

From the Principal

The teaching and support staff of McPherson Middle School along with the administration is excited to welcome you as you begin the 2008-09 school year. You have a great responsibility as a student to continue the tradition of excellence that has been established since restructuring as a middle school. McPherson Middle School was selected as an Ohio's BEST school in 2000 and was selected as one of the Top 100 middle schools in the United States in 2001.

Your success at McPherson Middle School depends on your willingness to accept responsibility for your own education. Your teachers and the support staff will assist you in being successful, but it all begins with you. Throughout each of your classes, and during the school year in general, you will be called upon to demonstrate how you have been successful as a student. Through student-led parent conferences you will have the opportunity to show your parents, peers, and teachers what you have learned and how you have grown and matured as a student.

Middle school also brings additional opportunities to participate in activities outside of the classroom and the regular school day. We encourage every student to participate in any or all of the athletic, academic, music, and service groups that are available at McPherson Middle School. Participation in these activities is a key element to your maturity as a young adult. These groups and organizations provide additional opportunities for students to demonstrate leadership, sportsmanship, team and personal skills.

As a student, your role is to become involved with the total school program. Challenge your mind by selecting and working hard at your classes. Challenge your spirit by supporting the student activity program, as a participant or spectator. Challenge yourself to do your best for your future.

Jon Detwiler
Principal

School Directory Information

Clyde-Green Springs Schools
Board of Education Offices
106 S. Main Street
Clyde, OH 43410 Telephone: 547-0588

Mr. Gregg Elchert, Superintendent
Mrs. Laura Kagy, Assistant Superintendent
Mr. Alan Binger, Treasurer

McPherson Middle School
201 Spring Street
Clyde, OH 43410
Telephone: 547-9150, 639-2150
FAX 547-9173

Mr. Jon Detwiler, Principal
Mrs. Amy Hilliker, School Counselor
Mr. Matt Flewelling, Athletic Director

Office Hours: 7:30 A.M. - 3:30 P.M.

Forward

This student/parent handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take the time to become familiar with the following information and keep the book available for you and your parents to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal or guidance counselor.

Clyde-Green Springs Board of Education Mission Statement

We, the Clyde-Green Springs Board of Education, feel a strong commitment to the education of all students. A high priority is the development of each child to his/her full potential, intellectually, physically, socially, and emotionally. Our mission is to provide quality education in an atmosphere conducive to learning so that each student becomes an independent learner and an asset to the community.

To achieve this mission, the Clyde-Green Springs Board of Education commits itself to the following tasks:

1. To emphasize the belief that all students can and will master the basic skills.
2. To make learning the chief priority for all staff members and students.
3. To expect staff members and students to work to their highest potential.
4. To provide an orderly and purposeful atmosphere, which will insure an opportunity for optimum learning?
5. To actively encourage parents to become more involved in their children's education.
6. To closely monitor student progress and to use such information to improve teaching and learning.

Mission Statement
Approved May 1988

McPherson Middle School Mission Statement

McPherson Middle School exists to utilize family, school, and community resources to nurture and educate adolescents, providing them with equal opportunities for meeting the demands and challenges of their futures.

Mission Statement
Approved 1996-97

McPherson Middle School Student Mission Statement

We come to challenge ourselves for our future.

Developed by the Class of 2002
Approved 1996-97

Equal Education Opportunity

It is the policy of this district to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's compliance officer listed below:

Mr. Gregg Elchert
Assistant Superintendent
547-0588

The complaint will be investigated and a response, in writing, will be given to the concerned person. The compliance officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights

for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of their behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time, and to be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the guidance counselor.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. No medication or medical treatments are to take place in school without the knowledge of the school office. Students may be considered in violation of the school drug policy if this procedure is not followed.

Injury and Illness

All injuries must be reported to a teacher or to the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

Students who become ill during the school day may be dismissed from school only by the office. A parent or guardian must be contacted, by office personnel, and suitable transportation arrangements made. Anyone picking up an ill student at school must come into the office and sign the student out. No student will be released to a person other than the parent or guardian, unless that person's name appears on the emergency medical authorization or is otherwise on file in the school office.

Emergency Medical Cards

Students will be issued an Emergency Medical Card, which must be completed and returned to the school office. Failure to return or have this card on file may result in a student being excluded from attendance until such time as the card is on file. Students who are excluded may be considered truant and are subject to disciplinary action.

Section 3313.712 of the Ohio Revised Code pursuant to Am. H.B. 1175 states:

Annually, the board of education of each city, exempted village, local, and joint vocational school district shall, before the first day of October, provide to the parent of every pupil enrolled in schools under the board's jurisdiction an emergency medical authorization form that is an identical copy of the form contained in division (B) of this section. Thereafter, the board shall, within 30 days after the entry of any pupil into a public school in this state for the first time, provide his parent, either as part of any registration form which is in use in the district or as a separate form, an identical copy of the form contained in (B). When the form is returned to the school with PART I or PART II completed, the school shall keep the form on file and shall send the form to any school of a city, exempted village, local, or joint vocational school district to which the pupil is transferred. Upon request of the parent, authorities of the school in which the pupil is enrolled may permit the parent to make changes in a previously filed form or to file a new form. If a parent does not wish to give such written permission, he shall indicate in the proper place on the form the procedure he wishes school authorities to follow in the event of a medical emergency involving his child. Even if a parent gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires medical treatment while under school authority or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of the school in which the pupil is enrolled shall make reasonable attempts to contact the parent before treatment is given. The school shall present the pupil's medical authorization form or copy thereof to the hospital or practitioner rendering treatment. Nothing in this section shall be construed to impose liability of any school official or school employee who, in good faith, attempts to comply with this section.

Section 3321.01 as used in this chapter, "Parent," "Guardian," or "Other Person Having Charge or Care of a Child" means parent as defined in Section 3313.64 of the Revised Code.

Section I: General Information

Enrolling in the School

Students are expected to enroll in the attendance district where their parent or legal guardian resides.

Students new to McPherson Middle School are required to enroll with their parent or legal guardian. When enrolling, the parent/guardian needs to bring:

- an official birth certificate (hospital/baptism certificates are not acceptable)
- court papers detailing parental rights, responsibilities, or custody (must be the final copy with judge's signature and/or court stamp)
- proof of residency
- proof of immunizations
- the student's social security card

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The secretary will assist in obtaining this information if it is not presented upon enrollment.

Scheduling and Assignment

Schedules are provided to students at the beginning of the year or upon enrollment. Students are assigned to an academic team based on the student's needs, and available class space. Any changes in a student's schedule should be handled through the school counselor or the principal. It is important to note that some courses may be denied because of available space or the need to take a prerequisite. Students are expected to follow their schedule, any variation should be approved with a schedule change. It is important to note that some schedule changes may require the permission of the principal, the teachers involved, the parent, or the guidance counselor. A student's daily schedule may be rearranged within their team classes for short or longer periods of time. Students may also be regrouped within their team. The teachers on your team will inform in advance when these situations arise.

Transfer Out of the District

If a student plans to transfer from McPherson Middle School, the parent must notify the school. School records will be transferred to the new district if all obligations, including fees and fines, have been met.

Withdrawal from School

State law requires all students under the age of 18 to attend school. No student will be permitted to withdraw for the purpose of dropping out without the permission of the principal.

Immunizations

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions regarding immunizations should be directed to the principal.

Pursuant to the Ohio Revised Code, all students entering the seventh or eighth grade must have received a second MMR (Measles, Mumps, Rubella) immunization. Students who have not yet received this shot will be excluded from attendance until such time as they show proof of immunization.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, ring worm, pink eye, mumps, measles, rubella, and other conditions indicated by local and state health departments.

Control of Non-Casual Contact Communicable Diseases

In the case of non-contact, communicable diseases, the school still has the obligation to protect the safety of the students and staff. In these cases, the person in question will have their status reviewed by resource people, including the county health department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the state board of health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Individuals With Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Clyde-Green Springs School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Act.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedures or programs, a parent should contact the guidance counselor.

Parents who believe their child may have disability that substantially limits major life activities of their child, should contact Gregg Elchert, Assistant Superintendent at 547-0588.

Student Fees, Fines and Charges

McPherson Middle School charges specific fees for various courses and activities. Such fees or charges are determined by the cost of materials, freight/handling fees and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees may be waived or a payment schedule established in situations where there is financial hardship. Contact the principal for more information on these issues.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for damage.

