

# STUDENT/PARENT HANDBOOK/AGENDA 2019-2020 ONTARIO MIDDLE SCHOOL

447 Shelby-Ontario Rd.  
Ontario, Ohio 44906  
419.529.5507  
Fax 419.747.6859



Principal – Keith Strickler – Extension 53405  
Guidance – John Boyd – Extension 53408  
Principal’s Secretary – Extension 53402  
Attendance Secretary/Aide – Extension 53401

This agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

## WELCOME

We are pleased to have you here for another school year and hope that it is a successful year for everyone. We have put together this student handbook and agenda to acclimate parents and students in the day-to-day operations of Ontario Middle School. The front section of the Agenda has the building handbook, which contains information regarding school rules, schedules, expectations, and basic operation guidelines per **Ontario Local Schools Board Policy**.

The second part of the book is a calendar section that the students will use to write in assignments for homework and events that they will need to attend. Many of the teachers require this for credit. It is our hope that his practice will help students keep current with their assignments and give the parents a ready reference for what lies ahead in their classes. Have a productive and exciting year!

## ONTARIO MIDDLE SCHOOL MISSION STATEMENT

The Mission of Ontario Middle School is to encourage Outstanding citizenship and Motivated learning with Skills for life.

## THE “A” PLEDGE

I am an Adolescent. If I have good Attendance, a great Attitude, and participate in school Activities, I will Achieve in my Academics. I need to be Accountable for my Actions and be an Architect in my Adventure at OMS. If I use the best of my Ability, I can Apply, Adapt, and Advance to the next level. I am an Adolescent and I am Awesome!

**TABLE OF CONTENTS**

Athletics .....13

Attendance.....4

Bell Schedules.....4

Cafeteria.....14

Calendar.....3

Cheating.....10

Clinic.....14

Closing of School.....15

Discipline.....7

Dress Code.....10

Expectations .....7

Extra-curriculars.....14

Friday School.....9

Grading Scale/Honor Rolls.....11

Guidance .....11

Homework.....6

Library.....15

Lockers.....16

Release of Student Information.....16

Report Cards.....12

Searches.....8

Surveillance Cameras.....8

Tardiness.....5

Technology.....12

Transportation.....16

Truancy.....5

Violations Class A, B, C.....9

Visitors.....4

Warrior Time.....12

Weapons.....8

Wireless Communication Devices.....12

## **SCHOOL CALENDAR – MIDDLE SCHOOL 2019-2020**

August 20	Middle School Open House 6:30-7:30 p.m.
August 21	First Day of Classes for Grades 1-12
September 2	Labor Day (No School)
October 3	Parent-Teacher Conferences, (Grades 6-12, 4:00-7:30)
October 18	End of First Quarter
October 24	Early release: Staff Development
October 25	Teacher In-Service (No school)
November 7	Parent/Teacher Conferences (Grades 6-12, 4:00 – 7:30 p.m.)
November 26	Early Release
November 27-Dec. 2	Thanksgiving Break (No School)
December 5	Early Release: Staff Development
December 20	Early Release: 1:55 PM
December 20	Second quarter ends
Dec. 23-Jan. 3	Christmas, New Year Break (No school)
January 20	Martin Luther King Day (No School)
February 6	Parent/Teacher Conferences (Grades 6-12, 4:00-7:30)
February 13	Parent/Teacher Conferences (Grades 6-12, 4:00-7:30)
February 17	Presidents' Day (No School)
March 5	Early release: Staff Development
March 13	Third Quarter Ends
April 6-10	Spring Break (no school)
May 7	Early Release: Staff Development
May 25	Memorial Day (No school)
May 28	Last Day of School for Students
May 28	Fourth Quarter ends
May 29	Teacher Record Day

Calamity Make-up days in priority:

- End of School Year

## **ONTARIO MIDDLE SCHOOL ORGANIZATIONS 2019-2020**

Academic Boosters  
Academic Challenge  
Athletic Boosters  
A.D.I.O.S. – Against Drugs in Ontario Schools  
Music Club  
Robotics Club  
Spelling Bee  
Student Council  
FCCLA – Family, Career, and Community Leaders of America



## ONTARIO MIDDLE SCHOOL BELL SCHEDULES

### REGULAR BELL SCHEDULE

7:45	Warning bell	11:09 – 11:32	5 <sup>th</sup> Period Lunch A (Lunch 11:05 – 11: 35)
7:49 – 8:35	1 <sup>st</sup> Period	11:35 – 11:59	5 <sup>th</sup> Period Lunch B (Lunch 11:32 – 12:02)
8:39 – 9:25	2 <sup>nd</sup> Period	12:02 – 12:25	5 <sup>th</sup> Period Lunch C (Lunch 11:59 – 12:29)
9:29 – 10:15	3 <sup>rd</sup> Period	12:29 – 1:15	6 <sup>th</sup> Period
10:19 – 11:05	4 <sup>th</sup> Period	1:19 – 2:05	7 <sup>th</sup> Period
		2:09 – 2:52	8 <sup>th</sup> Period

### EARLY RELEASE BELL SCHEDULE

7:45	Warning bell	11:17 – 11:40	5 <sup>th</sup> Period Lunch A (Lunch 11:13 – 11: 43)
7:49 – 8:27	1 <sup>st</sup> Period	11:43 – 12:07	5 <sup>th</sup> Period Lunch B (Lunch 11:40 – 12:10)
8:31 – 9:09	2 <sup>nd</sup> Period	12:10 – 12:34	5 <sup>th</sup> Period Lunch C (Lunch 12:07 – 12:37)
9:13 – 9:51	3 <sup>rd</sup> Period	12:37 – 1:14	7 <sup>th</sup> Period
9:55 – 10:32	4 <sup>th</sup> Period	1:18 – 1:52	8 <sup>th</sup> Period
10:36 -11:13	6 <sup>th</sup> Period		

### TWO-HOUR DELAY BELL SCHEDULE

9:45	Warning bell	11:28 – 11:51	5 <sup>th</sup> Period Lunch A (Lunch 11:24 – 11: 54)
9:49 – 10:18	1 <sup>st</sup> Period	11:54 – 12:18	5 <sup>th</sup> Period Lunch B (Lunch 11:51 – 12:21)
10:22 – 10:51	2 <sup>nd</sup> Period	12:21 – 12:44	5 <sup>th</sup> Period Lunch C (Lunch 12:18 – 12:48)
10:56 – 11:24	3 <sup>rd</sup> Period	12:48 – 1:17	4 <sup>th</sup> Period
		1:21 – 1:50	6 <sup>th</sup> Period
		1:54 – 2:23	7 <sup>th</sup> Period
		2:27 – 2:52	8 <sup>th</sup> Period

