



# **MIDDLETOWN MIDDLE SCHOOL**

1415 Girard Avenue  
Middletown, Ohio  
Phone 513-420-4528 / Fax 513-420-4527  
Hours: 8:00 AM - 3:00 PM

# **Student Handbook 2016-2017**

## Contents

<b>Superintendent’s Statement</b> .....	2
<b>Welcome by Principal</b> .....	3
<b>Contact Information</b> .....	4
<b>Bell Schedule</b> .....	5
<b>MMS Calendar</b> .....	6
<b>Emergency Opening Delay And Closings</b> .....	7
<b>Visitors</b> .....	7
<b>Parent Volunteers</b> .....	7
<b>Building Procedures</b> .....	7
<b>Student Absence Excuse</b> .....	8
<b>Phone Calls</b> .....	9
<b>Cell Phones</b> .....	9
<b>Dress Code</b> .....	10
<b>Code of Conduct</b> .....	11
<b>Access to Records</b> .....	28
<b>Publication In Media</b> .....	28
<b>Medication</b> .....	29
<b>Disaster Drills</b> .....	29
<b>Classroom Supply Lists</b> .....	30
<b>Homework</b> .....	31
<b>Network Agreement</b> .....	31
<b>Acceptable Use Policy: Student Regulations</b> .....	32
<b>General Usage</b> .....	32
<b>Privacy Issues</b> .....	33
<b>Communications</b> .....	33
<b>Student Services/Counseling</b> .....	35
<b>Schedule Changes</b> .....	35
<b>Transfers</b> .....	35
<b>Work Permits</b> .....	35
<b>Food Service</b> .....	36
<b>Breakfast And Lunch</b> .....	36
<b>Title I</b> .....	37
<b>504 Statement</b> .....	40
<b>Acknowledgement Page</b> .....	41

## Superintendent's Statement



OFFICE OF THE SUPERINTENDENT  
One Donham Plaza, 4<sup>th</sup> Floor  
Middletown, OH 45042  
(513) 423-0781  
(513) 420-4652 Fax

Dear MCSD Families,

We are entering a new era for Middletown City Schools, as we start building a new middle school and remodeling the high school. I feel that MCSD will be on the cutting edge for making school history with the state of the art facilities. Now, with that being said, we want to make sure each student feels safe, belonging to a family, and learning the skills for success in life.

We often say that it is great to be a Middie and there is certainly no truer time than this. Each of us reflects upon our schools both inside and outside of the school day and we want all to know of the Middie pride and to see the excellence of our students.

As a district, we work hard to make our schools a source of pride. That means providing a safe and positive learning environment for students.

As your student embarks on this next school year, please take the time to review the Code of Conduct. The Code of Conduct is focused on positive behavior with clear guidelines and definitions of unacceptable behavior. It is effective both inside all Middletown City Schools, including school grounds, at school-related activities, and while riding the buses or walking to and from school.

Again, please take time to read this Code of Conduct Handbook and discuss it with your child. After discussing, please sign the acknowledgement sheet and return a hard copy to your teacher. Children do best when they know and understand the rules and expectations. Thank you for helping us to provide the very best educational experience possible.

Respectfully,

A handwritten signature in black ink, appearing to read 'Samuel R. Ison', written in a cursive style.

Samuel R. Ison, Superintendent

## **Welcome by Principal**

Middletown Middle School serves approximately 920 seventh and eighth grade students. Middletown Middle School is developed through the teaming concept. Teaming allows us to build smaller learning communities for our students. Each student will be placed on a team consisting of 140-150 students. Each team of students is assigned to a teaching team. Each teaching team includes a teacher for science, social studies, math, and two teachers for language arts. Special education teachers are also part of the teaching teams.

We hope that this handbook will answer any questions that you may have about Middletown Middle School. If at any time you would like to speak to an administrator or counselor, please call us at 420-4528 or 420-4531.

Looking forward to a GREAT 2016/2017 school year!

Sincerely,

Michael Valenti

Principal

## **Mission / Vision**

### **MISSION STATEMENT**

Engage each student with challenging and innovative experiences in a supportive environment, propelling them to lifelong success.

### **VISION STATEMENT**

Education that inspires, unites and transforms.

### **Middletown Middle School**

Will provide a safe, supportive, and caring environment that inspires students to achieve their greatest potential in and out of the classroom.

### **Middletown Middle School Teachers will**

Strive to develop positive relationships with my students.  
Communicate clear learning goals to my students.  
Collaborate with my colleagues to continually improve my teaching.  
Provide clear expectations for behavior.  
Celebrate Success!

## Contact Information

### Middletown Middle School

Main Office - (513) 420-4528

Principal – Michael Valenti

Secretary – TBA

Counseling Office – (513) 420-4531

Counselors – Lisa Blue – 8<sup>th</sup> grade Carrie Long – 7<sup>th</sup> grade

Counseling Secretary – Candy Parsons [cparsons@middletowncityschools.com](mailto:cparsons@middletowncityschools.com)

Assistant Principal's/Attendance Office – (513) 420-4530

Assistant Principal – Jay Meno

Assistant Principal – Adam Walton

Attendance Secretary – Barb Robbins [brobbins@middletowncityschools.com](mailto:brobbins@middletowncityschools.com)

### Middletown City Schools Central Administration Office

1 Donham Plaza, 4<sup>th</sup> Floor

Middletown OH 45042

Office Hours: 7:00 am - 5:00 pm

(513) 423-0781

[www.middletowncityschools.com](http://www.middletowncityschools.com)

### Food Service

601 N. Breiel Blvd., Middletown, OH 45042

(513) 217-2725 Fax (513) 217-2753

Manager, Cindy DeZarn [cindy.dezarn@sodexo.com](mailto:cindy.dezarn@sodexo.com)

Operations Manager, Jenny Childers [jmchilders@middletowncityschools.com](mailto:jmchilders@middletowncityschools.com)

### Transportation/Vehicle Service Center

(513) 420-4568 Fax (513) 420-4637

Supervisor of Transportation, Andy Mays [amays@petermannbus.com](mailto:amays@petermannbus.com)

## Arrival / Dismissal Procedures

### Drop Off in Morning

Students who walk or ride in private cars should not arrive at the building before 7:45 A.M. Students will be able to enter the building at 7:50 A.M.

Please drop students off on the Baltimore St. side of our building. Girard Ave. will be closed in front of our building for approximately 10 minutes while our bus riders safely enter our building.

### Pick-Up at Dismissal

Students who walk or ride in private cars should be picked up at 3:05 P.M. – once all the busses have left.

## Bell Schedule

### BELL SCHEDULE

	8 <sup>th</sup> Grade	7 <sup>th</sup> Grade
	APP (Advisory Pride Program)	8:00 – 8:25
1 <sup>st</sup> Period	8:29 – 9:10	8:33 – 9:14
2 <sup>nd</sup> Period	9:14 – 9:55	9:18 – 9:59
3 <sup>rd</sup> Period	9:59 – 10:40	10:03 – 10:44
4 <sup>th</sup> Period	10:44 – 11:25	10:48 – 11:29
“A” – Lunch	11:25 – 11:55 – Teams 8-1 & 8-2	
5 <sup>th</sup> Period	11:29 – 12:10	11:33 – 12:14
5 <sup>th</sup> Period	11:59 – 12:40 – Teams 8-1 & 8-2	
“B” – Lunch	12:10 – 12:40	12:14 – 12:44
	Teams 8-3 & 7-3	
6 <sup>th</sup> Period	12:44 – 1:25	12:18 – 12:59
6 <sup>th</sup> Period	Team 7-3	12:48 – 1:29
“C” – Lunch	Teams 7-1, 7-2	12:59 – 1:29
7 <sup>th</sup> Period	1:29 – 2:10	1:33 – 2:14
8 <sup>th</sup> Period	2:14 – 2:58	2:18 – 2:58
Announcements	2:58 – 3:00	