General school fees are \$14.00 for all students. Other fees are:

Art 7 & 8 \$9.00

Computer Tech. I II \$5.00

French/Spanish \$16.00

Students in Life Skills will also have to purchase sewing project kits.

Failure to pay fines or fees may result in the withholding of grades and credits. McPherson Middle School students are not permitted to charge lunch fees.

Meal Service

Students are expected to conduct themselves as ladies and gentlemen during their lunch period and going to and from the Vine Street School cafeteria. Besides the school rules and regulations, there are also lunchroom rules by which all students are expected to abide.

1. All students are required to go to the Vine Street Cafeteria. Students are to clear the main part of the building promptly, do not loiter or wait for friends in the hallways or the restrooms.

2. Students are to follow the directions of the teachers in charge. Students are not to cut in line, borrow money, leave trays, trash, or other mess in the cafeteria. If you do not wish to eat, remain seated in the bleacher section of the cafeteria.
3. After lunch, students will be dismissed from the cafeteria by the teachers in charge, to return to the middle school building.
4. During lunchtime, students are not to loiter between our building and Vine Street School, nor should they be anywhere outside. Students who wish to use their locker or visit a teacher must receive permission from a teacher on duty
5. Students are not permitted to charge lunches.

Every student will receive information regarding free and reduced lunches at the beginning of the school year. Completed applications should be returned to the middle school office and will be forwarded to the food services office for approval. If a student was on free and reduced lunches the previous school year, they may continue to receive them pending approval of their new applications.

Fire and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during tornado season using the procedures provided by the state.

Emergency Closing and Delay

If the school must be closed or the opening of school delayed because of inclement weather or other conditions, the school will notify the following radio and television stations. Parents and students are responsible for knowing about emergency closing and delays. Please do not call the school office for this information, as school phones are needed to make contact with staff members and emergency officials.

Radio

WFRO 900 AM/99.1 FM Fremont
 WNRR 92.1 FM Bellevue
 WTTF 1600 AM/103.7 FM Tiffin
 WLEC 1450 AM Sandusky
 WCPZ 103.7 FM Sandusky
 WKKO 100 FM Toledo
 WTOD 1560 AM Toledo
 WYHK 95.7 FM Toledo
 WRQN 93.5 FM Toledo
 WXXR 94.5 FM Toledo
 WSPD 1370 AM Toledo
 WMHE 92.5 FM Toledo

Television

Channel 11 Toledo
 Channel 13 Toledo
 Channel 24 Toledo

Visiting the School

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. All visitors to the building must have a visitors badge, visitors in the building without the principal's permission will be directed to the office. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

McPherson Middle School discourages visits from friends or relatives of students who are students in another school. No student may bring any visitor to school without the prior permission of the principal.

Learning Resource Center (LRC)

Students are strongly encouraged to use the facilities and services of the LRC. Familiarity with the LRC's arrangement, collection and regulations often result in better grades and greater satisfaction from both the required and recreational reading. The LRC Aide is always available to help you. Do not hesitate to ask for assistance when necessary.

Students are permitted to report to the LRC during any Academic Assist Period or from a class with a pass from a teacher. Students need to sign out of Academic Assist before leaving for the LRC.

Browsing passes may be issued to students by their Academic Assist teacher. This will be accomplished through the use of the passes in a student's assignment book. Students must have with them and use their own assignment book for this purpose. Browsing passes are good for ten minutes in the LRC.

Full period passes for working in the LRC on a class project may be issued by the teacher who makes the assignment. Teachers will use the regular yellow hall pass for this purpose. Students must have secured this pass in advance and present it to their Academic Assist teacher.

While in the LRC, students are expected to respect the following regulations.

1. Work quietly at all times.
2. Books are to be checked out at the circulation desk.
3. Return book promptly.
4. Inappropriate behavior may result in disciplinary action and/or loss of LRC privileges.

Use of School Equipment and Facilities

Students must receive permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Lost and Found

The lost and found area is in the main office. Students who have lost items may check there and retrieve those items if they can give a proper description. Unclaimed items may be given to charity or disposed of at the end of the year. In addition, the physical education teachers have a lost and found in their area.

Student Sales

No student is permitted to sell any item or service in school or on school property or transportation without the approval of the principal. Violation of this rule may lead to disciplinary action.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to insure that principal has the opportunity to review the announcement or posting.

Change of Custody

Occasionally, a change of custody takes place for a student during the school year. Parents or guardians must provide the school office with a final copy of the custody papers (including the judge's signature and/or court stamp), even if it does not result in a change of residence or school attendance.

Change of Address

Sometimes during the school year a student moves or changes telephone numbers. Please keep the office informed of these changes so we may contact you in the event of an emergency.

Section II: Academics

Grading Policy/Honor Rolls/Scholarship Awards

1. Grades and Definitions

A	93-100	Superior, excellent subject Mastery
A-	90-92	
B+	87-89	Above average subject mastery
B	83-86	
B-	80-82	
C+	77-79	Average subject mastery
C	73-76	
C-	70-72	
D+	67-69	Below average subject mastery
D	63-66	
D-	60-62	
F	0-59	Failure to master subject matter

Additional Grades Used

P	Passing, given only with prior building principal approval.
I	Incomplete Schoolwork
M	Medical Excuse
W	Withdrawn from class

Student Conduct

1	Acceptable Conduct
2	Conduct Needs Improvement
3	Unacceptable Conduct

2. GPA Calculation (Standard Points)

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

3. Honor Rolls

High Honor Roll - 3.67 to 4.00 GPA, All A's or A-'s, No I's, No grade below an A-
Honor Roll - 3.00 to 3.99 GPA, No I's, No D+'s, D's, D-'s or F's.

4. Semester/Final Grade Determination

At McPherson Middle School, each nine weeks grade is worth 25% of the final grade for classes that meet all year and 50% of the final grade for classes that meet for only one semester. A comprehensive test will be given in each class at the end of each grading period. This test will count double a regular test grade for that class and will be calculated into the nine weeks grade. In order to pass a class, a student must have passing grades in at least two grading periods, one of which must be in the second semester.

5. Special Education Grading Policy

Self-Contained Special Education Classes - Grading Criteria for these classes shall be:

1. Individual Ability
2. Individual Achievement
3. Individual Effort
4. Cooperation
5. Participation

In assigning grades, the special education teacher shall use letters (A,B,C,D,F,P,I,M,W) and other symbols (+,-)

Inclusion Classes - Special education students will be placed in a regular class when there is a reasonable expectation of success or when the regular class experience is expected to be of benefit to the student. If, in a regular classroom, a special education student is meeting continued failure and frustration, consideration will be given to his/her withdrawal. Such action will be done only in accordance with this District's Special Education Procedure Guide. The following criteria will be used to grade special education students in Inclusion situations.

1. If the student passes the Inclusion class they will receive the grade earned.
2. If the student's achievement is not sufficient to pass the class on the regular grading scale, they will receive a "P" or an "F" only upon collaboration or regular classroom teacher, special education teacher, and the building principal. Individual ability, individual achievement, individual effort, cooperation, and participation will be determining factors in assigning the "P" or "F".

Special Education Tutoring - Since tutoring services are supplemental instruction, special education tutors do not assign grades. However, because the tutored student has been identified as needing special education services, it may be determined that some variance from the regular grading policy is necessary. These students will be assigned grades the same as listed in Inclusion Classes above.

6. Other

All classes count on GPA and Honor Roll Calculation with the exception of summer Honors Physical Education.

7. Scholarship Award

A scholarship awards program is held each May. In order for students to receive the scholarship award they must have achieved honor roll status for each of the first three grading periods.

Course Offerings

Grade 7

Language Arts 7
Math 7
Math 7H
Science 7
World Social Studies
Art 7
Comp. Tech. I
Choir 7
Band 7
General Music
Physical Education

Grade 8

Language Arts 8
Intermediate Algebra
Algebra
Science 8
American Studies
Art 8
Comp. Tech I & II
Choir 8
Band 8
Life Skills I and II
Spanish I or French I

Physical Education
Health
Career Based Intervention

Textbooks

All textbooks belong to the Clyde-Green Springs Board of Education. They are purchased from public tax funds and are only loaned to pupils. Students must sign a book list for each textbook loaned to them. All textbooks must be returned in good condition. If a textbook is missing, students should check the lost and found in the office. If a book is lost, misplaced or stolen, it is the responsibility of the student to whom it was issued and must be paid for by that student. Another textbook will be issued when the student pays for the original book.