### PEP ASSEMBLY SCHEDULE

7:49-8:30	1 <sup>st</sup> period	11:34-11:57	5A
8:34-9:15	2 <sup>nd</sup> period	12:00-12:24	5B
9:19-10:00	3 <sup>rd</sup> period	12:27-12:50	5C
10:04-10:45	4 <sup>th</sup> period	12:54-1:35	7 <sup>th</sup> period
10:49-11:30	6 <sup>th</sup> period	1:39-2:20	8 <sup>th</sup> period
		2:20-2:52	pep assembly

### VISITORS PASSES/LIMITED ACCESS CONTROL

#### VISITORS PASSES

To avoid unauthorized persons obtaining access to students or teachers, all visitors **must** stop and register in the main office and get a visitor pass. This is a security measure that enables us to extend privileges to deserving persons and deny access to those who have no business in the school, and who may disrupt our school activities. Persons found in the halls without registering may be escorted out of the building. Arrangements must be made **in advance** for individuals to visit the school and classrooms. Parents can make an appointment with the office or teacher to visit the classroom. Unless a person(s) is authorized to be on school grounds, they may be asked to leave at any time. Transportation from school by someone other than a parent or guardian will be denied. Only identified person(s) on the Emergency Medical Form will have permission to transport your child. The administration retains the right to deny access by any unauthorized personnel.

#### LIMITED ACCESS CONTROL

The main entrance to each building in the Ontario Local School District now has “Limited Access Control” that is monitored by school personnel. The “Limited Access Control” is being done to further enhance the safety and security of the children. The procedure that is followed when entering one of the Ontario Local School buildings:

1. Enter through the first set of doors to go to the vestibule area. This will allow you to be “buzzed in” and to keep you out of the elements.
2. Once in the vestibule, you will see the buzzer placed on the window frame. The buzzer is a gray box.
3. Press the buzzer in the vestibule and you will hear a response from school personnel.
4. The individual who responds will ask you to state your name and reason that you are wishing to enter the building.
5. If approval is granted, you will be asked to go **directly** to the office to sign in and gain a visitor’s pass.

#### ATTENDANCE

Students are expected to be in school daily. Parents are asked to make doctor and dental appointments after school hours when possible. Students who are excused for medical appointments are required to provide the office with a medical excuse documenting date and time of appointment from the doctor within 24 hours upon return to school. All absences and tardiness, whether excused or unexcused, will be reported on the permanent records.

#### ABSENCES

Notify the school by 8:00 AM unless previous notification has been made in accordance with school procedures for excused absences. Call the absentee #419-755-2004 or OMS #419-529-5507. If you do not call, an automated service will attempt to call you by phone. If contact is not made, the absence will be marked as unexcused.

1. Absent excuses must be written for any student legitimately out of school, regardless of whether or not parent contact was made on the date of the absence. **This written notice must be on file in the middle school office within 24 hours of the date of the student's absence.** If a student fails to bring in a note within 24 hours, the student's absence will be considered unexcused (unless otherwise stated by an administrator). Daily attendance procedures will be handled by the first period teacher with the exception of special excuses and tardy arrivals to school after 8:15. (See Tardiness below.) Students are responsible for all missed work.
2. If a student must leave during the day, a note requesting an early dismissal must be presented at the office upon arrival at school. The note must include the reason for leaving and the time for early dismissal. If students leave because of an illness or emergency, calls are to be made only from the office and office personal must speak directly to the parent. If the parent calls the school for a student to leave, they must come into the office and sign the student out. Only those individuals on the emergency medical form may transport a student out of school. An early dismissal constitutes an absence for part of the day and will change attendance status. Leaving school because one does not want to attend a school sponsored activity is not an acceptable reason and permission to do so will not be given.
3. Any student not in attendance for at least half of the school day shall not participate as a spectator or participate in any extracurricular activities, the same day, unless they have been excused by the principal in advance of that day.

**EXCUSED ABSENCES** - Absences due to personal illness, death/illness in the immediate family, medical or dental appointments (please obtain a slip from your physician for all doctor/dentist appointments), and absences approved in advance through the school.\* A maximum of ten days may be approved. **A phone call must be made to the attendance line identifying you, your child, and the reason for the absence.**

\*Request special permission for planned absence from the office as soon as possible. Student will take the approved form to teachers for signatures before the absence (see vacations).

**UNEXCUSED ABSENCES** – Absence due to working at home, gainful employment, missing the bus, oversleeping, shopping, babysitting, car trouble, or any other reason not considered an excused absence. Students will not receive credit for assignments due during an unexcused absence.

**MEDICAL STATUS** – Students who are absent for 62.5 hours during the school year, excused or unexcused, will be placed on medical status. At this point, only a doctor's statement or hospital record, court excuse, death in the immediate family, or an administrator's approval will be accepted within 48 hours of the student's return to school. If a student fails to bring in a note within 48 hours, the student's absence will be considered unexcused (unless otherwise stated by an administrator). Parents of those students with chronic medical conditions should contact an administrator and /or the attendance office.

After 62.5 hours of absences, those absences not covered by a doctor's excuse, court excuse, death in the immediate family, or administrator's approval will be processed as unexcused. The consequences of unexcused absences are that the student receives a zero for the day's work and in not permitted to make up the work missed.

### **TARDINESS**

Tardiness is generally a problem to be corrected by the student. If the student cannot correct their habitual tardiness, an administrator will intervene and may make calls to the parent when necessary. With the parent's cooperation, we trust the problem will not continue. Students arriving late to school (after 7:49AM) must first report to the office to obtain a tardy slip.

1. Each period, teacher will record the class tardiness on attendance slips.
2. The student tardy will be recorded in the office.
3. The unexcused tardy "to school" and "to class" combined count towards Friday School.
4. Excessive tardiness will be dealt with in the following manor:
  - a. Every 5<sup>th</sup> tardy, to class and/or school, will result in a Friday School.
  - b. Habitual tardiness may result in additional Friday Schools or out-of-school suspension.

### **TRUANCY**

Truancy is absence without permission for any part of the school day. The Richland County Juvenile Court has revised the guidelines for truancy cases in Richland County. Truancy from school is based on the number of hours not in attendance, a warning letter may be sent by the middle school office. After

32.5 unexcused hours, the parents may be ordered into a parent education program designed to deal with truancy issues. If the parents refuse to attend, they may be ordered into an unofficial hearing. If this fails, the parents and the student may be ordered into an official hearing. In this instance, the parents and student may be fined and forced to post a bond. The student may be placed on probation, placed in detention, or both. The parent, in extreme cases, may be jailed.