## MMS Calendar

<b>MMS CALENDAR 2016-2017</b>				
<b>Date</b>	<b>Event Title</b>	<b>Start time</b>	<b>End time</b>	<b>Event Location</b>
8/9/2016	Open House	6:00 PM		MMS
8/11/2016	Parent Meeting Fall Sports	6:00 PM		MMS Cafeteria
9/9/2016	School Pictures	8:30 AM		Miller Gym
10/13/2016	Vocal Concert	7:00 PM		MMS Auditorium
10/20/2016	Fall Sports Recognition	6:00 PM		MMS Cafeteria
10/24 - 10/28	Book Fair	All Day		Library
10/25/2016	Picture Retakes	8:30 AM		Miller Gym
10/25/2016	Conferences	3:15 PM	6:45 PM	MMS
10/26/2016	Conferences	3:15 PM	6:45 PM	MMS
10/27/2016	Halloween Dance	3:15 PM	4:45 PM	MMS Gym
11/3/2016	Orchestra Concert	7:00 PM		MMS Auditorium
11/10/2016	Band Concert	7:00 PM		MMS Auditorium
12/8/2016	Vocal Concert	7:00 PM		MMS Auditorium
2/13 - 2/17	Book Fair	All Day		Library
2/15/2017	Conferences	3:15 PM	6:45 PM	MMS
2/16/2017	Conferences	3:15 PM	6:45 PM	MMS
2/22/2017	8th Grade Parent Night Out	6:00 PM	7:30 PM	MHS
2/23/2017	Band Concert	7:00 PM		MMS Auditorium
3/2/2017	Orchestra Concert	7:00 PM		MMS Auditorium
3/16/2017	School Play	7:00 PM		MMS Auditorium
3/17/2017	School Play	7:00 PM		MMS Auditorium
3/21/2017	Spring Pictures	8:30 AM		Miller Gym
4/27/2017	Orchestra Concert	7:00 PM		MHS
5/2/2017	Science Fair	9:00 AM		Miller Gym
5/4/2017	Vocal Concert	7:00 PM		MMS Auditorium
5/11/2017	Band Concert	7:00 PM		MMS Auditorium
5/17/2017	Team Awards	8:30 AM	3:00 PM	MMS Auditorium

## Emergency Opening Delay And Closings

If our schools are closed or operating on a delay due to weather or any other emergency, the information will be broadcast as soon as possible via:

- All Cincinnati and Dayton commercial television and radio stations
- One Call Now automated phone system will alert staff and parents
- Middletown City Schools website at [www.middletowncityschools.com](http://www.middletowncityschools.com)
- All building answering machines will carry the information
- District social media sites

## Visitors

Parents are encouraged to visit our schools and classrooms. Visits should be scheduled with the teacher and/or the building administrator in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students, staff, and to ensure that no unauthorized persons enter the building, all visitors must present state identification and first report to the main office to receive authorization to visit.

All participants and spectators of the school are expected to abide by all laws, ordinances, BOE policies and rules/regulations pertaining to public conduct on district property.

Building administrators and their designees are authorized to take appropriate actions to prevent and remove, if necessary, unauthorized persons from entering district buildings and grounds.

Approved visitors must have a "Visitor's Permit" to wear while in the building during school hours.

## Parent Volunteers

Individuals interested in volunteering should contact the building principal or designee to find out what type of assistance is needed within the school. All volunteers must be registered with the District Office and must have an FBI and BCI criminal records check. The cost of this criminal records check is \$55. All required checks, forms and training must be completed prior to beginning any volunteer activity.

## Building Procedures

### Attendance

Attendance is a critical part of any child's academic growth. When attendance becomes an issue we are legally mandated and ethically responsible to address the concern. Ohio Senate Bill 181 defines the laws and expectations for student attendance. If your child has any attendance/truancy issues the district follows through after 3 unexcused absences with a warning letter. After 5 unexcused absences a mandatory conference is scheduled. After 7 unexcused absences another warning letter is given. After 10 unexcused absences a referral is sent to the District Attendance Officer. Twelve unexcused absences will result in a complaint filed against parent/guardian in the Butler County Juvenile Court. We do not want this to take place. Please work with our staff to ensure that your child is at school



## Student Absence Excuse

If your child is absent from school, you must report the absence to the school via phone call or web page. Upon their return to school, your child must bring a note explaining the absence. The note should include the following information:

Student's Name:

Teacher's Name:

Date(s) of Absence:

Reason for Absence:

Parent/Guardian Name:

Parent/Guardian Phone:

Parent/Guardian Email:

As previously mentioned, attendance is vital to your child's success. If your child has excessive absences or tardies (3 tardies equivalent to 1 absence) you will be requested to meet with the building administrator to help reduce these occurrences. If the absences continue, you will be required to go to Butler County Juvenile Court once the total reaches 12 or more unexcused absences.

## School Bus Rules

*Our Bus Drivers Drive with PRIDE!*

*Tips: Remember to Ride with PRIDE!*

We want to make sure your child's trip to and from school is as enjoyable as possible. We all play a role in achieving this goal. In order to get your child to school safe, on-time, and ready to learn, it's important that he or she understands the school bus safety rules. Please discuss the rules listed below with your child prior to the start of school.

- Stay in your seat.
- Keep the noise level down.
- Keep your hands to yourself.
- Keep head, hands, and feet inside the bus.
- Don't throw things inside the bus or out the windows.
- No eating or drinking on the bus.
- Keep the bus clean.
- Don't be destructive.
- Be courteous.
- Cooperate with the driver.
- Stay out of the "Danger Zone"—anywhere within 10 feet of the bus.
- Do not ever try to get anything you left on the bus after you get off.
- Do not try to pick up anything dropped underneath the bus—things can be replaced, children cannot.
- Always follow the driver's directions about how to cross the street. Be alert to traffic, look both ways, and always walk in front of the bus.

Failure to follow the rules listed above could result in the following:

First Offense – Student Warning

Second Offense – In school punishment (Lunch Detention, etc.)

Third Offense – 3 day suspension

Fourth Offense- 5 day suspension

Fifth Offense- 7 day suspension

Sixth Offense- 10 day suspension

Seventh Offense- 10 day suspension and warning that next incident will result in permanent exclusion from the bus

Eighth Offense- Permanent exclusion from the bus

A more severe or a more lenient consequence could be given based on the individual circumstances of the incident. The building administrator or his/her designee will have the final decision on the consequence.

Parents, please review the rules with your child. By receiving the student handbook, it represents that you are aware of these expectations.

**PARENTS: PLEASE NOTE!** Students are not allowed to ride to or from school on any bus other than their assigned one. If an **emergency** arises such that a student must ride a different bus, the parent **must** call the Vehicle Service Center at **420-4568** to secure permission. When permission is given, the parents must notify the Assistant Principal's office with a signed note stating that this has been done. The student must turn the note into 104 **that morning**. The Assistant Principal will sign the note and the student **must present** it to the bus driver on that day.

### **Phone Calls**

Students are permitted to use the telephone in the Counseling Office or Principal's office in case of an **emergency**.

### **Calls from parents:**

Messages from parents/guardians may be given to the secretary or staff member for delivery at a convenient time. Students will **not** be called to the telephone or excused to use the telephone during the school day unless there is an **extreme emergency**. Please do not make these calls a regular routine. (Emergencies are an exception to the rule).

### **Cell Phones**

Cell phones should not be used during the school day, unless a teacher/administrator gives permission.

## Dress Code

Students are advised to use good taste in their clothing choices for school. They should follow the standards outlined below and in the code of conduct. Students should realize that some items of clothing they choose to wear outside of school may not be appropriate for school.

Students are expected to conform to good decency standards. Any student dressing in a manner that does not meet the dress code or in a manner considered disruptive to the educational environment or school-sponsored activity will be asked to change. Repeated incidents will be considered insubordination and disciplinary actions may take place. The administration will make the final decision as to what constitutes proper dress and grooming.

Middletown City Schools has a dress code policy which all students are expected to follow. As a reminder the expectations in the policy follow:

- Students are expected to wear appropriately sized clothing. The chest area should be adequately covered and the mid-section of the body should be completely covered.
- Students are expected to wear clothing that is non-transparent and contain appropriate pictures, graphics and language for the school environment.
- Students are expected to wear a shirt with sleeves or a sleeveless shirt that comes to the edge of the shoulder. No tank tops or thin strapped shirts.
- When students wear shorts, skorts/skirt, dresses or jumpers, they are expected to be at least fingertip in length when the student is standing.
- Students are expected to wear shoes that enable them to safely participate in school activities. Gym shoes are encouraged daily.
- Students are expected to remove caps, hats and hoods in the building.
- Pants must be worn around the waist with a belt if necessary.
- No Cutoffs, tattered clothing or jeans with holes above the knee.

