

Magsig Middle School

192 West Franklin St. Centerville, OH 45459 937-433-0965

My Lunch Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunch A					
Lunch B					

My Passwords

Google Chrome		HAC and to add your phone to the network	
School email address	@centerville.school	Student ID number	
Password		Password	

Math			
User name		User name	
Password		Password	

Social Studies		Science	
User name		User name	
Password		Password	

ELA		Extra	
User name		User name	
Password		Password	

Grading Scale

A+ = 97 - 100

B+ = 87 - 89

C+ = 77 - 79

D+ = 67 - 69

A = 93 - 96

B = 83 - 86

C = 73 - 76

D = 63 - 66

A- = 90 - 92

B- = 80 - 82

C- = 70 - 72

D- = 60 - 62

F = Below 60

Homework Checklist!

In Class

- ✓ Write down the assignment and its due date in your MOP.
- ✓ Get the books, materials, and information you need to complete the work.

At Home: Reading Assignments

- ✓ Read over the homework directions at least twice.
- ✓ Skim the material once to get a basic idea of what it's about.
- ✓ Read everything over a second time more slowly.
- ✓ Take notes on important points as you read.

At Home: Written and Workbook Assignments

- ✓ Read over the directions twice
- ✓ Complete the easiest examples first to get started.
- ✓ Write notes to ask the teacher about any examples you couldn't do.
- ✓ Look over your finished work to see that it is complete, easy to read, and has your name on it.
- ✓ Put the assignment in your folder or binder.
- ✓ Put the folder or binder back in your book bag.

Test Taking Tips!

- Write TEST in your MOP on the day the test will be given.
- Write STUDY FOR TEST in your MOP for the 5 days before the test.
- Outline the chapter, make flash cards, or rewrite your notes. Do something written to help you study for the test.
- Study a little every day. Have someone quiz you on what you have studied.

Taking The Test!

- You are prepared. Relax!
- Read the directions.
- Write your name on the test and skim over all the questions before you begin to answer them.
- If needed, read the questions a few times before answering.
- Do the easy questions first. This helps boost your confidence.
- Think first of a proper answer when you are faced with multiple choice. Pick the answer that most closely matches your own answer.
- Take time to check over your answers before handing in your paper.

Related Arts Rotation Schedule

<u>Rotation</u>	<u>Starts/Ends</u>
#1	8/19-10/09
#2	10/13 - 12/8
#3	12/9 - 2/11
#4	2/16 - 4/9
#5	4/12 - 6/3

Magsig Digital Library Resources

These resources are available to Magsig students from home.

Please visit the virtual library homepage at: <https://www.centerville.k12.oh.us/> for access.

Resource	Username	Password
<u>Subscription Databases:</u>	Visit: https://www.centerville.k12.oh.us/	
CultureGrams	centerville	elks
Gale Biography in Context	n/a	elks
Gale eBooks in Context	n/a	elks
Learn360 Generic Student Logon	centervillecity	digital
Noodletools	www.Noodletools.com	Use Google acct.
Rosen's Teen Health & Wellness	centerville	centerville
Scholastic Go!	elks937	elks937
Soundzabound	centerville	centerville
<u>INFOhio Resources</u>	Visit: https://www.infohio.org/	
Book Nook Explora for grades 6-8 Points of View Reference Center Science Online Science Reference Center World Book Advanced	centerville	elks



Dear Parents and Students,

Welcome to Magsig Middle School and the 2020-2021 school year! The intent of this handbook is to provide both students and parents basic information regarding the organization and operations of Magsig Middle School.

The middle school concept in Centerville is built on the premise that students passing through the pre-adolescent and early adolescent years have a wide variety of physical, emotional, and mental growth and development patterns. In recognition of this unique period in their lives, appropriate educational and social experiences must be provided. Therefore, the instructional setting should be flexible, but also have well defined limits which will provide a degree of security during this time of rapid personal change.

The skills and concepts developed at the elementary level will be expanded and extended, but there also should be opportunities to explore new areas in the academics, the arts, physical education, and social relationships. Gradually, students should be granted increased responsibility and the opportunity to make decisions like those they will experience in future years.

As the year progresses, keep this handbook close by for reference and please feel free to contact the school if questions or concerns arise.

Respectfully yours,

Stacey M. Westendorf

Principal

Notice: School board policies are subject to change at any time.

This handbook was printed in the summer and may not reflect the most current policy changes.

Check with your principal for any recent policy changes, additions, or deletions.

MIDDLE SCHOOL CODE OF CONDUCT

A code of conduct serves as a guide for behavior and should enable establishment of a positive climate for learning which reflects a basic belief in the growth, dignity and rights of every person. The most desirable goal of a code of conduct is to create conditions that foster student self-discipline when students understand their rights, when they know what is expected of them, and when they understand the consequences of breaking school rules or infringing on the rights of others.

As part of our ongoing program to improve student discipline and ensure the health, welfare and safety of all students, video cameras will be placed on some school buildings within the Centerville City School District. Recordings from video cameras which monitor student behavior may be used as evidence in student discipline proceedings.

