

*The Mission for Bellaire Middle School is
"We will be responsible and respectful learners".*

BELLAIRE MIDDLE SCHOOL

54555 Bellaire-Neffs Road

Bellaire, Ohio 43906

Phone: 676-1635

Fax: 676-3014

Visit us on the web @ www.bellaire.k12.oh.us

Welcome!

Welcome to Bellaire Middle School where we are proud of the education we provide for our students. We are looking forward to a challenging and rewarding school year. We know that it will take a lot of cooperation and hard work in order to achieve our goals for the year – we are up to the task and hope that you feel the same.

The following goals will be our focus for the 2017-2018 school year:

- 1. To achieve an 85% passage rate on the reading AIR Assessment*
- 2. To achieve an 85% passage rate on the math AIR Assessment*
- 3. To reduce out of school suspensions by 5%*

In order to reach our goals, we ask that each student come to school prepared to learn and with a desire for a good education. In return, we have an excellent staff that is prepared to give all that they have to insure that you receive a quality education with an established rewards system in place.

Like all organizations and institutions, schools have rules and regulations that must be followed in order to be successful. We have prepared our handbook with this in mind. You are asked to keep this handbook/data folder/planner with you at all times during the school day, as it will help you collect and organize important data, learn school rules, and help in your learning through organization.

With parents, students, and staff all working together as a team, we are certain that we will have a successful year.

Sincerely,

Administration and Staff

This Student Planner belongs to:

Student Name: _____ Homeroom Teacher: _____

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ARRIVAL TIME

Should it be necessary for a parent to bring their child to school in the morning, the child is to arrive no sooner than 20 minutes before school begins.

The school cannot be responsible for the supervision of children before this time.

LATE ARRIVAL

If a student is arriving late to school, the parent/guardian must call or send a note stating the reason for the tardiness. **The student must report to the secretary's office to get an admission slip in order to be removed from the absence list.**

STUDENT PICK-UP/DROP-OFF

When dropping off students, parents will enter the Middle School and drive straight through the gate and drop off students on the side of the building at the doors near the gymnasium and band room. Parents then will drive around the building and exit through the back gate onto St. Joe Road.

When picking up students at the end of the day, parents will need to follow the same pattern, only driving completely behind the building onto the road leading up to the back gate. Students not riding the bus will be dismissed and exit out the 5th grade wing. Cars will then continue the pattern and exit out the back gates and onto St. Joe Road. Only students who are riding the bus will exit out the main entrance.

Students who live in close proximity to the school and will be walking home are required to bring in a parent permission form. This form will be kept on file and will be good for the entire year.

TARDINESS

A student must be in his/her classroom at 7:45am or he/she will be considered tardy.

Exceptions will be made for students riding the bus when buses are running late.

Excessive tardiness is addressed in the school's discipline policies and will also be handled as a truancy issue. A total of fifteen morning tardies will result in charges being filed with the Belmont County Prosecutor's Office.

CHANGE IN BUS NOTE

Should it be necessary for a student to ride a bus other than his/her regularly assigned one, a note from a parent/guardian stating the bus number and destination must be given to the homeroom teacher the day of the change. While bus notes should not be called in to the school, if an emergency situation requires this to be done, the call must be made by 1:00.

*Due to regulations pertaining to bus capacity, it may not always be possible to accommodate all requests.

PROCEDURE FOR EARLY DEPARTURE

Should it become necessary for a student to leave school early, a parent/guardian **must sign** the student out in the secretary's office. In order to leave school early, a student **must** have a note or a parent/guardian **must call**. When returning the same day, the student must be signed in by the parent/guardian.

In case of illness, a parent/guardian will be contacted. If the situation warrants, the student may be signed out upon the arrival of his/her parent/guardian.

A child will be released only to the parent/guardian unless the school has been notified in writing by the parent/guardian that they have granted permission for someone else to pick up their child.

Parents who pick up their child at the end of the school day:

Please be advised that your child will not be dismissed until 2:43 p.m.

Students who consistently come to school late or leave early are losing valuable instruction time. Therefore, early departures will be handled in the same manner as morning tardiness. Patterns of early departures will be reported to the Belmont County Attendance Officer.

SCHOOL CLOSING

There are times during the winter when, due to road conditions, it is unsafe to hold school. This decision is usually made before 6:00 a.m. The Bellaire Local School District is subscribed to the One Call Now parent notification system. This service allows the district to call every household in the school system in 5-15 minutes to notify parents/guardians of school closings, delays, and emergency early dismissals.

In addition, the local media will be informed of any delays, closings, and early dismissals. Please listen to the radio or television for those announcements. **PLEASE DO NOT CALL THE SCHOOL OR CENTRAL OFFICE** because it will tie up our telephone lines.

MAKE-UP WORK

When absent due to illness a student has three (3) days upon his/her return to turn in assignments. When absent for any reason other than illness, assignments must be turned in upon student's return.

CLASS INTERRUPTIONS

Classes cannot be interrupted in order to give students items or messages. Students will be called to the office at the end of the day for such matters.

Parents are also encouraged not to have flowers, balloons, etc. delivered to the school for students. For safety reasons and to avoid distractions in the classroom, students will be called to the office to pick up items during the end-of-day homeroom.

