

## VISITORS

All visitors must register at the office before visiting a student, teacher, the cafeteria, media center, or a classroom. Those who refuse to leave or continually reappear will be charged with trespassing. Students desiring to bring a guest to visit class must make prior arrangements with a Co Principal.

## ASSIGNMENT BOOKS

Assignment sections are included in this Student Handbook. On Monday, each teacher posts homework and assignments in his/her classroom for the entire week. **Students are responsible for copying their assignments for the week.** This process helps to build both organizational skills and study skills. This is also a tool for parents to stay informed of student assignments

## ATTENDANCE PROCEDURES

In the State of Ohio, every child of compulsory school-age (6 to 18 years) who is not employed on an age and schooling certificate (full-time work permit), and has not been determined to be incapable of profiting from further instruction, must attend school.

Attendance is the responsibility of the student and parent/guardian. The school's responsibility is to provide instruction for students through such educationally sound activities as lectures, group discussions, teacher-pupil dialogue, tests, films, field trips, special instruction, individual help, etc. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, work missed due to absence cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. For these reasons, we feel that a student must satisfy two basic requirements in order to earn class credits:

1. Satisfy academic requirements
2. Satisfy attendance requirements

### HB410 Attendance Requirements:

#### 1. Habitually Truant (without a legitimate excuse)

Absent 30 or more Consecutive Hours

Absent 42 or more hours in one month

Absent 72 or more hours in one school year.

#### 2. Excessively Absent (with or without a legitimate excuse)

Absent 38 or more Total hours in one school month.

Absent 65 or more Total hours in one school year.

One school day = 7 hours.

**Each student may miss no more than five days in each class of each nine-week grading period to earn credit for a given course. More than five days absences will result in the student receiving a**

**failing grade for that particular nine-week period, unless the student serves one-half hour of make-up time for each class missed. All make-up time must be completed within two weeks of the end of the grading period.**

Special circumstances which could result in an extension beyond the five day limit are absences due to activity such as:

1. Any school-related activity approved by the administration in advance (i.e. - field trips, testing, athletic events, Student Council meetings, etc.).
2. Written confirmation from a doctor that the doctor has restricted the student from attending school for a health-related problem.
3. A vacation that has been approved by the administration in advance.
4. A court or probation department hearing.
5. Attending the funeral of a family member, student must provide proof of attending.
6. Death in the immediate family.

Any absence not due to reasons listed above will be counted as a day truant. Truancy will cause the student to receive a "0" in each class missed, will count against his/her five-day limit, and may result in a Friday School.

Charges may be filed with the Juvenile Court on any student that fails more than one nine week grading period due to excessive absences.

A student who arrives at school after 9:30 am or signs out before 2:30 pm will be counted absent one-half day. If the student arrives after 11:30 am, the student will be counted absent for the entire day. **Students must be at school for at least one-half day to be able to participate or attend any after school functions including sporting events, music/band concerts, and school dances.**

## ABSENCE APPEAL PROCEDURE

There are obviously some situations that may arise when a student's attendance may, by some unforeseen circumstances, cause that student to miss more than five days in a nine-week period. In such a case, the parent involved will be able to petition the principal for consideration of the matter.

## TARDINESS TO SCHOOL

A student is tardy to school if he/she is not in his/her first period class at **8:00 am**. A student tardy to school **MUST** report to the office for an admittance slip to class. Excessive tardies will result in having to make up time through a Friday School.

## EARLY DISMISSAL FROM SCHOOL

An early dismissal will be granted provided the student brings a note from his/her parents and the reason is one of the seven reasons listed under "Attendance Procedure." The note must be in the office before 8:00 am. Parents must sign the student out in the office before leaving the building. Students must sign back in when returning.

## MAKE-UP WORK AND ABSENCES

For all excused absences, students will have the number of school days that they were absent, plus one additional day, in which to make up the missed work. Work not completed within this designated time will be recorded as a zero, including tests.

The administration will attempt to get a student's make-up work for him/her if the student has been **absent at least three days**. The parents must call the school by 8:00 am of the day they want the work in order for this task to be completed. Students are required to copy their assignments for the entire week each Monday. **Students absent fewer than three days are encouraged to call their classmates for assignments.**

Parents (guardians) are asked to notify the school on the day the student is absent. If a parent forgets to call the school on the day of their student's absence the school will call them via our One Call system reminding them to call. Then send a note on the day of the student's return. Prior notification by parents/guardians of the pupil's absence will remove the school's responsibility to notify the parents/guardians of said absence. Parents or other responsible persons shall provide the school with the current home/work telephone numbers and home addresses, as well as emergency telephone numbers.

