

Defiance Middle School
BARK
Be...Accountable, Respectful, Kind

STUDENT HANDBOOK
2022-2023

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Defiance Middle School

**1755 Palmer Dr.
Defiance, OH 43512**

To report an absence:

Call 782-0050 by 9:00 AM

Phone: (419) 782-0050

Fax: (419) 782-0060

Web site: <http://www.defiancecityschools.org>

Principal: Matthew Carr

Asst. Principal/Athletic Director: Shane Brugler

Counselors: Megan Cordes & Sarah Kryling

When school is delayed or closed:

The **Alert system** can notify parents as early as 6:00 AM when there is a delay or closure. Be sure to read the category descriptions on our web site (www.defiancecityschools.org) to determine what best meets your needs. The system is internet based, allowing you to maintain a secure password with a protected online profile. Maintaining accurate contact numbers in the Instant Alert System on our web site will increase the ability of the district to keep you informed. You can also **listen to the radio** (Stations FM 105.7, FM 98.1, or AM 1280) or visit the district Facebook page. Please do not call the school. It is important that we keep the lines open for other incoming calls.

School starts at 8:00 am

School ends at 2:30 pm

Regular Schedule

Doors Open	7:40
Warning Bell	7:55
1st Period	8:00-8:50
2nd Period	8:54-9:39
3rd Period	9:43-10:28
4th Period	10:32-11:02
5th Period	11:02-11:32
6th Period	11:32-12:02
7th Period	12:06-12:51
8th Period	12:55-1:40
9th Period	1:44-2:30

2-Hour Delay Schedule

Doors Open	9:40
Warning Bell	9:55
1st Period	10:00-10:28
4th Period	10:31-11:01
5th Period	11:01-11:31
6th Period	11:31-12:01
7th Period	12:04-12:31
8th Period	12:34-1:01
9th Period	1:04-1:31
2nd Period	1:34-1:58
3rd Period	2:01-2:30

DMS EVENTS FOR 2022-2023

August 15	MS Fast Track - 8:00-11:00 a.m. and 12:00-2:00 p.m.
August 16	MS Fast Track - 8:00-11:00 a.m. and 12:00-2:00 p.m.
August 17	MS Fast Track - 8:00-11:00 a.m. and 12:00-2:00 p.m.
August 22	Open House
August 24	First Day of School
September 1	Picture Day
September 5	Labor Day - No School
October 13	Parent-Teacher Conferences - 3:00-6:30 p.m.
October 14	Parent-Teacher Conferences - 8:30-12:00 - No School
October 17	No School - Teacher in-service
October 21	End of 1st grading period
October 29	Halloween Parade - 8th Grade Band
November 23-25	No School - Thanksgiving Break
December 6	Choir Concert
Dec. 22 - Jan 2	No School - Christmas Break
January 3	School Resumes
January 13	End of 2nd grading period
January 16	No School - Martin Luther King Day
February 13	Winter Band Concert
February 17	No School - Teacher in-service
February 20	No School - Presidents Day
March 14	Choir Workshop
March 17	End of 3rd grading period
March 20-24	No School - Spring Break
April 1	Solo and Ensemble Contest
April 7	No School - Good Friday
April 30	Sousa Concert - 8th Grade Band
May 9	Spring Band Concert
May 16	Choir Concert
May 26	Middle School Awards
May 29	No School - Memorial Day
May 31	Last Day of School for students

These dates are subject to change. For current calendar information, read your school newsletter or log on to DefianceCitySchools.org and click on the calendar.

WELCOME

The staff at Defiance Middle School welcomes you to a challenging and exciting year of school. This year you have the opportunity to have a very successful and rewarding experience.

We expect effort and a cooperative attitude toward all adults with whom students work. We expect that you will respect yourself and all others working with you at school. All school assignments are expected to be completed. Homework completion and nightly studying are required. Regular attendance and reporting on time for all classes is also required. These expectations are needed to ensure that you have a successful learning experience. Take pride in your work and your school. Please, if you have questions or problems, ask for help. Your teachers, counselors, and principals are here to assist you.

Sincerely,
Matthew Carr, Principal
Shane Brugler, Asst. Principal/Athletic Director

MISSION STATEMENT OF DEFIANCE CITY SCHOOLS

The Defiance City School District realizes that students come first- to that end, the district community is held accountable to educate all students equally to foster skills, strategies, and behaviors to promote educational and personal excellence.

MISSION STATEMENT OF DEFIANCE MIDDLE SCHOOL

Our mission is to identify and meet the needs of the whole child, strengthen school-community partnerships, and facilitate the continual learning process.

10 CHARACTER TRAITS WORTH DEVELOPING:

- ** Honesty** - Telling the truth, meaning what you say
- **Self-Control** - Being able to control your actions
- **Promise** - Keeping your word
- **Loyalty**
- **Responsibility** - Carrying out your obligations, duties; answering for your own actions.
- **Pursue Excellence**
- **Social Justice** - Treating all people fairly
- **Respect** - Treating everyone, including yourself with dignity
- **Equality** - Understanding that all people have the same rights
- **Be a good citizen**

ATTENDANCE POLICY/PROCEDURES

The faculty and administration of Defiance City Schools strongly believe that consistent attendance and punctuality are important factors in pursuit of a quality education.

Furthermore, we are obligated by Ohio law to account for the attendance of all students. Students and parents are both bound by Ohio attendance requirements. These requirements state that students must be present at school unless excused for one of the following reasons listed.

EXCUSED ABSENCES INCLUDE:

1. Personal illness and/or medical appointments
2. Severe illness in the immediate family necessitating the presence of the child.
3. Death in the family
4. Quarantine of the home
5. Religious observances
6. Family vacation (with prior notification and approval from the Principal)
7. Necessary work at home due or absence or incapacity of parent/guardian
8. Planned absences
9. County fair
10. Other legitimate reasons which receive prior APPROVAL from one of the principals

UNEXCUSED ABSENCES INCLUDE:

1. Out of school suspension/expulsion
2. Oversleeping
3. Transportation problems
4. Shopping
5. Haircut and beauty shop appointments
6. Baby sitting
7. Emergency removal from class or school
8. Truancy
9. Incarceration
10. Other absences not listed as excused

Parents who wish to appeal an unexcused absence are to contact the Assistant Principal to explain extenuating circumstances.

Arrival *Dismissal*Absences*Tardies

School begins at 8:00 a.m. and ends at 2:30 p.m. Students who arrive after 8:00 a.m. are considered tardy and should report to the attendance office to sign in prior to being admitted to class. Students are allowed to enter the building at 7:40 a.m. through the front doors. Upon arrival, students must remain on school property and inside the building.

Students who sign out during the school day due to illness or appointments are still counted as absent for the time they miss. These absences count towards the attendance policy requirements on p. 5.

Students are to leave the building by 2:40 p.m. unless they're for an authorized activity. Upon dismissal, students who leave school property are not allowed to return unless they have permission from a staff member or administrator.