Homework/Assignment Books

Students in the middle school do more advanced work than in elementary school and therefore should plan to do some work at home. Assignments are given far enough in advance and will be carefully reviewed by the teaching team, so as to give students ample time to plan and complete their assignments.

On an average day, seventh and eighth graders should plan to spend one to one and a half hours of study outside of the regular classroom work. Students who regularly complete their homework earn higher grades. Those who do not complete assignments, risk lower grades, failure, and or disciplinary action.

McPherson Middle School students are given an assignment book, which is paid for, by the middle school Boosters and student fees. Students are required to have these assignment books with them and to keep them up to date. Teachers may request to see or collect the assignment books at any time and may incorporate the use of these books into their daily grade for their classes. Parents are encouraged to ask to see these assignment books on a regular basis.

There is space provided in the assignment book for hall passes. Students must have their assignment book, and have it up to date in order to receive a hall pass from a teacher. Students may not borrow assignment books from other students in order to receive a pass.

Each team has developed a policy and procedure for students who do not complete or turn in assignments. If a student continues to violate these policies and procedures, in spite of intervention attempts by the teachers, they may be referred to the office. Students referred to the office may be considered to be insubordinate and may face appropriate disciplinary action. Disciplinary action may include but is not limited to: assignment to Saturday School, assignment to In School Restriction, assignment to Out of School Suspension, or assignment to the Sandusky County Alternative School. Chronic offenders may face unruly charges in juvenile court for continued insubordinate behavior.

Homework Rationale

Homework in seventh grade is intended to:

1. provide students with opportunities to demonstrate, reinforce and extend learned skills without direct teacher support.
2. provide students with opportunities to assume responsibility and establish strong work habits
3. provide opportunities for self-directed study that will encourage students to become independent learners.

In the seventh grade students are assigned more long-term projects than in the sixth grade. The intended purpose is two-fold -- to build upon the foundation established in previous grades and to prepare them for the increased expectations of the eighth grade and beyond. One of the most important objectives of the year is for students to learn how to schedule their homework time so that every night, Monday through Friday, they work on assignments from their classes. In addition to homework assigned that day, this includes studying for a test, researching a report, reviewing class notes, or independent reading. As long as seventh graders consistently keep up with their classes (attending class and paying attention while in class, completing homework the day it is assigned, working daily or weekly towards a long-term project), there should not be a "build-up" of work at any one time.

The ability to plan, schedule, and balance one's academic load is not easy for some students to learn, but it is imperative that all our students master such skills during the year. Seventh graders must build the confidence and know-how to schedule and plan their academic load.

As professional educators who are knowledgeable in the curriculum, teachers create homework assignments based on average expected achievement. Teachers make every effort to balance assignments taking into consideration other projects. Many times teachers have students begin assignments in class in order to ensure that they understand the directions and begin the assignment correctly. If a student does not use his/her classroom time effectively, his/her homework may take longer. Teachers will provide accommodations responsive to individual student needs as appropriate. It is the responsibility of the student to inform the teacher when there is a lack of understanding so that the teacher can provide more instruction.

Homework in the eighth grade is intended to:

1. provide students with opportunities to demonstrate, reinforce and extend learned skills without direct teacher support
2. provide students with opportunities to assume responsibility and establish strong work habits
3. provide opportunities for self-directed study that will encourage students to become independent learners for high school and beyond

In the eighth grade students are assigned more long-term assignments than in previous grades; this is the nature, and in fact, one of the intended purposes of eighth grade. One of the most important objectives of the year is for students to learn how to schedule their homework time so that every night, Monday through Friday, they work on assignments from their classes.

Our goal is to make sure all students become independent learners. Therefore, they need to learn that homework goes far beyond specific written work assigned one day and due the next. There should never be a time when a student says, "I don't have any homework tonight." There is always something to do – whether studying for a test, researching a report, reviewing class notes, or independent reading. As long as eighth graders consistently keep up with their classes, there should not be an excessive "build-up" of work at any one time. The amount of time students spend on homework depends on a variety of factors and is specific to each individual student.

The ability to successfully plan, schedule and balance one's academic load are skills that are not easy for some eighth graders to learn. The eighth grade teachers do everything they can to help the students learn these skills; it is imperative that all students master such skills during the year.

Eighth grade graduates must have the confidence and know-how to schedule and plan their academic load. It is precisely these skills that will insure success in high school and beyond.

Homework Hotline

Students and/or parents may call the Homework Hotline on any school night after 6:00 PM. The number is **547-0588**. A voice mail system will guide you through the steps to access your student's team assignments. Parents are encouraged to call the Hotline periodically to check on student assignments or to get assignments when a student is absent from school. Teachers often place advance notice of tests, quizzes, projects, or needed materials for school on the Hotline.

Grade Cards and Progress Reports

Grade cards are issued every nine weeks. Grade cards will be issued during the week following the end of the grading period. Grade cards are withheld for any student who has outstanding fees or fines. Contact the school office if your child does not bring home a grade card.

Progress reports are sent home at the mid-point of the grading period. Students with a "D" or an "F", or students whose grade has significantly dropped will receive a progress report. Teachers may choose to send progress reports to any student, at any time for any reason. Teams may use a bi-weekly folder that would replace the traditional mid-term report.

Promotion/Retention

Middle school students who make satisfactory progress in at least three of their four academic subjects (Language Arts, Math, Science, Social Studies) may be promoted to the next grade level.

Students who do not make satisfactory progress in at least three of the four academic subjects have failed the year and are to be considered for the following options.

1. Retention in the current grade level
2. Placement in the next grade level, despite unsatisfactory progress
3. Summer school make-up.

Section III: Student Activities

Eligibility

A student shall be deemed eligible to represent McPherson Middle School in an athletic or non-athletic extra-curricular activity if the student meets the following specific requirements.

1. In the judgment of the principal, the student is representative of the school's ideals in matters of conduct and sportsmanship.
2. In order for a student to be eligible to participate in athletics or other extra curricular activities each grading period, a student has to achieve a 1.50 GPA or greater in the preceding nine week grading period and pass a minimum of two Carnegie units of credit (four full one credit classes)

Student/athletes will also be ineligible on a weekly basis if they receive two "F's" or one "F" if they are taking only four classes. The student would be ineligible to participate in the following week after receiving the grades.

Student/athletes are expected to maintain a high standard of conduct at all times. This is especially true in the classroom. Any student receiving a "3" in conduct (Unacceptable) rating in any class on the weekly eligibility sheets, will be ineligible for that week's activities.

3. At least one-half day of school attendance is necessary before a student may participate in any activity or practice that day.
4. When a student enters the 7th grade for the first time, the student shall be eligible for a period not to exceed four semesters taken in order of attendance, whether the student participates or not.

A student's participation and eligibility on any McPherson Middle School athletic team or other McPherson Middle School extra-curricular activity is a privilege and not a right. Students may be denied participation or eligibility for their actions or activities beyond the student day or school year, as well as during the student day or school year. A student participating on a McPherson Middle School athletic team or other extra-curricular activity as a representative of the school district must always comport his/herself in a manner that does not reflect negatively upon the school district. Therefore, a student shall never be involved in the use of alcohol, drugs, or similar stimulants, nor should a student be involved in criminal, assaultive or dangerous behavior. The administration of the school district shall be the sole arbitrator of what actions or activities of the student reflect negatively upon the school district.

All school rules are in effect during any school sponsored activity, home or away.

Co Curricular/Extra Curricular Activities

The following activities and clubs are offered at McPherson Middle School.

Drama Club, Yearbook, Foreign Language Clubs, Art Club, Library Club, Quiz Team, Choir, Band, Jazz Band, Swing Choir, Student Council, Pep Club, Model U.N., Power of the Pen, Music Solo and Ensemble.

In addition, students may be asked to volunteer their assistance in maintaining a courteous and smooth running school. Students who volunteer to be office helpers, student librarians, peer tutors, and the like, practice an important principle, that of service to others. To be eligible to participate in any of these activities or volunteer roles a student must meet the academic eligibility requirements.

