Two Tuesday School assignments or Alternative School

3rd Offense - Alternative School

4th Offense - Progressive Suspension

Progressive suspension

14. PROFANITY AND/OR OBSCENE LANGUAGE

1st Offense - Tuesday School assignment

2nd Offense - Two Tuesday School assignments or Alternative School

3rd Offense - Progressive suspension

15. FALSIFICATION/CHEATING/PLAGIARISM

1st Offense - Possible consequences may include any or all: teacher discretion, redo assignment, Tuesday School assignment

2nd Offense - Possible consequences may include any or all: one or more Tuesday School assignments or Alternative School

3rd Offense - Progressive suspension

#### 16. INAPPROPRIATE DISPLAY OF AFFECTION

1st Offense - Warning

2nd Offense - One or more Tuesday School assignments

#### 17. UNAUTHORIZED TOUCHING

1st Offense - Tuesday School assignment

2nd Offense - One or more Tuesday School assignments

3rd Offense - Administrative discretion

#### 18. WAPAKONETA MIDDLE SCHOOL PROHIBITS GANG ACTIVITY, GANG PARAPHERNALIA AND GANG-RELATED ATTIRE IN SCHOOL AND ON ANY SCHOOL GROUNDS

All Offenses - Administrative discretion

#### 19. CONTRIBUTING TO ANOTHER STUDENT'S MISCONDUCT OR BEING AN ACCOMPLICE TO ANOTHER STUDENT'S MISCONDUCT OR VIOLATION OF SCHOOL CONDUCT CODE

All Offenses - Administrative discretion

#### 20. FALSE ALARMS/BOMB THREATS

a. Police Referral

b. Suspension/recommended expulsion

#### 21. OTHER SCHOOL VIOLATIONS, REPEATED SCHOOL VIOLATIONS AND/OR FELONIES (e.g. counterfeit)

It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, in terms of persistent disobedience or gross misconduct as elsewhere defined may also serve as grounds for suspension or expulsion as provided by law.

A student shall not repeatedly fail to comply with the directions of any authorized school district personnel during the period of time when the student is properly under the authority of school personnel. This includes failure to attend school as outlined in the district attendance policy.

Repeated offenses and violations of school rules and regulations may follow a disciplinary progression of suspension from school for three days, then five days, then ten days with the possibility of expulsion being recommended either with a ten-day suspension or following a ten-day suspension.

The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with board of education policy. This also means that the administration may develop appropriate rules and regulations as called for by various situations. It also means that the administration may, in severe or unusual cases, discipline students in ways other than stated in the handbook. Students who are suspended or expelled will not be permitted to participate in any school-related activity during the period of the suspension or expulsion. Students who violate city, county, state, or federal laws will be referred to proper legal authorities.

Due process in dealing with disciplinary actions carried out by school authorities does not mean that proceedings used in courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary proceedings. It does mean that clear, definite, and fundamentally, fair rules or procedures must govern disciplinary actions taken by school authorities.

### **SEARCH AND SEIZURE**

(Adopted by the board of education) The board of education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his/her consent unless there is cause to do so in accordance with the terms of law and this policy.

The board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for the purpose. Where locks are provided for such place, students may lock them against intrusion by other students, but no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, the board directs its administrators to investigate the presence of a substance or object of which the possession of it is illegal or poses a hazard to the safety and good order of the school, whenever there is cause to suspect the pres-



ence of such substance or object.

There is considered no exception of privacy when using the computer lab. All information, programs, software, and use privileges belong solely to the school and therefore are subject to review and inspection at any time without suspicion or cause.

The superintendent shall develop procedures to implement this policy which shall require all requests or suggestions for the search of a student or his/her possessions be directed to the school building principal or designee. R.C. 3313.20

### **SIGN-IN/OUT POLICY**

Students are to **ALWAYS** sign-in at the attendance office whenever:

1. Coming to school late
2. Returning to school

**Parents are requested to write a note if their child needs to be dismissed early or if they arrive late.**

Parents/guardians are to sign out students if they leave the building during the school day. For **NO** reason is a student to ever leave or enter school without signing in/out or without the office staff's knowledge. Students are to sign in on the sheets in the attendance office. These sheets are dated and kept for further referral if needed.

### **STUDENTS WITH DISABILITIES**

Students with disabilities are not entitled to completely different disciplinary procedures and may temporarily be emergency removed and suspended. Suspension of students with disabilities for up to ten total days per year does not constitute a change of educational placement. Expulsion or suspension of more than ten total days per year is a change of placement, thereby requiring that federal due process procedures be strictly followed (Public law 94-12).

### **STUDENT ALCOHOL AND DRUG POLICY**

#### **A. Philosophy Statement**

The Wapakoneta City School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and/or drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

The Wapakoneta City Schools are concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors. The district is concerned about the health of its students. Students adversely affected by alcohol and drugs in the school increases the likelihood that the safety and well-being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The Wapakoneta City Schools' Board of Education recognizes student alcohol and drug use as illegal and harmful. Student alcohol and drug use is a community problem requiring a community solution. Since the Wapakoneta City Schools are an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free, school environment. The district also recognizes that alcohol and drug use many lead to addiction. In response, it is the policy to provide discipline as well as positive action to address alcohol and drug use and/or dependency.

In developing this policy, the board has tried to maintain a balance between compassion and aid to the students using alcohol and drugs and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their places as educators and not perform the duties of police or diagnostician. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead, our goals are education/prevention, intervention/referral, and guidance/support.

The Wapakoneta City Schools' Board of Education is responsible for establishing policy and directing its implementation. The board calls upon the administrators, faculty, staff, parents, and students to collectively ensure the policy's success.