The lockers, desks, and other storage areas supplied by the Board and used by the pupils are the property of Centerville Board of Education. Therefore, lockers, desks and other storage areas and any contents are subject to random search at any time without regard to whether there is a reasonable suspicion of violation of a criminal statute or a school rule.

Any student who aids or assists another in committing a violation of the Code of Conduct shall be deemed equally responsible for the offense and may receive the same consequence. In severe situations, a student who witnesses a violation of the rules and fails to report it shall be deemed equally responsible for the offense and may receive the same consequences.

A. Students as Citizens

We believe that cooperation is fostered in a climate in which each individual's rights are recognized and respected. The student shall be assured of the following:

1. The right to equal opportunity to a quality education.
2. The rights and limits of students respecting freedom of speech, press and assembly in accordance with the first amendment of the United States Constitution.
3. The right to establish an elective and representative student-directed government with elective positions open to all students.
4. The right to be represented in the establishment of rules and regulations regarding discipline through student representatives duly designated by the student government.
5. The right to an appropriate formal grievance procedure as outlined in the rules and regulations.
6. The right to due process in matters involving deprivation of substantive rights i.e. students who are suspended or expelled for an infraction of rules have the right to procedural due process.
7. The right not to be subjected to unreasonable or inappropriate punishment without recourse through the grievance procedure.
8. The right to be protected against verbal abuse, injury, fright, degradation or disgrace.

B. Conflict Resolution

It is the student's right and responsibility to resolve any conflict that may arise at the lowest possible level; that is, with the person(s) with whom there is a problem.

C. Suggested Problem Solving Guidelines for Students to Use

1. If a problem exists with another student:
 - a. Explain the situation to your advisor and ask that person's advice or assistance as a mediator.
 - b. Seek the help of another teacher or the guidance counselor regarding the problem.

2. If the problem exists with a member of the school staff:
 - a. Do not challenge that person in front of the group. Emotions and feelings on the part of both parties may get in the way of problem solving. Obey reasonable requests and ask to discuss the matter with an adult.
 - b. Ask your advisor, another student or the guidance counselor to listen to you and help solve the problem.
 - c. Discuss the problem with your parents.
 - d. Ask for a meeting with the adults involved - teacher, parents, and principal.

RULES AND REGULATIONS

A. Truancy

This is defined as the student failing to be present in his assigned class or non-class area, except by permission of staff members. When the student is referred to the office for truancy, said student is judged excused or unexcused or truant by the principal.

Consequences:

- First Offense: Saturday School assignment of one (1) day.
Second Offense: Student will be issued a two (2) day Saturday School assignment.
Subsequent Offense: In-school detention

B. Tardiness (by semester)

This is defined as the student failing to be present by the time stated for the particular activity to begin. Tardiness to school will be excused with a note from a parent. (This note is to be delivered to the office by 9:00 a.m. the next day).

Consequences:

Student-teacher conference; principal conference; parent contact; referral(s); detention(s); in-school detention; Saturday School; out-of-school suspension; referral to the School Attendance and Family Resource Teacher.

C. Disciplinary sanctions regarding the sale, use or possession of alcohol or other drugs.

The possession and/or use (including, but not limited to, consumption, inhalation, or ingestion) of any intoxicant, illegal drug, controlled drug, or use of any paraphernalia either intended or adapted for use with such substances described above, is strictly prohibited within the Drug Free School Zone. Such prohibition shall be deemed to include possession and/or use:

- a. in a school building;
- b. on school grounds;
- c. on school provided transportation;
- d. at any school sponsored activity on or off school property;
- e. in any private or public transportation while with a school group or participating in or en route to/from a school sponsored activity; and
- f. within the Drug Free School Zone which includes the school premises and the school building, and the area within 1000 feet of the boundaries of any school premises. Such prohibition shall be in effect before, during, and following the conclusion of the school day and any school sponsored activity. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

Selling, Distributing, Possession, Use or Suspected Use of any Illegal Substance Listed in the Ohio Revised Code as a Felony Will Automatically Result in a 10 Day Suspension and Recommendation for Expulsion

The actions set forth below shall be considered routine disciplinary measures for each category and occurrence of events and shall be administered in accordance with the policies and regulations of the Centerville City Schools.

1. Selling or Distributing Quantities of Intoxicants, Illegal Drugs, Controlled Substances or Counterfeit Drugs

Consequences: (Board Policy ABC)

First Offense - Police will be notified of the incident and, at their discretion, may conduct an investigation. Consultation with parents and the student emphasizing available counseling service shall be conducted. The student and parent(s) or legal guardian must attend a conference with the principal and/or the Prevention Counselor. The student shall be suspended from attending school for ten (10) days and recommended to the Superintendent of Schools for expulsion for the remainder of the semester.

Second and Subsequent Offense - Parents shall be notified immediately and the student shall be removed from school for the remainder of the day. The police shall be notified of the incident and at their discretion, may conduct an investigation. Consultation with parents and the student emphasizing available counseling service shall be conducted. The student and parent(s) or legal guardian must attend a conference with the principal and/or the Prevention Counselor. The student shall be suspended for ten (10) days and recommended to the Superintendent of Schools for expulsion for the remainder of the semester.