A program of inter-scholastic athletics, under the rules and regulations of McPherson Middle School and the Ohio High School Athletic Association is offered for students. Students may participate in the following:

Boys - Football, Basketball, Wrestling, Track, Cross Country, Cheerleading

Girls - Volleyball, Basketball, Track, Cross Country, Cheerleading

To be eligible to participate in athletics a student must do the following:

1. Have completed and returned a physical examination card.
2. Read and complete a player contract form.
3. Pay a participation fee that is required for each sport and includes a charge for insurance.
4. Meet the eligibility requirements.

Performance, Game and Contest Conflict

When a student who participates in more than one school activity encounters a conflict in the scheduling of school events, which is beyond the control of the student, the following procedures will be used.

1. The athletic director, advisor, or coach of the conflicting activities shall meet and attempt to reach a mutually agreed upon decision regarding the student's participation. The student will not be penalized in the activity they miss.
2. If the director, advisor, or coach of the conflicting activities cannot reach a mutually agreeable decision, the principal will make a determination based on the level of performance listed below.
 - A. State (Highest Priority)
 - B. District/Regional
 - C. Sectional
 - D. Conference
 - E. Combined Performances (relays, music festival)
 - F. Regularly schedule performance
 - G. Practice or rehearsal (Lowest priority)

The decision of the principal will not subject a student to penalty in the activity missed.

3. Should the student and/or the parent choose to ignore the principal's decision, based on the level of performance, and participates in an activity of lower priority, that student will be subject to the disciplinary action from the director, advisor, or coach of the activity of higher priority according to the stated guidelines or policies for that activity.
4. Students who fail to participate in a scheduled activity due to their personal scheduling difficulties will also be subject to disciplinary action based on that activity's stated rules or policies.

Non-School Sponsored Clubs and Activities

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide an equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school logo.

Section IV: Attendance

Attendance

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, be subject to disciplinary action, and/or have charges filed against them and/or their parents or guardians in juvenile court.

Excused Absence

It is the responsibility of the parent or guardian to contact the school office when their student will be absent. A parent or guardian must call the school office prior to 9:00 AM on the day of an absence. The school office opens at 7:30 AM.

Students **may not** call themselves in sick. Regardless of any phone contact, students must bring in a note signed by their parent/guardian when they return to school. The note should list the dates, and reason the student was absent. If a student has been seen by a physician or a dentist, they should bring a note from the doctor's office.

The Ohio Revised Code mandates that schools make contact with the parent or guardian of children absent from school. If the school does not receive a phone call of the morning of a student's absence, we will call the parent/guardian at home or at work.

The Ohio Revised Code lists the following as the only legal excuses for absence from school:

1. Personal illness: the school may require a certificate from a physician upon return to school.
2. Illness in the family.
3. Quarantine in the home: absences arising from this condition are limited to three (3) days, unless reasonable cause is shown by the parent/guardian as recommended by health officials.
4. Death of a relative: absences arising from this condition are limited to three (3) days, unless the parent/guardian can show reasonable cause for a longer period.
5. Observance of a religious holiday: a student may be excused for observance of religious holiday consistent with his/her creed.
6. Any other reason approved by the school **prior** to the absence.

Unexcused Absence

Unexcused absences are those not approved by the school or the state code. Unexcused absences usually consist of but are not limited to; oversleeping, missing a ride, shopping, car trouble, non-medical appointments, baby-sitting, and jobs. Needed at home **is not** an acceptable excuse for missing school, personal business must be specified to the building principal. All unexcused absences will result in grade of zero for all work missed.

Tardy Policy

Students should plan to arrive at school no later than 7:55 AM. Students are expected to be in their first period class prior to the bell at 8:00 AM. Habitual tardiness can lead to poor attendance patterns and disciplinary action. Students arriving to school or their first period class after 8:00 AM are tardy to school and must come to the office to sign in. In order for a tardy to be excused the student must have a note from their parent or guardian with an acceptable reason for the tardiness or they must have a note from a doctor or dentist. Such note must be submitted no later than 8:00 AM the next day following the absence.

Any student arriving late or leaving early from school, must sign in or out in the office.

Unexcused tardies to school in excess of 4 per semester will result in a student being assigned to Saturday School. Any subsequent unexcused tardies may result in a student being considered truant at which point they may be restricted or suspended, assigned to the Alternative School and/or have charges filed against them.

Excessive Absenteeism

Students are permitted no more than nine (9) absences, **excused or unexcused**, in a given semester. Any absence beyond the nine-day limit must meet the following criteria in order to be considered excused:

1. Absence is verified with a note from a Doctor or dentist.
2. The parent/guardian makes a direct contact with the building administrator who will determine if the absence is excused. This contact, by phone or in person, should be made prior to the absence.

Failure to meet either of these criteria will result in the student being considered truant. Truancy will result in one or more of the following consequences: **In School Restriction, Out of School Suspension, assignment to the Sandusky County Alternative School, and/or charges filed in juvenile court against the student and/or parent/guardian.**

The following excused absences, while still being considered absent, **will not**, count toward the nine day limit.

medical reasons accompanied by a note from a physician
dental visits accompanied by a note from a dentist
court appearances with a note from an attorney or the clerk of courts
attendance at a funeral (with a note from the parent/guardian)
out of school suspension
other days as approved by the principal

Vacation Policy

Students (including those 18 years of age) may be excused for family oriented vacations (with at least one their parents or guardians) not to exceed five (5) total school days. Such a planned absence requires a written excuse **prior** to the absence. Advanced notice shall be given to the Office of the Principal **five (5) days prior to the first day of the planned absence**. Arrangements for completing the missed schoolwork shall be made with each teacher after the Office of the Principal prior to the absence has given approval. Completion of the missed schoolwork shall be the responsibility of the student and parent. If such a request is not submitted, the absence will be considered unexcused unless school officials determine there were extenuating circumstances based on a written statement from a parent or guardian, which explains the reason why proper procedures were not followed. These five (5) allowable days for family vacation will be counted as absences. Days in excess of five (5) will be considered unexcused absences.

Procedures for Absences Other Than Vacations

Students should secure the Advance Request for Absence form for all planned vacations, business trips, **first day** of hunting season, to attend athletic events in which Clyde High School is a participant, funerals, religious holidays, or other absences that they know about in advance. This form should be submitted to the Office of the Principal at least five (5) days prior to the absence. Students going hunting on the **first day** of hunting season must present a copy of their hunting license with this form. Students attending athletic events in which Clyde High School is a participant must present their event tickets with this form.

Leaving School Grounds

Students are not to leave school grounds after their arrival without the express permission of the school. Such permission cannot be given after the fact. If it is necessary for a student to leave, they must sign out in the office. Only school personnel may call the parent/guardian to secure permission for a student to leave.

Students who leave school grounds without permission and/or without signing out in the office are subject to disciplinary action and may be considered truant. Students riding a school bus must remain on school grounds after arrival and prior to departure, failure to do so may result in denial of bus privileges as well as disciplinary action.

Early Release

Students may obtain permission to be released from school for doctor's or dentist's appointments by presenting the appointment card in the office or bringing a note from a parent or guardian. This request for release must be presented in the office prior to 8:00 AM. Needed at home or personal business is sufficient reasons for an early release.

Parents are encouraged to make every effort to schedule these appointments outside of school hours. Students released, are expected to return to school after their appointment if time allows.

Make-Up Work

When a student is absent from school, it is their responsibility to contact their teachers to get assignments they may have missed. The number of days allowed is determined by the number of days approved as excused absence. Assignments made on the day of an absence should be submitted to the teacher by the end of the school day immediately following the day the student returned to school. A grade of zero will be recorded for all incomplete required class work. Exceptions are made only with the approval of the principal.

Admittance to Class After an Absence

When a student returns to school after an absence they must obtain an admit slip from the main office. Students must have a note from their parent/guardian in order for the absence to be excused. Students should arrive at school in time to obtain their admit slip and still be in their first period class on time. Students will not be admitted to class without an admit slip.

Phone Call/Note Policy

The Ohio Revised Code requires that contact be made by the school with the parent/guardian whenever a student is absent. If the parent/guardian does not contact the school by telephone or in person by 9:00 AM the morning of the absence, the school will call the parent/guardian at home or at work. A post card will be sent if contact is not made.