1. 32.5 unexcused hours – Parents may be ordered into a parent education program designed to deal with truancy issues
2. For parents who refuse to attend, these consequences may be enforced in this order: unofficial hearing, official hearing with the possibility of fine and the posting of a bond, student probation and/or detention.
3. No credit can be given for time regarded as truant.

### **VACATIONS**

We request that parents make every effort to take vacations during the summer months. However, if an out-of-town trip is necessary during the school year, arrangements **must** be made with the Middle School office at least three (3) days in advance so that assignments and make-up work can be arranged. Assignments are due upon the return to school.

## **HOMEWORK**

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is up to the student, family, and teacher to share the responsibilities for homework.

### **Student's responsibility**

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed work that the teacher requires

### **Family's responsibility**

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling, punctuation, neatness, etc.
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's agenda book
- Checking your child's grades weekly through GradeBook is recommended
- Regular backpack clean-ups can be useful in helping students to organize their materials

## **HOMEWORK (PROLONGED ILLNESS)**

A parent may request homework for students who have a prolonged illness by contacting the school office. If a student is going to be gone for more than two days, please allow **lead time of one day** to collect the homework. Students have one day for every day they're absent to make up their work.

**DISCIPLINE, POLICIES, AND PROCEDURES**In order to insure a positive learning environment, it is necessary for students to abide by a uniform code of conduct to keep distractions to a minimum. It is the intent of Ontario Middle School to abide by all due process procedures in the administration of discipline as provided for each student in state and federal law.

Although parents are expected to adhere to any policies and procedures outlined in this handbook/agenda that directly affect them, parents' greatest contribution will result from their influence with their child. Parents who model responsibility, set high standards, and consistently support their child in adhering to all school policies and procedures contribute immeasurably to the success of their own children. In addition, such support raises the quality of Ontario Middle School education in general. Each of us is impacted by the behavior of all.

## **STUDENT CODE OF CONDUCT**

The Ontario Board of Education recognizes that there should be maintained at all times an atmosphere of mutual respect between students and teachers. The teacher and administrator shall be the personnel in authority to maintain the decorum of the classroom, buildings and grounds, and at all school-related activities. All employees of the district shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct that have been or hereafter shall be established by the Board of Education. The Ontario Board of Education supports teacher and administrators to the fullest in their efforts to maintain proper decorum among students.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **All students have the right to:**

- Learn without distraction
- Be and feel safe while on school property
- Be respected by school staff and fellow students
- Have appropriate personal appearance without causing distraction
- A clean and safe school building

### **All students have the responsibility to:**

- Allow classmates to learn without distraction
- Seek help in solving problems
- Respect classmate's personal space and physical movement
- Obey the school dress code
- Respect school property to keep it clean and safe

## Ontario Middle School Expectations

Ontario Middle School shares the responsibility for student academic achievement. The following outlines how the school and parents will build and develop a partnership that will help children achieve Ohio's high standards.

- As a school, we will:
  - provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Ohio's student academic achievement standards
  - hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement
  - provide access to parents to check students progress
  - provide parents reasonable access to staff
- As a parent/guardian, I will support my child's learning in the following ways:
  - help my child attend regularly, arrive on time, and ready to learn
  - provide a quiet area for my child to do homework and make sure it is completed
  - communicate with teachers and staff, attend all parent/teacher conferences, read reports from school, and discuss them with my child
  - encourage a positive attitude toward school and place a priority on school event
  - monitor and limit my child's use of electronic devices
  - help my child learn to resolve conflicts in positive ways
  - support and help the school in its efforts to maintain safe and orderly environment
  - provide a healthy environment and ensure my child is rested, fed, and dressed according to the Ontario Local Schools' guidelines
  - encourage my child to read by reading with and to my child
  - participate in decisions regarding my child's education
- As a student, I will:
  - attend school regularly and on-time
  - do my schoolwork and homework every day
  - give my parent/guardian all notices from my school
  - practice healthy habits such as eating properly, exercising, and getting enough rest
  - be a student of integrity: ready to learn, treat peers fairly, work hard, and do my best.
  - listen carefully and ask questions when I do not understand something
  - bring needed supplies (pencils, books, etc.) to class
  - meet behavioral expectations in the school and classroom allowing all students to learn, respect, cooperate, and show compassion for others students and adults

### The Warrior Way

OMS Expectations	HALLWAY	CAFETERIA	BUS	CLASSROOM	RESTROOM	SPECIAL EVENT	DIGITAL CITIZENSHIP
RESPECT	Use quiet voices	Say 'Please' and 'Thank You'	Listen to bus driver	Follow instructions	Refrain from using technology	Refrain from using technology	Treat others in the way you would like to be treated
RESPONSIBILITY	Move with a purpose	Clean up after you eat	Use quiet voices	Hand in assignments on time	Clean up after yourself	Be attentive to the speaker	Be prepared: Bring your Chromebook with you and charged up
INTEGRITY	Get to class on time	Pay for everything	Follow school rules	Do your own work	Go, Flush, Wash, Leave	Ask quality questions	Be mindful of your digital footprint
SELF DISCIPLINE	Pick up around you and shut locker	Stay Seated	Keep your hands and feet to yourself	Be prepared to work	Wash your hands	Listen to the speaker	Stay on teacher assigned websites
COMPASSION	Everyone helps clean up	Look for someone sitting alone	Leave your seat neat and clean	Be quick to listen	Mind your own space	Open your thinking to the perspectives of others	Think: Should I always believe what I see?

**We Are Respectful, Responsible, Independent, Organized, Ready to learn Students**

### ONTARIO MIDDLE SCHOOL DISCIPLINARY PROCEDURES

#### **Teacher-Directed Consequences**

Each teacher is responsible for monitoring behavior of students in his/her care within the guidelines of Board Policy. Given individual differences, the methods used will vary. Teachers are responsible for clearly outlining their expectations and following through with consequences when expectations are not met. Students are responsible for living up to expectations or accepting consequences when they do not.

**Discussion** – According to the severity of the offense, students generally have the opportunity to learn from their mistakes through discussions with peers, teachers, guidance counselor, and/or the principal. In the case of severe situations, other authorities may also be present for these discussions.

**Detention** – Detentions will be served during the lunch period. These may be assigned by any adult in charge including teachers, advisors, coaches, or administrators and will be monitored by a staff member. After each set of five detentions, a Friday School will be assigned. After three Friday Schools, an external suspension may be issued. Detentions accumulate throughout the entire school year.

**Discipline** – If a problem is chronic, severe, and or seriously inhibits the educational process, it may become necessary to remove the student from the classroom which may result in a suspension by the principal or a recommendation for expulsion by the Superintendent. It is our desire, however, to remedy such behavior and eliminate the need for drastic action.