### Dress Code Violations:

1<sup>st</sup> Offense= Parent contact and student must change to follow guidelines

2<sup>nd</sup> Offense =Parent contact and discipline referral. Student must change to follow guidelines.

3<sup>rd</sup> Offense= Continued violations of dress code requirements violates the Middletown City Schools Student Code of Conduct and further disciplinary action will be determined.

# Middletown

# City Schools

2016-2017

# Positive School Culture

## Code of Conduct

## K-12

**M I D D I E P. R. I. D. E.**

**P**ERFORMANCE **R**ESPECT **I**NTEGRITY **D**ETERMINATION **E**FFORT

Middletown City Schools District's discipline procedure is based on Ohio law and corresponds with the Ohio Revised Code. For additional information, go to the MCSD website at [www.middletowncityschools.com](http://www.middletowncityschools.com).

# Middletown City School District Message

Welcome to MCSD. This is your school district! It belongs to every student, every parent, and every staff member. Our PSC Handbook was created to promote and maintain a safe and orderly educational arts community that keeps students in school, engaged in learning and that fosters each student's social development.

The ultimate goal of the staff, the PBS Committee, Instructional Leadership Team and the Parent Teacher Organization is to make MCSD one of the best schools in the nation by creating and maintaining a student-oriented environment.

You can help us reach this goal by:

- Sending your child to school on time each day.
- Making sure you read all information sent home.
- Assisting with homework.
- Making sure your child gets enough rest.
- Making arrangements to visit your child's classes.
- Signing your child's plan book daily (Gr. 4-12).
- Attending Parent/Teacher conferences.
- Joining the Parent Teacher Organization (PTO).
- Actively supporting fundraising.
- Getting involved in the Local School Decision Making Committee.
- Maintaining contact with your child's teacher(s).
- Contacting the school whenever questions/concerns occur.
- Ensuring that your child wears appropriate clothing. (See Student Handbook.)

The Positive School Culture is very essential to supporting the academic, behavior and overall growth of our students. It also includes the culture of our staff and families as well.

*Coming together is a beginning.*

*Keeping together is progress.*

*Working together is success.*

- Henry Ford

Primary emphasis is placed upon the ability of students to exercise self-discipline resulting in acceptable school behavior. Our school stresses proper behavior in school, which leads to an atmosphere and attitude conducive to the maximum educational growth of all students.

While our expectation for good, self-disciplined behavior is high at MCSD, we do believe that positive reinforcement is a best practice. In addition to the teachers' use of positive reinforcement strategies within the classrooms, we provide a variety of practices to help our students be successful in acquiring acceptable behavior.

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This document has been developed and supported through the efforts of the MCSD PTA, the Middletown High School Super-Sac Committee, the MCSD District PBS (Positive Behavior Supports) Committee, the MCSD Building PBS Committees, and the MCSD Building Staff Leadership Teams.

## Student Conduct

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Middletown City Schools' Board takes a strong stance on violent and disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

Outlined in the Code of Student Conduct are the rules and regulations to which students are subject to, while in school or participating in any school-related activities, or while engaged in out-of-school conduct targeted at a student, school employee, official, or volunteer, if that out-of-school conduct creates a fear of a specific and significant disruption of school.

This information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. Any violations of the Code of Student Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Code of Student Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one calendar year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event or program.

Any student who is arrested, charged as a juvenile or as an adult, or who otherwise engages in violent conduct that poses a safety concern or risk to other students may be assigned to an Interim Alternative Educational Placement until the matter has been adjudicated in a court of law.

## Searches Of Students And Property

Students will be subject to searches by metal detectors and/or by hand, and/or by trained canine on a random basis or with reasonable suspicion by district administrators or security personnel.

The district may search the following:

- a student's outer clothing, coats/jackets, pockets, book bags or other property including purses
- a student's locker
- a vehicle driven to school by a student and parked on school property

Students have no expectation of privacy in cell phones or electronic devices brought to school (iPod, iPad, digital cameras, etc.). If there is reasonable suspicion that a search will reveal a violation of school rules, cell phones and other electronic devices may be confiscated and searched, including searching calls, e-mails, texts, contacts, pictures and other communications or Internet access.

## Dress & Grooming

Students are advised to use good taste in their clothing choices for school. They should follow the standards outlined below and in the Code of Conduct. They should realize that some items of clothing that students choose to wear outside of school may not be appropriate for school.

Students are expected to conform to good decency standards. Any student dressing in a manner that does not meet the dress code or in a manner considered disruptive to the educational environment or school sponsored activity will be asked to change. Repeated incidents will be considered insubordination and disciplinary actions may take place. The administration will make the final decision as to what constitutes proper dress and grooming.

The purpose of the dress code is threefold:

1. To promote a level of formality that is consistent with the behavioral and academic expectations of the district/school,
2. To promote a sense of self-worth and pride in one's appearance, and
3. To prepare students for employment after high school.

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

Bullying, harassment or intimidation are intentional written, verbal or physical acts that a student has exhibited toward another particular student more than once and the behavior causes mental or 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. Bullying, harassment, or intimidation also includes violence within a dating relationship.

Hazing, bullying, harassment, and intimidation are strictly prohibited. Prohibited activities of any type, including those activities engaged in via computer, tablet and/or electronic communications devices (including cellular telephones, smartphones, personal communication devices, PDAs, and other electronic communications devices), are inconsistent with the educational process and are prohibited at all times, including at any time on school property, on school buses, and at school-sponsored events. No student, including leaders of student organizations, may plan, encourage, or engage in any hazing and/or bullying.

Students may report incidents of bullying to school personnel. Reports may be anonymous. School personnel aware of prohibited incidents must report these incidents to the school principal or the principal's designee. The incident will be documented and investigated in accordance with District policy. Deliberately false reports of bullying, harassment, or intimidation are prohibited, and a student may be disciplined for making a false report of this nature. The custodial parent or guardian of any student involved in a prohibited incident will be notified and, to the extent permitted by law, will have access to any written reports pertaining to the prohibited incident.

Administrators, teachers, other employees 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. Pursuant to the school disciplinary policy, a student engaging in prohibited bullying, harassment, or intimidation (including prohibited conduct via computer and/or electronic devices) will receive discipline, up to and including suspension and expulsion. Any discipline for harassment, intimidation, or bullying shall not infringe on any student's right under the First Amendment of the Constitution of the United States.

## **Sexual Harassment**

All persons associated with this District, including administration, staff and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. District policy prohibits sexual harassment in any form and outlines complaint procedures, which are available to victims as well as disciplinary penalties that could be imposed for offenders.

**Definition of Student-on-Student or Employee-on-Student Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that is so severe, pervasive and objectively offensive, and undermines and detracts from the educational experience, that an individual is effectively denied equal access to the District's resources and opportunities.

**The Grievance Officer:** The Human Resources Director and/or the Student Services Director are the appointed sexual harassment grievance officers vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedure set forth in district policies. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident to the Human Resource Office at 423-0781. Sexual matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

## **Alcohol, Tobacco, Drugs & Look Alikes**

No student may possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, tobacco (including Dip), illegal drugs, un-prescribed drugs, look-alike drugs, (including E-cigarettes) 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 school-owned or school approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, look alike drugs, drug paraphernalia and look alike drug paraphernalia.