The student should also bring a note from a parent/guardian, which includes the date and reason for the absence. Students should bring a note from the dentist or doctor whenever possible, this note should include the dates the student was unable to attend school, the date the student may return to school and/or the reason for the absence.

Illness During School

Students who become ill during the school day may be dismissed from school only by the office. A parent or guardian must be contacted by the office and suitable transportation arrangements made. Anyone picking up an ill student must come to the office and sign them out.

Miscellaneous Excused Absence

Absences not covered by other sections of this policy will not be excused unless the parent/guardian contacts the principal in advance of the absence. Parents/guardians are encouraged to contact the school office well in advance with questions regarding whether or not an absence will be excused. By doing so, you will allow the principal time to review the circumstances of the absence and allow the student ample time to complete any assignments if the absence is excused.

Section V: Discipline Code

Expected Behaviors

A major component of the educational program at McPherson Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. In general, good common sense, good manners, and respect for property and the rights of others will keep students in good standing at school.

Each student will be expected to:

1. Abide by national, state, and local laws as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in self, family, and in the school.
9. Meet the academic and behavioral expectations of the team a student is assigned to.

Dress Code

Personal attire must be in good taste and in keeping with community standards. Hair is to be clean and well groomed. Clothing that tends to draw attention to the individual, clothing that is excessively worn, clothing that distracts students or otherwise disrupts class is not permitted. Students must be reasonably dressed at all times, the middle school administration shall determine if a student meets this requirement.

Clothing items not permitted to be worn in the building at McPherson Middle School include; hats or other types of head coverings, chains other than those worn around the neck, sunglasses, sweats, or coats and jackets. Shoes or sandals must be worn at all times. Wallet chains, or other long chains are not permitted. Clothing or accessories that advertises or promotes the use of alcoholic beverages, tobacco or tobacco products, and/or drugs is not permitted. Clothing, which contains pictures, or statements that are obscene, suggestive, even by implication or double meanings, or contain profanity are not permitted. Clothing items or accessories, which are representative of a gang or gang membership, are not permitted. Items intended to be worn as pajamas or underwear may not be worn as outerwear at school.

Students may wear shorts if they conform to the standard of good taste and appropriate length. Students may not wear biker shorts or other spandex type shorts, boxer shorts, sweat short, or cutoffs of any kind. All shorts must be hemmed and in good repair.

All dresses, skirts, and shorts must extend below the fingertips when arms are held straight down. A student's midriff must be covered. Shirts and/or dresses with straps may be worn if the straps are no less than 1-1/2" wide and the shirt or dress is

reasonably tight under the arm. Students who wear full length tights, leggings, or other full length spandex type clothing, must also wear clothing that meet the standards established above, including the standard on length.

All pants or shorts worn by students must be of such a size and style that they will remain about the hips unassisted. Shirts, blouses, and sweaters worn by students must be of such a length as to be able to be tucked in and remain tucked in. Both straps of bib overalls or shorts must be fastened and over the shoulder.

Additional guidelines may be imposed by the advisor or sponsor of any specific activity, function, or class.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayer's money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parent/guardian will be required to pay for replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

Code of Conduct

In accordance with the Revised Code, any student enrolled in the school who is found to be in violation of any of the following rules shall be subject to disciplinary action which may include; detention, restriction, suspension, expulsion, emergency removal, placement in a disciplinary class, or other disciplinary action.

- 1. Disruption of School** - a student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated violations of the code of conduct, cause disruption or obstruction to the educational process, including lunch periods, as well as all curricular and extra-curricular activities. Example of disruption would include, but is not limited to; unusual dress and appearance, bomb threats, the setting of fire alarms, strikes or walk outs, impeding free traffic to or within the school.
- 2. Damage to School or Private Property** - A student shall not cause or attempt to cause damage to school or private property as it affects the good order and welfare of the school. Such example of school property include but are not limited to; landscaping, athletic facilities, buildings, and contents. Such examples of private property include but are not limited to; vehicles, building, landscaping, clothing or other possessions.
- 3. Assault** - A student while under the jurisdiction of the school, shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school staff, other students, or visitors. Jurisdiction includes the school day as well as any school activity
- 4. Dangerous Weapons/Instruments** - A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument of violence. Example of these weapons or instruments includes but is not limited to; guns, rifles, knives, ice picks, switchblades, and brass knuckles. Included in this provision would be the use of chemicals, gases, and/or explosives.
- 5. Theft (Unauthorized Possession)** - A student shall not cause or attempt to take into possession the public property or equipment of the District or the personal property of another student, teacher, visitor, or employee of the District during school, or act school activities.
- 6. Tobacco, Drugs and Alcohol** - The possession, use or abuse of tobacco, alcohol, drugs and/or paraphernalia while at school will result in immediate suspension. It is unlawful to deliver, attempt to deliver, or cause to be delivered any form of alcohol, drugs, narcotics, non-controlled substances, or substance which resembles a controlled or non-controlled substance which may be considered harmful to health or morals of oneself or others. This includes counterfeit controlled substance or "look alike" drugs. A student shall not appear at school or school related events after having consumed any of the above.
- 7. Insubordination** - A student shall not disregard or refuse to follow reasonable directions given by school personnel.
- 8. Violations of the Law** - A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

9. **Frightening, Degrading, Disgraceful Acts** - A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace a teacher, student, employee of the district, or visitor by written, oral, verbal or gestural means.
10. **Truancy and Tardiness** – Truancy is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Tardiness to school and between classes is also prohibited.
11. **Extra-curricular Activities** - the code of conduct rules apply equally to situations involving school sponsored clubs, organizations, or sporting activities. Members of these groups who violate the code of conduct may be denied participation in the club, organization, or activity in which they participate as well as being restricted or suspended from school.
12. **Publications and Organizations** - Publishing or distributing any printed material or promoting organizations or joining any club or organization, which has not been approved by the building administration, is prohibited.
13. **Forgery and Cheating** - All forms of cheating on schoolwork are prohibited. Any kind of forgery is prohibited.
14. **Power of School Authorities** - The power of school authorities over students does not cease absolutely when they leave the school premises. Conduct outside of school hours and school property shall subject the student to school discipline if it directly affects the good order and welfare of the school.
15. **Collusion** - No student shall assist or aid in any way another student in violating either school rules or any law or ordinance when either student is properly under the authority of school personnel.
16. **Physical Examinations and Immunizations** - Failure to comply with Board policy regarding physical examinations and in accordance with the Revised Code regarding immunizations may result in exclusion from school.
17. **Unauthorized Sales** - No student shall sell or cause to sell anything during school hours, anytime on school property, or at school sponsored events without the prior approval of the building administrator.

Tobacco, Drugs, and Alcohol

The Clyde-Green Springs School District recognizes that the use and abuse of tobacco, alcohol, and drugs has a negative effect of the behavior, learning, and development of the student. We are committed to achieving a school environment free from tobacco, alcohol, and non-medical drug use and abuse. We will provide students, through our curriculum, the information necessary to make proper decisions concerning tobacco, alcohol, and drug abuse. We will assist and support students with tobacco, alcohol, or drug problems in seeking appropriate evaluation and/or treatment. We will try to achieve this through policy and procedure guidelines, prevention and intervention methods.

Drugs are defined as any chemical substance, which affects a person in such a way as to bring about psychological, emotional, or behavioral change. Thus, alcohol shall be considered a drug within this policy. Tobacco is also a drug, however, tobacco is dealt with under another school policy. It shall be the responsibility of all school personnel to report all reasonably suspected incidents of non-medical use of drugs or the use of alcohol to the appropriate administrator.

This policy prohibits students to use or to have in their possession tobacco, alcohol, or drugs on school property or at school-sponsored activities. It is the policy of the Clyde-Green Springs Schools to prohibit students from the non-medical use, abuse, or possession of drugs, look-alike drugs, tobacco, alcohol, and/or paraphernalia on Clyde-Green Springs School property and at school sponsored activities off of school property.