To enforce the above policy, **we are asking parents/guardians to call the school by 9:00 am on the day their child is absent.**

## ELIGIBILITY TO PARTICIPATE IN SPORTS

A student will be eligible for the grading period if he/she passes 5 of the subjects in which he/she was enrolled in the previous grading period. All incoming seventh graders are eligible for the first grading period regardless of their previous academic achievement.

## STUDENT DRESS CODE

It is the philosophy of the Administration of the Indian Lake Schools that student dress should be comfortable, practical, in good taste, appropriate, and not distracting to others. With this in mind, the following rules are set forth:

1. No bedroom slippers
2. Shirts:  
Must touch belt line while standing and sitting.

Must cover chest appropriately

Must cover both shoulders

No fishnet shirts allowed.

3. Chains are not to be worn attached to clothes or wallets, nor may heavy chains be worn around the neck
4. No hats or bandanas worn inside the school building
5. No clothing with vulgar or suggestive slogans
6. No clothing advertising or displaying drugs, alcohol or tobacco
7. No biking shorts or cut-off shorts
8. Dresses, skirts, and shorts – Must be below fingertips when arms hang naturally at sides.
9. **Frayed or holes in jeans and skirts must be below finger tips.**
10. No pajama bottoms or pants resembling pajama bottoms.
11. No gang-related attire or symbols
12. Students may not write or mark on their/other's clothing or body parts
13. Boys may not wear polish or color on their fingernails in any manner. Girls may not color or polish their fingernails while at school.
14. No inappropriate hair color, such as blue, green, pink, etc.
15. No coats or jackets are to be worn in the school during school hours.
16. Pant sagging is not acceptable. Any student with sagging pants must obtain a belt or change pants.

It shall be the responsibility of the building administrator to determine the acceptability of apparel worn by students where a question should arise. Any student found in violation of the school's dress code may be required to change unacceptable clothing to remain at school.

## ELECTRONIC DEVICES

For the **2018-19** school year cell phones **will no longer be permitted during the school day which includes on the buses**. Cell phones brought to school must remain in student lockers and turned off. Students may use their cell phones after school to contact parents if needed. Any student who violates the terms of the agreement are subject to having their device confiscated and an automatic Friday School assigned. The purpose of this new rule is to help stop the online bullying that students do with each other during the school day and to enhance learning opportunities for all students.

## DISCIPLINE

The regulations of Indian Lake Middle School are established to create a good, wholesome atmosphere in which teaching and learning can take place, and to provide a safe environment for

the student body. Education cannot take place without good discipline. Good discipline is the presence of a friendly, yet business-like atmosphere in which students, teachers, and administrators work toward accepted goals.

In general, students who exercise good common sense, are considerate of others, and behave responsibly will have no problem complying with any of the rules and regulations. Students who do not comply with the rules and regulations will have disciplinary action taken against them in order to modify their behavior. Disciplinary action will be based upon the type of misbehavior in which the student engages. The misconduct will be divided into two classifications:

1. Major misconduct
2. Minor misconduct

### **MAJOR MISCONDUCT**

A violation of the following rules will result in disciplinary action, including: **Emergency Removal, Saturday School, In-School Suspension, Out-of-School Suspension, or Expulsion.**

Any combination of **3 violations of Major Misconduct** may result in recommendation for expulsion. The following is a list of Major Misconduct Violations:

#### **VIOLATIONS:**

1. **Disruption of school** – A student shall not cause disruption or obstruction of the education process by:
  - A. Engaging in fighting or other violent behavior.
  - B. Threatening harm to another student or faculty member.
  - C. Threatening the life of another student or staff member will result in immediate suspension or expulsion and charges may be filed with Juvenile Court.
  - D. Making unrealistic noise, using grossly abusive or offensive language.
  - E. Challenging or taunting another likely to evoke a violent response.
  - F. Create a physically offensive condition.
  - G. Creating a risk of physical harm to person or property.
  - H. Throwing objects or food which could result in harm to others.
  - I. Hazing other students.
2. **Damage to Property** – A student shall not knowingly mar, deface, destroy, steal, or otherwise tamper with any property not owned by the student.
3. **Assault** – A student shall not knowingly or willingly cause or attempt to cause physical harm to another; or knowingly cause another to believe that the offender will cause physical harm to that person.