2. Possession of or Use of Intoxicants, Illegal Drugs, Counterfeit Drugs, Drug Paraphernalia, other controlled substances

Consequences:

First Offense - Parents shall be notified and the student shall be removed from school for the remainder of the day. The police will be notified of the incident. The police, at their discretion, may conduct an investigation. Consultation with parents and the student emphasizing available counseling and/or treatment service shall be conducted. The student shall be suspended for five (5) days. The student and parent(s) or legal guardian must attend a conference with the principal and/or the Prevention Counselor. An evaluation by a licensed treatment specialist in chemical dependency may be considered prior to reinstatement.

Second Offense - Parents shall be notified and the student shall be removed from school for the remainder of the day. The police will be notified of the incident. The police, at their discretion, may conduct an investigation. Consultation with parents and the student emphasizing available counseling and/or treatment service shall be conducted. The student shall be suspended for ten (10) days. The student and parent(s) or legal guardian must attend a conference with the principal and/or the Prevention Counselor. An evaluation by a Certified Alcoholism Counselor, or a licensed treatment specialist in chemical dependency may be considered prior to reinstatement.

Third and Subsequent Offenses - Parents shall be notified immediately and the student shall be removed from school for the remainder of the day. The administration will notify the police of the incident. The police, at their discretion, may conduct an investigation. Consultation with parents and the student emphasizing available counseling and/or treatment service shall be conducted. The student will be suspended for ten (10) days and recommended to the Superintendent of Schools for expulsion for the remainder of the semester.

3. **Suspected use of intoxicants, illegal drugs, counterfeit drugs or controlled substances**

Since mind altering substances react differently in different individuals, there are times when school officials may not be able to determine if a student shows evidence of consumption but may be aware of unusual behavior manifestations. In the interest of the student's health in such cases, the school official may request an immediate medical examination and/or an evaluation for the presence of substances through a combination of blood, urine or breathalyzer test in order to determine the student's condition. The test(s) must take place within two hours of leaving school property. If it is determined that a student shows evidence of consumption or if the request for a medical exam and/or testing is refused, the disciplinary actions as specified under the Possession and Use section of this policy shall apply. If the findings from the medical examination and/or tests are negative, no penalties shall apply.

4. **Possessing, selling, distributing or transmitting prescription medication, non-controlled prescription substances and/or over the counter substances within the Drug-Free School Zone**

Students are to follow the "Medication Policy" and, when required, store prescription, non-prescription, and/or over the counter substances in the school clinic. Possessing, selling, distributing, or transmitting any quantities of prescription, non-prescription medication and/or over the counter substances in any form within the drug free school zone as defined below or at any school sponsored activity whether on school property or not, is prohibited at any time. The "Drug Free Zone" includes all school property (buses and vehicles) and buildings owned by the Board of Education and the area extending 1,000 feet beyond the boundaries of such property.

Consequences:

Parents may be notified and the student may be removed from school for the remainder of the day. Law Enforcement may be notified of the incident and at their discretion may conduct an investigation. Consultation with parents and the student(s) emphasizing available counseling and/or treatment may be conducted. The student and parent(s) or legal guardian must attend a conference with the principal and/or the Prevention Counselor.

The student may be assigned a school detention, Saturday School, In-School Detention, and/or out-of-school suspension and could be recommended to the Superintendent of Schools for expulsion.

D. Possession/Use/Distribution of Tobacco products
(Board Policy JFCG)

Senate Bill 218, the Youth Tobacco Possession Bill, makes it illegal for individuals under the age of 18 years to attempt to purchase, possess, use, or order cigarettes, other tobacco products, vapor pens, vaporizing substances, e-cigarettes, or papers used to roll cigarettes.

The possession, use and/or smoking of tobacco in any form, including smokeless tobacco, e-cigarettes or the possession of smoking paraphernalia such as lighters/matches, pipes, and/or rolling papers in any area or transportation under the control of the Centerville School District or any activity supervised by the Centerville School District is prohibited. The prohibited area includes all Board owned or leased property as well as the Drug Free School Zone which includes the school premises, the school building, and the area within 1000 feet of the boundaries of any school premises. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

Consequences:

If students are in violation of the tobacco policy as set forth in the preceding paragraph, the following regulations will be followed:

First Offense - Any student in violation of the above policy shall be given a minimum two-day (2) in-school detention, referral to the local law enforcement agency plus any additional disciplinary action deemed appropriate by the building principal. This action shall be accompanied by counseling with the student and student's parents.

Second Offense - Any student in violation of the preceding policy for a second time shall be suspended out-of-school for a minimum of three days (3), referral to local law enforcement agency plus additional disciplinary action as deemed appropriate by the building principal. This action shall be accompanied by further counseling and some type of treatment, such as the Kettering Medical Center, will be suggested to the student and parent/guardian.