Whenever there is a reasonable suspicion that a violation of this policy has occurred the following steps may be taken:

FIRST OFFENSE

1. Notification of parent/guardian when this policy is violated by the student.
2. Ten (10) days OSS. However, up to five (5) days will be removed if the student and parent/guardian agrees to an assessment and to follow the recommendation of the assessment.
3. Referral to the school’s IAT Team, which may result in an out of school assessment.
4. The possible notification of law enforcement officials.
5. Possible loss of driver’s license. (ORC 3313.66)

SECOND OFFENSE

In the event this is the second time that a student has been involved in an alcohol/drug related offense, the school administrator shall notify the parent/guardian and a conference shall be arranged. The student shall be suspended and recommended for expulsion. In addition, the student shall be encouraged to seek professional evaluation at an appropriate agency.

Trafficking In Drugs

It is unlawful to deliver, attempt to deliver or cause to be delivered a drug or non-controlled substance, which substantially resembles a controlled substance. The sale of any drug, which is not in a properly labeled and sealed package, is unlawful. Guidelines in accordance with the Ohio Revised Code make it a clear violation of the law, and police authorities may be notified. Students in violation of this policy shall be suspended and recommended for expulsion and possible exclusion.

Self Referral

In the event that the Clyde-Green Springs School District has followed the appropriate procedure and the family and/or student refuses to cooperate in the intervention and student's negative behavior(s) continues, that student's status in school may be in jeopardy and the school may take appropriate action.

Students who wish to refer themselves to this program will not be subject to discipline by school authorities provided that the student has not been previously identified as having committed an alcohol/drug offense. This policy concerns alcohol/drugs on school property as well as school sponsored activities off school property. Unless specifically agreed to by the Superintendent and/or the Board of Education, any cost of outside referral for diagnosis or treatment must be assumed by the student and their family.

Harassment

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individual is not permitted. This includes speech or action that creates a hostile, intimidating, or offensive learning environment.

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

SEXUAL HARASSMENT

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

Non-Verbal: causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

Physical Contact: threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the district.

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

Verbal: written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.

Non-Verbal: 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.

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.

Any student who believes that they are victim of any of the above situations or has observed such actions taken by another student, staff member, or other person associated with the school district should contact an administrator immediately.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner.

If the investigation reveals that the complaint is valid, the appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another person may be considered a form of child abuse, which will require that the alleged abuser be reported to the proper authorities.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Hazing

It is the policy of the Board of Education that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing codes does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the district shall be particularly alert to possible situations, which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported to the principal and the superintendent immediately.

No person shall recklessly participate in the hazing of another. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private shall recklessly permit the hazing of any person. Whoever violates this section is guilty of hazing, a misdemeanor in the fourth degree (ORC 2307.444; 2903.31).

Posturing

No student shall engage in any confrontation either by verbal or non-verbal means that causes another student or staff member, or other employee of the district to feel intimidated, threatened or harassed.

Posturing is defined, but is not limited to the following: trash talking; insults directed at a student/staff member or a member of a student's/staff member's family; threatening physical harm, threatening future physical confrontations, name calling, indicating a willingness or a desire to fight, body language that indicates the same.

Students that engage in posturing are subject to disciplinary action, which may include restriction, suspension, removal from school, or assignment to the alternative school. Students that willingly engage in posturing behavior that subsequently results in a physical confrontation, can be held responsible for the physical confrontation and may be suspended for fighting.

Criminal Acts

Any criminal act taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when the school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

Search and Seizure

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law maybe taken and held or turned over to the police. The school reserves the right to not return items, which have been confiscated.

Cheating

Presenting an assignment to a teacher for a grade or as part of a requirement for a class that is not a reflection of one's own work is prohibited. This would include, but is not limited to; copying a test, quiz, homework assignment, workbook, using someone else's paper or report, or plagiarizing another's work.

Plagiarism is defined as passing off as one's own work the words or ideas of someone else without giving credit to the source of the material. Students should not copy word for word, or paraphrase material without giving credit to the source through the use of proper footnotes. Students will be subject to receiving 0's or F's for assignments and/or other disciplinary action.

Public Displays of Affection

The school encourages proper boy and girl relations but at the proper place and time. Kissing, holding hands, or having the arm of one partner about the other is strictly unacceptable in the school setting. Dating is a socially accepted act, but not during school hours. Students are subject to disciplinary action and refusal to abide by the rule may be considered insubordination.

Use of Profanity

The use of profanity is prohibited. The use of profanity is prohibited by the Student Code of Conduct and will be enforced as follows:

Directed at a teacher or other adult: a student may be restricted or suspended. The length of the restriction or suspension and its type is at the discretion of the administration.

Directed at another student or non-directed: a student will be disciplined. The type and severity of the action is relevant to the student's previous disciplinary record and is at the discretion of the administration.

Discipline

It is important to remember that the school's rules apply going to and coming from school, on school property, at school sponsored events home or away, and on school transportation. In some cases, a student can be denied school transportation for infractions of bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. in all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. it includes:

- **writing assignments**
- **change of seating or location**
- **additional class work**
- **detention** - students may be required to be in school outside of the regular school day with the notification of parents. It is the student's and/or parent/guardian's responsibility to provide transportation after a student serves detention. Forgetting or not having a ride is not acceptable reasons for missing a detention. Missed detentions may result in restriction.

- in-school restriction - the temporary assignment of a student to a special room located at Clyde High School, for disciplinary reasons. Students are expected to complete assignments and tests. Students may not participate in student activities for the duration of the restriction. Offenses for which students will be assigned ISR include, but are not limited to: excessive tardiness, truancy, smoking/possession of tobacco, leaving school without permission, failure to serve detention, insubordination, disruptive or unruly behavior.

FORMAL DISCIPLINE

Formal discipline takes place outside of the school. It includes:

- out of school suspension - the removal of a student for up to 10 school days. No student while on OSS shall be on school property or at school sponsored activities without prior administrative approval. No credit is given for school work missed during OSS. Students may not participate in student activities for the duration of the suspension. Offenses for which students will be assigned OSS include, but are not limited to: fighting, assault, theft, consumption of an alcoholic beverage, possession/use/sale/transmission of drugs, alcohol, controlled substances, look alike substances, and/or paraphernalia, use/possession of a weapon or dangerous instrument, extreme acts of vandalism, gross insubordination, any act which threatens the well being of students or staff.

-Saturday School – students may be assigned to serve Saturday School. Students assigned to Saturday School who fail to serve or follow instructions will be assigned OSS.

- expulsion - the exclusion of a student from school for up to 80 days by the superintendent for violation or repeated violations of the code of conduct. Students who are expelled will lose credit for the semester in which they are expelled. No student while under expulsion shall be on school property or at school activities. Expulsions may carry over into the next school year.

- permanent exclusion - when a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that they may be never permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- any possession or involvement with a deadly weapon
- drug trafficking
- murder, manslaughter, assault, or aggravated assault
- certain sexual offenses
- complicity in any of the above crimes

This process is formal and will usually follow an expulsion and the proper notification of parent/guardians.

Denial of Privileges

Student may be denied privileges for violation of the code of conduct as follows:

- bus denial - students who violate the code of conduct on the bus may be denied busing privileges.

- participation denial - students who violate the code of conduct or athletic/activity rules may be denied participation.

- withholding privileges - special privileges such as LRC passes, computer/technology privileges, hall passes, lunchtime privileges, field trips, and others may be withheld.

- activity denial - students may be denied the privilege of attending school activities such as dances, concerts, and other events.

Due Process

Due process is a procedure to assure that students have a fair opportunity to challenge or defend charges against them. The elements of due process are as follows.

1. Student has been informed of school rules and regulations.
2. Student has received written notice of intent to suspend/expel and the reasons for that intent.
3. Student has the opportunity for an informal hearing to challenge the charges.
4. Student and the parent/guardian are notified by mail within 24 hours of the suspension or expulsion.

5. Student and the parent/guardian have the opportunity to appeal the decision.
6. Student and the parent/guardian are entitled to representation of their choice.

The suspension appeals procedure is as follows.

Step 1: Notify the building administrator within five (5) days of the effective date of the suspension.

Step 2: Student and the parent/guardian may meet with the building administrator

Step 3: Student and the parent/guardian may appeal the building administrator's decision to the superintendent or his designee. A written decision will be issued to the appealing party.

Step 4: Student and parent/guardian may appeal to the Board of Education or its designee. A written decision will be issued to the appealing party.

The expulsion appeals procedures are as follows.

Step 1: Student and parent/guardian are permitted to attend a pre-expulsion hearing with the superintendent.