TARDIES

Punctuality is important to academic progress and also an orderly learning environment. We expect students to be on time. **To be counted as a tardy, a student must sign in the office prior to 9:20 am.** Each student will be **allowed 5 tardies to school for the year.** Students will be assigned a 1/2-hour after-school detention for each tardy accumulated beyond the 5 allowed tardies. It will be the student's responsibility to communicate this information to the parent. If a student is tardy 10 times, he/she will receive a 1 hour detention for each tardy thereafter. Teachers will handle tardies to class on an individual basis. Consequences could include detention or DALC assignment based upon the number of infractions.

DAILY ATTENDANCE

1. School-wide attendance is taken and reported at the beginning of first period each day of the school year. From that report, a daily absence list is generated to the staff.
2. Attendance is also taken by teachers at the beginning of each class period for comparison to the day's absence summary. Discrepancies are reported to the attendance office.
3. Students entering school after 8:00 a.m. must report to the attendance office for a tardy slip, which allows them admission to class. Failure to report to the attendance office when tardy may result in disciplinary action. Students must be in their seats when the bell rings at 8:00 a.m.
4. **If a student will be absent from school, the parent or guardian is to call the school the same day** to explain the absence. Between 7:30am and 3:00pm the attendance office may be reached by calling **419-782-0050. If a parent fails to report an absence, an alert message will be sent out by 10:00 a.m.**
5. Explanations for absences must be provided by a parent or guardian in order to be considered as "excused." Failure to follow attendance procedures will result in the absences being considered as "unexcused."
6. Following an appointment, students must return a verified appointment form. A signed note or other verification from the office of the appointment is also acceptable. Failure to follow this procedure will result in the absence being unexcused.
7. Correctable "unexcused" absences may be changed to "excused" within 24 hours of the student's return to school, but may be done only with administrative approval.

8. To be eligible to participate in co-curricular activities (athletics, clubs, etc.), a student must be in attendance by 11:30 a.m. the day of the activity, or be legitimately excused via the assistant principal or principal.

House Bill 410

The Ohio Revised Code provides for public school boards of education to establish policies to encourage regular attendance of students. The Defiance City Board of Education recognizes that regular attendance plays a very important part in the success or failure of our students. With the increased emphasis on state-mandated testing, it is even more important than ever to stress the importance of good attendance. Every student has a right to an education, but every student also has an obligation to attend regularly and to abide by the rules and regulations of the school system and the State of Ohio. House Bill 410 encourages and supports a preventative approach to excessive absences and truancy. A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and nonacademic supports to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

Definition of 'habitual truant' changed from days to hours. The new definition is: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one month without a legitimate excuse; or c. Absent 72 or more hours in one year without a legitimate excuse. Excessive absences: a. Absent 38 or more hours in one school month with or without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse. Permitting students to attend class at their leisure, to miss school whenever they wish, to be tardy excessively, to be inattentive in class, or to create disturbances simply teaches laziness and irresponsibility. For these reasons, minimum attendance standards must be met. The school must work in partnership with the parents toward this goal. Therefore, all absences will be documented.

Habitual/Chronic Absence

- A. Once a student is absent 38 plus hours in a month or 65 plus hours in a year with or without a legitimate excuse, a letter will be sent to the parents/guardian notifying them of the situation.
- B. When the student accumulates 5 parent phone calls into the school for illness and/or 5 notes for illness during a full school year, a letter will be sent home notifying the parents/guardian of the situation. The school will need a doctor's slip for illness from then on. If the school does not get a

doctor's slip after 5 calls or notes, the day or days will be counted as unexcused.

Unexcused Absences

- A. A student who is absent for reasons other than the ten stated legal excuses will be considered unexcused. The student will be allowed to be absent from school with a note from a parent; however all school records will indicate an unexcused absence.
- B. A student who is absent for reasons other than the ten stated legal reasons and without permission of a parent, without knowledge of parent or without parent taking responsibility for the absence is also an unexcused absence. This absence is also considered truancy.

Make-up Work Following an Absence

Students with excused absences will be given adequate time to make up academic work missed. The time frame for make-up work will be equivalent to "the number of days absent, plus one." **-If the absence is unexcused, no credit will be given for work missed.**

A student's grade will not be negatively affected if the academic work is completed within the "number of days, plus one" timeframe. The first day a student returns from an excused absence is to be considered a "contact day" with teachers. It is the **responsibility of the student** to initiate contact with his/her teachers **at an appropriate time** regarding academic work required during the period of absence.

Planned Absences/Vacation Policy: On occasion, it becomes necessary for students to be absent from school for a period of one or more days due to family travel plans. We ask that parents make every effort to schedule vacations in conjunction with the Board-adopted calendar. We do understand, however, some parents cannot control vacation dates. Any student wishing to be excused from school for any reason **other than illness** must pick up a Planned Absence Form from the office, have his/her parents sign it, then the teachers sign it, and finally return it back to the office for approval. The school reserves the right to reject a student's application if it is deemed in the best interest of the academic progress of the student to remain in school. **All forms must be returned to the office two days before the planned absence.**

Early release: If it is necessary to pick up a child early from school, a note signed by a parent or guardian must accompany the child. The note must include the child's name, reason for release, and time of release. The note should be turned in to the Attendance Office by 8:00 am. All phone requests for a child to be released from school will be verified in order to protect all students' safety. In order for a child to be released, he/she must sign out in the attendance office. A child may only be released to a parent, guardian, or other individual listed on the Family Information Form, unless notified by the parent. If the

student is returning to school, he must sign back in at the attendance office prior to returning to class.

HOMEWORK POLICY

Our belief is that consistently doing homework helps reinforce the concepts taught in the classroom, and leads to increased academic success. Our goal is for the students to achieve to the best of their abilities. We cannot reach that goal without the cooperation of both the parent(s) and the child.

Success, Nothing Less (SNL)

SNL stands for Success, Nothing Less. It is an academic support system for students and communication tool for teachers and parents and is built around a school-wide electronic database that tracks missing assignments.

All students completing all assignments is the foundation of this program.

Students learn quickly if they have a missing or poor quality assignment, and their grade needs attention.

Students with missing or poor quality assignments have their names placed on the SNL list that can be viewed by all staff members. Students are asked by a variety of staff members: "Whom do you owe?" "What do you owe?" "What do you need?" "How can I help?" Staff members re-teach content material and provide students with extra assistance to complete their work: before school, during lunch, after school, at PAWS and whenever they can. Names are removed from the SNL list when assignments are completed and quality work has been done.

It is crucial that parents, teachers, and administrators are all on the same page and convey the message that **"All students will complete all assignments and do quality work."**

Those students who chronically neglect homework ("chronic" is defined as a lack of homework having an adverse effect on the student's grade in one or more classes) may be called in for a conference with their teachers and a plan will be discussed to remedy the situation. Failing to complete homework regularly will negatively impact grades, which could affect promotion to the next grade level at the end of the year.