4. **Dangerous weapons, look-alike weapons, and/or instruments** – A student shall not carry, possess, transport, or conceal on his/her person or onto school property any deadly weapon, look-alike weapon, or dangerous ordinance. (this includes firecrackers.)
5. **Tobacco, Narcotics, Alcoholic Beverages, Drugs** – No student shall possess, use, transport, purchase, have under his/her control, offer for sale, administer to another, arrive at school, or during school, exhibit evidence of use of any intoxicant, hallucinogen, narcotic, or other drug. **No** student shall have or possess any equipment or paraphernalia for the purpose of using any of the items mentioned above.
6. **Counterfeit drugs** – No student shall possess any counterfeit controlled substance; nor shall any student make, sell, offer to sell, give a package or deliver a counterfeit controlled substance; **nor** shall any student directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of controlled substance. A counterfeit drug is defined as any substance (1) that is represented to be a controlled substance, (2) that bears, or whose label bears, a trademark, trade name, or other identifying mark used with authorization of the owner or rights to such trademark, trade name or identifying mark, (3) that a reasonable person would believe it to be a controlled substance because of its similarity in shape, size, or color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
7. **Smoking** – No student shall smoke on school property. Having cigarettes in one's possession is interpreted as smoking. 1<sup>st</sup> offense – 1 day of Saturday School and conference with guidance counselor. 2<sup>nd</sup> offense – 3 days of Out-of-School Suspension and conference with guidance counselor. 3<sup>rd</sup> and subsequent offenses – 10 days Out-of-School Suspension.
8. **Insubordination** –
  - A. No student shall use foul or improper language directed towards a teacher, administrator, or a staff member.
  - B. No student shall refuse to obey a reasonable request by a teacher, administrator, or staff member.

- C. No student shall use a physical gesture of a demeaning nature directed at a teacher, administrator, or member of the staff.
  - D. No student shall refuse to attend scheduled classes, including homeroom, study hall, and intervention as directed by school officials.
  - E. No student shall be truant from school or leave school during the day without permission of school officials.
9. **Use of fire** – The unauthorized use of fire in the building or on school property is strictly forbidden (this includes the possession or lighting of lighters and striking of matches.)
  10. **Plagiarism in any form is prohibited.**
  11. **Illegal sales** – The sale of any item or posting of signs or notices in the school building or on school property is strictly forbidden unless permission is granted by school authorities.
  12. **Excessive Friday School** – The accumulation of more than 3 days of Friday School during a semester may result in an Out-of-School Suspension.
  13. **Pornographic Material** – No student shall possess any pornographic material at school. **The principal may file unruly charges in Juvenile Court at any point in the major or minor misconduct system.**
- D. leaving class without permission – may also qualify a student for immediate assignment to Saturday School
  - E. moving classroom furniture without permission
  - F. changing seats without permission
  - G. no chewing gum or eating candy in school
  - H. miscellaneous – any action that interferes with the orderly operation of the class (loitering in restrooms; food in classroom; bringing pop into the school; etc.)
3. Disruptive conduct in the halls .....1-2
  4. Profanity.....3-4
  5. Being present in a restricted area.....2
  6. Hall “floating” (no pass).....3
  7. Displays of intimate affection between students.....3
  8. Failure to follow sign-in/sign-out procedure.....3
  9. Spotting for smokers.....3
  10. Changing lockers without permission.....4
  11. Falsifying a pass or note from home.....6
  12. Disrespect towards a teacher, administrator, or staff worker (includes lying to school officials).....6
  13. Cutting class/study hall .....1 day Saturday School

**MINOR MISCONDUCT  
PROGRESSIVE PENALTIES**

1. 12 demerits – 1 day of Friday School at the middle school
2. 18 demerits – 1 day of Friday School at the middle school
3. 24 demerits – 1 day of Friday School at the middle school
4. 30 demerits – 3 days of Out-of-School Suspension
5. 40 demerits – 3 days of Out-of-School Suspension plus possible charges filed with Juvenile Court

Step 1 – When a student receives a demerit, the student’s parent/guardian will be contacted. Subsequent notification and conference will follow if the student continues to accumulate demerits.

Step 2 – When a student has accumulated 12 demerits, the student will automatically be assigned a 1 day Saturday School at the middle school. Failure of the parent to agree to a 1 day Saturday School will result in an automatic 3-day in- school suspension.