Third Offense - Any student in violation of the preceding policy for a third or subsequent time shall be suspended out-of-school for a minimum of five days (5), referral to the local law enforcement agency plus any additional disciplinary action as deemed appropriate by the building principal. (repeated violations can lead to a request for school expulsion for the remainder of the semester.)

E. Use, Sale, or Possession of Explosives or Weapons

Possession, sale, distribution or discharging of fireworks (explosive and non-explosive), firearms, or knives, or any item which could inflict bodily harm or create a disruption in a school building, on school property, or at any school related activity or directed toward any school property is prohibited. Students are also forbidden from carrying or bringing to school objects which are indistinguishable from firearms whether or not the object is capable of being fired. All explosives or weapons will be confiscated by the office and will not be returned to the student.

Consequences:

Penalties include a one-year expulsion and police notification. The superintendent may reduce the one-year expulsion on a case-by-case basis pursuant to Board Policy JGE.

F. Arson, unauthorized use of fire, setting off false fire alarms, filing false emergency reports, tampering with fire equipment or bomb threats

Consequences:

Penalties may include out-of-school suspension with the option of police notification, with possible recommendation for expulsion to the superintendent.

G. Plagiarism

Defined as, to steal or pass off (the words of another) as one's own: use (a created production) without crediting the source. This includes handwritten, typed, and or computerized materials.

Consequences:

Student/teacher conference; parent involvement; no credit for the assignment, plus the option of detention and/or Saturday School.

H. Dress Code

Students shall dress in a manner that ensures the health, welfare and safety of the student body and enhances a respectful, positive and nonviolent school atmosphere. In accordance with state health standards, shoes must be worn at all times. Distracting or unsafe attire on the part of the student, as judged by the Principal, will be dealt with individually. Examples of unacceptable attire include:

- halter/tube tops, tank tops (dresses of like nature)
- no head apparel including hats, headbands, scarves, etc., unless pre-approved by the principal for medical/religious reasons
- length of skirt and shorts are to be appropriate length for school
- sunglasses
- unbuttoned shirts and bare midriffs (tops must meet bottoms)
- any visible undergarments and any ill-fitting attire
- any article of clothing or jewelry which displays, depicts, or promotes alcohol, drug or tobacco materials, violence or sexual innuendo, is prohibited during the school day and at school sponsored activities.

*On first offense, students will be given the opportunity to remedy the situation.

Consequences:

Student-teacher conference; principal conference; student requested to change into appropriate clothing; parent contact; detention(s), Saturday School, and for repeated disregard of the dress code, out-of-school suspension

COVID-19 Face Covering Policy

For the full policy please refer to the School Board Policy Manual.

All students from kindergarten through twelfth (12th) grade must wear face coverings. This requirement applies at all times students are on school property or participating in school related activities, including while students are on buses and other District transportation vehicles. Certain courses/activities may be granted a limited exception to this requirement at the discretion of the Superintendent/designee.

Exceptions

The face covering requirement does not apply when:

1. The student is eating;
2. The student is engaged in outdoor recess and/or physical education class where students are able to maintain physical distancing of at least six feet;
3. Students are engaging in activities where wearing a face covering would significantly impair a student's ability to receive necessary services (ex. administration of medication, provision of speech therapy).

Requests for exceptions under this section as well as those necessary for students with a documented health or developmental condition shall be considered by the Superintendent/designee, who may request documentation justifying the exception.

Students (or parents) who seek to be exempted from wearing a face covering for other than a health or developmental condition will be offered remote learning for the period that face coverings are required in school buildings.

Consequences (district):

The District will not tolerate harassment of students who are wearing face coverings or those with recognized exemptions to the face covering requirement and will appropriately discipline students or staff who harass or bully students with exemptions or engage in behavior that interferes with any student or staff member's ability to comply with this policy.

Failure or refusal to wear a face covering by a staff member or student will result in discipline in accordance with other District policies, handbooks, and/or codes of conduct, as applicable. In addition, students who fail or refuse to wear a face covering may be assigned by the Superintendent to remote learning. If a student who is required to wear a face covering does not have one, he or she will be provided an acceptable face covering by a staff member.

Building consequences:

Student-teacher conference; principal conference; student requested to change into appropriate clothing; parent contact; detention(s), Saturday School, out of school suspension, and/or; for repeated disregard of the dress code, referral to Superintendent for assignment of remote learning.

I. Inappropriate Display of Physical Affection

Acts of physical affection as determined by the principal are prohibited.

Consequences:

Student-teacher conference; principal conference; parent contact; detentions(s), Saturday School, and for repeated infractions, out-of-school suspensions.

J. Membership in a Secret Society

Membership in a secret society, (fraternities, sororities, gangs) is forbidden, whether or not the society exists wholly or partially in school. Symbols of such membership are also prohibited.

Consequences:

Student-teacher conference; principal conference; parent contact, detention(s), Saturday School, out-of-school suspension, possible recommendation for expulsion to the Superintendent; police involvement.