ENROLLMENT REQUIREMENTS

In order for a student to be enrolled at Defiance in grades 6-8, we need the following documents:

1. Birth certificate
2. Immunization records
3. Custody papers (if they apply)

4. Most recent grade card-if available
5. IEP (if applicable) for special ed. students
6. Proof of residency

Once all of these records are secured in our office, a schedule will be created so that your child can begin attending. The process usually takes 2 to 3 days, unless there are extenuating circumstances.

WITHDRAWAL REQUIREMENTS

In order for a student to be withdrawn from Defiance MS, a custodial parent must come to the Principal's office and fill out the necessary paperwork. At that time all outstanding fees/fines/books must be turned in. The student's locker must be cleaned out as well.

The student's permanent record file will be mailed when those records have been requested upon enrollment at the child's new school.

DISCIPLINE

Rules/Rights

The Defiance City Board of Education believes that good discipline is best thought of as being positive; of helping a student to adjust, rather than as punishment; of turning unacceptable conduct into acceptable conduct. It is important that each individual assume responsibility for his/her own actions in accordance with socially acceptable conduct and the rules, regulations, and policies of the school setting. Behaviors exhibited must be within the bounds of law and order and must respect the rights of others as individuals.

Responsibilities:

Parents/guardians have the primary responsibility for establishing and maintaining positive discipline with their children. While students are in school, however, members of the school staff must act in the place of parents in maintaining discipline. Members of the school staff are expected to make every effort to correct and effectively resolve disciplinary problems that occur within their range of responsibilities. Therefore, they shall have the authority necessary to maintain a proper learning climate using reasonable enforcement to prevent and stop any act of interference with the scholarly disciplined atmosphere of the school. They may call upon other school personnel to help in discharging their responsibilities. Teachers may refer students to the building administrator who is then responsible for determining the necessity for, and the nature of, further disciplinary action.

Since the school and the home share responsibility for educating and disciplining students, it is important that they work closely together. The school staff has the obligation to be fair, honest, reasonable, and consistent in their dealings with students. The parents have the obligation to be cooperative, reasonable, and honest in working with school personnel. Only by

developing a climate of mutual trust and respect can the school and home work effectively together in the best interest of the child.

Students share with members of the professional staff the responsibility for maintaining a proper environment for learning within each school. All parties working together can best achieve this environment.

Students are entitled to know the framework of procedures within which they are expected to assume personal responsibility for their actions and to know the disciplinary measures to be taken when they fail to show this personal responsibility.

Disciplinary Action:

Disciplinary Action is determined based primarily on the type of offense committed. Other factors such as the frequency or severity of an offense as well as the child's age are considered. Although the disciplinary actions listed below reflect a progressive disciplinary process, all steps may not be considered or appropriate in a given case. Offenses of a repetitious or more serious nature may result in discipline commensurate with the seriousness of the offense and may justify suspension and/or expulsion without reference to previous reprimands.

1. Verbal warning
2. Parent notification
3. Lunch detention/Detention
4. Removal of privileges
5. Parent conference
6. In-school reassignment (Defiance Alternative Learning Center (DALC))
7. Emergency removal
8. Out-of-school suspension
9. Juvenile court
10. Expulsion

Misconduct For Which Discipline Including Suspension and Expulsion May Occur:

The following rules, regulations and procedures are based upon philosophy of the Defiance City Board of Education. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein, on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function or event. A student found to be in violation of any of these rules or a portion thereof will be subject to disciplinary consequences including, but not limited to, detention, DLC assignment, suspension for a set number of days, or expulsion from school.

In addition to, or in lieu of this disciplinary action, the disciplining authority may impose disciplinary measures in the nature of after school work, repair of or

payment for physical damage caused by the student, cleanup, painting and revocation of the privilege of participation in school activities.

1. Disruption of school
2. Damage to school or private property
3. Fighting/physical abuse; Verbal, nonverbal or physical harassment, bullying, threatening behavior toward a school employee, visitor or another student
4. Weapons and dangerous items/fireworks
5. Narcotics, alcoholic substances, stimulant drugs, look-alike drugs, electronic cigarettes and/or other intoxicants
6. Insubordination/failure to follow directives
7. Profanity and/or obscene language
8. Truancy, tardiness, class cutting
9. Theft/extortion
10. Smoking - A student shall not use or possess tobacco on school property or within sight of any school.
11. Falsification/lying
12. Cheating/plagiarism
13. Cafeteria - proper manners expected/no food throwing, must leave area clean when finished eating
14. Hazing
15. Repeated school violations
16. Failure to accept discipline or follow directives
17. Disrespect
18. Misconduct away from school (field trips, athletic contests, etc.)
19. Gambling
20. Trespassing
21. Violation of bus conduct requirements
22. Dress and appearance
23. Public display of affection
24. Possession/misuse of cell phones, I-pods, laser pointers, electronic games, CD/MP3 players, WCD's, headphones, etc.
25. False alarms (i.e. fire or bomb threats)
26. Setting or attempting to set a fire
27. Throwing objects

Teachers will intervene with classroom misconduct, enforcing the classroom discipline or team discipline plan. Students may be assigned one-hour detentions, in-school reassignment in the Directed Learning Center, out-of-school suspension and/or expulsion.

For serious misconduct such as fighting, blatant insubordination, drugs or alcohol, weapons, etc., an immediate suspension hearing will be held.

DETENTIONS - Detentions may be assigned by classroom teachers for violations of school rules and policies. Detentions assigned by teachers are held

before/after school. It is the **responsibility of the student** to bring the detention notice home and inform the parent. The school does not mail teacher detention forms home. Students will have one day to arrange for transportation.

OFFICE-ASSIGNED DETENTIONS

The Asst. Principal/Principal may assign detentions that take place over the lunch hour, or 1/2 hour and/or 1 hour after-school detentions that take place on Tuesday & Thursday after school. If a student fails to serve a 1/2 hour detention, he/she is assigned a 1 hour detention. If a student misses a 1 hour detention, he/she will be assigned 1 day in the DALC. If a child skips a 1 hour detention 6 or more times, that student will be assigned a day in DALC for each detention missed and also be required to serve the original 1 hour detention on that same day. This is an attempt to eliminate students intentionally skipping 1 hour detentions in order to be placed in the DALC. Our goal is to keep students in the classroom as much as possible.

DEFIANCE ALTERNATIVE LEARNING CENTER (DALC)

The DALC is an in-school suspension classroom. When students are assigned to DALC they attend school during the regular hours of 8:00-2:30 but are removed from the regular classroom environment and their peers. Students receive credit for work completed in the DALC. Student lunches are brought to that classroom. The program is designed to provide a disciplinary consequence without academic penalty. It is an environment for quiet study. Any disciplinary problems in the DALC may result in out-of-school suspension.