FIRE DRILLS

Each teacher will inform the student concerning instructions for leaving the building in case of a fire drill. Each student should note the exit to be used in leaving each room in the building and comply with the following rules:

1. When the signal, a special fire bell, is sounded, the building must be emptied.
2. Leave the building immediately.
3. Walk rapidly, **BUT DO NOT RUN.**
4. Do not talk. Observe silence.
5. At no times are pupils to break their lines.
6. Remain outside the building until the signal is given to return.

TORNADO DRILLS

Teachers will inform each student as to the proper location for all during a tornado drill. Assistants will be appointed from each class to close windows, doors, etc. You are to move to the designated areas **QUICKLY** and as **QUIETLY** as possible. You are to remain in the area until instructions are given to return.

Remember the following:

1. Command will be designated from the p.a. system with three (3) blasts of an air horn.
2. Move quickly but quietly.
3. Remain in area until instructions are given to return.
4. If command is given, be prepared to get on your knees and elbows with your hands clasped behind your head.
5. Students are to remain in this position until the “all-clear” signal is given over the p.a. system.

TEXTBOOKS

Textbooks are loaned to students and the student is responsible for the care of the book. If not returned at the end of the school year, or if the book is destroyed, the student will be financially responsible. **A replacement charge will be assessed for books lost or destroyed.** Students are urged to closely inspect their textbooks after they are issued to them. Any pre-existing damage should be reported to the teacher immediately.

LOCKERS/USE OF LOCKERS

Students will be assigned lockers when school begins. It is highly recommended that the student put a lock on his/her locker. An extra key or combination to the lock **MUST** be given to his/her homeroom teacher. **Never leave anything of value in a locker – whether locked or unlocked.**

When students are assigned physical education class, lockers in the dressing room will be utilized.

Students are not permitted to put any signs or papers inside or on the outside of lockers. This includes tape, stickers, etc. **BOOK BAGS WILL REMAIN IN LOCKERS; THEY WILL NOT BE PERMITTED IN CLASSROOMS.** Large purses/bags being utilized as book bags will also fall into this category.

Lockers are the property of the Board of Education and when the situation warrants, lockers may be searched without student approval. **The school is not liable for any lost or stolen personal items. Students are responsible for the contents of their locker.**

TEACHER/PARENT CONFERENCES

Parents are encouraged to communicate with their child’s teacher during the school year. The teachers are available daily for phone conferences or conferences at the school during the school day. However, in order not to disrupt the educational process, parents are **REQUIRED** to phone the school to make an appointment to speak with their child’s teacher(s).

Please see TEACHER CONFERENCE SAFEGUARDS located in the back of this handbook.

IMMUNIZATION LAW

(ORC 3313.67 - 3313.671)

Children who do not have evidence of proper immunization will be excluded from school after 14 days.

MEDICATION AT SCHOOL

(ORC 3313.673)

1. Children are not allowed to carry medication (prescription or non-prescription) on their person at any time. These medications can be confused with illegal drugs.
2. Children are not allowed to self-medicate. A school nurse must dispense all medication taken at the school.
3. Usually children needing medication can better be cared for at home.
Please refer to the letter from the School Nurse and the student medication form (F-JHCD-1), both to be sent home with your child.

ILLNESS AT SCHOOL

1. Children who become ill at school can be better cared for at home by their parents.
2. Ultimately, the care of sick children is not the responsibility of the school.
3. The school will release sick children only to the child's custodial parent or a person identified by the custodial parent.
4. Parents are responsible for providing the school with work phone numbers or information about where the parents can be reached during the day.
5. The parents are responsible for providing information about someone who can care for the sick child if the parents are not available.
6. Any changes in information such as change of phone number, number disconnected, etc., must be reported to the school immediately.

EMERGENCY MEDICAL TREATMENT

1. Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat their child and the hospital they wish to care for their child in an emergency.
2. Parents are responsible for returning the Emergency Medical Form to school with their child the day following the beginning of school or enrollment.

GUIDANCE SERVICES

Guidance and counseling services are offered to every middle school student. Services are available in the areas of mental health, academic achievement, and social-emotional preparation for their future academic career. Teachers, administrators, or parents may refer students to the school guidance counselor.

CAFETERIA SYSTEM

The Middle School uses a computer system that keeps a thorough and accurate account on each student. Students are required to enter a number on a keypad for their account to be active.

Parents are strongly encouraged to pay ahead on their child's account.

Payment needs to be made by giving the homeroom teacher a check or cash on Monday, or the first day of the school week. Students will then have their cafeteria envelope returned to them on Friday in order to pay in advance for the following week. Students are not to pay as they go through the lunch line.

Money can be placed in students' accounts to pay for meals for extended periods of time – students do not need to carry money to school each day. Cafeteria staff will inform students when their accounts are low.

Students receiving free lunch will also need to enter their four-digit number. They will not be required to bring in money unless they would like to purchase extras.

All students are required to eat a whole meal before extras can be purchased.

Lunches will cost \$2.85 for the 2017-2018 school year.

STUDENT DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations, and school rules governing student conduct.

A student's failure to comply with the requirements for student conduct outlined in this handbook may result in the student being disciplined. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the Principal. Depending upon the seriousness of the offense committed by the student, suspension or expulsion may result.