**Denial of School Privileges** – Many opportunities given to students are privileges that may be denied if students make poor behavior choices and/or fail to meet activity guidelines. These privileges may include, but are not limited to, library privileges, programs, assemblies, concerts, dances, and field trips.

### **ACTIONS FOR VIOLATIONS OF STUDENT CODE OF CONDUCT**

1. **Detention(s):** Before or after school – these may be given by either an administrator or a teacher and will be supervised by the person giving the detention. Lunch detention may be assigned by the administration.
2. **Friday School(s):** This will be assigned by the administration. Friday Schools are served at the Middle School from 3:00PM to 6:00PM on designated Fridays.
3. **Out of School Suspension:** This will be assigned by the administration. The student will be removed from the building for a period not to exceed ten (10) days. While suspended, the student may not be on school grounds or attend any school sponsored activity. The student may make up school work missed for up to 75% credit. School work is due upon return.
4. **Expulsion:** Expulsion is the most serious consequence available, short of involving law enforcement to deal with chronic or severe offenders. Only the school Superintendent may expel a student. Expulsion may be for up to eighty days or, in the case of firearms or weapons, for up to one year. In addition, under Ohio law, the Superintendent may permanently exclude a student from the school. During this time the student loses credit and is not permitted to attend any school function or be on school property.
5. **Appeals:** Questions or concerns regarding discipline should always be addressed first with the school personnel initiating and/or imposing the consequence. Once all facts are known, further concerns may be appealed to the Superintendent.

**Note:** Suspensions may be one to ten days in duration and may be implemented into the next school year.

This code of conduct pertains to all school activities, including co-curricular activities both on and off school property, and specifically including conduct on Board-owned or chartered buses or other motor vehicles. This confirms that students come to school for an education and the school will provide a wholesome atmosphere for a positive learning experience.

This code of conduct is an attempt to list the main violations and the penalty for each, but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students' learning, or is deemed inappropriate for a school setting.

Students aiding or abetting another student in the commission of any school violation may receive a penalty equal to the violation or attempted violation.

**FIREARMS, KNIVES, AND OTHER WEAPONS** – The possession of any firearm, weapon, or instrument intended to cause harm is strictly prohibited on school grounds. Persons found in violation of them may be suspended, recommended for expulsion, criminally charged, or subject to any or all of the above. Items considered inclusively as weapons but not exclusively; guns or look-alike weapons intended to represent a real weapon, knives, stun guns, mace or similar substance, gunpowder, fireworks or any club or blunt instrument intended to cause harm to another.

**HALL CONDUCT** – There is to be no horseplay at any time. This often leads to situations that cause fights or inadvertent injury to an innocent bystander. Students are to pass through the halls in an orderly fashion and should not be running or pushing other students. Students must carry a “plastic paddle pass” from the classroom teacher and sign in and out of the classroom. Violations of any of the above may lead to a disciplinary action.

**SAFE/SPEAK UP** – Students may call or go online to report: harassment, threats, suspicious behavior, or other concerns that may jeopardize the safety of students, employees, or school facilities. Your message is very important in helping us maintain a safe school environment. All callers remain anonymous.

Phone: 1-866-listen2me (toll free) – Online: Go to the district website ([www.ontarioschools.org](http://www.ontarioschools.org))

**SEARCHES** – According to the Ohio Revised Code, the school has the right to conduct searches on school property when it is reasonable to assume that there is a violation of law or school policy. Searches may include but are not limited to: lockers, bookbags, athletic areas, purses/bags. Although searches will be kept to a minimum, they will be conducted as deemed necessary by the administration. Whenever possible, we will respect the privacy of our students but not at the expense of safety or conformity to law or school regulations.

**STUDENT BEHAVIOR AT EXTRA-CURRICULAR EVENTS** – A student's behavior at any school-sponsored activities, whether it involves sports, music, dances, etc., is under the same guidelines as when school is in session. Students may also be subject to disciplinary action for violating these guidelines at school-sponsored activities, regardless of where they take place.

**SURVEILLANCE CAMERAS** – Students are duly informed that their behavior may be monitored on school property by security cameras. Actions recorded on these cameras may be used as evidence in disciplinary action.



## **FRIDAY SCHOOL PROCEDURES**

Friday school is a supervised in-school suspension held on designated Fridays throughout the school year. The following guidelines apply:

1. Friday School will meet from 3:00PM until 6:00 PM at OMS. The student will go directly from their last period class to Friday School. No one will be admitted after 3:00PM.
2. Students will not be allowed to use the telephone except in cases of emergency to be determined by the Friday School supervisor.
3. Students will not be permitted to go to lockers or anywhere else in the building other than the Friday School detention room.
4. Students are required to have schoolwork with them when they attend Friday school. Students not prepared to work will not be admitted and will be assigned additional Friday School(s).
5. Students will work with appropriate reading material. Recreational materials, electronic devices, food, beverages, and magazines are prohibited.
6. Students must sit upright and stay awake for the entire Friday School session.
7. The first unexcused absence from Friday School will result in one additional day of Friday School. A second unexcused absence from Friday School, at any point throughout the year, will result in an out-of-school suspension.
8. Students are permitted one excused absence from Friday School at the discretion of the administration.
9. The following may result in an out-of-school suspension:
  - a) Skipping Friday School
  - b) Violation of Friday School or other school rules
  - c) Refusal to attend Friday School (repeated misses will be treated as a refusal to attend).
  - d)

## **VIOLATION CLASSES FOR ONTARIO LOCAL SCHOOLS**

**VIOLATION CLASS A:** Students behaving in an inappropriate manner described below can be given one or more Friday Schools or one to five day out-of-school suspension.

1. Insubordination: the willful failure to respond to or carry out a request by authorized personnel
2. Fighting, instigating a fight, or striking another student
3. Forgery/false statements: falsely using, whether orally or in writing, the name of another person in falsifying times, dates, grades, or other data
4. Truancy: skipping school or class
5. Minor destruction of school property (student will pay for damage)
6. Leaving school grounds without permission
7. Being in the parking lot without permission
8. Hazing-Bullying-Harassment: attempting to embarrass by ridicule, threats or to chronically trouble or annoy another student (Ontario Local Schools Board Policy 5516, 5517, 5517.01) ( see Stay Safe/Speak Up Section of this handbook)
9. The use of obscene or profane language, symbols, or gestures, or racial slurs.
10. Being in unauthorized areas at unauthorized times (out of assigned area). Middle school students are not permitted in the High School without prior permission.
11. Locker violations
12. Selling items not approved by the administration
13. No student can possess on person or purse matches, lighters, or lighting materials, etc.
14. Disruption or interference with curricular or extracurricular activities
15. Inappropriate displays of affection (Public Display of Affection – PDA, i.e. close contact, hugging, kissing, etc.)
16. Inappropriate use of technology/devices
17. Sexting: The taking, disseminating, transferring, possessing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or pictures, whether by electronic transfer or otherwise (commonly called sexting) is prohibited. Any person taking, disseminating, or sharing lewd or otherwise illegal images or pictures may be punished under the Ontario Student Code of Conduct. The violation of this code may also be reported to law enforcement and/or other appropriate state or federal agencies.
18. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.