K. Hazing or Threatening Others

Hazing or threatening is defined as persecuting, threatening or harassing others including degrading actions/comments towards others. Students shall not engage in hazing or threatening behavior which injures, threatens, degrades or disgraces another person either by action or comment. Instances of threats, harassment, hazing, bullying and/or intimidation that occur outside of school but materially or substantially disrupt the educational environment and/or discipline of the school will result in the following consequences. Such expressions may be in written, electronic, verbal, or behavioral form. Any disruption caused by social media that is an indirect or direct threat to the school community shall result in school consequences.

*Consequences will also be assigned to students who make false reports.

Consequences:

Student-teacher conference, principal conference; parent contact; detention(s), Saturday School, in-school detention, out-of-school suspension; referral to the superintendent for expulsion and police involvement.

L. Sexual Harassment

All students have a right to a school environment free of discrimination which encompasses freedom from sexual harassment. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal, written or physical conduct of a sexual nature which interferes with a student's educational or co-curricular performance by creating an intimidating, hostile, or offensive environment.

Any student who feels he/she has been sexually harassed should contact the principal or have his/her parent/guardian contact the principal who will have the complaint investigated. The privacy of the charging party and the privacy of the person accused of sexual harassment will be protected as much as possible.

Consequences:

Student-teacher conference; principal conference; parent contact; detention(s); Saturday School; out-of-school suspension, referral to the superintendent for expulsion, police notified.

M. Disobedience/Disrespect

Willful disobedience/disrespect and/or open defiance of school personnel acting in their official capacity. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. Failure to comply with a reasonable search will be considered defiance.

Consequences:

Student-teacher conference; principal conference; parent contact; detention(s), Saturday School, and for repeated infractions, out-of-school suspensions, referral to the superintendent for expulsion, police notified.

N. Disruption

Students should be aware of the behaviors that members of the school community normally follow in the pursuit of their responsibilities. Consequently, it is felt that to attempt to list all instances of infractions of this rule is not needed, but some examples are as follows: excessive noise, non-verbal distractions, intentional disruption, interfering with the disciplining of another student and social media.

Consequences:

If unable to obtain a satisfactory change in behavior the teacher may assign a detention and/or refer the student to the principal. The principal may assign detention, Saturday School, and/or remove the student from the classroom. In extreme or repeated cases the principal may assign an in-school detention or out-of-school suspension and referral to the Superintendent of Schools with recommendation for expulsion; police involvement.

* Disruptions such as bomb threats, smoke bombs, firecrackers and weapons are included in Sections E and F.

N2. Disruption/Cell Phones/Electronic Devices

Cell phones are permitted for communications after dismissal at 3:35 p.m. All phones must remain off/not used and out of sight from the time of arrival through dismissal. **Any visible phone will be confiscated immediately by the staff.** All emergency communications between parents and students must take place through the office.

Digital music, cameras, and other electronic equipment may be permitted at the discretion of the staff. Students are prohibited from recording any digital audio, pictures, or video without permission.

***All equipment in this category may be confiscated. Refusal to relinquish devices will result in additional consequences for disrespect / defiance. The office assumes no responsibility for the safe keeping of this equipment.**

Consequences:

Cell phones / electronic devices confiscated may result in principal conference; parent contact; detention(s) Saturday School, Out-of school suspension. Parents may be required to pick-up confiscated materials. NOTE: Incidents involving electronic devices used to violate the law will result in police notification.

O. Physical, verbal, and non-verbal abuse of another person.

Abuse of any person on school premises or a school sponsored or supervised activity is prohibited--examples: fighting, hitting, personal injury, assault, pushing, improper physical contact, gesturing, mimicking, name calling, etc. This includes any form of racial, religious, national origin, sexual orientation or disability based harassment.

Consequences:

Student-teacher conference; principal conference; parent contact; detention(s); Saturday School; suspension of up to ten (10) days out-of-school and referral to the superintendent with recommendation for expulsion; police involvement.

P. Dishonesty

All forms of dishonesty, including lying, cheating, altering and/or use of school documents with intent to defraud. Examples: forging passes, the use or possession of forged passes, signatures, notes; copying assignments, and lying. (Also see "plagiarism" section H).

Consequences:

Student-teacher conference; principal conference; parent contact; detention(s) Saturday School, out-of school suspension, referral to the superintendent for expulsion; police involvement.

Q. Theft/Receiving Stolen Property

Theft is defined as any act of stealing or unlawful taking of property. Any student who commits or assists in committing any act of theft or attempts any act of theft against a member(s) of the school community, while on any school property, shall be deemed in violation of this policy.

Any student in receipt of stolen property, which is the result of an act of theft, shall also be in violation of this policy and will be subject to disciplinary sanctions. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

Consequences:

Student-teacher conference; principal conference; parent contact; detention(s); Saturday School assignment; up to ten days (10) out-of-school suspension; notification of police; work detail; referral to superintendent for expulsion; restitution and parent notification.

R. Vandalism

Vandalism or damage to the school premises or damage of property to a member of the school community on or off school property. Any student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

Consequences:

Student-teacher conference; principal conference; parent contact; detention(s); Saturday School assignment; up to ten (10) day out-of-school suspension; notification of police; work detail; referral to superintendent for expulsion; restitution and parent notification.