Discipline is always administered in a reasonable manner and the student afforded due process.

The involvement of the school guidance counselor and/or student services will be initiated after two office discipline referrals.

STUDENT CONDUCT CODE

The Conduct Code is in effect while student are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

- A. misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school property;
- B. and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee

Violation of any of the following will result in disciplinary action and may result in suspension or expulsion from school. Days missed, as the result of suspension, will not be counted as truancy days.

1. Student(s) using violence, force, coercion, or threats that would cause disruption or obstruction.
2. Student(s) attempting to damage or damaging school property.
3. Student(s) damaging private property while on school premises during school function, activity, or event.

4. Student(s) assaulting another student or school personnel which could cause physical injury during, immediately before, or after school hours.
5. Student(s) shall not possess or conceal any object that could be used as a weapon.
6. Student(s) shall not possess, use, transmit, sell, conceal, or be under the influence of non-prescription narcotics, alcoholic beverages, non-prescription drugs, or any other controlled substance. This policy is to include any and/or all counterfeit or look-alike substance that is represented to be a controlled substance.
7. Student(s) shall not smoke in school facilities or on sidewalks surrounding school building.
8. Student(s) shall not repeatedly defy school personnel (teachers, teacher aids, secretaries, custodians, principal, or other authorized personnel) when the student is under authority of school personnel including all extra-curricular activities as a member of a group participating or as a spectator.
9. Student(s) hazing, plagiarizing, using obscene language, being belligerent to fellow students or school personnel.
10. Student(s) using offensive ethnic name-calling against another student or school personnel.
11. Student(s) shall not engage in public displays of affection or sexual acts. Student(s) shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.
12. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, then an administrator may remove the student from curricular or extra-curricular activities under the school's supervision immediately without the usual due process procedure. Appropriate formal due process procedures will be initiated as soon as practical. Under these circumstances, a student will be given written notice within 72 hours of his/her removal. All individuals involved should be present during the due process procedure.

DISCIPLINARY MEASURES

Should a student behave in an unacceptable manner, the school may enforce **any** of the following disciplinary measures:

1. **Conference with Principal**
2. **Call home to parent/guardian**
3. **Letter mailed home to parent/guardian (to be signed and returned)**
4. **Behavior Contract**
 - Outlines behavior expectations and future disciplinary actions to be taken
 - Signed by student, Principal, and Guidance Counselor
5. **C-CAP Diversion Program**
 - Program run by the Belmont County Juvenile Court.
 - Run on Saturdays during the school year for three (3) consecutive weeks. Hours are 9 a.m. to 3:00 p.m.
 - This program is utilized by schools in Belmont County as part of their Assertive Discipline Plan.
 - The Program diverts students from an official Court proceeding and /or a juvenile record and allows the student to experience the juvenile court system.

-The program involves extensive physical training, some military discipline tactics, and group and individual counseling aimed at their particular problem area.

-A student/parent consent form must be signed prior to placement in the Diversion Program.

6. Suspension (In-School)

-All one-day suspensions will be served in school and will be held on a day scheduled by the Principal.

-If a student is absent on the day of an assigned ISS, the student will serve the suspension on the day he/she returns to school.

-ISS is a privilege that allows students to remain in school and continue their studies in a safe, secure, and structured environment.

-Inappropriate behavior will not be tolerated in ISS. Disruption or disrespectful behavior will be documented and may result in a three (3) day suspension to C-CAP.

-A student who receives four ISS placements in a semester will be placed in C-CAP for a minimum of three days.

-It will be at the Principal's discretion to place a student in ISS for the following day if he/she receives a red daub late in the school day.

7. Suspension (Belmont County Juvenile Court's C-CAP Alternative School)

-The Principal may impose a suspension from school from one (1) to ten (10) days.

-Students suspended for more than one (1) day may be assigned to the Belmont County Alternative School for the duration of their suspension.

-If a student is denied bus privileges while attending the Alternative School, the parent/guardian is responsible for his/her transportation. Failure to transport/attend the Alternative School will result in charges being filed with the Belmont County Prosecutor's Office.

-Suspended students cannot participate in school activities (field trips, athletics, band, choir, practices, and/or related activities).

-Full credit will be given for work missed due to suspension provided the student completes and submits all required assignments upon his/her return to school. The student is responsible for obtaining all assignments.

-Failures may be given for any classroom work that cannot be attended such as labs or skill sessions.

8. Referral to juvenile authorities, police, or School Resource Officer

-When a serious offense is involved, or a student is involved in the juvenile court system, outside authorities may be called for assistance at the Principal's discretion.

-In addition to a formal complaint being filed with the Belmont County Prosecutor's Office when a student receives a ten (10) day suspension through the progressive disciplinary plan, a complaint may be filed if a student commits an offense in which the severity/circumstances of the situation would warrant such action, or the student's behavior, coupled with past disciplinary records, indicate that such action is necessary. The administration reserves the right to make such determinations.

9. Emergency Removal

-The Principal can request the parent/guardian to remove their child from the school on a temporary basis for their protection, the protection of other students, or for disrupting the educational process.