Step 2: Student and parent/guardian will receive written notification of the expulsion form or re-admittance to school from the superintendent.

Step 3: Student and parent/guardian are permitted to appeal to the Board of Education or its designee. A written decision will be issued to the appealing party.

Discipline of Students With Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities (ADA) or Section 504 of the Rehabilitation Act of 1973.

Sandusky County Alternative School (SCAS)

Students may be assigned to attend SCAS for violations of the code of conduct. The number of days assigned shall be determined by the principal and/or the superintendent.

SCAS is not an optional program, and attendance at SCAS is required when a student is assigned. Failure on the part of the student or parent/guardian to attend SCAS may result in charges being filed in juvenile court against the student and/or the parent/guardian.

SCAS is designed as an alternative to OSS and/or expulsion. Assignment to SCAS is up to the building principal or the superintendent and is subject to space availability. Students may be assigned to SCAS for consistent violation of school rules, consistent belligerent behavior, truancy, or other reasons as noted by the principal or superintendent.

SCAS may provide counseling sessions while a student is assigned. SCAS works closely with the Sandusky County Juvenile Court. Students on probation may be referred to their probation officer for violations of SCAS rules. Students not on probation may have charges filed against them for violations of SCAS rules. In cooperation with the Sandusky County Prosecutor's Office, students that do not follow SCAS rules may have a warrant issued for their arrest.

Court Referral

Students may be filed into court for chronic or habitual misbehavior, poor attendance, or for violations of the law when properly under the authority of school personnel.

Rules for In-School Restriction (ISR)

The following rules and regulations will be in effect for ISR:

1. The student's school day will be 8:00 AM to 2:46 PM.
2. The student will report directly to the ISR room at Clyde High School, no later than 8:00 AM.
3. Students must bring all books and materials to ISR.

4. Absenteeism and tardiness will be handled by the ISR monitor in cooperation with the middle school principal. Absence will not reduce the restriction period.
5. The following rules will be strictly enforced; no sleeping, no talking, no noise making, no games, no eating or drinking, and various other acts that might distract or interfere with another student's right to study.
6. Restroom privileges consist of one in the morning and one in the afternoon, with permission and under the supervision of the ISR monitor.
7. Students may receive credit for work done if completed and returned to the ISR monitor, who will in turn send the work to the middle school.
8. Any student serving ISR will not be permitted to engage in any school activity for the duration of the assignment. The student must leave school property upon dismissal from school.
9. Student will eat lunch at 11:00 AM. Students may purchase a lunch from the high school cafeteria or they may pack.
10. Middle school students are responsible for taking all of their books with them to ISR, failure to do so may result in the ISR being changed to OSS.
11. A student's failure to adapt his/her behavior to the rules and regulations or one who shows an unwillingness to do assigned work may receive additional days of ISR for the first violation. A second violation while in ISR may result in OSS.

Repeated Violations of Directions, Policies, or Rules

A student shall not repeatedly fail to comply with directions, policies, or rules of teachers, student teachers, substitute teachers, teacher's aides, administrators, counselors, or other authorized adult school personnel, during any period of time the student is properly under the authority of any school personnel.

Multiple Offense 5, 10, 15

Any student who accumulates five or more discipline referrals, which have not resulted in restriction or suspension, may be restricted or suspended for one (1) day. This day may be in addition to days received for a restrictable or suspendable offense.

Any student who accumulates ten or more discipline referrals, which have not resulted in restriction or suspension, may be restricted or suspended for two (2) days. These days may be in addition to days received for a restrictable or suspendable offense.

Any student who accumulates fifteen or more discipline referrals, which have not resulted in restriction or suspension, may be restricted or suspended for three (3) days. These days may be in addition to days received for a restrictable or suspendable offense.

Days of restriction or suspension may be ISR or OSS and is at the discretion of the administration. Students may also be assigned to the Sandusky County Alternative School for repeat violation of school rules.

Technology Guidelines and Regulations

Computer use is encouraged and made available to all students enrolled in the Clyde-Green Springs Exempted Village School District for educational purposes only. The administration reserves the right to inspect, copy, and/or delete any or all files and records created or stored on school owned computers.

In order to use school district technology and related services, a student must complete and return the Computer Use Agreement Form.

Students must adhere to the guidelines listed below:

1. Files created or stored on school owned computers are restricted to school assignments only. Personal files may not be created or stored.
2. Network password security is the responsibility of the student.
3. Student shall not copy (without authorization), damage, or alter any hardware or software.
4. Students shall not delete a file (without authorization), or knowingly introduce a computer virus to any school program.
5. Students shall not use or alter another person's password, files, or directories.
6. All non-school software and diskettes must be checked and approved for use by the network administrator or supervisor before being used on any school owned computer and are subject to inspection at any time.
7. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network supervisor. Internet users must complete an Internet Use Consent Form and receive prior approval before using the Internet.
8. No student shall attempt to establish or establish computer contact into school district restricted computer nets or any other unauthorized databases.

PENALTIES: Infractions of the Technology Guidelines and regulations may result in denial of computer privileges and/or disciplinary action.

Note: Students who lose their computer privileges will have their password changed for the duration of the denial.

Teachers may request reinstatement of lost computer privileges for a student only for the purpose of completion of required assignments or computer classes. Any student reinstated under this provision must be supervised at all times by the teacher requesting the reinstatement.

Electronic Devices/Distractions

Students should not bring distracting items such as, tape players, CD players, MP3 players, radios, pagers, cell phones, cameras, laser pointers, other electronic devices, trading cards, etc. to school without the permission of the principal. All electronic devices, including cell phones, shall be turned off and be kept in a student's locker or otherwise out of sight during the school day. The school day is considered to be 7:45 AM until 2:46 PM. All items that disrupt the educational process will be considered distractions and may be confiscated. Return of the confiscated item is at the discretion of the principal.

General Regulations

1. **Bicycles** - It is necessary that all bicycles and mopeds be properly parked in the bike stands provided. Do not park bikes in other locations. It is strongly urged that a lock be placed on all bikes. No student should be on or near the bike racks during regular school hours.
2. **Candy, Food** - Students are not permitted to have candy or other food in class or in the building without direct permission.
3. **Open Containers** - Students shall not have open beverage containers in their lockers or in their possession at anytime in the building. Students may bring beverages in sealed containers for special class activities. These beverages must be consumed in class under the supervision of a teacher.
4. **Hall Conduct** - Students should not run, shout, or engage in horseplay in the building. Students are to move promptly to their next class in an orderly fashion. There shall be no public displays of affection.
5. **Hall Passes** - Students out of class during class time must have a hall pass. In order to get a hall pass, students must have their assignment book with them and up to date. The teacher will fill out the hall pass section of the assignment book. Passes to be dismissed from Academic Assist to go to another teacher's classroom must be secured prior to class. Students will not be excused from class or Academic Assist to obtain a pass to be dismissed. Students are limited to three hall passes per day. A teacher may refuse a hall pass request at any time.
6. **Disruptive Devices** - Students are not permitted to possess or use items such as laser pointers, cell phones, pagers, water guns, fireworks, or pea shooters. These items are disruptive and potentially dangerous. Students are subject to disciplinary action for use or possession of these items.
7. **Gambling** - Students are not permitted to engage in gambling on school property.
8. **Playing Cards and Trading Cards** - Students shall not possess or use playing cards while at school unless as part of an activity supervised by a teacher. Playing cards are not permitted in Academic Assist. Students should not bring trading cards to school at any time.
9. **School Property** - Students are not permitted to sit on tables, desks, or window sills, or to place their feet on chairs. Students will be held responsible for defacing school property.
10. **Fire Alarm Equipment** - The fire alarm equipment in the building is essential for the safety of all students and staff. Unauthorized tampering or setting off of the alarms is a violation of the law and is dangerous to all. Students who tamper with this equipment or set off an alarm in a non-emergency situation are subject to restriction, suspension, recommendation for expulsion, and/or referral to juvenile court.
11. **After School** - Students are not to loiter in the building or on school grounds after school. Students must have the hallways cleared by 3:00 PM. An exception to this would be students involved in activities or athletics and under the direct supervision and authority of a teacher, coach, or advisor.
12. **Borrowing Money** - Students are not permitted to borrow money from other students, teachers, or cafeteria workers.