Step 3 – When a student has accumulated 18 demerits, the student will be assigned a 1 day Saturday School at the middle school, stated in the above paragraph pertaining to 12 demerits and a

**DUE PROCESS**

In the event that suspension is necessary, the student has the right to a hearing with the suspending officer to give an account of the incident and/or to challenge the reasons for the suspension. In addition, parents have the right to appeal suspension/expulsion decisions to the Board of Education or its designee, to be represented in the appeal by a representative of their choosing, and to request that the hearing be held in an executive session.

**MINOR MISCONDUCT**

Maintaining good discipline is a major concern for parents and for teachers. Inappropriate behavior in the classroom simply will not be tolerated. Since each teacher has his/her own set of classroom standards, discipline problems are best handled by the individual teacher in his/her classroom. Solutions to correct negative behaviors take time, personal counseling, and professional skills.

Repeated violations in the classroom of our minor misconduct code will result in the implementation of the demerit system.

1. Tardy to school or class.....1-3
2. Disruptive conduct in class .....1-2
  - A. throwing objects
  - B. taunting another student
  - C. cheating on a test (plus zero for the test)

conference will be set up with the parent/guardian to discuss the student's behavior.

Step 4 – When a student accumulates 24 total demerits, the student will be assigned a 1 day Saturday School.

Step 5 – When a student reaches 30 total demerits, the student will receive a 3 day Out-of-School Suspension.

Demerits will accumulate over the entire school year. Any student with 8 or more demerits will not be permitted to attend any Student Council activity scheduled for after school (dances, parties, etc.).

Three demerits will be subtracted from a student's total if he/she can go 10 school days without accumulating any demerits from the date of the last demerit.

### **HALLWAY PASSPORTS**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hallway passport from an authorized staff member. If you wish to see a teacher during his/her conference period, you must arrange for this in advance.

The teacher must sign your passport permitting you to be excused from class. You must deliver this passport to your classroom teacher at the beginning of the class period.

### **HARASSMENT**

It is a violation of law and of school rules for any student to harass or intimidate or threaten another student or staff member. Offenders may be subject to the penalties outlined in the ILMS Student Code of Conduct herein and/or to penalties noted in the ILMS Anti-victimization Program which is at the end of this handbook section. This pertains to all forms of harassment including person to person, cell phone texts, and through internet networking sites such as Facebook, Snap Chat or through emails.

If a student is the victim of any unwanted sexual actions or comments or of derogatory statements, or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office.

All reports shall be kept confidential and shall be investigated as soon as possible.

### **CARD SYSTEM**

Over the years, we have developed several programs to assist students who need a highly structured school environment. If your son/daughter experiences severe behavioral or academic problems, please feel free to contact either principal. One such program that has met with very favorable results is the card system. This system enhances communication between the parents and the school. It also provides the student with a constant reminder to keep current with homework, quizzes, test, etc.

### **AFFECTION**

Affection between boys and girls is a natural development. The expression of this affection is proper and acceptable at certain times and places. The school building, during school hours, and after school events is neither the time nor place. Students are not to use physical means of affection (holding hands, kissing, etc.) during school hours.

### **HONOR ROLL**

An honor roll will be prepared each grading period from information recorded on the grade cards.

Using the information from the grade cards, three honor rolls will be prepared each grading period. One roster includes those students who have attained a GPA of 4.0. The second includes students who have attained a 3.5 -3.9 GPA and the third includes students who attained a 3.0 – 3.49 GPA. A student with an incomplete in any subject cannot be on any honor roll.

### **COMPUTATION OF YEARLY GRADE**

Year-end grades will be determined by averaging final grades from each of the nine-week grading periods for each subject. Teachers will have the responsibility to determine the final grade based on students' recent work in class, attendance, attitude, etc., if the student is on the borderline between grades.

### **GRADE POLICY**

Letter Grades	% of Achievement	Rating
A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	60-69	Below Average
F	0 -59	Failure

A student who exceeds the 5 day absence allowance will receive a 59% F for their grade until make up time has been completed by the student then they will receive their earned grade.

### **PROMOTION POLICY**

1. The I.Q., past record, and maturity of the student must indicate if he/she can profit by being retained.
2. A student must fail more than two subjects that are taught for the entire year; or two subjects that are taught for the entire year, and two that are taught for less than a semester to be retained.

The final decision on yearly failures, in any case, will be made by the principal after considering many factors and discussing the case with other school personnel.

### **STUDENT INTERNET ACCESS**

Students and parents must sign a computer network and internet agreement before they will be permitted to have internet access. Violation of

the agreement may result in a student losing access to school computers as well as other consequences outlined in the agreement.