SUSPENSION OF STUDENTS:

In the case of a student's intended removal from school for purposes of suspension, the following procedure shall be enacted:

1. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
2. The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and/or otherwise explain his actions.
3. An attempt shall be made to notify the parent or guardian immediately by telephone of the impending action and reason.
4. Within twenty-four hours a letter shall be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action to the Board.
5. Simultaneous written notice of the suspension shall be sent to the Superintendent of Schools, Clerk of the Board of Education, and the student's school record. Suspensions may not exceed 10 school days beginning with the first day of removal from school. Only the principal and/or superintendent may initiate suspension plans.
6. Daily academic classwork and exams missed during the term of suspension may be made up for 75% credit. It is the responsibility of the

student to initiate contact with his/her teachers upon return to school after the suspension. The time frame for make-up work will be equivalent to the number of days suspended, plus one.

EXPULSION OF STUDENTS:

Expulsion is not to be taken casually, but to be used in extreme circumstances. Students can be expelled from Defiance City Schools on the first offense for these offenses that take place on school property or at a school sponsored event: (1) sale or possession/use of a mind altering substance or alcohol, (2) sale possession/use of a look alike drug, as determined by O.R.C. 2925.37, (3) breaking and entering school-owned property/buildings, (4) extreme vandalism (\$100.00 or more) to school-owned property or personal property of a school employee, (5) assaulting an employee of the Board of Education. (6) Use and or possession of a firearm, weapon, or object as a weapon. (7) Knowledge of dangerous weapon or threats of violence (verbal or written).

A student may be expelled by the Superintendent of Schools in accordance with procedures outlined by Ohio Revised Code. **Due process shall be afforded the student by the building administrator** before such administrator recommends expulsion to the superintendent. Prior to the intended expulsion, the Superintendent must enact the following procedures:

1. Give the student and parent or guardian written notice of the intention to expel. That notice must advise the student and parent or guardian or other representative of their right to appear in person before the Superintendent or his designee to challenge the reasons for expulsion. That notification must carry the time and place of the hearing which must take place no earlier than three (3) days and no later than five (5) days after the notice is sent. The superintendent may grant an extension of time upon request provided all parties are notified.
2. Conduct a hearing when feasible under appropriate guidelines of hearing procedures within the above stated period. Within twenty-four (24) hours of the expulsion, the Superintendent must notify the parent or guardian and Clerk of the Board of the action to expel the student. The notice must include the reasons for the expulsion; and the right of the student, parent, or guardian to appeal to the Board of Education; and the right to be represented at the appeal and to request a hearing to be held in executive session.
3. The suspension or expulsion of a student from school is considered to be an extremely serious decision and shall be utilized only after careful investigation of the incident and thoughtful consideration of the educational consequences to the student and to the school.
4. Students who are expelled will not be given credit for any of the course work currently in progress, nor will the student be given an opportunity to complete the course work. This includes home instruction, tutors, and/or correspondence work. The grade at the end of the semester that the

student is expelled will indicate either a withdrawn passing (WP) or withdrawn failure (WF), depending on the grade at the time of expulsion.

PLAGIARISM - Plagiarism is the act of stealing ideas, expressions or work of another and representing them as your own. The most obvious form is a word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be pictures, music, words, information from the internet, a magazine article, portion of a book, a newspaper article, or any other work not your own. It is a form of cheating and a kind of academic misconduct, which can incur severe consequences. Consequences may include, but are not limited to, a zero on the assignment, detention, or a DALC assignment. If you have any doubts about the originality of a piece of work you have produced, see your teacher before you turn it in. The crime is in not acknowledging your source(s).

WIRELESS DEVICES

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by a student who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege. Strict adherence to this guideline is required.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistant, Blackberries/ Smartphones, WiFi-enabled or broadband access devices, two way radios or video broadcasting devices, laptops and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Use of certain electronic devices is permitted at Defiance Middle School as described below. Electronic devices are classified as **disruptive**, **non-disruptive**, and **mobile phone** devices. Permissibility of each type of electronic device is described as follows:

Defiance Middle School WCD Zone Indicators

Red Zone: An area designated as a Red Zone indicates that any personal device permitted or otherwise, is strictly prohibited. A classroom designated as a Red Zone may ask that all personal devices be placed in a predetermined location or out in plain sight but turned off and not in use.

Green Zone: An area designated as a Green Zone indicates that personal devices may be in use for a school related task as permitted and directed by school personnel.

Disruptive Electronic Devices

1. Recording devices, radios, pagers, laser pointers, and other electronic devices are deemed distracting to the educational environment. As such, these devices **are not permitted** in any area of Defiance Middle School.
2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
 - a. Use of any electronic device in a classroom or other area of Defiance Middle School not authorized by school personnel or deemed a Red Zone.
 - b. Violation of the Defiance City Schools Acceptable Use Policy.
 - c. Listening to video or audio without headphones or earbuds.
 - d. Use of headphones/earbuds at a volume level where others can hear.

Non-disruptive Devices

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disrupted devices are
 - a. laptops
 - b. netbooks
 - c. tablets
 - d. eReaders
 - e. audio players (MP3 players).
3. These devices may be used:
 - a. During classroom instruction and in the Media Center as permitted and directed by school personnel.
 - b. In Yellow or Green Zones as permitted and directed by school personnel.
4. These devices may NOT be used:
 - a. print to Defiance City School printers
 - b. access any Defiance City School servers
 - c. utilize DCS wireless network (must use DCS-Public)

Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board of Education or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. WCDs, including but not limited to devices with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable

expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, locker rooms, shower facilities, bathrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Students participating in extracurricular, co-curricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of WCDs after school hours or on after school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

The Defiance City School Board of Education and Defiance Middle School assumes no responsibility for theft, loss, damage or vandalism to WCDs brought onto its property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day with permission from office personnel.

Using a WCD in an unauthorized manner or in violation of this guideline may result in loss of this privilege and/or additional disciplinary action (such as; warnings, parental notification and conferences, loss privilege to have the WCD on school premises/property, suspension, DLC, after school detentions, confiscation of the WCD, expulsion and/or referral to law enforcement if the violation involves an illegal activity).

If a WCD gets taken away and turned into the office the following procedure will be followed:

1st offense- Student is warned and the WCD is returned at the end of the day.

2nd offense- A parent is contacted and WCD is returned at the end of the school day. A 1 hour after-school detention will be assigned.

3rd offense- Parent is contacted; student is assigned 1 day in the Directed Learning Center. The WCD is returned at the end of the day.

4th offense- Parent will be contacted, student will be assigned 1 day in DLC and the WCD will be kept in office during the school day for the remainder of school year.

Wireless communication devices may be searched if involved in a violation of any school rule. No expectation of confidentiality will exist in the use of WCD's on school property.

LASER POINTERS- Laser pointers are NOT to be brought to school. The only exception would be for a specific class project with permission granted by the administration. Such items will be taken from students and parents may be required to pick them up at school. If items are not picked up, students may pick them up on the last day of the school year. Repeated violation of this policy by a student could result in a disciplinary consequence such as detention, DLC assignment and/or suspension.