S. Use or display of vulgar or unacceptable language, symbols or gestures in a verbal, written, or action form (Also see "Dress Code" section H)

Consequences:

Student-teacher conference; principal conference; parent contact; detention(s), Saturday School; out-of-school suspension; referral to superintendent for expulsion.

T. Demonstrating unusual behavior

Any unusual, observable behavior demonstrated by a student will be referred to the principal who will make a decision concerning the student's ability to effectively function in the school environment.

Consequences:

Student-teacher conference; principal conference; parent contact; detention(s), Saturday School; out-of-school suspension; referral to the school nurse; referral to the Guidance Counselor.

U. Students entering secured areas by unnatural means

Entering the building or a secured area by an unnatural means is prohibited. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

Consequences:

Student-teacher conference; principal conference; parent contact; student will be allowed on school grounds only during school hours; detention(s); out-of-school suspension with possible referral to the Superintendent for expulsion; referral to police for breaking and entering.

V. Unexcused absence from assigned area/activity

Out of assigned area without a pass

Consequences:

Student-teacher conference; principal conference; parent contact; detention(s); Saturday School assignment; out-of-school suspension up to five (5) days.

W. Computer misuse or computer tampering

See the policy relating to the networked computer system

Consequences:

Student-teacher conference; principal conference, parent contact/notification, detention, Saturday School, restitution for costs involved in restoring the integrity of the network and/or individual computer workstations, suspension, recommendation for expulsion to the superintendent. Students may only use the network operating system. Accessing network, teacher or other students' files, creating classes, the unauthorized use of DOS, or the use or installation of non-school owned programs will place the student in the suspension/expulsion category of the consequence list.

X. Continued disregard for school rules, regulations, and accumulation of excessive behavior referrals

Consequences:

Student-teacher conference; principal conference, parent contact; detentions(s) Saturday School, out-of-school suspension with possible referral to Superintendent for expulsion.

Y. Failure to serve Detentions, Saturday School or In-School Detention

Consequences:

Principal conference, parent contact, additional assignment of detentions, Saturday Schools, In-school detentions, out-of-school suspension with possible referral to the Superintendent for expulsion.

NON-DISCRIMINATION

The Centerville City School District affirms that no person shall, on the basis of race, color, national origin, sex and disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall be incorporated into all Board policies concerning school employees and students.

The Board designates: Director of Pupil Services

Section 504 Coordinator (disability)

Title IX Coordinator (sex)

Title VI Coordinator (race, color, and national origin)

Complaints should be referred to:

Director of Pupil Services

Centerville City Schools

111 Virginia Avenue

Centerville, Oh 45458

Legal Refs: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII

Executive Order 11246, 1965, as amended by Executive Order 11375

Equal Employment Opportunity Act of 1972, Title VII

Education Amendments of 1972, Title IX (P.L. 92-318)

45 CFR, Parts 82, 86 (Federal Register June 4, 1985, August 11, 1975)

Public Law 93-162 (section 504)

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

PREAMBLE

Alleged Discrimination Grievance Procedure:

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student/professional staff, e.g. teachers, counselors, or supervisors who believe that the Centerville City School district or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 (disability, e.g., Special Education and Orthopedic), or the Age Discrimination Act of 1975, as amended, 20, U.S.C. et.seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint which shall be referred to as a formal grievance.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the principal/supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed:

Step 1

An alleged informal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten school days of date incident occurred. At Centerville High School the complaint should be filed with the unit principal and if not resolved then be filed with the coordinating principal.

Step 2

If not resolved at Step 1, the decision may be appealed to the district's Title IX and or

Section 504 Coordinator within five school days.

Step 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

Title IX/Section 504 Coordinator:

Director of Pupil Services

Centerville City Schools

111 Virginia Avenue

Centerville, Oh 45458 (937) 433-8841

Step 4

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816.

Note: Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

SCHOOL RESOURCE OFFICER (SRO)

Following tragic school violence incidents in 1999, the Centerville City Schools entered into cooperative agreements with the local law enforcement agencies to provide School Resource Officers in schools. School and law enforcement officials have developed a beneficial, cooperative working relationship to enhance school safety.

The School Resource Officer is in school to assure the peaceful operation of school-related programs. The School Resource Officer is, first and foremost, a police officer and must fairly and consistently enforce laws. With regular attendance in schools, the officers have become more involved in student discipline and have taken action in incidents such as fights, theft and harassment, which before were just handled through school disciplinary procedures. The net effect has been a safer school environment but the punishment for misbehavior on certain offenses has increased with both the school officials and law enforcement officers (officers have read students suspected of violations their Miranda rights and contacted parents) having taken action.

School resource officers also have made presentations to classes and acted as resources to teachers. The officers, while not professional counselors, have worked with students showing signs of extreme stress, anger and peer conflicts as officers have notified school officials and parents that danger signs are evident and the student needs some personal attention.