10. Expulsion

-In cases where the student is considered to be a continued threat to the health and safety of other students and staff, the Principal may recommend expulsion to the Superintendent. The expulsion generally should not exceed eighty (80) days. However, specific offenses involving dangerous weapons in the school, illicit drugs or alcoholic beverages, or violent conduct may result in expulsion of up to one (1) year.

COLOR-CODE (DAUB) SYSTEM

All students will continue to track their own behavior through the practices and policies of the Quality Change Program. Grades 5 through 8 will continue with the color-code system in which “daubs” are issued by teachers/staff members for behavior infractions. Students will serve one day of ISS after they have received three daubs in a day or five daubs in a week. Each ISS placement will reset the weekly count.

Green = acceptable behavior (students start each day on this level)

Yellow = first warning

Blue = second warning

Red = Student sent to office, calls home, placed in in-school suspension (ISS) for remainder of day.

What can be Daubed?

Students in grades 5 through 8 may receive colored “daubs” for the following infractions:

1. Behavior that is disruptive to the learning process

2. No planner (unprepared)

Repeated infractions of the Bellaire Middle School disciplinary code will result in the assignment of in-school suspension, Belmont County C-CAP Diversion Program, suspension to the Belmont County Alternative School, and ultimately charges being filed through the Belmont County Prosecutor’s Office.

The Principal has the right to make the final decision for disciplinary measures based upon investigation and circumstances.

Fighting/Assault

Fighting is potentially the most dangerous violation of the school discipline code. In order to convey our serious attempt to curtail fighting, we have implemented the following disciplinary measures in which the **first offense** of fighting/assault will result in an immediate suspension to the Belmont County Alternative School.

First Offense: Three (3) day suspension

Second Offense: Five (5) day suspension

Third Offense: Ten (10) day suspension and complaint filed with Prosecutor’s Office

Stealing

The Principal may enforce any of the disciplinary measures mentioned previously in this section, including suspensions of 1-10 days. Any student voluntarily admitting to stealing and upon restitution will be given every consideration when determining punishment for this offense.

Cheating/Plagiarism

Cheating is defined as submitting work other than the student's own and claiming (directly or indirectly) it to be his or her own work; copying answers; looking at another's paper to check his or her own work; getting another person to do the work; using cheating sheets; stealing a test or an answer key; or in any other way illegally obtaining information or participating in any other situation deemed cheating by the classroom teacher.

First Offense: Zero score on assignment plus notification of parents by teacher (first offense will be handled by teacher involved).

Second Offense: Zero score on assignment, assignment of in school suspension, and referral to Student Services or Guidance Counselor.

Destruction of School Property

The Principal may enforce any of the disciplinary measures mentioned previously, including suspensions of 1-10 days, based upon the severity of the offense. In addition to the disciplinary action taken, students and their parents/guardians will be responsible for making full restitution for damages.

Students/parents will be informed of the amount of the restitution by the building principal or the Treasurer's Office

COMPUTER USAGE BY STUDENTS

The computers at Bellaire Middle School and all related hardware and software shall be used solely for academic purposes or other purposes that support the educational mission, goals, and objectives of the school. The staff at Bellaire Middle School reserves the right to determine what constitutes acceptable use and to limit computer access to such uses. All students and parent/guardian must sign a Computer Usage Agreement prior to use of computers by the student.

The use of computers at Bellaire Middle School is a privilege, not a right. Should rules listed in the Computer Usage Agreements be violated, one or more of the following consequences may be imposed:

- a. Suspension or cancellation of use and access privileges;
- b. Payment for damages and repairs;
- c. Discipline under other School District policies or Codes of Conduct may also include suspension, expulsion, or charges filed with the Belmont County Prosecutor's Office.

Due to rapidly changing and evolving technology, updates to the Computer Usage Agreement will be posted on the school website and will supersede or amend the rules stated in any written document.

ILLICIT DRUGS OR ALCOHOLIC BEVERAGES PHILOSOPHY STATEMENT

The Bellaire School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The Bellaire School Board of Education recognizes student's use and possession of illicit drugs and alcohol is wrong and harmful and is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors.

Policy Statement

The Bellaire Board of Education shall not permit any student to possess, use, sell, transfer, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the district or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, and drug paraphernalia.

Students found in violation of this policy will be subject to the following disciplinary actions:

1. Any student who is seen entering a building or admits to entering a building after consuming alcohol or other drugs shall be immediately removed (regardless of amount):

1st Offense - The student will be referred to Student Services and/or approved appropriate agency for an evaluation and treatment as recommended by the agency.

If a student refuses evaluation or treatment, unruly charges will be filed in the Juvenile Court. Parent refusal to cooperate will result in the appropriate agency being notified of a lack of cooperation.

2nd Offense - The student will be referred to an approved Drug and Alcohol Specialist for treatment as recommended by the agency. If a student refuses evaluation or treatment, unruly charges will be filed in the Juvenile Court. Parent refusal to cooperate will result in the appropriate agency being notified of a lack of cooperation.

3rd Offense - The student will be referred to the approved agency for possible in-patient treatment, as deemed necessary or be recommended for expulsion from school. Unruly charges will be filed in Belmont County Juvenile Court if the student refuses to comply with this referral. If a student refuses to participate in the evaluation or treatment process, he/she will have unruly charges filed in Juvenile Court. If an 18-year-old student refuses to participate in this program, the appropriate charges will be filed in Mayor's Court.