DRESS CODE - The correctness of any form of dress or grooming at Defiance Middle School will be judged by the following principles:

Any form of dress or grooming that constitutes a threat to a student's health or safety, interferes with the educational process, disrupts or is offensive or inappropriate will not be allowed. Students who violate the dress code may be asked to change their clothing or appearance. Repeated violations of the dress code may result in disciplinary consequences including detention, DALC, suspension, expulsion and/or unruly charges.

The following are specifics that must be observed:

1. Students may not attend school barefoot. Shoes or sandals must be worn. No student may wear pajamas or slippers.
2. Earrings-are to be worn in the **ears only. A stud only may be worn in the nose. No other facial piercings are permitted.**
3. Clothing with rivets or other objects, which can damage property or people, may not be worn. This is meant to include thick chains, dog collars, etc.
4. Hats/head scarves, bandanas, and hoods will not be worn in school. Coats will not be permitted. It is suggested you bring a sweater or sweatshirt to place in your locker should you get cold.
5. Clothes may not be excessively tight.
6. **Shorts, skirts and dresses must be in good taste and appropriate in length.** Questionable student dress and appearance will be ruled acceptable or unacceptable by the principal or assistant principal. The

- following types of shorts are not permitted: bicycle shorts, boxer shorts, short-shorts, or shorts that are excessively tight.
7. "Muscle shirts" (tank tops) and sleeveless shirts shall not be worn. **Shirts must have sleeves and blouses must cover the shoulders.**
 8. Students will not wear sheer, low-cut, or see-through blouses/shirts. This is meant to include fishnet tops or tube tops. No bare midriffs are allowed. Tops should cover the midriff. Undergarments should not be visible.
 9. Sunglasses are not permitted to be worn in the building.
 10. Sweat suits should be appropriate - not tight nor excessively loose. They cannot have holes in them.
 11. Slogans on clothing that are obscene or advertise alcohol, tobacco, or drugs are not permitted. In addition no student will wear anything which is offensive to race, creed, religion, or the opposite sex.
 12. Jeans and other pants must be worn in good taste. The administration has the right to have students cover holes in pants that are deemed unacceptable. Students may also be required to change unacceptable pants or have a change of clothes brought from home.
 13. Hair is to be an appropriate color (i.e. not purple, bright red, green, orange, blue, etc.).
 14. Waist pouches; gym bags, book bags, backpacks and purses-must be placed in your locker upon arrival to school. You will not be permitted to bring them to your classes except for Physical Education.
 15. Pants or trousers of **appropriate length** are to be worn **fastened around the waist**. (No sagging)
 16. Students are not allowed to have visible tattoos (permanent or removable ink) while at school. Any tattoos must be covered. Students should also refrain from writing on their skin or clothing.

This dress code is subject to change should issues with appropriateness arise during the school year.

VIOLATION ON THE PART OF A STUDENT OF ANY OF THE FOLLOWING RULES OF CONDUCT CAN RESULT IN ONE OR MORE OF THE FOLLOWING:

1. Lunch detention
2. After School Detention (1/2 hour, 1 hour)
3. Emergency removal from school
4. Reassignment to the Defiance Alternative Learning Center
5. Suspension (Out of School)
6. Referral/charges to juvenile court
7. Referral/charges to police dept.
8. Expulsion from school

THE FOLLOWING CODE WILL BE FOLLOWED IF THE VIOLATION OCCURS IN THE SCHOOL BUILDING, ON SCHOOL PROPERTY, OR AT SCHOOL-SPONSORED ACTIVITIES:

RULE 1

DISRUPTION OF SCHOOL: A student shall not by use of violence, force, coercion, threat, harassment, or insubordination, cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.

RULE 2

DAMAGE TO PROPERTY: A student shall not cause or attempt to cause damage to the property of another, public or private on school premises, or at any school activity on or off school grounds. The student may be required to pay for damages.

RULE 3

ASSAULT: A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to another. (FIGHTING is an unacceptable method of dealing with problems. Students involved in conflict are encouraged to seek the aid of a teacher, counselor, assistant principal or principal. A student who allows himself/herself to be drawn into a fight will be disciplined along with the "instigator.") A student shall not provoke students to fight or use any WCD to videotape a fight.

*The police may be summoned and charges filed if the fight is of a serious nature.

RULE 4

DANGEROUS WEAPON/INSTRUMENT: A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person such as guns, rifles, knives, razor blades, switch blades, brass knuckles, etc. Included in this prohibition would be the use of chemicals and gasses including mace, firecrackers and smoke/stink bombs. Matches, lighters, or any object that can ignite are also prohibited. (Metal detectors may be used intermittently to search for weapons)

RULE 5

NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS: A student shall not possess, use, exhibit evidence of use, buy, sell or distribute, or be under the influence of alcohol, controlled substance, or harmful intoxicant. This includes look-alike drugs thought to be drugs, sold as drugs, or inferred by the buyer or seller to be any mind-altering substances. Likewise, a student shall not possess, use, buy, or sell any drug-related paraphernalia. Also, students shall not possess nonalcoholic beer. These rules apply while on school property, at any

school-related function, or while under the supervision and jurisdiction of the school.

When the student's use of prescription drugs has been authorized by a licensed physician, written notification and permission shall be provided to the school by the parent or legal guardian. (Specifically defined under Board Policy 4.15.)

RULE 6

TOBACCO: A student shall not use or possess tobacco on school property, or in attendance at a school-sponsored activity, or within sight of the school.

RULE 7

REPEATED VIOLATIONS: A student shall not repeatedly fail to comply with directions of any authorized school personnel during any period of time when the student is properly under the authority of the school personnel (curricular or extracurricular.)

RULE 8

INSUBORDINATION: A student shall not disregard or refuse to obey reasonable directions/directives given by school personnel.

RULE 9

PROFANITY AND/OR OBSCENE LANGUAGE: A student shall not use profanity or obscene language, either written or verbal, in communication with any other person. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publication.

RULE 10

TRUANCY AND TARDINESS: Truancy is declared when a student is absent from school or an assigned area without school authorization. A student is tardy if he is not in his assigned place at the required time.

RULE 11

THEFT: A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. In the event of theft, the student will be required to make full restitution.

RULE 12

REPEATED USE OF INAPPROPRIATE DRESS: A student shall not dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student's health and welfare or that of other students, or (2) causes disruption or directly interferes with the educational process, or (3) pertains to alcohol and/or drugs, or (4) is obscene/offensive.

RULE 13

HARASSMENT OF SCHOOL PERSONNEL OUTSIDE THE SCHOOL

Students may be subject to school discipline for any harassment, verbal abuse, vandalism, physical abuse or other disruptive behavior towards school personnel during non-school time.

RULE 14

PUBLIC DISPLAY OF AFFECTION

Public display is prohibited on the campus at Defiance Middle School. Disciplinary consequences, such as detentions, DLC or suspension, may be assigned for Public Displays of Affection (PDA) such as hand-holding, hugging, or kissing.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including lockers, cell phones/electronic devices, & vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of a civil law or school rule. A search may also be conducted to protect the safety of others. All searches may be conducted without a student's consent.