# Behavioral Expectations And Examples

## 1. Performance

**To accomplish a given task with a standard of accuracy and completeness.**

Example:

- *Compose an essay with minimum grammatical and mechanical errors.*

## 2. Respect

**To treat others the way you want to be treated.**

Examples:

- *Be respectful to all adults, listen and follow the directions of school staff.*
- *Be respectful toward property. Take care of school materials.*
- *Be respectful to peers. Use polite words and resolve conflicts in a positive manner.*

## 3. Integrity

**The quality of behaving in an honest and ethical manner.**

Examples:

- *Not looking at or copying someone else's work on a test.*
- *Turning in money to the office that you found in the hall.*

## 4. Determination

**To not give up or quit in a given situation.**

Examples:

- *To memorize multiplication facts.*
- *To read daily until you finish a novel or book.*
- *To learn a foreign language.*

## 5. Effort

**Activities undertaken by one or more people in order to achieve a particular goal.**

Examples:

- *Rewriting a paper for a better grade.*
- *Correcting your test questions.*
- *Rereading a passage until you comprehend it.*

# Corrective Strategies for *Category I* Offenses

District wide Expectations <small>What's Expected of Students</small>	Expected Behavior <small>What Students Should Do</small>	Infractions of Expectations <small>What Students Should Not Do</small>	Choices to Address Student Infractions <small>These are not intended to be the only choices.*</small>
<p><b>P</b>ERFORMANCE</p> <p><b>R</b>ESPECT</p> <p><b>I</b>NTEGRITY</p> <p><b>D</b>ETERMINATION</p> <p><b>E</b>FFORT</p>	<ul style="list-style-type: none"> <li>- Follow Directions</li> <li>- Obey Rules</li> <li>- Respect Others</li> </ul>	<p>Disobedient Behavior</p>	<ul style="list-style-type: none"> <li>• Re-teach the behavioral expectations</li> <li>• Give student a verbal warning</li> <li>• Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li>• Provide a reflective activity</li> <li>• Give student a timeout alternative</li> <li>• Require the student to complete a community service task</li> <li>• Contact Parent for additional support</li> <li>• Detention, during which the student completes work</li> <li>• Restitution</li> <li>• Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>• Schedule a Parent Conference</li> <li>• Refer to intervention assistance team</li> <li>• Office referral</li> <li>• In-school suspension time, during which school work is completed</li> <li>• Removal from school</li> <li>• Bus Suspension</li> <li>• Suspension from school</li> </ul>

# Corrective Strategies for *Category II* Offenses

District wide Expectations What's Expected of Students	Expected Behavior What Students Should Do	Infractions of Expectations What Students Should Not Do	Choices to Address Student Infractions These are not intended to be the only choices.*
<b>P</b> ERFORMANCE  <b>R</b> ESPECT  <b>I</b> NTEGRITY  <b>D</b> ETERMINATION  <b>E</b> FFORT	- Treat others the way you want to be treated - Respect others	Abusive Communication	<ul style="list-style-type: none"> <li>• Re-teach the behavioral expectations</li> <li>• Give student a verbal warning</li> <li>• Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li>• Provide a reflective activity</li> <li>• Give student a timeout alternative</li> <li>• Require the student to complete a community service task</li> <li>• Contact Parent for additional support</li> <li>• Detention, during which the student completes work</li> <li>• Restitution</li> <li>• Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>• Schedule a Parent Conference</li> <li>• Refer to intervention assistance team</li> <li>• Office referral</li> <li>• In-school suspension time, during which school work is completed</li> <li>• Removal from school</li> <li>• Bus Suspension</li> <li>• Suspension from school</li> <li>• Expulsion from school</li> <li>• File charges if law is broken</li> </ul>
	- Respect others property	Destruction/Damage of Property	
	- Treat others the way you want to be treated -Respect Others - Keep your hands and feet to yourself	Fighting	
	-Treat time, property, and others with respect - Respect yourself and others -Follow school rules	Gambling	
	- Follow the school rules & state laws - Respect Others	Gang Activity	
	- Treat others the way you want to be treated - Respect Others - Keep your hands and feet to yourself	Harassment/Bullying	
	- Treat others the way you want to be treated - Respect Others - Keep your hands and feet to yourself	Physical Aggression	
	- Treat others the way you want to be treated - Respect Others - Keep your hands, feet & body to yourself	Sexual Harassment/Misconduct	
	- Follow Directions - Obey Rules - Respect Others	Stealing/Theft/Forgery	
	- Follow the school rules & state laws - Respect yourself & others	Tobacco Abuse	
	- Only go in areas where staff are present - Follow the school rules & state laws	Trespass	
	- Attend school everyday - Attend class everyday	Truancy	

# Corrective Strategies for *Category III* Offenses

District wide Expectations What's Expected of Students	Expected Behavior What Students Should Do	Infractions of Expectations What Students Should Not Do	Choices to Address Student Infractions These are not intended to be the only choices.*
P E R F O R M A N C E	- Follow the school rules & state laws - Respect yourself & others	Alcohol	<ul style="list-style-type: none"> <li>• Re-teach the behavioral expectations</li> <li>• Give student a verbal warning</li> <li>• Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li>• Provide a reflective activity</li> <li>• Give student a timeout alternative</li> <li>• Require the student to complete a community service task</li> <li>• Contact Parent for additional support</li> <li>• Detention, during which the student completes work</li> <li>• Restitution</li> <li>• Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>• Schedule a Parent Conference</li> <li>• Refer to intervention assistance team</li> <li>• Office referral</li> <li>• In-school suspension time, during which school work is completed</li> <li>• Removal from school</li> <li>• Bus Suspension</li> <li>• Suspension from school</li> <li>• Expulsion from school</li> <li>• File charges if law is broken</li> </ul>
	- Treat others the way you want to be treated - Respect Others - Keep your hands and feet to yourself	Assault on Staff/Student	
R E S P E C T	- Follow the school rules & state laws - Respect others	Bomb Threats/False Alarm	
	- Follow the school rules & state laws - Respect Others	Combustibles	
I N T E G R I T Y	- Follow the school rules & state laws - Respect yourself & others	Drugs	
	- Treat others the way you want to be treated - Respect Others	Extortion	
D E T E R M I N A T I O N	- Follow the school rules & state laws - Respect yourself & others	Pornography	
	- Treat others the way you want to be treated - Respect Others - Keep your hands, feet & body to yourself	Sexual Assault	
E F F O R T	- Follow the school rules & state laws - - Respect yourself & others	Weapons	

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.

# Definition of Terms for Category I Offenses

Students will receive consequences and corrective instruction when they commit, attempt to commit, aid or abet in the commission, conspire to commit, or participate in any manner (even if not completed) in any of the offenses designated in this section.

In most instances, Category I infractions will be corrected by the teacher or supervising adult. If a pattern of these offenses persists, a corrective behavior plan may be necessary and students may be referred to an administrator. When there is a high incidence of Category I offenses, the support team will provide or arrange for assistance to create a positive behavior setting.

Any Category I offense can be upgraded to a Category II or Category III offense depending on the circumstances.

## **Disobedient Behavior**

Students are expected to do what the school staff tells them to do. School staff includes administrators, teachers, paraprofessionals, secretaries, custodians, bus drivers, lunchroom workers, and school volunteers. Disobedient behavior is defined as when a student engages in brief or low-intensity failure to respond to staff requests or when a student engages in the refusal to follow directions, talks back and/or deliver socially rude interactions.

## **Disruptive Behavior**

Students are expected to follow the district and school behavior expectations. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. Disruptive behavior is defined as when student engages in inappropriate disruption. This can include, but is not limited to talking out, making noises, yelling out, throwing small objects, horse playing, out-of seat behaviors, or any activities that are distracting one or more classmates.

## **Dress Code Violation**

Students are expected to dress in a manner that does not take away from the learning environment in the classroom or in the school. A dress code violation is defined as when a student wears clothing that is near, but not within, the dress code guidelines defined by the school/district, or when a student wears clothing that does not fit within the dress code guidelines practiced by the school/district. This includes, but is not limited to inappropriate symbols, signs, showing inappropriate body parts, or any other distracting items.

## **Inappropriate Language**

Students are expected to be respectful of others. Inappropriate language is defined when a student engages in low-intensity instance of inappropriate language.

## **Lying/Cheating**

Students are expected to be truthful and show integrity when engaging in any school related activities. Lying is defined as when a student delivers a message that is untrue and/or deliberately violates rules. Cheating is defined as when a student does not do their own work through dishonesty, deceit or by any other means other than those authorized by the teacher.

## **Tardy**

Students are expected to be at school on time and ready to learn. Tardy is defined as when a student arrives at class after the bell (or signal that class has started).

## **Technology Violation**

Students are expected to focus on academics when they are at school. A Technology violation is defined as when a student engages in non-serious or inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, tablet and/or computer.

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.

# Definition of Terms for Category II Offenses

Students that commit, attempt to commit, aid or abet in the commission, conspire to commit or participate in any manner (even if not completed) in any of the offenses designated in this section will be required to participate in activities designed to prevent repetition of the offenses. Teachers or supervising adults may choose corrective strategies for Category II infractions that include, but are not limited to teacher assigned consequences, detention, or referral to school administrators. Students may be recommended for in-school suspension, emergency removal from school, suspension from school and other consequences designed to stop the unwanted behavior. Any Category II offense can be upgraded to a Category III offense depending on the circumstances.