2. Possession of drugs or alcohol in any building in the school district will result in a recommendation by the Principal for expulsion to the Superintendent of Schools. However, the expulsion may be temporarily waived until such time as the student begins counseling or treatment through an approved counseling or treatment agency. Failure to complete treatment will cause the expulsion to be reactivated immediately upon notification of student non-participation by the treating agency. While the student is waiting for the expulsion hearing, he/she will be suspended for ten (10) days or until such time as the expulsion hearing is held or treatment has begun by the proper agency directed to handle this matter.

3. Any student who is found guilty of selling or transferring drugs or alcohol in any building in the school district will be referred by the principal to the Superintendent of Schools for an expulsion hearing. Pending this hearing with the Superintendent, the student will be suspended for ten (10) days or until such time as the expulsion hearing is convened.

Suspected or Potential User

If a teacher or school official suspects a student has used alcohol or drugs, he/she is encouraged to complete a Student Services referral form and submit it to the Student Services Office. After receiving the referral each of the student's teachers and significant

others will then be asked to complete a tracking form to help identify patterns of at-risk behavior. Student Services staff will assess the information and speak with the student to determine the best course of action.

Educational seminars will also be available to the parents. The parent is responsible for the cost of the evaluation and treatment.

Possession or Use of Tobacco Products

The Board of Education wishes to encourage good health practices among students of this district. Therefore, the Board prohibits smoking or use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, or any other tobacco-related items (such as lighters) by any student in any area under the control of the school district or at any activity supervised by any school within the district.

Violations will result in progressive suspensions to CCAP

Students will also receive a referral to Student Services.

FIRE EXTINGUISHERS

Students found vandalizing, destroying, or tampering with the fire extinguishers in **ANY** building or property owned by the Bellaire Board of Education will be subject to expulsion. (ORC - 2909.07)

FIRE ALARM/FALSE ALARM

Any person intentionally causing a false alarm on Middle School property will be subject to a 10-day suspension, a recommendation for expulsion, and/or a complaint filed with the Belmont County Prosecutor's Office.

STUDENT SUSPENSION

PROCEDURE FOR SUSPENSION

(Board Policy JGD-R)

STEP ONE

The Superintendent/designee meets informally with the student, gives the student written notice of the intention to suspend him/her and the reasons for the intended suspension and provides the student an opportunity to challenge the reason for the intended suspension or otherwise to explain his/her actions.

Only the Superintendent, or the principal/assistant principal, may suspend and sign the Notice of Intent to Suspend and a Notice of Suspension. The Superintendent, or principal/assistant principal gives a copy of the Notice of Intent to Suspend to the student with the reason(s) for the intended suspension and mails a copy of the Notice of Suspension to the parent/guardian or custodian within twenty-four (24) hours after the suspension is imposed.

The parent is encouraged to contact the principal/assistant principal for clarification of the intent to suspend, presents additional information and/or files an appeal to the principal prior to Step Two. All suspensions are implemented on the next succeeding school day, except in situations that are deemed dangerous by the principal/assistant principal. In those cases where a student poses a danger to others, he/she is removed from school on an emergency basis beginning immediately.

STEP TWO

1. Written notice of appeal must be received at the Superintendent's Office within a 24 hour period following appeal to the principal.
2. Upon receipt of written appeal notice, a referral appeal is held by the Superintendent/designee within 48 hours of receipt of the appeal.
3. Upon referral, the Superintendent/designee notifies the appealing party as to the decision of the Superintendent/designee.

STEP THREE

1. If further appeal consideration is desired, it may be to the Board. Appeals to the Board are pursuant to the following format:
 - A. Was there a code specifying the types of misconduct for which a student may be suspended?
 - B. Was there a policy in existence?
 - C. If there was no policy, was this action within the realm of the administrative authority?
 - D. Was due process followed?
2. Persons desiring to appeal to the Board must file a written Notice of Appeal with the Treasurer within 24 hours following Step Two results. The Board hears the appeal in a timely manner not to exceed two to five school days.
 - E. If the appeal is successful and the suspension is nullified, all make-up work and time missed will be made up, and all days missed are removed from the student's record. Days/hours for this policy are counted during school or work days. Weekends and holidays are not counted.

PROCEDURE FOR EXPULSION

The Superintendent of schools of a city, exempted village, or local school district may expel a student from school. No pupil may be expelled unless prior to his expulsion, such Superintendent:

1. Gives the pupil and his parent, guardian, or custodian, written notice of the intention to expel the pupil, and
2. Provides the pupil and his parent, guardian, or custodian, or representative an opportunity to appear in person before the Superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's actions.

The notice required in this division shall include the reason(s) for the intended expulsion, notification of the opportunity of the pupil, and his parent, guardian, custodian, or representative to appear before the Superintendent or his designee to challenge the reason(s) for the intended expulsion or otherwise to explain the pupil's action, and notification of the time and place to appear.