**VIOLATION CLASS B:** Students behaving in an inappropriate manner described below can be given a Friday School, three to ten day out-of-school suspension, or a recommendation for expulsion.

1. Use, possession or being under the influence of alcohol, drugs, prescription drugs, unauthorized or look-a-like drugs, or drug paraphernalia.
2. Tobacco/E-cigarettes/Vapor Pens/or any other tobacco or nicotine related products: no student can possess tobacco in any form on his/her person or in a purse and shall not use tobacco in any form on school property.
3. Disrespect: speaking to any member of the school staff in a discourteous, disrespectful or insulting manner. This includes the use of profanity.
4. Stealing: possession of or attempting to steal property either on school grounds or during school activities
5. Initiating false fire alarm or 911 call by deliberately setting an alarm, calling 911, tampering with the AED unit, or reporting a false alarm to a staff member
6. Setting off or attempting to set off fireworks or other explosive devices on school property
7. Extortion: obtaining something from someone through force or threat
8. Hazing-Bullying-Harassment: attempting to embarrass by ridicule, threats or to chronically trouble or annoy another student (Ontario Local Schools Board Policy 5516, 5517, 5517.01) ( see Stay Safe/Speak Up Section of this handbook)
9. Repeated A violations

**VIOLATION CLASS C:** Students behaving in an inappropriate manner described below can be suspended out-of-school for ten days and be recommended for expulsion. Further, the district may recommend permanent expulsion to the State Superintendent in accordance with Ohio law.

1. Selling/attempting , furnishing, purchasing, communicating to sell illegal drugs, look-a-like drugs, prescription drugs, or alcohol.
2. Provoking, assaulting, harassing, threatening, or striking a school employee.
3. Creating a bomb scare or causing other severe emergency evacuation of the building or inducing any other type of public panic.
4. Possession of firearms or other illegal/dangerous weapons, including Tasers, knives stun-guns, pepper spray, mace
5. Destruction of school property in a willful and extensive manner.
6. Attempt or the threat to do deliberate and/or severe bodily harm to another person.
7. Assault, Sexual assault, sexual harassment
8. Attempting to acquire, produce, reproduce, and/or distribute material that could induce panic, such as directions on how to make a bomb.
9. Unlawful entry into school property.
10. Repeated B violations.

**ABUSE OF STAFF PERSONNEL** – If a student is referred to the principal’s office for verbal abuse of a staff member, such student may be suspended from school for ten (10) school days. Conference in the office shall determine any other punishment. The second such offense may result in referral to the Superintendent for expulsion. Physical abuse of a staff member by a student shall result in the student being suspended from school for ten (10) schools days. Immediate referral will be made to the Superintendent for expulsion from school.

**CHEATING** – Encouraging and fostering high regard for honesty and integrity is an integral part of our educational preparation. Therefore the administration and staff will NOT condone or tolerate any form of cheating or dishonesty which may include but is not limited to use of cell phone, copying/providing homework, providing test/quiz information/answers/essays, use of “cheat sheets”, and use of dishonest, deceptive, or fraudulent means to obtain or attempt to attain credit for academic work.

**FIRST CHEATING OFFENSE-** The student will receive zero points/no credit for the assignment, test, project, etc. The teacher will notify the principal of the incident and the teacher will talk with the student’s parents about the incident.

**SECOND CHEATING OFFENSE-** The student will receive zero points/no credit for the assignment, test, project, etc. The student will receive a Friday School and the teacher will talk with the student’s parents.

Subsequent offenses will result in disciplinary action as per the sequence of suspendable offenses found in this handbook.

**CRIMINAL ACTS/CONVICTIONS** – Students engaged in criminal acts on school property and/or at school-related activities may be suspended and/or recommended for expulsion. Additionally, these students may be subject to criminal prosecution by local law enforcement. Students convicted of criminal acts that may present a danger to themselves or other students may also be suspended and/or recommended for expulsion.

### **DRESS CODE POLICY**

The school recognizes that the primary responsibility for a student’s dress and grooming rests with the parents. The dress code policy is established according to the following guidelines:

- To help students to understand the need to respect standards of society
  - To ensure that clothing worn by students is free of safety hazards
  - To ensure that students wear clothing or accessories to school that do not present an inappropriate public display or disrupt the educational process
1. In general, dress and grooming should be appropriate for school. It should, at all times, be governed by safety, good sense, good taste, cleanliness, and be non-disruptive to the scheduled daily routine.
  2. Items of dress or appearance that are prohibited:
    - A. No plunging necklines
    - B. No exposed cleavage
    - C. No tops that bare the midriff or shoulder
    - D. Leggings, yoga pants, and any tight fitting pants may only be worn with a top which reaches the fingertips
    - E. No sleeveless garments for males or females
    - F. No pajama bottoms
    - G. No cut-off, torn, or ripped garments above the knee exposing skin
    - H. No extremely short skirts or shorts - must be at end of fingertips
    - I. Undergarments should not be visible
    - J. Shoes must be worn at all times - no slippers
    - K. Coats are not to be worn during school day
    - L. No non-prescription sunglasses
    - M. No visible piercing of body parts, other than ears/nose, will be permitted. Nose piercings may only be of low, stud, flat, nostril piercings. (*The administration reserves the right for approval*).
    - N. Clothing may not promote/advertise drugs, alcohol, or any illegal or unhealthy activity, etc.
    - O. Hats/caps and other head coverings (hoods, visors, and bandannas) may not be worn in the building. Hats are to be kept in the lockers and are not to be carried from class to class. This rule applies to both male and female students. Staff should be able to make eye contact at all times therefore hair must be out of face.

- P. Pants/shorts must be worn at the waist area. The waist area is defined as the area above the hips and immediately below the ribs. Sagging pants/shorts must be belted and worn at waist area.
- Q. Any dress/appearance deemed inappropriate, distracting or in poor taste by the administration shall be prohibited.

**3. Consequences:**

A first violation may result in:

- A. Contact with parent to bring appropriate clothing
- B. Warning of possible further actions if situation is not corrected.