A School Resource Officer is not the school disciplinarian. It is not this individual's job to check hall passes or to enforce school dress codes or to conduct routine searches of lockers. The School Resource Officer is not there to turn the school into a "jail" of sorts by making sure students are in class on time. However, the School Resource Officer cannot turn a blind eye to violations of the law, whether the violation takes place at school or elsewhere in the community.

COMPUTER USE BY STUDENTS

A networked computer system has been installed in the Centerville City Schools for the benefit and education of all students and staff. Along with the opportunity to learn from the use of the computer also comes an obligation to use this technology in a responsible way. To ensure the integrity of this system, the following rules have been established:

Computers are to be used by students with teacher permission and/or supervision. Students are to use only those programs to which their teacher(s) have given them access.

Students are to use the password of record for them in order to gain access to the network. Students are not to log on the network with any other ID name. Furthermore, students should not share their password with any other student, or individual.

Students must always log out before leaving a computer station or before turning the computer system off.

Students may not install programs into the district's computers without prior permission from a teacher and/or the building system operator.

Students may only access the computers using the **Network Operating System**.

Unauthorized use of DOS for any reason is not permitted.

A student who aids or assists another in computer misuse or computer tampering shall be deemed equally responsible for the offense, and may receive the same consequences.

Issues related to vandalism, plagiarism, dishonesty and theft as outlined in the current code of conduct information apply to the computer network, individual computer workstations, and other peripherals, software, and all electronic files.

Students may only use the network operating system. Accessing network, teacher or other students' files, creating classes, the unauthorized use of DOS, or the use or installation of non-school owned programs will place the student into the suspension/expulsion category of the consequences list.

Consequences are outlined in item "W" in the Middle School Code of Conduct. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures, such as longer suspensions (not to exceed ten school days), restitution, or expulsion.

ACCEPTABLE USE POLICY

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

The Centerville City School District recognizes that telecommunications and other new technologies are shifting the ways that information is accessed, communicated, and transferred by members of our society. These changes also

alter instruction and student learning. The district supports access by staff and students to rich information resources, along with the development of appropriate skills to analyze, evaluate, and utilize such resources. Within the district, staff members and students are provided access to electronic information resources over a district-wide computer network, which is a part of the Ohio Educational Computer Network (OECN). This statewide computer network is supported by the Ohio Department of Education, and includes filtered access to the Internet

Centerville Schools currently provide access to a variety of information resources, including web based curriculum resources via the Internet. Internet access, because it may lead to any publicly available computer system in the world, opens classrooms to electronic information resources that may not have been screened by educators for use by students of various ages. Families should be aware that certain material accessible over public networks might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Centerville City School District supports and respects each family's right to decide whether or not their child will have access to resources via the Internet.

DISTRICT COMPUTER NETWORK / INTERNET RULES

The purpose of the district computer network is to further the learning of students in the district. Access to the district computer network, and through it Internet resources, is given to students who agree to act in a considerate and responsible manner. Use of the district computer network is a privilege, not a right. Access requires responsible and lawful use. Parental permission is required for students to have independent access to resources via the Internet. Responsible use means that everyone has a part:

1. **Students** are responsible for appropriate behavior on school computers and networks just as they are in a classroom or in a school hallway. General school rules for behavior apply. Specific guidelines for computer may also exist for individual classrooms or computer labs. If a student is in doubt about whether a computer related behavior is permitted, it is her/his responsibility to ask a teacher or other staff member. Students are also responsible for reporting improper use to a staff member.
2. **Teachers** are responsible for guiding students toward appropriate educational resources on the Internet, for instructing students in the evaluation of electronic information, and for supervising student behavior while using computers.
3. **Parents and Guardians** are responsible for supervision of Internet use outside school, and for setting and conveying standards that their children should follow when using electronic resources.
4. It is the responsibility of **each user** to employ the district computer network in support of education and research consistent with the goals and objectives of the Centerville City School District.

ACCEPTABLE USES OF DISTRICT COMPUTER NETWORKS

Students will use electronic information resources to:

- Access global educational resources
- Enter partnerships to expand their learning options
- Broaden their research capabilities by using primary sources
- Develop higher level thinking skills
- Differentiate and evaluate available sources of information
- Gain essential skills needed for the 21st century

UNACCEPTABLE USES OF DISTRICT COMPUTER NETWORKS

The following behaviors are examples of unacceptable uses of district computing equipment and are not permitted:

- Sending, receiving, or displaying offensive messages or pictures, including ethnic or gender related slurs or jokes
- Using obscene language or gestures
- Using district computer resources for purposes without clear educational value
- Threatening, harassing, insulting, or attacking others
- Damaging computers or any items relating to computer systems, either physically or by intentionally altering software with viruses, “worms”, or similar methods
- Violating copyright laws or revealing trade secrets
- Using another person's password, disclosing one's own password to others, or impersonating someone else
- Trespassing in another person's folders, work, or files
- Intentional wasting limited resources (such as network bandwidth, disk space, and/or consumables)
- Using district computing resources for non school-related commercial purposes and/or transactions
- Using district computing resources for illegal purposes

CONSEQUENCES:

- a) Violations may result in loss of access.
- b) Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- c) When applicable, law enforcement agencies may be involved.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)

Public Schools in the state of Ohio are required to implement the PBIS framework. At Magsig Middle School our three overarching themes are Respect, Responsibility and Citizenship. The PBIS Building Level Team devised a series of student expectations pertaining to Respect, Responsibility and Citizenship. These expectations will be posted in every classroom.