STEP ONE

The Superintendent, or his designee, shall notify, in writing, the student, parent, guardian, or custodian of the pupil, and the Treasurer/CFO of the Board of Education, of the intent to expel a student. The notice shall include the reason(s) for the expulsion and shall also include notification, to appear before the Superintendent or his designee, to challenge the reason for expulsion or otherwise explain his actions. The notice must set forth the time and place to appear, which shall not be earlier than three, nor later than five, days after the notice is given.

The Superintendent shall, within twenty-four (24) hours after the time of student's expulsion, notify in writing a parent or custodian of the student, and the Treasurer/CFO of the Board of Education of such expulsion. The notice shall include the reason(s) for the expulsion and shall also include notification of the right of the pupil or his parent, guardian, or custodian to appeal such action to the Board of Education, to be represented in all such appeal proceedings: to be granted a hearing before the Board of Education or its designee in order to be heard against such expulsion; and to request that such hearing be held in executive session.

STEP TWO

A pupil or his parent, guardian, or custodian may appeal his expulsion by a Superintendent to the Board of Education or its designee. Such pupil or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee in order to be heard against such suspension or expulsion. At the request of the pupil, or his parent, the designee may hold the hearing in executive session, but shall act upon suspension or expulsion only at a public meeting. The Board may, by majority vote of its full membership or by action of its designee, affirm the order of suspension or expulsion or reinstate such pupil or otherwise reverse, vacate, or modify the order of suspension or expulsion. No pupil shall be suspended or expelled from any school beyond the current semester.

The Board or its designee shall make a verbatim record of hearings held under this division. The decisions of the Board may be appealed under Chapter 2506 of the Ohio Revised Code. The high school principal will receive a copy of all actions.

GRADING

The following reporting procedures will be utilized in Bellaire Middle School

- A 90 - 100**
- B 80 - 89**
- C 70 - 79**
- D 60 - 69**
- F 0 - 59**

GUIDELINES FOR STUDENT ATHLETIC ELIGIBILITY

The Ohio High School Athletic Association establishes eligibility requirements for students to participate in seventh and eighth grade athletics. Students must have received passing grades in all subjects from the preceding grading period. The exception is that all seventh graders are eligible for the first nine-week grading period.

FIELD TRIPS

1. Parents/guardians will be asked to sign permission slips when children take field trips. The parent/guardian signature acknowledges that they are aware the student will be away from school and are aware of the nature and purpose of the trip.
2. The parent/guardian has the right to deny participation. Only students whose parent/guardian has signed a permission slip will be permitted to participate in such activities.
3. Students who forget or do not bring their signed permission form to participate in a field trip will not be permitted to call home on the day of the event.

NON-PARTICIPATION IN FIELD TRIPS

Students in grades 5-8 will not be permitted to participate in field trips if their discipline records contain three or more suspensions or more than 5 days of suspension up to that point in the school year. Suspension days include out of school suspensions, Sargus Detention Center, CCAP Alternative School, and CCAP Saturday diversion. Additionally, students who receive 8 or more days of In School Suspension will not be permitted to participate in field trips. Furthermore, students will become ineligible after they have reach a combined 8 days of In School Suspension and Out of School Suspensions. Students who have received an expulsion at any point during the school year will also be excluded from field trips.

Students in grades 5-8 will not be permitted to participate in field trips if their attendance records contain 20 or more unexcused absences.

DRESS CODE

STUDENT APPEARANCE CODE

School dress should be such that it ensures the health, welfare, and safety of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements and will not be such as to disrupt the learning process.

1. **Brief and revealing clothing.** Students must recognize that brief and revealing clothing are not appropriate clothing in school. The following guidelines on brief clothing are examples and do not cover all situations. Tank tops and mesh or see-through tops will be permitted only when worn over or under a blouse or shirt. Garments that are cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Undergarments must not be visible and tops should not rise above the pants when the student is seated.
2. **Vulgar, offensive messages.** Students will not wear clothing items that contain messages (direct or indirect) that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol, drug use or violence; or that are otherwise contrary to the school's educational mission.
3. Pants must be worn at waist and neither undergarments nor body parts should be exposed. Body hugging tights and spandex pants are not permitted. **No sagging pants allowed at any time.**
4. No hats, bandanas, or sunglasses (unless by medical excuse). No hoods are to be worn in the building.
5. No heavy or oversize jewelry (including dog chains).
6. Body piercing jewelry and the covering of such items are prohibited. Pierced ears are the only exception.
7. Hairstyles for students should reflect good taste and judgment. Students will avoid extremes of hair color and styling.

8. Shorts will be permitted from the first day of school through October 31st, and from April 1st until the end of the school year. The length of shorts will be no shorter than fingertip length when arms are extended. Tight fitting, biking shorts, boxer, boxer-style, or running shorts are not permitted. Capri pants are permitted.
9. The length of skirts and dresses will be no shorter than fingertip length when arms are extended
10. Wheeled sneakers are not permitted.
11. Shoes with no backs such as sandals and flip-flops are not permitted.
12. Steel-Toe boots are not permitted.
13. Jeans with holes above the knee must be worn with clothing that covers the exposed part of the body.

Any unusual, immodest, disruptive mode of dress or appearance, or other conspicuous departures from acceptable customs that create distractions for other students or interfere with classroom discipline and the education process shall be deemed unacceptable appearance or attire. This list is not all encompassing and the administration reserves the right to review, assess, and revise these guidelines at any time.