Any additional violations:

- A. 1 - 3 Friday School detentions
- B. Repeat violations may result in out-of-school suspensions(s)/expulsion

**ACADEMICS**

We are at school to learn and we expect all students, parents, faculty, staff, and administrators to support academics as our top priority. We recognize that students come to school as whole and unique young people whose ability to learn effectively is influenced by many factors, most notably their desire to learn. They demonstrate this with a willingness to be open to new ideas and instruction by demonstrating the skills of critical thinking, creativity, and effective problem-solving with adherence to the Student Code of Conduct, OMS Warrior Pride, and Students' Rights and Responsibilities.

**GUIDANCE**

The guidance counselor is available to help students with academic, group, and personal issues. Individual and group sessions help students develop self-awareness and self-understanding and provide information about how their actions affect others. Students are encouraged to build on their strengths and cultivate new skills to help them deal effectively with adolescent issues and their increasing responsibility for themselves. Students are helped to set goals and monitor their progress toward them.

The well-being of each student requires a combined effort of home and school. Therefore, we value open lines of communication with parents.

The school guidance counselor also gathers and dispenses information that will help students devise and carry out educational and vocational plans. During eighth grade, students will complete an Individual Career Plan (ICP) folder online.

Students may visit the guidance office during study hall or with the permission of their classroom teacher. All conversations are held in confidence. If at any time we feel the student being seen or others may be at risk of harming themselves or someone else, parents will be contacted. Parents are also encouraged to contact the guidance office when they have concerns or information of which the school should be aware for the benefit of their child or others.

The guidance counselor will also schedule students for classes.

**CLASSES** – Classes are assigned to students through the guidance office. Please address any questions about class assignments to the guidance counselor. Only **necessary** changes will be made after the date of schedule pick-ups. No schedule changes will be made after the fifth day of school.

**ONTARIO ONLINE ACADEMY**- Students interested in enrolling in the online academy should contact the guidance counselor to apply and must have approval of the administration. Students are expected to follow all Ontario policies.

**CREDIT RECOVERY** – In the event that a student does not pass a core subject needed for completion of the grade level, Keystone Recovery Program courses are available through the summer to earn the credit. Students will be notified if this is needed.

**GRADING SCALE**

Students earn the following grades/percentages for OMS classes:

Mark	Point Value	Percent Range	Mark	Point Value	Percent Range
A	4.0	93 – 100.0	C	2.0	73 -76.99
A-	3.67	90 – 92.99	C-	1.67	70 – 72.99
B+	3.33	87 – 89.99	D+	1.33	67 – 69.99
B	3.0	83 – 86.99	D	1.0	63 – 66.99
B-	2.67	80 – 82.99	D-	0.67	60 – 62.99
C+	2.33	77 – 79.99	F	0	00 – 59.99

Incomplete grades due to absences must be made up according to school policy.

**PROGRESS BOOK**

GradeBook, a web-based program, has the capability to allow educators, parents, and students to have continuous information about the child's educational progress. Once an account has been set up, it follows the student throughout their education with the Ontario Schools. Letters will be sent to the homes of those who have never set up an account with instructions on how to access GradeBook. To view your child's grades, go to [www.ontarioschools.org](http://www.ontarioschools.org) . Click on Parent Resources, then GradeBook-Grades, then ProgressBook. It is our suggestion that parents and students look at the GradeBook weekly to keep informed of homework, test grades, attendance, and other vital information. Teachers will update Gradebook weekly.

**HONOR ROLL STATUS** – Honor Roll status at Ontario Middle School shall include all students who have earned all A’s and students who have earned all A’s and B’s while maintaining a GPA (Grade Point Average) of 3.50 to 4.00 All subjects are used to determine Honor Roll Status.

**MERIT ROLL STATUS** – Merit Roll status at Ontario Middle School shall include all students who may have earned a C (or C’s) on their report card and still maintained a 3.00 GPA (Grade Point Average). Students on the Merit Roll may not have earned any grade lower than a C. All subjects will be used to determine Merit Roll status.

**INTERIM REPORTS** – Interim grade reports will be sent home by request if a parent desires. This is usually the case if a parent has no Internet access and cannot check their child’s GradeBook file online.

**REPORT CARDS**

Progress Book will be updated weekly. Report cards will be distributed during Warrior Time the Friday following the end of the grading period with the exception of the fourth quarter. Fourth quarter report cards will be mailed home.

**STUDY HALLS/WARRIOR TIME**

Fifth period will be designated as Warrior Time. All students will be scheduled into Warrior Time except for the few who are assigned to an elective class at that time. Warrior Time provides the opportunity to complete assignments, get extra help from a teacher, make up tests/quizzes, meet with the guidance counselor, visit the library, and attend meetings (such as Student Council). Sixth grade students in the General Music rotation will be scheduled into a twelve week study hall as well. Students are expected to bring work to study hall/Warrior Time and make effective use of their time to complete the work. If there is no homework or any upcoming tests/projects to prepare, students should bring a book to read or an acceptable activity to keep them busy. Wireless technology devices are not to be used without permission from the teacher Students are not to play games on their technology devices during Warrior Time or study hall.

**TECHNOLOGY**

Ontario Middle School recognizes the opportunities available through the use of computers and other technology, and we encourage the appropriate use of it.

**GUIDELINES FOR THE USE OF USB DEVICES ON SCHOOL EQUIPMENT**

1. All items stored on a USB device must conform to the Ontario Local Schools’ Acceptable Use Policy.
2. A student is required to surrender his/her USB device to any teacher or administrator who is suspicious of its contents. If any content violates the Ontario Local Schools’ Acceptable Use Policy/ Code of Conduct, the student will be held accountable. Based upon suspicion of a violation, school personnel may, at any time, review all content on a USB device. If any criminal content is located, this may be reported to law enforcement and result in criminal charges.
3. Students must have permission from a teacher or administrator before using a USB device on school equipment. A staff member must supervise when a student is using a USB device.
4. USB devices used on school computers will be solely for educational purposes. The use of USB devices with a school computer is a privilege. It is a violation of these guidelines to transfer unauthorized information or images from a USB device to a school computer.
5. We do not guarantee that every brand of a USB device will work on school computers.
6. Keeping the USB device and its data secure is the responsibility of the student. The district assumes no responsibility for loss, theft, damage, or data loss of a USB device.
7. Any files transferred using a USB device are subject to all copyright laws, as well as the Ontario Local Schools’ Acceptable Use Policy / Code of Conduct.
8. Students will be advised to use flash drives no larger than 1GB.
9. Software utilized on USB devices that violates or alters school filters / software is a violation and could result in criminal charges.