## **Abusive Communication**

Students are expected to be respectful of others. Abusive communication is defined as when a student delivers a message that includes, but is not limited to swearing, name-calling, notes, the use of words or gestures or images in an inappropriate way.

## **Destruction of Property/Property Damage**

Students are expected to respect MCSD, their own, and other's property. Destruction of property is defined as when a student participates in an activity that results in destruction or disfigurement of property.

## **Fighting**

Students are expected to solve disagreements peacefully or with the support of a staff member. Fighting is defined as when a student mutually participates in an incident involving physical violence.

## **Gambling**

A student will not play games of skill or chance for money or property.

## **Gang Activity**

Students are expected to engage in safe and respectful relationships with peers and staff. Gang activity is defined as when a student uses gesture, dress, and/or speech to display affiliation with a gang. Gangs are defined as a group of two or more people organized for the purpose of engaging in activities that threaten the safety of the general public and the MCSD's educational mission. Gang activities include, but are not limited to:

- Wearing/displaying clothing, colors, insignia or any paraphernalia that intentionally identifies the student as a gang member or a supporter of a gang.
- Using words, phrases, written symbols, or gestures that intentionally identify a student as a member or as a supporter of a gang.
- Engaging in activity or discussion promoting gangs by two or more persons.
- Recruiting students for gangs or anti-social behavior.

## **Harassment/Bullying**

Please refer to pages four and five for additional detail and definition. Students are expected to be respectful of others. Harassment/Bullying is defined as when a student delivers disrespectful messages\* (verbal, written, or as a gesture) to another person that includes threats and intimidation, obscene gestures, pictures, written notes, or by any technology means (text, e-mail, instant messages, Facebook, MySpace, Twitter, etc.).

\*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. Any verbal and/or physical gestures/contact, of a sexual nature to another student/adult are included in this definition.

## **Physical Aggression**

Students are expected to solve disagreements peacefully or with the support of a staff member. Students are expected to respect their peers, themselves, staff and visitors to the school. Physical aggression is defined as when a student engages in actions involving serious physical contact (e.g., hitting, punching, pushing, shoving, hitting with an object, kicking, hair pulling, scratching, etc.). This action includes when one student is the aggressor and another student is passively involved in the altercation.

## Sexual Harassment/Misconduct

Students are expected to protect the safety and respect the rights of others. Students must not make comments, gestures, notes, or by any other means, communicate messages of any sexual nature that might offend or be distasteful to another person. Students also must not engage in offensive or distasteful comments, gestures or by any other means communicate messages of hate towards another based upon race, religion, disability, gender or sexual orientation.

## Stealing/Theft/Forgery

Students are expected to respect the property of the MCSD and others. Stealing/theft/forgery is defined as when a student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

## Tobacco Abuse

Students are expected to respect the health and wellness of others by following the state laws designated in the Ohio Revised Code. Tobacco abuse is defined as when a student is in possession of tobacco, using tobacco or distributing tobacco.

## Trespass

Students are expected to remain in appropriate school locations under the supervision of staff. Students are to follow the district and school rules in regards to school property.

## Truancy

Students are expected to be at school on time, in class and ready to learn. Truancy is defined when a student receives an unexcused absence for ½ day or more. This is also defined as when a student leaves or misses class without permission. **\*\*Students who have four (4) or more unexcused absences from school or class will be excluded from homecoming/prom activities and other school sponsored events such as athletic contests.** *Excused absences are exempt from this policy.*

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.

# Definition of Terms for Category III Offenses

The principal, finding a student that committed, attempted to commit, aided or abetted in the commission, conspired to commit, or participated in any manner (even if not completed) in any of the offenses designated in this section will submit a recommendation to the superintendent that the student be referred for expulsion.



Middletown Police will be informed of any Category III offenses. Possible criminal charges may be pursued.

## **Alcohol**

Students are expected to respect their health and wellness by following the state laws designated in the Ohio Revised Code. Alcohol is defined as a student being in possession of alcohol, selling alcohol, distributing alcohol, using alcohol or being impaired by alcohol. Look Alike beverages and nonalcoholic beverages are included in the definition.

## **Assault on Staff**

Students are expected to get help from staff when needed to solve problems non-violently. Students may not physically confront a staff member. If a student is concerned about his/her treatment from a staff member, the student is responsible for reporting their concern to another staff member. Assault on staff is defined as when a student hits, kicks, shoves, pushes or otherwise cause physical harm to a staff member.

## **Assault on Student**

Students are expected to get help from staff when needed to solve problems non-violently. Students may not physically attack another person. Assault on a student is defined as when a student hits, kicks, shoves or otherwise cause physical harm to another. Physical assault includes attacking, pushes, striking or violently beating a defenseless person. \*\*Students who video record a physical assault will face disciplinary consequences.

## **Bomb Threats/False Alarms**

Students are expected to follow the laws regarding the safety of students, visitors and staff. Students must not set off a fire alarm at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats by written, verbal, text, social media or any other means, against any school building. Tampering with the fire alarm includes setting off the squeal alarm (plastic box) or the actual alarm when there is not an emergency. Bomb threats are defined as when a student delivers a message of possible explosive materials or pending explosive materials on-campus, or near campus.

## **Combustibles**

Students are expected to follow the laws regarding the safety of students, visitors and staff. Combustibles are defined as substances/objects readily capable of causing bodily harm and/or property damage (such as matches, lighters, firecrackers, gasoline, lighter fluid, or the like). It also includes when a student plans and/or participates in malicious burning of property.

## **Drugs**

Students are expected to respect their health and wellness by following the state laws designated in the Ohio Revised Code. A student may not be in possession of illegal drugs/substances/paraphernalia, selling any drugs/substances/paraphernalia, distributing any drugs/substances/ paraphernalia, using illegal drugs/substances/ paraphernalia, or being under the influence of illegal drugs/substances. Any Look-Alike drugs or paraphernalia are included in the definition.

Students are permitted to bring prescribed over-the-counter medication to school only with permission from parents and with the authorization and supervision of their doctor. Prescribed or over-the-counter medicine is for the student's use only and must be submitted to the school nurse upon arrival at school.

## **Extortion**

Students are expected to respect their peers and others. Students must accept “no” for an answer when making a request of another person. Extortion is defined as when a student gets money or a promise by using threat or force. A student must not make a person do anything he or she does not want to do by using threat or force.

## **Pornography**

Students are expected to protect the safety and respect the rights of others. Students may not take, or text, e-mail, distribute, or share any explicit images, photos, drawings, multimedia or videos. Students may not attempt to access pornographic material through the Internet or any devices that are able to access the Internet (computers, tablets, iPads, laptops, smart phones, cellular phones, etc.).

## **Sexual Assault**

Students are expected to protect the safety and respect the rights of others. Students must not sexually attack or sexually abuse another person. This is also defined as unwanted touching.

## **Weapons**

Students are expected to bring only approved academic school supplies to school. Students must not bring, possess, handle, transmit or use a weapon. Students may not be in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. Weapons include, but are not limited to knives, firearms, razors (of any kind), defensive weapons (mace, stun gun, Taser), or other items (hammer, box cutters, baseball bats, chains, tattoo paraphernalia, bullets). School supplies such as a compass, scissors, pens, etc., must not be used as a weapon.

## **MCSD works with families to support students and make genuine efforts to keep students in school and engaged in learning!**

### **What families can expect:**

#### **Steps following student misbehavior:**

When the principal finds a student has committed an offense, the principal, other school administrator or administrator designee will:

1. Investigate the incident, including meeting with the student and others involved to allow them to explain the situation.
2. Notify the family if a corrective strategy is used.
3. Send a letter to the family explaining the incident and the consequence given.

#### **Actions families can take:**

1. Ask for a meeting with the principal to discuss the decision and to request information about the investigation or the appeal process.
2. To appeal a consequence of suspension or expulsion, you must write the district's Hearing Officer, stating the reason for the appeal and submit it to the building administrator.
3. The letter will be forwarded to the responsible supervisor, who will make a final decision on the suspension/expulsion.