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

Computers and all information, programs, software, and use privileges belong solely to the school, and therefore, are subject to review and inspection at any time without suspicion or cause. There should be no student expectations of privacy for any information contained in, accessed from, transmitted to, or transmitted from a school computer.

No strip searches will be conducted by any employee of the District. Anything that is found in the course of a search that may be evidence of a violation of a civil law or school rule may be taken and held or turned over to law enforcement authorities. The school reserves the right not to return items that have been confiscated.

Defiance City Schools Gang Policy

Defiance City Schools recognize that schools must create a safe environment in which learning can take place. The presence of gangs within a school disrupts the environment by threatening the safety of the students in the building and causing disruption to the academic process. Gang activities also create an atmosphere of intimidation in the entire school community. In order to ensure

safe and violence free schools, the Board of Education established the policy that gangs and gang activity are prohibited in the Defiance City Schools.

DEFINITION: A gang is any identifiable group or club who displays or communicates membership in that group and whose purposes include the commission of illegal acts or the violation of disciplinary rules of the Defiance City Schools.

PROCEDURE: In accordance with the safe school act of 1994, no student on school property, to or from school, at any school function shall:

- A. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that evidence or reflect membership in, or affiliation with any gang.
- B. Engage in any act that furthers the interest of any gang or gang activity, including, but not limited to:
 - a. Soliciting membership in or affiliation with any gang.
 - b. Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
- C. Painting, writing, tattooing, or otherwise inscribing gang related graffiti, messages, symbols or signs on one's self, school property, or personal property. Using hand gestures for gang "signing".
 - e. Engaging in violence, extortion, or any other illegal act or other violation of school property.
 - f. Soliciting any person to engage in physical violence against any other person.

INTERVENTION: It is believed that early intervention in the gang activity process means less distraction for the student who may be harmfully involved. In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials will exercise discretion and judgment based upon current circumstances in their schools, neighborhoods and communities.

The removal of gang related graffiti should be a priority in maintenance of school property. After police notification, all such graffiti on school or personal property shall be removed or covered within twenty-four hours of its first appearance, or as soon as possible, unless additional time is needed to obtain replacements for damaged items. School officials will work closely with local law enforcement officials in controlling gang -related activities. The **consequence for any gang-related offense is a 5-day out-of-school suspension.** The information will also be shared with local law enforcement officials.

NOTE: Symbols that are offensive to any ethnic or religious group fall under this policy as well (i.e. swastikas).

Harassment

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

Bullying:

Harassment, intimidation, or bullying behavior by any student/school personnel in Defiance City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital asst. (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Reporting Procedure

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation or bullying to a teacher, guidance counselor, coach, principal or other administrator. Likewise, all school personnel who become aware of harassment, intimidation or bullying shall immediately report such behavior to their building principal.

Any staff member who receives a report of harassment, intimidation or bullying shall promptly reduce the complaint to writing utilizing the Board of Education's harassment, intimidation or bullying complaint form, which shall be made available in the office of the principal of each school building, the Board of Education's central administrative office, student handbook, and downloadable from the Board of Education's website. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such a written report shall be promptly forwarded to the building principal for administrative response. The building principal or designee shall notify the parents, guardians or legal custodians of any student involved in an incident of harassment, intimidation or bullying under this policy. Such persons shall have access to any written reports pertaining to the prohibited incident to the extent permitted by State and Federal privacy/confidentiality laws.

Administrative Response

The building principal or designee shall promptly investigate all reports of harassment, intimidation or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

1. The principal or designee will confer with the student; parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal or designee will complete the harassment, intimidation or bullying complaint form.
2. The principal or designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
3. The principal or designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have violated this policy would be subject to any of the disciplinary actions described in the Student Code of Conduct.
5. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
6. The building principal or designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

Sexual Harassment:

Verbal: The stating and/or writing of sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Defiance City Schools.

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Defiance City Schools.

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

Gender/ethnic/religious/disability/height/weight harassment:

Verbal: Written and/or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Defiance City Schools.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Defiance City Schools.

Physical contact: Any intimidating or disparaging action such as hitting, hissing or spitting on a fellow student, staff member, or other person associated with the Defiance City Schools.

Any MS student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Defiance City Schools should contact a MS Guidance Counselor or Asst. Principal. The student may make contact in writing, by telephone, or in person. During this contact, the student must share the name(s) of the person(s) s/he believes to be responsible for the harassment and a description of the incident. A written summary of the report is to be prepared and forwarded to the Principal. Reports will be investigated in a timely manner. While under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law.

*Note: Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with State law.

BUS CONDUCT- Students are expected to behave the same on a bus as in the classroom or at a school function. Bus transportation is a privilege, not a right. Be respectful & responsible.

BUS VIOLATIONS - will result in the following three steps for the year:

First Offense- Written warning, notice given to student

Second Offense- Placed on probation, notice & letter from Asst. Principal mailed to parents

Third Offense- Parents will be notified by mail that the student is suspended from riding all Defiance City School busses. Students are required to arrange for transportation to/from school during the time of removal/suspension. Other school disciplinary measures may also be necessary depending upon the nature of the infraction.

Any of the above consequences may be assigned depending on the severity of the violation.

Additional offenses may result in increased suspension and/or permanent removal from the bus.

Any bus routing or disciplinary questions should be handled through the Transportation Supervisor. You may reach the bus garage by calling 782-7091.

BUS NOTES/PERMISSION TO RIDE

Any student who needs to ride a bus home with another student or to another location must have a written note from their parent turned into the office before 2:00 pm in order to receive the blue bus form that must be given to the driver. This form has to be signed by the Principal or Asst. Principal prior to permission being given to ride.

GENERAL INFORMATION

ASSEMBLIES -Assemblies are held for several purposes: to teach, entertain, honor, display school spirit, celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected for the audience. First and always, the members of the audience should respect the rights of the performer, speaker, or whomever might be presenting the program. There is an obligation of courtesy that each student at DMS owes to other persons in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return.

Additionally, as young adults, you are expected to:

1. Follow assembly instructions as given to you by a teacher or administrator.
 - a. Honor and respect the dignity of the program.
2. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate. Some programs require silence. Know when those times are and respect them.
3. Remember, you are not responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people.

AWARDS- The following awards are offered as incentives for achievement.

Student of the Month: two students per team; students who display good work ethic, responsibility, positive attitude, qualities of a good citizen, academic improvement or achievement

Academic Achievement: two students per teacher; criteria includes academic average, qualities of leadership, class participation, creativity, attitude, and adding to the positive environment of the class. Awards are also given for students with GPA of 3.0 or higher.

Bulldog Effort: two students per teacher; Student who has exhibited special initiative, cooperation, participation, and responsibility through attitude and work ethic.