**WIRELESS COMMUNICATION DEVICES**

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, and in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment during after-school activities (e.g. extra-curricular activities) at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be placed into vibrate or silent mode. Infractions will result in:

- 1<sup>st</sup> infraction- student may pick up device at end of the school day
- 2<sup>nd</sup> offense- a parent must pick up the device
- 3<sup>rd</sup> and consecutive offenses- parent picks up device and Friday Schools are assigned

Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using WCDs to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using their WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

*\*View Acceptable Use Policy: [www.ontarioschools.org](http://www.ontarioschools.org), Board of Education, Bylaws & Policies, 7000 Property, 7540.03 Student Network and Internet Acceptable Use and Safety*

### **ADDITIONAL INFORMATION, POLICIES, AND PROCEDURES**

#### **ATHLETICS/PAY TO PARTICIPATE**

Ontario Schools recognizes the value of athletics for interested students and offers the following opportunities for seventh and eighth graders. (G - girls, B - boys, \* - separate teams for both, and \*\* - both on the same team) Students should listen for announcements regarding team information.

- Athletes will be subject to Random Drug Testing as cited in Board Policy #5441.
- Middle School Athletics – First Sport \$50, Second Sport \$25, Third Sport free
- Middle School Cheerleading \$25 per season

#### **Fall Sports**

Volleyball - G  
Football - B  
Cross Country - \*\*  
Cheerleading - G (activity)

#### **Winter Sports**

Swimming - \*\*  
Basketball - \*  
Wrestling - B  
Cheerleading - G (activity)

#### **Spring Sports**

Track - \*\*

**ATHLETIC ELIGIBILITY** – A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grades seven or eight must be enrolled currently and must have been enrolled in the preceding grading period with passing grades in 5 courses plus a 1.0 GPA.

At any time the student falls below these guidelines, he or she will be ineligible for athletics.

**ATHLETIC EVENTS** – We encourage all students, parents, and community members to attend all student activities after the school day. We request that parents accompany their students to all events. Students are held to the same guidelines at athletic and other after-school activities as they are during the school day. Students are permitted to go to concessions and restrooms when appropriate, but are not permitted to loiter in the lobby areas or play in the stair wells. It is expected that if you are attending an event, you are there to watch it. If students become a problem at the event, they may be removed from the activity and the parents called to take them home. This may also be followed by further consequences at school depending on the violation.

**BOOK BAGS** – Students will not be allowed to carry their coats, book bags, or backpacks to class/lunch because of safety reasons. If students bring these items to school, they will keep them in their lockers.

### **CAFETERIA**

It is our intention that everyone can enjoy lunch in a pleasant atmosphere in the OMS commons. Please follow these specific cafeteria rules:

1. Students may pack lunch or purchase a school lunch. Federal regulations prohibit food from being delivered to the school cafeteria.
2. Lunches are now purchased through a PIN (Personal Identification Number) system that keeps an automatic accounting of a student's balance. Students are allowed 3 lunch charges. Once the debts are paid, additional lunch charges will be allowed. Students are allowed a maximum of \$15.00 in charges. Students will be **told verbally** and letters will be sent to parents when their account is low. A daily lunch is \$2.75. Extra items like chips, drinks, and snacks may not be charged if there is a negative balance. Prices are subject to change prior to the start of school.
3. Students must walk to the cafeteria for lunch and go to the end of the line. If students wish to eat together, they must meet at the end of the line.
4. Food and drink must stay in the cafeteria.
5. Trays and silverware are to be returned to the designated area. Trash is to be disposed of in designated receptacles.
6. Students are expected to clean their table area **before** leaving the cafeteria.
7. Students must stay on school grounds during lunch periods.
8. Vending machines may be used only before or after school.
9. Students may talk quietly during lunch. If the noise level becomes too loud, the students will be asked to do a quiet lunch.

**CARE OF VALUABLES** – Students should never leave items they want secured unattended or in an unlocked locker. Although those persons caught stealing will be prosecuted, it is the responsibility of the student to use preventative measures. Combination locks are suggested for each locker.

### **CLINIC/MEDICAL**

Ontario Middle School follows the procedures below in regard to student health. Although attendance is critical to school success and attendance procedures are enforced, students who are obviously ill should be kept at home for their benefit and in consideration of other students and staff.

#### **Clinic Procedures**

Students who need to visit the school clinic will request a clinic pass from their classroom teacher (or in some cases, office personnel). **They are not to call parents before someone in the clinic sees them.** Clinic use is intended to be temporary. Students who need to go home should be picked up in a reasonable amount of time. Students will be sent home only after receiving permission from the office staff (principal, secretary, guidance counselor).

#### **Administering Medicine to Students - Board Policy 5330**

If possible, all medications should be given at home. If any medication (prescription and nonprescription/over the counter) needs to be given at school, please follow the steps below:

1. The Administering Medication Authorization Form must be completed and signed by the prescribing physician and parent/legal guardian.
2. **The parent must bring in any medication to the school office.** No medication should be transported by the student (with the exception of inhalers and Epi-pens).
3. All medication must be in their original containers. No medication past its expiration date will be accepted.
4. If there are any changes in medication or its administration, a new form must be completed and filed with the office.
5. Students are permitted to carry inhalers or Epi-pens (epinephrine auto-injectors) if the proper "self-carry" forms are on file.
6. **At the end of the school year parents must pick up their child's medication.** Medication not picked up before 2 weeks after the last day of school will be discarded.
7. Medication forms are available in the school office and online.

#### **Health Screenings**

- 7<sup>th</sup> grade – vision
- You will be notified by mail if your child does not pass a screening.
- Any parent may request their child be screened if there are any concerns.
- 7<sup>th</sup> graders are required by the State of Ohio to get the Tdap immunization, which includes Tetanus, Diphtheria, and Pertussis and Meningitis by September 10<sup>th</sup> of that year.

## **CLOSING OF SCHOOL – EMERGENCY**

In case of hazardous weather conditions or other emergencies, listen to:

WMAN 1400      WSWR 100.1      WVNO 106.1      WNCO 101.3      WMFD TV 68

School closing, delays, and changes will be posted on the school website [www.ontarioschools.org](http://www.ontarioschools.org) as well as parent contact by phone through Blackboard Connect.

**DELIVERIES** – All deliveries for students and faculty are to be made to the principal’s office and approved by a building administrator. This is to minimize classroom disruptions.

**EMERGENCY DRILLS** – Fire, tornado, and lock-down drills will be conducted at regular intervals according to Ohio Revised Code. It is essential that when the first signal is given, everyone obeys promptly with the drill procedure. Directions are posted in each room and the teacher in each classroom will provide the student with instructions at the beginning of each term.