If inappropriate clothing is worn to school, the student will be asked to change into a more appropriate article of clothing or parents will be contacted to bring desirable clothing to their child. Repeated violations of the Student Dress Code will result in progressive disciplinary measures being taken.

Electronic Devices

Students are not permitted to bring cell phones, ipods, mp3 players, radios, disc players, arcade games, etc., to school. E-readers are acceptable in an academic setting at appropriate times. In the past, student property has been lost, stolen, and/or broken by students, either on the school bus or at school. **The school accepts no responsibility for items brought from home.**

When it is discovered that a student is in possession of a paging device or any other electronic device, in violation of this policy, a building administrator will confiscate the item, the student will be given a daub, and the device will be returned at the end of the day.

STUDENT HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State of Ohio's mandated Achievement testing.

INCOMPLETE ASSIGNMENTS

An important part of the learning experience is completing assignments and projects to the best of your ability and on time. Failure to do your work indicates a lack of accepting responsibility on your part.

A student who fails to complete an assignment will be placed in an intervention period until the work is complete.

It is the teacher's responsibility to contact the parent on the third homework daub in each nine weeks period. It is imperative that parents work with the school in an attempt to curtail the problem(s) causing the student to fail to complete his/her assignments.

If a chronic problem results with the student failing to complete required assignments, the student will be referred to their grade-level Principal. The Principal will review all documentation (missing assignment history and attempted teacher interventions) and additional consequences will be forthcoming.

The failure to complete assignments WILL be reflected in the students' grade reports. Thus, student retention may be the end result of students chronically failing to complete required assignments.

STUDENT PLANNERS

Students are supplied with a student planner on their first day of school. The planner will also include the student/parent handbook and the student's data folder. Students must carry their planners with them at all times during the school day and will take it home with them nightly. They will record their daily assignments in the planner, track their goals and academic and behavior data, and will also utilize it as a hall pass during the school day.

Parents are encouraged to check the student planner nightly to be aware of homework assignments, student performance, and possible communications from teachers. Students losing their planners must purchase a new one in the front office at a cost of \$6.00.

BELMONT COUNTY STUDENT SERVICES

During the school year, a free service is available to students in the Bellaire Local School District. Student Services is a federally and locally funded Student Assistance Program that provides individual crisis, family and group services, and referral services to community agencies for students who are experiencing difficulty in school.

Student Services mission is to identify and provide students with an opportunity to resolve personal problems and improve life skills in order to achieve in school and increase their chances of becoming self-fulfilled individuals.

Student Services Programs are designed to meet the needs of students who are having problems with – truancy, failing grades, alcohol and/or other drugs, following school rules, conflicts with peers, low self-esteem, painful and uncomfortable feelings, suicidal thoughts, and parent/child conflicts as well as other aspects that affect their ability to learn. If you are interested in connecting your child with any of these services you may contact your school principal, guidance counselor, teacher, or contact Student Services directly at 740-676-4815.

LEGAL RESPONSIBILITIES FOR REPORTING

Although Ohio law encourages everyone to report suspected child abuse and neglect, in most cases it is an option left for personal and moral decision.

However, the professional responsibilities inherent to certain disciplines are distinguished. The ethical commitment to families and children, which these professionals have accepted through virtue of their positions, is recognized under Ohio law through the stipulation of mandatory reporting of suspected child abuse and/or neglect. For these professionals, Section 2151.421 of the revised Code clearly removes the option of choice and requires immediate reporting of suspected abuse and/or neglect: "Any registered or licensed practical nurse, visiting nurse, or other health care professional, licensed psychologist, speech pathologist or audiologist, teacher or school

authority, acting in his official or professional capacity, having reason to believe that a child less than eighteen years of age or any crippled or otherwise physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect of the child, shall immediately report or cause reports to be made of such information to the children services board or the county department of human services exercising the children services function, or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred.”

Failure by any of the cited professionals to report suspected abuse and/or neglect is a misdemeanor of the fourth degree. It is punishable with a maximum of 30 days imprisonment and/or a fine of \$250. Precedent has been set for suit against damages resulting from failure to report, negligence of duty, and obstruction of justice. The professional who knows or suspects abuse or neglect, but fails to report, also may be liable for contributing to the abuse and/or neglect of a child.

Ohio Administrative Code Rule 5101:2-35-02 provides the following definitions:

- A. Reason to Believe - Reason to believe is knowing or suspecting that abuse or neglect of a child is occurring or has occurred. Physical proof or other forms of validation are not required.
- B. Report - Report is any information or allegation of the abuse or neglect of a child made orally or in writing. It includes, but is not limited to, allegations involving individuals, families, and facilities.

<p>* The Principal will handle offenses not covered in this handbook as they occur. * All disciplinary classifications/measures will be at the discretion of the Principal.</p>

TEACHER CONFERENCE SAFEGUARDS

No parent or guardian shall be permitted to meet with a teacher without:

1. The parent or guardian advising the building administrator of his or her desire to so meet; and
2. That administrator advising the teacher of that desire; and
3. That teacher contacting said parent or guardian, scheduling the same as soon as reasonably possible.