## **MEDICINE**

Due to the increased amount of medications and the liability for our staff, we will not administer medications at the school without the written permission of a physician. This includes all medications; such as Tylenol, Advil, etc. If your child is currently on a medication that a physician feels must be given during the school day, we must have a Physician's Request for Administration by School Personnel form **completed and returned to the school. This form is included in this handbook at the end of the Student Code of Conduct section.**

## **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss.

## **MEDIA CENTER**

Up to two books may be checked out of the library by any student for a period of two weeks. Books may be renewed at the end of two weeks, extending the time to an additional two weeks. Students are responsible to care for and return books within the given time period. There is a fee of .05 per book per school day that the book is late. Students are responsible to pay for replacing lost or damaged books.

## **LOCKERS**

Student lockers belong to the school and are provided for your convenience. Students will be assigned a locker by school officials and may not change lockers without permission from the office. **All lockers are subject to search at any time.** Students are asked to keep their gym bags or book bags in their lockers during each school day. Gym bags and book bags are to be picked up at the end of the school day. Naturally, students are permitted to take their gym bags to physical education class. The school is not responsible for student property, school property loaned to students, or supplies/money that is part of a school fund-raising activity.

## **EMERGENCY DRILLS**

Emergency drills are required by state law. Instructions are posted in each room. Drills will be conducted for fires, tornadoes and Lock Down. Your cooperation is expected and appreciated. Students are to remain quiet and proceed as instructed by faculty.

## **ASSEMBLIES**

Assemblies are held periodically for the benefit of the students. The assemblies are generally educational and entertaining. Students are expected to behave properly in the assembly. That is, allow the performers to present the assembly, and respect the right of their classmates to hear the assembly without being disturbed by others in the audience. During all of our assemblies, students will be required to sit with their teachers. Any student who misbehaves during an assembly may be denied attending further assemblies.

## **CANDY SALES**

The selling of candy during school hours or on the buses is prohibited.

## **FLOWERS AND BALLOONS**

Students who receive flowers and/or balloons at school will not be permitted to pick them up from the office until the end of the day. They cannot be taken home on the school buses.

## **LEAVING SCHOOL GROUNDS**

Students arriving at school whether by bus, car, bicycle, or walking, are not permitted to leave the school grounds without permission from the principal before the 2:49 pm dismissal bell, which is the first dismissal bell.

## **ILLNESS OR INJURY AT SCHOOL**

Students are to report to the office when they are too sick or injured to attend class. They are not to stay in the restrooms. If a student becomes ill or injured and wishes to go home, the student must report to the office so that school officials may contact the student's parent/guardian to secure permission for that student to leave school. **No student may leave the building without permission from someone in the office with authority. Students are not to use their cell phones to call or text parents when ill.**

## **SCHOOL BUS SAFETY**

Any misbehavior which distracts the driver is very serious and jeopardizes the safety of everyone on the bus. Some examples include failure to remain seated, refusal to obey the driver, insubordination, fighting/arguing, throwing objects, use of tobacco, alcohol or drugs, profanity, and vandalism. Misbehavior on the bus will be resolved under the provisions of the major or minor conduct code depending on the seriousness of the infraction. Riding the bus is a **privilege**, which can be denied if inappropriate behavior continues.

## **BUSES AND SCHOOL DISMISSAL**

Bus transportation is furnished to all qualified students. When school is dismissed at the end of the day, students are **to walk** to their buses. Riding the school bus is a privilege. Improper conduct on the buses may result in denial to ride the bus, Friday School, suspensions, or expulsion. **Special occasion balloons and flowers in vases will not be permitted on buses because they pose a safety hazard.**

## **BUS PASSES**

Due to our school district switching to a one bus route district and the overcrowding on the buses, **bus passes will no longer be issued.** Students who are bused will only be dropped off and picked up at their place of residence. Parent's may also provide one alternate drop off address (grandparent, babysitter, outreach center, etc...). Those will then be the only two options for students to be dropped off at...no exceptions **so please chose your alternate address wisely.**

## **SCHOOL FEES**

School fees are an important part of your child's education. Therefore, we make a great effort in keeping those fees to a minimum. However some supplies that are furnished by the school must be paid for by the students. We encourage fees to be paid at the beginning of the school year. In order to ensure that fees will be paid, at least one-fourth of the total amount must be paid each grading period or the students grade cards will be held at the end of the grading period. School fees for the 2018-19 school year are \$40.00.

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Indian Lake School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Indian Lake School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise and monitor student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.