## **FIDGETS, SPINNERS, ETC.**

Fidgets, spinners and hand manipulatives are prohibited in the classrooms. Infractions will result in the following:

1<sup>st</sup> offense- student may pick up at the end of the day

2<sup>nd</sup> offense- parent must pick up

3<sup>rd</sup> and consecutive offenses- parent picks up and Friday Schools assigned

**DROP-OFF/PICK-UP INFORMATION** – Bus students will be dropped off at the double doors A16 – A17 as the busses arrive at school. Students are to remain in the Commons until 7:30 when they will be dismissed to the lockers. Parents bringing their children to school are to drop them off at door A20 which is located **behind** the building. Students may be dropped off no earlier than 7:15. Pick up after school is at door A20 as well. When the students are dismissed, they should walk on the pedestrian marked areas and not walk between the busses. **STUDENTS WHO ARE NOT LEAVING THE BUILDING DIRECTLY AT THE DISMISSAL BELL MUST REMAIN IN THE COMMONS AREA.**

## **EXTRA-CURRICULAR ACTIVITIES AND EVENTS**

Several opportunities for activities beyond the classroom exist for interested students.

In addition to the athletic options listed in a separate section, students may participate in the following:

Student Council                      Yearbook/Newspaper Staff

FCCLA after School Club          Adios

Spelling Bee

## **FORMS**

Parents will be sent all forms that need to be filled out before the first week of school. Forms are:

1. Emergency Medical Contacts and Treatment
2. Permission and granting the right to use the Internet
3. Field Trip permission form
4. Permission to photograph your child for school purposes

## **GRIEVANCE PROCEDURES FOR TITLE VI, IX AND SECTION 504**

If any person (student, teacher, administrator) believes that the Ontario School District or any of the District’s staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973 (race, color, national origin, sex and disability), he/she may bring forward a complaint, which shall be referred to as a grievance, to the District’s Civil Rights Coordinator.

**Title VI, Title IX Coordinator, and Section 504 Coordinator:** Director of Curriculum, Ontario Local Schools, 457 Shelby-Ontario Road, Ontario, Ohio 44906

All alleged discrimination complaints in respect to race, color, national origin, disability, age, military status, genetic information, sex (including sexual orientation and transgender identity), and handicap, should first be attempted to be settled at the principal’s level before commencing Step 1 of Section II. Secondly, all students must be accompanied by their parent(s) or guardian(s) before commencing the formal procedures.

**LIBRARY PRIVILEGES** – The school library/media center offers students materials needed to research areas of interest, enhance class units, and create papers and projects. The collection also contains material for pleasure reading and for broadening general knowledge. Students may come to the library through study halls/Warrior Time and by arrangement with classroom teachers. The use of the library is a privilege that will be granted to students who respect the library’s resources and staff and are considerate of others using the facility.

**LOCKERS** – Each student will be assigned a locker. Students are expected to take care of the locker and keep them in excellent condition. Just as with any school property, students are responsible for any damage they cause. Students may only use the locker assigned to them. Permission to change lockers **MUST** come from the office. The school recommends students put locks on their lockers. Locks are to be used only on the student’s personal locker. Locks may be cut off by the custodian when deemed necessary. Although students are responsible for the use and care of the lockers, they are owned by the school and subject to search when there is just cause. Students may personalize their lockers by displaying a few magnetic decorations if they desire. Tape, however, may **NOT** be used on or in the lockers.



**LOST AND FOUND** – Lost and found articles are kept under the table in the Commons. Students can also check in the office for any missing items.

**MESSAGES/CLASSROOM INTERRUPTIONS** – In order to reduce the number of classroom interruptions, we will no longer call during class time to give students messages unless it is an emergency deemed by the Principal. Examples of emergencies would be a sudden illness in the family or appointments that could not be scheduled in advance.

**NON DISCRIMINATION** – The Ontario School District affirms that no person shall, on the basis of sex (including sexual orientation and transgender identity), race, color, national origin, or handicap, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the designated coordinator. This policy shall prevail in all board policies concerning school employees and students. Any complaints should be referred to the Director of Curriculum, Title VI, Title IX, Section 504 coordinator.

### **RELEASE OF STUDENT INFORMATION**

Parents may request that their son/daughter's directory information may not be released by Ontario Schools. Directory information is defined as: (1) a student's name, (2) a student's address, (3) a student's date of birth, (4) a student's extracurricular participation, (5) a student's achievement awards/honors, and (6) a student's weight and height, (if a member of an athletic team). If a parent does not wish to allow this information to be released, they need to notify the building principal in writing during the first two weeks of school. Section 9528 of the No Child Left Behind Act of 2001 requires schools to release students' private information to military recruiters.

### **RELATIONSHIPS**

Ontario Middle School values all students and staff and promotes healthy relationships among those who learn and work here. The rights and freedoms that all of us deserve require that everyone adhere to the **WARRIOR PRIDE** Code of Conduct and the policies in this handbook. Although we encourage friendships and value relationships between the sexes, public displays of affection (PDA) such as kissing or other close physical conduct are inappropriate at school.

In addition, be sure class breaks are used for drinks, restroom use, and to get materials, and that care is taken to get to class on time. If meeting with friends instead of taking care of business becomes a problem, disciplinary action will be taken.

**Abuse, hazing, or harassment of any kind toward students or adults will not be tolerated. Please read the violations under the discipline section for complete information regarding these issues.** OMS seriously takes its responsibility to provide a safe environment. Our goal is for all to find friendship and support in healthy relationships.

**SCHOOL WEBSITE** – The Ontario Schools website is [www.ontarioschools.org](http://www.ontarioschools.org) and we encourage you to visit it often for information about classes, athletics, and events, as well as to communicate with teachers.

**TELEPHONES** – The office and classroom phones are for use by staff. Students will be allowed to use them only for emergencies or when school events are cancelled and specific permission is given by an adult in charge.

### **TRANSPORTATION**

**The Ontario Middle School PRIDE Code of Conduct applies to all school transportation.** In particular, students who utilize our bus service are expected to respect the driver, all passengers, and the equipment. Drivers have a great responsibility for the safety of those on the bus and they have the same authority to ensure it as the teachers in the classroom. Any behavior that distracts the driver puts everyone at risk. Parents will be contacted when reasonable requests for cooperation by school personnel are ignored.

The following guidelines will help to provide everyone with a safe and enjoyable ride on the school bus:

1. Wait to board the bus until it has come to a complete stop.
2. If it is necessary to cross the road, do so at least ten (10) feet in front of the bus so you are visible to the driver at all times.
3. Stay seated at all times while the bus is in motion, and stay in one seat for the duration of the ride unless requested to move by the bus driver.
4. Keep all parts of your body, including hands and arms, inside the bus.
5. Keep all items contained in book bags. Nothing is to be thrown out of the window of the bus.
6. Buses must stop for all railroad crossings. Students are to be silent so that drivers can be alert to any train traffic approaching. Silence may be required for other circumstances as well.
7. Respond immediately and respectfully to all bus driver directions and requests.
8. Notes requesting a bus pass must be submitted before noon or may not be guaranteed a pass.