All persons stopping at any school building, for any reason, must go directly to the administration office. Non-employees shall not be permitted to enter any school building, hallway, classroom or related school property except pursuant to prior scheduled conference as outlined in I. above, and then only to the specific location of the scheduled meeting.

Should a teacher desire to have an administrator present during a conference for safety reasons, that presence shall be provided.

Disruptions of classrooms by parents or guardians are prohibited (in-person and/or telephone calls).

Enforcement of this policy shall be the responsibility of school administration.

This policy shall be provided to all parents/guardians at the commencement of each school year.

[Adoption date: August 13, 2003]

[Re-adoption date: September 10, 2007]

CROSS REFS.: IKAB, Student Progress Report to Parents
 KK, Visitors to the School

TO: All Parents
FROM: Transportation Supervisor
RE: STUDENT CONDUCT ON SCHOOL BUSES

During the course of the school year, most students are passengers on a school bus for transportation to school, field trips, athletic contests, etc.. Safety is our primary concern when students are passengers on our school buses.

There are *three* major components involved in the safe transportation of students:

1. Selection and training of drivers.
2. Constant mechanical inspection and preventative maintenance of buses.
3. Appropriate student behavior.

The absence of any one of those factors is a safety concern. The Bellaire Local Schools Transportation Department complies with and exceeds the driver training standards established by the State of Ohio. Buses are inspected daily to insure safe mechanical performance. The third factor of safe transportation, appropriate student behavior, is indeed one where both student and parents become involved.

We would appreciate it if you would discuss the following behavioral infractions with your child, regardless of age. These acts of misbehaving prevent safe school bus operation and will not be tolerated.

- Failure to remain seated
- Refusing to obey bus driver
- Fighting
- Profanity
- Creating fire hazards
- Smoking on bus
- Improper exit
back doors or windows
- Vandalism
- Disorderly loading procedure
- Throwing objects on, or out of bus
- Hanging out the window
- Spitting
- Unnecessary noise
- Harassing others
- Insubordination
- Riding an unassigned bus without
permission

If any of the above rule infractions occur, it constitutes a major safety hazard, no warning will be given. The transportation supervisor or his designee may suspend the students' riding privilege with notification to the parents.

Our major concern is the ever-present interest in the personal safety and well being of our students. As partners in this endeavor, we can continue to succeed.

Thank you for your cooperation.

JFC-A Student Conduct

DANGEROUS WEAPONS IN THE SCHOOLS

The Bellaire Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. **IF A STUDENT BRINGS A FIREARM ON SCHOOL PROPERTY, IN A SCHOOL VEHICLE OR TO ANY SCHOOL-SPONSORED ACTIVITY, THE SUPERINTENDENT SHALL EXPEL THIS STUDENT FROM SCHOOL FOR A PERIOD OF ONE CALENDAR YEAR.** Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

ADOPTED: August

14, 1995

**LEGAL REFS.: ORC 3313.66, 3313.661
20 USC 2701 et seq. - Title IX 9001-9005
18 USC 921**

CROSS REFS.: JEGA, Permanent Exclusion JGDA, Emergency Removal of a Student

**JFC, Student Conduct JGE, Student Expulsion
JGD, Student Suspension Student Code of Conduct**

JFCF

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may play, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's Web site.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, student and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, and other employers and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

File: JFCF

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

§ JFCA- 1

THREAT OF FATAL ACTION

Fatal threat/s toward any student or staff member will be dealt with in a timely manner as follows:

- a. An investigation will be conducted by the principal/assistant principal.
 - 1. First offense will result in a minimum three (3) day suspension and an evaluation by an approved * Mental Health Professional. A letter from the * Mental Health Professional stating that the student does not pose a danger will be required before the student is permitted to return to school. In the event the * Mental Health Professional determines that the suspended student poses a danger to another student or staff member, the school principal will recommend limited expulsion. The expulsion will remain in force until the same * Mental Health Professional verifies that the expelled student no longer poses a danger to another student or staff member.
 - 2. Second offense will result in a ten (10) day suspension with a recommendation of expulsion for eighty (80) days. Prior to returning to school after the expulsion, the student must present verification that he/she has been treated by a * Mental Health Professional and that he/she does not pose a danger to another student or staff member.
 - 3. Third offense will result in immediate ten (10) day suspension with filing of unruly charges with a recommendation for expulsion for one hundred and twenty (120) days.
- A. At the High School level, prior history of fatal threat(s) in grades 7 and 8 will be counted by the High School Principal as a part of the disciplinary action when dealing with student on a fatal threat infraction.

*Mental Health Professional

- 1. L.P.C.C. = A licensed Professional Clinical Counselor
- 2. P.H.D. = Licensed Psychologist
- 3. M.D. = Psychiatrist
- 4. CNS = Clinical Nurse Specialist
- 5. PMHCNS = Psychiatric Mental Health Certified Nurse Specialist
- 6. PMHNP = Psychiatric Mental Health Nurse Practitioner

NOTE: The student violating this policy is responsible for notifying the school principal regarding the name of the * Mental Health Professional providing evaluation and counseling.

ADOPTION: 9/13/1999
REVISED: 5/2002
POLICY : JFCA-1 - THREAT OF FATAL ACTION