## **Possible Middletown City School District Consequences**

These consequences are not intended to be the only choices nor are they sequential. The goal of any consequence is to change or stop the unwanted behavior.

**Re-Teach the Behavioral Expectation** – Students are offered the opportunity to be taught the expected behavior by modeling, verbal reminder and written example from the teacher. Students understanding and following correction can stop additional consequences from occurring.

**Verbal Warning** – Students are offered the opportunity to change the unwanted behavior by a verbal warning from the teacher. Many times this warning can stop additional consequences from occurring.

**Student Conference** - Consequence for referral results in student meeting with administrator, teacher, and/or staff member (in any combination).

**Apology/Make Amends** - Students are offered the opportunity to show remorse and make amends for the unwanted behavior. This action can often stop any further consequences from occurring.

**Timeout** - Consequence for referral results in student spending time in a specified area away from scheduled activities/classes. The students will be offered academic work or they will be provided with a reflective activity to encourage the unwanted behavior to stop.

**Community Service** - Consequence for referral results in involvement in community service activities or projects.

**Loss of Privilege** - Consequence for referral results in student being unable to participate in some type of privilege.

**Time in Office** - Consequence for referral results in student spending time in the office away from scheduled activities/classes.

**Lunch Detention** - Consequence for referral results in student missing lunch recess.

**Parent Contact** - Consequence for referral results in parent communication by phone, email, or person-to-person about the problem.

**Detention** - Consequence for referral results in student attending classes before or after school.

**Restitution** - Consequence for referral results in apologizing or compensating for loss, damage, or injury; community services.

**Parent Conference** - Consequence for referral results in student meeting with administrator and/or teacher, and parent.

**In-School Suspension** - Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day.

**Behavior Plan** – Consequence for referral results in student receiving individualized plan specifically related to the student's problem behaviors.

**Emergency Removal** - Consequence for referral results in a period of time when student is not allowed on campus. Emergency Removal can be used if the student is an ongoing threat of disruption or if the student's presence poses a danger to people or property.

**Bus Suspension** - Consequence for referral results in a period when student not allowed on the bus.

**Suspension** - Consequence for referral results in a 1-10 day period when student is not allowed on campus.

**Expulsion** - Consequence for referral results in student being dismissed from school for 11 or more days.

**File Criminal Charges** – If a law is broken, the school officials may decide to press criminal charges.

**Other Decision** - Consequence for referral results in administrative decision that is not listed. Staff using this area will specify the administrative action taken.

## Access to Records

In the event that school records are needed, please call the Counseling Office at 420-4531, to make an appointment to pick up the needed materials.

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

It is the intent of the district to limit the disclosure of information contained in the student's educational records except:

1. By prior written consent;
2. As directory information.

The following rights exist:

1. The right to inspect and review the student's education records;
2. The right to seek to correct parts of the student's education records, including the right to the hearing if the school authority decides not to alter the records according to the parent(s) or an 18 year old student's request;
3. The right of any person to file a complaint with the U.S. Department of Education if the district violates relevant federal law, specifically the Family Educational Rights and Privacy Act (FERPA); and
4. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

The following personally identifiable information contained in a student's education records is considered "Directory Information":

1. Student's name
2. Participation in officially recognized activities and sports
3. Student's achievement awards or honors
4. Student's height and weight, if a member of an athletic team; and
5. Date of graduation

## Publication In Media

### PUBLICATION OF STUDENT LIKENESS IN THE MEDIA

Consent for Middletown City Schools to use pictures, videotapes, film and/or recordings of a student's likeness and/or voice for news broadcasts, promotional clips, print media, Internet, and other means or purposes is assumed unless a parent completes and submits form SR111, Refusal of Consent for Publication of Student Likeness in the Media, which can be obtained from the school secretary or downloaded from the district's website ([www.middletowncityschools.com](http://www.middletowncityschools.com)) and returned to the school office.

This consent releases the Middletown City Schools, its agents, successors or assigns from any liability from any violation of any personal or property rights which said parent or 18 year old student has in connection with such materials and waives any right to approve accompanying written or narrative material.

#### PUBLICATION OF STUDENT PHOTO IN THE YEARBOOK

Customarily, individual school pictures of students taken in the fall of the year are reproduced in the school yearbook. A parent may refuse consent for his/her child's photo to be included in the yearbook by completing and submitting form SR 114, Refusal of Consent for Student's Photo to be Printed in the Yearbook, which can be obtained from the school secretary and returned to the office. Consent will be assumed unless this form is returned.

## Medication

All students must have an Emergency Medical Form on file.

1. The dispensing of medication during school hours is discouraged.
2. The school nurse will administer prescription medication only when the required form is on file and properly signed. Written instructions signed by the parent and the physician will be required.
3. All medication must be brought to the school in the original container and be properly labeled. The student's name, physician's name, type of medication, dosage, and time of administration must be on the container. The parent must take responsibility for supplying medication to the school.
4. Students are not permitted to carry non-prescription medication with them during school hours. A student caught carrying medication (i.e. Tylenol, aspirin, etc.) will be subject to disciplinary action. \*
5. Please notify the school nurse (513-420-4528) if your child is on medication.

\* Students with life-threatening conditions may carry medication when prescribed by a physician once the proper forms are on file in the office.

## Disaster Drills

It is essential that all students become familiar with the exit routes from each area of the building. When a warning is given, everyone should proceed by the prescribed route to a safety area as quickly as possible. Students should not talk during a drill and are to remain as a group. Each month MCS D students will participate in one of the following drills: Fire, Tornado, Lock-Down.

Setting off any type of false alarm is a violation of state law. Violators will be suspended out of school, charges will be filed in court, and a recommendation for expulsion will be made.

## **Classroom Supply Lists**

### **MIDDLETOWN MIDDLE SCHOOL SUPPLY LIST FOR 2016-2017**

#### **7<sup>TH</sup> Grade**

7 – 2 pocket folders  
2 – 1” binders  
2 packs of 5 tab dividers  
6 – 1 subject spiral bound notebook  
24 - #2 Pencils  
1 pack of cap erasers  
1 pencil bag  
5 packs of loose-leaf paper (wide ruled)  
1 multi colored pack of highlighters  
1 pack of colored pencils  
2 dry erase markers (any color)  
1 hand held pencil sharpener  
1 set of earbuds/headphones  
1 box of tissues

#### **BAND/ORCHESTRA**

1 - 1” 3 Ring binder  
10 – Clear Plastic Page Protectors  
1 – Dry Erase Marker

#### **8<sup>th</sup> Grade**

3 – Spiral Notebooks  
2 – 1” binders  
1 pack of colored pencils  
1 – 24 pack of #2 pencils  
1 pack of pens  
1 pack of cap erasers  
6 – 2 pocket folders  
4 packs of loose-leaf paper  
1 multi colored pack of highlighters  
Graph Paper  
Dry Erase markers  
1 pack of Markers  
1 set of earbuds/headphones  
1 box of tissues  
Glue sticks (or black label Elmers Glue)  
Scissors

## Homework

The Board believes that homework that is properly designed, carefully planned and geared to the development of the individual student meets a real need and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Homework assignments also afford a way for parents to acquaint themselves with the school program and their own child's educational progress.

Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans.

## Cheating/Plagiarism

Cheating and/or plagiarism is considered to be any work that is copied or taken from another source and submitted for benefit of a personal grade. Circumstantial evidence can be the basis of discipline and circumstantial includes, but is not limited to:

1. Student evaluation (test scores/grade).
2. Teacher observance of physical happenings (eye movements, body movements).
3. Identical test answers.
4. Location of article/information in another published source or another students' work, without proper footnoting.
5. Proximity (seating arrangement)

Disciplinary decisions will be made based on knowledge of all the circumstances surrounding the incident and the probable determination that cheating and/or plagiarism occurred.

Consequences may include, but not limited to: phone call home, meeting with parent and teacher, loss of grade, detentions, etc.