Other awards given for:

Spelling Bee Champion
Civic Oration Winner
Physical Education (fitness awards)

BICYCLES AT SCHOOL- Middle School students may ride a bicycle to school. The only regulations that must be followed are that they must be ridden in a reasonable manner, placed in the bike racks on the south end of the building, and be locked to the bike rack during the school day for safekeeping. Students are also allowed to ride skateboards to school. Once on school property, however, they are to be placed in a locker during school hours. Students can lose the privilege to ride bikes/skateboards if they are not following procedures or using them in a safe manner.

CAFETERIA PROCEDURES

Breakfast costs \$1.75 and is served from 7:40-8:00 for grades 6-8. Student lunches cost \$3.00. A student may bring a packed lunch from home and eat it in the cafeteria. Trays, utensils, and other items supplied by the school are not to be taken outside the cafeteria. (These prices are subject to change per Board approval.)

1. No food or drinks are to be taken from the cafeteria at any time nor are students permitted to have food in the classrooms or hallways.
2. Each student is responsible for proper disposal of all paper items used at lunchtime, including trays, napkins, etc., promptly when dismissed from their table.
3. Students may not take the food from one serving line to another. Any food taken through a serving line must be paid for in that serving line.
4. Students may not order, nor may parents or others provide, food from outside to be delivered or brought to the school without permission of an administrator.
5. Students guilty of stealing food and/or other items from the cafeteria are subject to suspension and prosecution.
6. Beverages purchased during lunch must be consumed in the cafeteria and not taken back to the classroom or hallways.
7. Soft drinks are not allowed to be brought/consumed at school.

ILLNESS/INJURY - If you become ill or injured during the day, you should first tell a teacher and if necessary, the teacher will send you to the office. The office will contact your parents if your illness warrants their awareness. The criteria for calling a parent will be an elevation in temperature or evidence of nausea or vomiting or obvious injury. It is the responsibility of the parent to transport the child home or make arrangements for someone to do so. Parents are expected to pick their student up in the office. No student is permitted to walk home alone without prior parental approval and notification upon the student's arrival at

home (except for normal, routine dismissal). A Family Information Form must be on file in the Attendance Office. This also designates other responsible adults to pick up your child.

Please remember that it is very important that you tell a teacher, counselor, or principal if you get hurt while you are in school.

CLUBS AND ORGANIZATIONS - Student involvement is an objective of the Defiance Middle School administration and faculty. It is our judgment that students who are involved in activities and athletics are better students. The following are our clubs and activities:

Cheerleaders - There is one 8th grade and one 7th grade squad for football and basketball seasons. Students tryout in the spring.

Quiz Team- Students who have a high aptitude and an interest in academic competition are encouraged to become involved in the Quiz Team.

Student Council - The largest single student activity, the Student Council, plans several student-centered and service activities for Defiance Middle School.

All students participating in school activities must follow the student discipline code and are subject to any and all stated consequences for misbehavior.

Activities are open to all students regardless of race, religion, sex or national origin.

STUDENT SERVICES

Personal Guidance: Individual counseling is available to help you better understand yourself, your feelings, and your issues.

Group Counseling: As situations arise involving you and your peer groups, counseling sessions are available. Topics might include alcohol, drugs, friends, family problems, divorce, stepparents, etc.

Parent Conferences: At any time during the year, individual conferences may be held with parents to discuss ways of helping students succeed. Feel free to call 419-782-0050 to set up an appointment.

FIRE/TORNADO/LOCK DOWN DRILLS - Fire, tornado and lock down drills will be conducted on a regular basis. An electronic signal will be used to begin a fire drill. A PA announcement will be used for tornado or lock down drills.

Directions for leaving the building, going to the basement or going into lock down mode in a classroom are posted in every classroom and students are expected to familiarize themselves with these instructions. If exiting, students are to exit the building quickly and quietly. Students must stay with their teacher for an outside attendance check. At the end of the drill a signal is given for all students to return to their rooms in an orderly fashion. If doing a tornado or lock down drill, students are to remain quiet and follow the instructions of the adults in charge.

Misconduct during these drills is subject to disciplinary action. Students out of a classroom during a fire alarm are to exit the nearest door and find their

classroom teacher and class outside to insure a proper attendance check. Teachers will report any students missing from class after these drills to the attendance office.

GRADE REPORTING – The dates of the end of each grading period are October 21, January 13, March 17, May 31.

GRADE CHECK - Student grades can be checked online at any time by visiting our website: www.defiancecityschools.org. Student class fees of \$52 must be paid in order to have access to this service after the first quarter. The online grade service is NOT meant to replace direct communication between students, parents, teachers and/or other staff members. If parents or guardians have questions about any of the information viewed online, those questions should first be discussed with the student at home. If questions still remain, the student should discuss them with his/her teacher(s) at an appropriate time prior to parent phone calls, e-mails, or conference requests. This helps teach students to be responsible for their learning and academic success.

PROMOTION / RETENTION POLICY:

Promotion in the Middle School requires the satisfactory completion of the following courses for the year: language arts, mathematics, science, & social studies. Students who do unsatisfactory work in these subjects will be required to attend summer school in order to be promoted to the next grade level. A student may be offered a social promotion if such is determined to be in the best interest of the social, emotional, and academic well being of the individual involved. Such social promotions will be granted upon approval of the Principal. Any student determined to be excessively absent by school authorities during the school year may be retained as well.

Retention of a student in a particular grade level for two or more consecutive years will be discouraged unless determined to be beneficial socially, emotionally, and academically for the individual involved.

Each student's promotion/retention will be reviewed by the Principal as to what course will be most beneficial to that child. A parent who wants his/her child retained in a grade level must submit that request in writing to the Principal, specifically explaining the reason (s).

<u>Grading Scale:</u>	<u>GPA</u>	
100-97%	A+	4.330
96-94%	A	4.000
93-90%	A-	3.670
89-87%	B+	3.330
86-84%	B	3.000
83-80%	B-	2.670
79-77%	C+	2.330
76-74%	C	2.000

73-70%	C-	1.670
69-67%	D+	1.330
66-64%	D	1.000
63-60%	D-	0.670
59-0%	F	0.000

S- satisfactory

U- unsatisfactory

HEALTH/IMMUNIZATION OF STUDENTS State health standards require students to be immunized against specific communicable diseases. The minimum immunization requirements are 4 DPT. injections, 3 doses of oral polio vaccine, and immunization against measles, mumps and rubella after the 1st birthday, 3 or 4 doses of Hib depending on the vaccine type, and 3 doses of Hep B. **All 7th grade students shall be required to receive one dose of Tdap (Tetanus, diphtheria and pertussis) or Td and the meningococcal vaccination.** The only children who are exempt are those with a medical or religious/ philosophical exemption on file at the school. Under the law (3313.671), children may be admitted to school if they are "in the process" of completing the required immunizations. "In the process" means they have already had a minimum of 1 DPT. and 1 polio and immunization against measles, rubella and mumps. Children who are not exempt and who are not "in the process" will not be admitted until they qualify. Additionally, those who are "in the process" must complete their series in a medically sound but timely manner or they lose their temporary waiver and are subject to exclusion from school.