#### **B. Policy Statement**

The Wapakoneta City Schools' Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, prescription or nonprescription drugs, "look-a-like" drugs, or any mind-altering substance while on school grounds or facilities, at school-sponsored events, in other situations under the authority of the district, or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance alcohol, non-alcoholic beers, steroids, tobacco products, drugs, and drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described within the Student Code of Conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include, but is not limited to, an alcohol/drug education program, assessment with fol-

low-through based on the assessment findings, counseling, outpatient treatment, or inpatient treatment. Students who need to take prescription medications must adhere to the policies described within the student handbook.

### **C. Education/Prevention**

The district will take a comprehensive, progressive, and age-appropriate approach in the development of curricula and programs that promote positive life skill development and awareness of the consequences associated with alcohol/drug use. The guidelines, goals and objectives for development of prevention/education development will be based on information provided through our local Drug-Free Schools Program Coordinator, the Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

Additionally, opportunities for continued alcohol and drug use prevention and intervention, staff training awareness will be encouraged in order to enhance the consistent implementation and success of this policy.

### **D. Intervention/Referral**

It shall be the policy of the Wapakoneta City Schools to provide an intervention process designed to confront behaviors of students, which may indicate alcohol and other drug use.

Intervention strategies will reflect a collaboration of staff administrators, guidance and the Drug-Free Schools Program Coordinator. They may include, but are not limited to, the following:

1. Students seeking help
2. Students exhibiting inappropriate, unusual, or atypical behavior
3. Disciplinary action involving violations of this policy and the Student Code of Conduct

A working relationship will exist between the district and local professional helping agencies in order to enhance familiarity, communication, referral, and follow-up. In addition, information will be made available about any drug and alcohol counseling, rehabilitation and re-entry programs for students.

Students successfully completing an inpatient, treatment program will not be penalized for days missed from school.

Students will be recognized as absent due to medical reasons. Every effort will be made by the Wapakoneta City School to maintain contact with the treatment agency and provide academic instructional materials. Additionally, every effort will be made by the district to assure the student's successful transition back into the school environment.

### **E. Support/Guidance**

The Wapakoneta City Schools recognize the importance of guidance activities, which provide support to students who are experiencing problems either directly or indirectly due to alcohol and drug use. Therefore, programs such as individual guidance, support groups, and mentorship programs will be utilized within the school environment. Activities may also be provided which promote drug-free lifestyles and support for students who are concerned regarding a loved one or drug use. Wapakoneta City Schools will also provide available information about drug and alcohol counseling and re-entry programs that are accessible to students.

### **F. Parent/Community**

Parent involvement must coincide with school efforts in order for significant and consistent, positive impact regarding student alcohol and drug use, therefore, parent education programs will be recommended to the community. These programs will focus on parental prevention and intervention strategies.

### **G. Other Policies Governing Students Alcohol and Drug Use**

The Wapakoneta City Schools' Board of Education has adopted a comprehensive eligibility/code of conduct policy for student athletes and for students involved in curricular and extra-curricular activities. These students should be aware of these requirements that govern student behavior. The policies represent a common philosophy regarding alcohol and drug use and are administered in a similar fashion.

### **H. Drug-Free Schools Program**

The Wapakoneta City Schools contract with a full-time Drug-Free Schools Program Coordinator. This position provides the district with assurance of policy development and implementation as well as comprehensive program planning and services to meet the concerns of students, parents, community, and faculty. The Drug-Free Schools Program Coordinator reports directly to the superintendent and is responsible for district-wide prevention and intervention strategies. These strategies are implemented within the following four areas:

1. Intervention and support programs and activities
2. Curriculum and resource development
3. Student involvement programs and activities



#### 4. Community awareness and advocacy

##### **I. Student and Parent Notification**

At the beginning of each year, the student code of conduct is given to every student and parent. Compliance with these standards of conduct is mandatory and requires a parent's signature each year in order to ensure parental support and compliance.

##### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

##### **TEACHER AUTHORITY**

**Every student is under the jurisdiction of all teachers, substitute teachers, monitors, and all other school employees (on school property at all times).**

##### **TEXTBOOKS**

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. **Unreasonable damage to textbooks will result in fines. Fines will be made payable to Wapakoneta City Schools.**

##### **VIDEO CAMERAS**

Cameras and video equipment have been installed to monitor the cafeteria and other areas of the building and grounds. By law, parents and students do not have the right to view videotapes except by court order. All administrators have the right to view videotapes.

##### **VISITORS/GUESTS**

WMS encourages parents and community members to visit the school. All visitors must report to the office upon entering the school to sign in and obtain a pass. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually, convenient meeting time. Uninvited visitors who refuse to leave or continually reappear will be charged with trespassing.

Students are not to be in the middle school building unsupervised. Students are considered visitors when in the building outside regular school hours unless they are involved in a supervised and approved school or community activity.

##### **WALKERS/BIKERS/PARENT PICKUP**

Walkers/bikers are not to cross Harrison Street next to the school due to heavy bus traffic. Walkers/bikers are to go to a street corner and then cross. Bikers are to park their bicycle in the racks at the northwest corner of the school.

**\*PARENT PICK UP BEFORE AND AFTER SCHOOL:** Parents are to drop off and pick up their students using the one way entrance on the south side of the school. This drop off and pick up is located outside the cafeteria doors. Please park in designated parking areas. Students are to use the crosswalks painted on the street. Please do not park your car on these designated walkways. Your patience and courtesy will prevent accidents.

##### **WITHDRAWAL AND TRANSFER FROM WMS**

The procedure for withdrawal or transferring is as follows:

1. Secure withdrawal authorization or transfer note from your parent/guardian.
2. Obtain appropriate forms from the office.
3. Have forms filled out by teachers, return all school books properly, and make sure all fees are paid.
4. Take completed forms to the office for final clearance.