## Network Agreement

### COMPUTER/ONLINE SERVICES

#### Acceptable Use Policy

The Middletown Board of Education recognizes that technology can greatly enhance the instructional program, as well as the efficiency of the district and school site administration. The board also realizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the district's network or online service network are to support learning and to allow people to interact with many computers. The internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, ethical and legal manner. Failure to adhere to this policy and guideline below may result in disciplinary actions governed by law, Board of Education policy, and all policy regulations. Unacceptable uses of the computer/network include but are not limited to the following:



1. Violating the conditions of the Ohio Revised Code and federal and constitutional law dealing with students' and employees' rights to privacy;
2. Using profanity, obscenity or other language which may be offensive to another user or intended to harass or bully other users.
3. Copying commercial software in violation of copyright laws;
4. Using privately owned software without the expressed permission of the staff Member in charge of the computer and/or without meeting the tests of legality, appropriateness and relationship to curriculum;
5. Using the network for unauthorized financial gain, for unauthorized commercial activity or for any illegal activity.
6. Accessing inappropriate material; and
7. Downloading and/or uploading programs, applications, files, updates or plug-ins without the permission and supervision of the staff member in charge of the computer and which are not used for school-related purposes.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that neither the school nor the district can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The district does not condone the use of such materials; neither does the district warrant that the network will be error-free or uninterrupted.

School employees, students and parents of students must be aware that the privilege of accessing online services may be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the school and the district. This policy is part of the Middletown City School District's Code of Conduct, the MCSD Teachers' Handbook and the MCSD Classified Employees' Handbook.

### **Acceptable Use Policy: Student Regulations**

The following guidelines and procedures are to be followed by the students of Middletown City Schools who are authorized to use the district's computers, local area network or online services (electronic mail, internet, commercial services). These guidelines will be reviewed periodically and are subject to revisions as needed.

#### **General Usage**

1. Illegal activities are strictly prohibited.
2. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or by board policy.
3. Users shall not transmit lewd, vulgar, indecent or plainly offensive speech.
4. Users shall not transmit material that is threatening or harassing and that is based on Factors others than race, color, national origin, sex, and disability or age that
  - (a) is so severe, pervasive, or objectively offensive, and that undermines and detracts from the educational experience, that an individual is effectively denied equal access to the district's resources and opportunities;
  - (b) is reasonably expected to create a substantial disruption or interference with the work of the district or the rights of other individuals.
5. Rules and regulations of network etiquette are subject to change by the administration.
6. Any form of vandalism is prohibited. Vandalism included uploading/downloading any

inappropriate materials, creating or using computer viruses and/or any attempt to harm, physically damage, or destroy equipment, materials or the data of another user.

(a) A user shall report any security problem or misuse of the network or its computers to a teacher, principal, or immediate supervisor.

(b) Accidental site hit(s) will be documented by a staff member and copied and sent to the building principal and district technology office. (An accidental site hit occurs when a user unknowingly goes to a web site, which would be considered inappropriate for viewing. The user should immediately notify a staff member.

7. Users are not permitted to violate regulations prescribed by the district's online service provided. The district's online provider is the Southwest Ohio Computer Association (SWOCA). The acceptable use policy for SWOCA is linked to the district's web page.
8. The user in whose name the district's online service account is issued is responsible for its use at all times.
9. The computer and/or network are not to be used (accessed) for unauthorized financial gain or authorized commercial activity.
10. The network should not be used in such a way that it will disrupt the use of the network by others.

## Privacy Issues

1. Users shall have no expectations of privacy. All communications and information that is accessible through a district computer is property of the district. District personnel may view files at any time.
2. Students must not reveal personal information or that of staff or fellow students.
3. Users must not read other users' mail or files without consent of the user; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy modify or forge other users' mail.
4. The user shall use the network only under his/her own account password. All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the owner of that account and of the individual committing the violation, if not the owner. Under no conditions should one give his/her password account number to another user. Impersonation for any purpose is not permitted.

## Communications

### Electronic Mail—Email

1. Email accounts for students and staff members are to be established using procedures outlined by the district technology office. A request must be completed by the staff member for an individual staff account. Staff members may request individual student accounts. **The official district-sanctioned email is the only one to be used on school computers by students and staff.** Email accounts through search engines, websites, or other internet programs, such as Yahoo and Hotmail, are not permitted on school computers. School email accounts need to be monitored by user names, computer, date, and time in order to track proper email use.
2. The use of email accounts by students must be school-related or under teacher supervision.
3. Students receiving an email account must have a signed user agreement form on file and purpose of use must be correlated to the curriculum.
4. The use of a MCSD student email account on any computer other than a district computer is strictly prohibited unless authorized by appropriate school personnel.

## Instant (Real Time) Communications

1. The use of real time communications programs by students is strictly prohibited.

## Web Exploration

### Student Web Use

1. All student web activities will be limited to teacher-directed assignments or activities.
2. Students may only use the web for the purpose of searching for information based on assignments or activities by their teacher.

## Web Page Development—(links)

1. Posting of web pages from school computers to servers accessed through web sites, such as Geocities, is not allowed. Posting school-related web pages and projects by students on sites other than the Middletown City School District website is prohibited.

## Downloading Programs and Information

1. Installing or adding any programs, applications, files, updates, or plug-ins to a school computer is to be done only after permission is obtained from the staff member in charge of the computer.
2. The downloading of appropriate files for research and classroom use is permitted by teachers as long as they follow copyright laws and the district software policy.

## Copyright

1. Copyrighted materials may not be placed on the system without the author's permission and/or possession of legally purchased software or license covering its use.
2. Copyrighted materials taken off the system and/or locally owned software shall be subject to all copyright laws.

**Any student that has posted, uploaded, or passes along material, data, or information obtained in violation of the Code of Conduct, the Computer/Online Acceptable Use Policies, or any other district policy, agrees to remove from any other website or host (including, for example: YouTube, MySpace, Facebook, and private web pages), any information, files, data, photograph, video, image, or any other type of posting that was obtained or posted in violation of such rules.**

## Lockers

Lockers are assigned to all students at the beginning of each school year. Lockers are considered school property. All students must use school owned locks on both hallway and gym lockers. Private locks will be removed. Students are to keep lockers clean and free from any item detrimental to the health and safety of fellow students and teachers. All materials found in a student's locker will be the responsibility of the assigned student. Any illegal materials will be confiscated. Lockers must be cleaned out at the end of each year. The school administration reserves the right to inspect the contents of a student's locker at any time. **A student must not give their locker combination number to another person or share a locker.** In regard to the security of personal property stored in student lockers, students are strongly advised not to place anything of value in a locker. The administration or staff cannot be responsible for items brought voluntarily to the school. Permission to bring necessary valuable items to school must be approved by an administrator.

## **Student Services/Counseling**

### **Schedule Changes**

Our scheduling system allows us to build student schedules with the best possible match to student choices. Classes are scheduled upon availability and balanced class sizes. Class changes must occur during the first ten days of each semester. This policy allows for the best learning environment for all of our students.

Student schedules will be available the evening before school begins at “Open House”.

Schedules are to be picked up from the Homeroom teacher. A few days before school starts, students will receive a letter in the mail stating the student’s assigned homeroom number. In addition, homeroom teachers and student names will be posted on the front doors of the middle school. Students may consult this list to see where they go on “Open House” night to pick up their schedules.

### **Transfers**

If a student moves out of the Middletown Middle School District or Middletown City School attendance areas and does not intend to continue to attend Middletown Middle School, he or she must have a parent or guardian come to the counseling office to request a transfer and to state his or her new address. This should be completed at least two full school days in advance of the effective date of the transfer. The student must also obtain a transfer clearance form from the Counselor's Office, have each teacher sign the form, and return it to the Counseling Office with all books for clearance before leaving school.

### **Work Permits**

In order to obtain a work permit, a student must be 14 years of age. Permits can be picked up in the Assistant Principal’s office (#104).

## Food Service

The mission of the MCSD Food Services Department is to support student learning by providing nutritious meals for students and staff. For questions or comments about Food Services please call Cindy DeZarn, General Manager at (513) 217-2725.

All breakfast and lunch is provided by the district free to our students. If your child would like to purchase a snack they will need to bring additional money to purchase these items.