LOCKERS - The locker is loaned by the school. It is expected that it will be kept neat and clean. Inspection of lockers may occur when there is good reason to believe that the locker contains stolen property or items detrimental to health and welfare of students attending Defiance Middle School. Lock combinations must be kept confidential. Lockers will not be changed except for unusual circumstances. **Students may not give lock combinations to others or share their locker with another student.** It is imperative for students to keep a lock on their phys. ed. locker and to close their school locker completely between classes. Theft due to student negligence is not the responsibility of the school. Coats and hats are to be kept in the locker once the student arrives at school.

LOST AND FOUND - Lost and Found articles can be located in the attendance office or the principal's office. It is very important for students to take care of their own supplies, textbooks, and personal items so these things do not get lost or stolen.

MEDICATION - It is the policy of the Defiance City Board of Education that school personnel are not to administer any medicine to students, including aspirin. The following alternative procedures have been developed by the

Defiance City Board of Education. If it is necessary for your child to take medicine during school hours, no medication will be dispensed without a signed "AUTHORIZATION FOR PRESCRIBED MEDICATION" form. You may pick up one of these forms in the office. **Parents must bring the medication to the office (not students).** If it is necessary for a child to take nonprescription (over-the-counter) medication while at school, a parent/guardian must fill out the appropriate form and turn it in to the office with the medication.

PARENT COMMUNICATION - The school district encourages parents to seek answers to problems at the most basic level appropriate. Ordinarily, parents should discuss a concern with the classroom teacher prior to seeking intervention with the building principal and prior to seeking central office assistance. Parents might want to remember that Board of Education members set the policy for the district rather than administer the schools directly; therefore, parents are urged to save themselves time in seeking a resolution to problems by approaching the teacher or an administrator as early as possible

SCHOOL FEES - The cost for each student for the school year is **\$52**. All fees and fines must be paid before a transcript of grades can be sent and schedules issued. Checks are to be made payable to the Defiance City Schools. If fees are not paid in full, they will follow the student to the high school. Additional fees could be applied for high school courses taken.

SCHOOL RECORDS - Parents of minors are entitled to inspect their student's school records. A signature is required and a designated school official shall be present during the review of the student's records. Records, transcripts, recommendations or references will be released only upon signed parental approval.

The school district designates the following personally identifiable information contained in a student's education records as "directory information," and it will disclose that information without prior written consent, except when the request is for a profit-making plan or activity:

1. Student's name
2. Names of the student's parents/guardians
3. Student's address
4. Student's date of birth
5. Student's class designation

Administrative regulations will set forth a procedure for annual notification to parent(s)/guardian(s) and eligible students of the school district's definition of directory information. Parent(s)/guardian(s) or eligible students will then have two weeks in which to advise the district, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

SPORTS ACTIVITIES

- A. 7th and 8th grade football team
- B. 7th and 8th grade volleyball team*
- C. 7th and 8th grade cross country (boys/girls)
- D. 7th and 8th grade basketball team (boys)*
- E. 7th and 8th grade basketball team (girls)*
- F. Combination 7th/8th grade track team (boys)
- G. Combination 7th/8th grade track team (girls)
- H. Combination 7th/8th grade wrestling team

*These are cut sports; all others are for all students.

SPORTS ELIGIBILITY - A MS (gr. 7 or 8) student wishing to participate in athletics must have a **G.P.A. (grade point average) of 1.5** in the fourth quarter of their previous school year and have passed at least **4** classes. Grades for eligibility during the school year are based upon each nine-week's grades. Students must have a **G.P.A. of 1.5** and be passing at least **4** classes to remain eligible. Summer school courses **do not** change a student's GPA, in accordance with O.H.S.A.A. guidelines.

Any student athlete participating on a sports team at the middle high school must demonstrate effort and achievement in academics. If a student has DLC, he/she is not allowed to practice or participate in athletic contests/games on that day.

Your son/daughter should receive a practice schedule when the team activity begins. If practice sessions or games begin a period of time after regular dismissal, students cannot remain unsupervised on school grounds. Students are to be on school grounds no sooner than 15 minutes preceding practice. Following practice or games, students should leave the grounds immediately.

TEXTBOOKS - Students are expected to take good care of the books and equipment loaned to them. Contact paper is NOT to be used for a book jacket. Fines will be charged for any textbook lost or damaged.

VISITORS/ALUMNI - Parents are always welcome to visit our school. Every visitor is required to check in at the office and receive a visitor's tag prior to going elsewhere in the building. Student visitors are not permitted at Defiance Middle School.

**DEFIANCE CITY SCHOOLS
NETWORK AND INTERNET ACCEPTABLE USE AND
SAFETY AGREEMENT**

1. Users may access a computer, portable device, or network account only by using their own assigned network username/password. Personally owned devices are allowed on the network only with approval from administration and/or technology staff.
2. Users are responsible for their behavior and communication on the computer/network. Users may not access the network or school property to engage in transmission, receiving, or possession of obscene materials or pornography of any kind. Users may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Users may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the computer/network.
4. Users may not access the network or school property to engage in illegal activities such as software pirating, peer to peer file sharing, and/or intellectual property violations. Rules against cheating and plagiarism will be enforced.
5. Software may be installed on school devices only with the consent of the administration and/or director of technology.
6. Users may not access the network or school property to engage in "hacking", defined as malicious use of the network or school property to develop programs intended to infiltrate a computer or computer system to cause damage to the computing system or network. Users may not access the network or school property to disrupt its use by others.
7. Users will not disseminate any personal identification or information regarding minors.
8. Users may not bypass or attempt to bypass the district's technology protection measures. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
9. Transmission of any material in violation of any state, federal law, or regulation or board policy is prohibited.
10. Any use of the network or school property for commercial purposes is prohibited.
11. Use of the network or school property to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
12. While on the school network, unauthorized use of chat clients, social networking sites, and personal web-based email are prohibited.
13. Privacy in communications over the internet and the school network is not guaranteed. The school reserves the right to inspect any directories, files, and/or messages residing on or sent using the school network or property.
14. Users and/or parents will indemnify and hold the district harmless from any financial losses or legal ramifications sustained due to misuse of the network or

school property.

15. Unauthorized use of games, videos, movies, while on the network or using school property is prohibited.
16. When using the network or school computers students (specifically) must follow the directions of school teachers/staff and adhere to school policies. It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings.

Student Agreement

Every student, regardless of age, must read and sign below

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Student name (PRINT CLEARLY) _____

Phone Number: _____

Student signature _____

Date: _____

User: place an "X" in the blank:

I am under 18 _____

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

PARENT'S OR GUARDIAN'S AGREEMENT

Student's name
(PRINT CLEARLY)

To be read and signed by parents or guardians of students who are under 18:
As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy.

I am therefore signing this policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting.

Parent or Guardian name(s) PRINT _____

Phone Number: _____

Parent or Guardian signature(s) _____

Date: _____

Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h],[l]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 at seq., Part F)