13. **Parent Cooperation** - The middle school staff strongly believes in working closely with parent/guardians. Parent/guardians generally will be informed when students appear to have difficulty in maintaining proper school behavior. If actions taken by the teachers and the administration along with the help and cooperation of the parent/guardians do not correct the misbehavior, suspension, restriction, expulsion or court action may follow.

14. **Book Bags** - Students may use a book bag or backpack to carry books and other materials to and from school only. Students are not permitted to have a book bag or backpack in the classroom. Any book bag, back pack, or duffel bag used to carry books or athletic equipment to and from school must be of a size and style that will fit into a student locker without the jamming the door or lock mechanism. **Oversize bags of any style are not permitted.**

Section VI: Transportation

Bus Transportation

Students who are riding to and from school on buses provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

1. Be on time at the designated loading zone
2. Wait until the bus is completely stopped before moving forward to enter.
3. Refrain from crossing a highway until the driver signals it is safe.
4. Go immediately to a seat and be seated.
5. Remain seated while the bus is in motion.
6. Keep heads, hands, arms, and legs inside the bus at all times.
7. No littering in the bus or throwing anything from the bus.
8. No eating or drinking beverages on the bus.
9. Do not tamper with the bus or any of its equipment.
10. No playing of radios while on the bus.
11. Remain seated until the bus is stopped.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from the principal.

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the student code of conduct and may be denied the privilege of riding the bus. Students denied bus privileges that fail to attend school will be considered truant.

Section VII: Student Services

Teen Advisory Group (TAG)

Each student at McPherson Middle School will be assigned to a group in Teen Advisory Group (TAG) program. These groups, which will consist of approximately 14 students will be led by a teacher. The middle school's TAG program has won statewide recognition from the Ohio Middle School Association as an Outstanding Component Award Winner.

The purpose of TAG is to provide each student with an adult that they can identify with, who will look out for them, and whom they can ask for advice. Students should arrive at TAG each day, with their assignment book and all books and materials needed to complete homework assignments. Teachers in TAG will be able to check that assignment books are completed and that students have the necessary homework materials.

TAG groups will conduct exercises and activities throughout the year. Topics of these exercises will include; test taking skills, study skills, self-esteem activities, getting along with others, getting along with teachers, time management, note taking, careers, decision making, and current teen issues.

TAG groups may also choose to do community service projects as well as fun activities for the whole group. On days that there is no planned activity, students may have the opportunity to sign up to listen to speakers or attend special classes taught by various teachers related to their hobbies or area of expertise outside of school.

School Counselor

The school counselor is available to provide counseling services to our students and parents/guardians on a short-term basis and to make referrals to outside counseling agencies. These services could include individual and/or group counseling depending on the needs of the student and/or parent/guardian. Since it is in the best interest of the student for the student, parent, and counselor to work together to resolve the student's concerns we encourage students to share their counseling experiences at school with their parent/guardian at home even though permission from the parent/guardian for the school counselor to counsel a student is not required by law. We also encourage parents to contact us with any concerns that they may have so we can work together to address them as best we can.

School Psychologist

A licensed and certified school psychologist is available every school day. Two psychologists are on staff and are scheduled to be in the middle school building two days per week, but both are available on an as needed basis. The school psychologist provides testing and interpretation of psychological test results as well as limited individual counseling.

Sick Room/First Aid

Students who become ill during the school day must get a pass from their teacher before reporting to the office. If a student becomes ill between classes, they should go to their next period class and get a pass. Office personnel will determine if the student needs to be sent home and will call the parent/guardian when necessary. **Students are not permitted to call parents to pick them up without permission from the office.** Students must register any prescription medication in the office.

All students are required to fill out an Emergency Medical Authorization card and have it signed by their parent/guardian. Students may be excluded from school attendance and considered truant if they do not return this card.

When a student is injured or seriously ill, every attempt will be made to contact the parent/guardian. If the school cannot make this contact, we will follow the instructions on the Emergency Medical Card. Parent/guardians should note that unless the injury is life threatening, most emergency rooms will not treat a minor without parent/guardian permission. The Emergency Medical Card will enable your child to be treated in the event you cannot be contacted.

Any student with a chronic medical problem or who takes medication, should have it noted on the Emergency Medical Card so that the condition may be included on a list distributed to teachers as a special precaution.

School Nurse

A registered nurse is on call for special situations that arise that require professional attention.

Locks and Lockers

Each student is assigned a locker for the storage of books and supplies. Students are to use only the locker assigned to them and should not share or change lockers. It is the responsibility of each student to keep his/her locker neat and clean.

Students should not reveal their combination to any other student. Whenever a lock is not working properly or if a student has reason to believe that another student knows their combination, they should report it to the office immediately. The student will be given a new combination or assigned a new locker.

Tampering with the installed combination locks or with the lockers in such a way as to bypass the combination is prohibited. Students will be subject to disciplinary action and will be held financially responsible for damages to the lock or locker. Students are encouraged not leave valuables or money in their lockers.

It shall be clearly understood that the lockers are the property of the Clyde-Green Springs Schools. School officials, with or without notification or consent, may search at lockers and their contents anytime.

Academic Assist

Academic Assist periods offer the student an opportunity to study and complete classroom assignments. Teachers may use this time to pull selected students out of Academic Assist to give them supplementary help or instruction.

Students are expected to be doing school work of their own choice, or that, which is directed by the Academic Assist teacher. Students may also be permitted a browsing pass to the LRC during this time. The Academic Assist teacher may impose limits on the frequency of granting such passes.

All students assigned to an Academic Assist period should report at the beginning of the period and wait until the supervising teacher has taken attendance before presenting any passes to go and do work for other teachers, or requesting LRC, locker, or restroom privileges.

School Records

Many records are kept by the teachers, counselors and administrative staff. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act and Ohio law. This information can only be released with the written consent of the parent/guardian, adult student or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parent/guardians written consent to obtain records from an outside service provider or professional agency.

Confidential information that is in a student's record that originates from an outside service provider or professional agency may be released to the parent/guardian through the originator and parent/guardians should keep copies of records made by non-school professional agencies or individuals.

Information on former students also fall into confidential information categories and will be made available on the same basis as enrolled students.

Student Intervention and Assistance

McPherson Middle School has a group of very dedicated staff members that serve on various student assistance teams. Staff members also serve as facilitators for student intervention groups.

CORE Team and Student Intervention - The CORE team deals with student concerns related to drugs and alcohol. It serves as a planning group to organize school wide programs to educate students about the dangers of drug and alcohol use and abuse. The team also serves as a referral team and will make recommendations as to possible intervention strategies for individual students that are referred to the team. Referrals are made to the team and information is collected and evaluated. A plan of action is developed and the parent/guardian and student are often invited to a conference with the CORE Team and the student's other teachers. As a result of this conference a student may be referred to one of several in school support groups, to the school psychologist for further testing, or to an outside professional or agency for assistance. CORE Team members also often serve as facilitators for student groups such as Concerned Persons; Insight; Stress Management; Anger Management; and Children of Divorce. CORE Team members receive training in order to be able to fill these roles.

Intervention Assistance Team (IAT) - IAT deals with student academic and behavioral concerns. The IAT will be composed of one teacher from a student's core academic team, one other core academic teacher, the principal or guidance counselor, a special education teacher, and the school psychologist. Referrals are made to the team and information is collected and evaluated. A plan of action is developed and the parent/guardian and student are often invited to a conference with the IAT and the student's other teachers. As a result of this conference a student may be referred to one of several in school support groups, to the school psychologist for further testing, or to an outside professional or agency for assistance.

Taking Medications

If it becomes necessary for a student to take medication (defined as those prescribed by a physician and non-prescribed or over the counter drugs, preparations, or remedies) during school hours, parent/guardians must file an Authorization for Medication form in the school office. This form must be filled out by the parent/guardian and signed by the student's physician. All prescription medication must be kept in the school office.

Only medication in its original prescription bottle, labeled with the date of the prescription, student's name, name of the medication, time and route of administration, and the exact dosage will be administered and only in the presence of another adult. **No medication will be given that is improperly labeled or in the wrong container.**

Students with a history of asthma shall be permitted to keep their inhalers on their person and use them when needed. The **Inhaler Use Release Form** shall be completed by the parent/guardian, signed by a physician and kept on file in the school office.