If you are packing your child's lunch or bringing food in parents are asked not to bring in fast food items for their child's lunch. Students are taught about good nutrition and the value of making healthy food choices. To send the right message and promote a healthier lifestyle, we offer the following suggestions for you to use as healthy treats:

- Milk/flavored milk
- Water/flavored water
- Fruit & cheese kabobs
- Vegetable trays
- Pretzels
- Graham crackers
- Animal crackers
- Pizza with low-fat toppings
- Instant pudding made with milk
- Yogurt in a tube (try frozen)
- Quesadillas with salsa
- Trail/cereal mixes
- 100% juice
- Fresh fruit assortment
- 100% fruit snacks
- String cheese/cheese cubes
- Low-fat popcorn
- Vanilla wafers
- Angel food cake
- Apples with fat-free caramel dip
- Yogurt smoothies
- Crackers with cheese
- Low-fat breakfast/granola bars
- Peanut butter with apples or celery

## Breakfast And Lunch

All Middletown schools provides a free breakfast and a free hot lunch to all students daily, regardless of financial capabilities.

Parents can eat with students during lunch and an adult lunch can be purchased ahead of time through the school secretary.

# Title I



**2016-2017**

## **TITLE I PARENT HANDBOOK**

MIDDLETOWN CITY SCHOOL DISTRICT

1 Donham Plaza, 4<sup>th</sup> Floor  
MIDDLETOWN, OH 45042  
(513) 423-0781

**SUPERINTENDENT:** Dr. Samuel R. Ison

**BOARD OF EDUCATION:**  
**2016-2017**

Dr. Chris Urso - President  
Marcia Andrew - Vice President  
Michelle Novak  
Todd Moore  
Anita Scheibert

<u>Table of Contents</u>	<u>Section</u>
Title I Definition	36
Title I Meetings	37
School - Parent Compacts	37
Parent Involvement	38
Parent Involvement in Education	38
Your Parental Involvement	38

### **1. TITLE I DEFINITION**

Title I... has the purpose of enabling schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State performance standards (Proficiency and Achievement Testing).

Title I... buildings can qualify as a **Targeted Assisted Program** or as a Schoolwide Program. A Targeted Assisted Program requires that the building identify children at risk (achievement) on a priority basis. Under this program Title I services, materials and equipment purchased with these funds can only be used by the specifically identified students, parents and teachers. A **Schoolwide Program** requires the entire school community, including parents, to make decisions through study, data, and research to reform and change the school with the goal of increasing the achievement of all students in the building. A Schoolwide Program allows the services, materials and equipment to be used by all students, parents and teachers in the building.

Title I... is federal money (Elementary and Secondary Education Act) administered through the local public school district.

Title I... money is received by almost all school districts in Ohio.

Title I... is funded on the premise that areas with a high percentage of low-income families also have high concentrations of children who are educationally disadvantaged.

## **2. TITLE I MEETINGS**

There are an array of Title I meetings held in the Middletown City School District each year. Information on these meetings is shared in a variety of ways. Some meetings are advertised in the Journal News. School newsletters and specifically created flyers also are used to make sure parents receive notification of meetings and events available to them through Title I.

An Open House is held each fall in every building. At that meeting, it is required by law that the Title I program and the “Parent-School Compact” is shared with parents and children. The compact is an agreement between the school and home which emphasizes the need to work together to increase student achievement.

A Parent Activity Committee formed at each school, including parents, meets throughout the year to plan and schedule activities of special interest and education for the school community (students, parents and teachers). Each committee determines the number and types of events planned.

Parent involvement meetings and events are supported in three ways. First, a District Parent Facilitator provides activities and events during the school day. Second, each building selects a parent facilitator(s) to support after school and evening activities. Third, a budget is provided for parent involvement meetings and events in each building.

## **3. SCHOOL - PARENT COMPACTS**

The federal, Title I program requires all participating schools to develop, with their Title I parents, a Compact that outlines how parents, school staff, and students will work to improve student achievement and build partnerships to help children achieve to high standards. Schools are to develop these voluntary agreements between the home and school to define goals, expectations, and shared responsibilities of schools and parents as partners in student learning.

Compacts incorporate the unique ideas and activities of each school community. They usually have a separate section for teacher, principal, parents and their children to sign if they choose.

School responsibilities describe how the school will provide high quality curriculum and instruction and note the importance of communication between teachers and parents on an ongoing basis (conferences, reports, access to staff, and opportunities to volunteer and participate in their child’s classroom).

Parent responsibilities indicate some ways that parents can support their child’s learning. Those responsibilities can include monitoring school attendance, homework completion, and television watching; volunteering in their child’s classroom; and taking part, as appropriate, in decisions on the education of their children and constructive use of extracurricular time.

These Compacts are reviewed each year. If you have any ideas for your child’s school Compact, please share them with your child’s school.

## 4. PARENT INVOLVEMENT

The home can be a rich source of support to both teachers and students. It is recognized that through home and school communication, the parent/school partnership can become a vital and useful source. Parents should feel free to communicate with the school about their children.

In the Middletown City School district, a district-wide parent facilitator works with all Title I buildings during the school day to support activities for parents which teachers cannot because of their direct responsibilities with students. Individual buildings have their own parent facilitator who works with the district-wide facilitator in developing the after school meetings and events.

Parent involvement is a requirement in receiving Title I funds. One percent of the money must be used for parent involvement activities. The district is required and proud to report how many activities/meetings, the types of activities, and the number of parent participants involved each year.

**At this time a second Handbook is provided for parents of Title I buildings. This handbook is called the Title I Parent Involvement (Home/School Connection) Handbook. This Handbook is filled with information and examples of how parents can become involved in their child's school experiences.**

## 5. PARENT INVOLVEMENT IN EDUCATION

The Board believes that parental involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop along with parents and foster caregivers the necessary regulations to ensure that this policy is followed and that parental involvement is encouraged. The regulations are to:

1. encourage strong home-school partnerships;
2. provide for consistent and effective communication between parents or foster caregivers and school officials;
3. offer parents or foster caregivers ways to assist and encourage their children or foster children to do their best and;
4. offer ways parents or foster caregivers can support classroom learning activities.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

## 6. YOUR PARENTAL INVOLVEMENT

Ask yourself about your parental involvement. How do I help my child? I help my child by.....

- ◆ Knowing the role parents have in planning, carrying out & reviewing the instructional program at my child's school.
- ◆ Attending parent meetings
- ◆ Reading newsletters and/or notes from the school
- ◆ Discussing my child's school with:
  - ◆ Other parents
  - ◆ The principal
  - ◆ Volunteering my services at my child's school
  - ◆ Visiting my child's classroom, other than at conference time
  - ◆ Knowing if my school has a Parent Activity Committee (PAC)
  - ◆ My child's teacher
  - ◆ Other administrators



## 504 Statement

### **Middletown City School District**

No pupil shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status. Parents who have a temporary or permanent disability may request the district to provide appropriate accommodations necessary for them to participate in essential instructional activities of their children. Students who are at least eighteen (18) years of age may submit their own requests.

It is the policy of the Middletown City Schools to provide a free and appropriate public education to each qualified student with a disability within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in the Middletown City Schools. Principals or their designees are the school Section 504 team chairpersons and may be contacted at their respective buildings.

A copy of the district's Section 504 Guidelines and grievance procedures may be found on-line at [www.middletowncityschools.com](http://www.middletowncityschools.com), or a paper copy may be requested at the board office.

## Acknowledgement Page

Dear Parents/Guardians and Students,

This handbook includes important policies and procedures pertaining to the safe operation of schools in the Middletown City School District for the 2016-2017 school year.

Please carefully review these policies and the information provided regarding school policies, expectations and appropriate courses of action, as described in this handbook.

Both acceptance of the Student Code of Conduct and the Computer Usage Agreement forms below must be completed for each student and returned to your child's school office by the end of August 2016.

\*\*\*\*\*

### Acknowledgement of Receipt and Reading of the Middletown City Schools Student Code of Conduct

I/We, \_\_\_\_\_, the parent(s) of (student name) \_\_\_\_\_, have read and understand the Middletown City Schools Student Code of Conduct with its guidelines and regulations and we agree to its terms and conditions. We confirm our child's intentions to abide by the Student Code of Conduct and conditions therein. Please return to the school signed by the end of **August 2016**.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature (if 18 years of age)

\_\_\_\_\_  
Date

\*\*\*\*\*

### Computer Network Agreement

I/We, \_\_\_\_\_, the parent(s) of (student name) \_\_\_\_\_, have read and understand the computer policy and its guidelines and regulations and we agree to its terms and conditions. We confirm our child's intentions to abide by the terms and conditions therein, and we agree to supervise our child's use of the computer network from home or outside of the classroom.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature (if 18 years of age)

\_\_\_\_\_  
Date