MAGSIG RESPONSE GUIDELINES FOR MISCONDUCT

Reward System

At Magsig, we believe that most students behave as they are expected to most of the time. Teachers use various strategies to positively reinforce students for good behavior and classroom performance. School-

wide rewards for those who avoid all referrals are given each quarter of the year, and students who receive no referrals all year will receive special recognition.

Magsig Referral/Detention Procedure

1. Any time that a student is involved in a class disturbance or other infraction of school rules, the supervising staff member has several options. For MINOR problems, the staff member may use a classroom behavior plan, a verbal reminder/reprimand, parent contact or issue a written Behavior Referral. The first time a student receives two referrals, a letter will be sent to the parent via the student informing them of the reasons for the referrals and impending detention if the student should receive a third referral. If the student then does receive a third written Behavior Referral, an after-school detention/STEP will be assigned. For more MAJOR problems, the staff member may assign an Immediate Detention/STEP.
2. Notification for an after-school detention will be issued to the student by office personnel. The student must bring the form with a parent's signature to the office by 9:00 A.M. the following day. When students report for detention, they must bring assignments or reading materials so as to make constructive use of the time. Communication between students is prohibited during detention. Unexcused absence from detention will result in the student's being assigned a double detention. Extracurricular activities such as club meetings or athletic events are not acceptable reasons for missing detention.
3. In some instances detentions have not been effective in deterring misbehavior. In order to avoid having a student serve repeated detentions with little or no behavior improvement, the following progression will apply for each semester of the school year. Immediate Detentions and sets of three Behavior Referrals resulting in a detention are defined as STEPS and will accumulate as follows:

STEP 1 and 2 One after school detention (3:35-4:20 PM) each STEP

STEP 3 and 4 Two detentions each STEP

STEP 5 and 6 Saturday School (8:30-11:30 A.M.) each STEP

STEP 7 and up Referral to principal for assignment to In-School Detention, Out-of-School Suspension or other action in accordance with the Code of Conduct.

****Note:** 1. At the end of the semester all referrals and detentions are erased and students begin the new semester with a "clean slate". This does not happen at the end of every quarter – only at the end of the 1st semester.

2. Second semester ineligibility for Kings Island and Field Day is Step 5 or higher or in school or out of school suspension.

CENTERVILLE CITY SCHOOLS SUSPENSION POLICY

When a student's behavior conflicts with the Middle School Code of Conduct, the staff members attempt to resolve the problem before resorting to suspension. Most suspensions are the result of an accumulation of discipline code violations. Some discipline code violations are serious enough to warrant immediate suspension. The violations are noted in the district discipline code.

There are two primary types of suspension: in-school detention and out-of-school suspension:

1. **In-school detention** - The student is not permitted to attend classes or other activities during the school day. The building principal may limit attendance in participating in after-school activities for the duration of the in-school detention. The student may obtain assignments and will receive credit for all work completed as well as the opportunity to make up any missed tests within a time limit established between the teacher and the student.
2. **Out-of-school suspension** - The student is not permitted to attend classes. The student is not permitted to be on school property unless requested by the principal. The student is permitted to make up assignments or tests. The student will receive credit for any work completed during the period of suspension.
3. **Other suspensions** - Students may also be suspended from bus privileges and/or from co-curricular activities for up to one (1) full school year as a consequence for misconduct.

Suspension/Expulsion Appeal Procedure

Sections 3313.66, 3313.661 and other applicable sections of the Ohio Revised Code will be complied with fully. (Copies are available in the principal's office upon request).

DAILY PRACTICES AND PROCEDURES

A. Arrival

Buses unload at approximately 8:43 A.M.

Students are not to arrive before 8:43 unless an "Early Study Hall Request" form has been submitted by the parents and approved by the Principal.

Exception: Students who have Early Band or Early Orchestra.

Any student who arrives at school before 8:43 must report to the cafeteria. **Students are not to be at lockers, in classrooms, or in upper hallways before 8:43** unless they have an appointment with a teacher.

At 8:43 A.M. students can go to their lockers and then to advisory.

Students are expected to be seated in their advisory by 8:50 A.M or they will be considered tardy to school and must sign in at the office and bring a note from their parent explaining their tardiness. Attendance will be taken at this time.

B. Attendance, tardiness, sign-out procedure:

1. Students are required to attend school every day that it is in session unless they have an excused absence. (An excused absence is one verified by the pupil's parent or guardian such as "personal illness" or "death in the family".)

If a student is going to be absent at the beginning of the school day, parents are required to call the office at 937-433-0965 so that the student can be recorded as absent. **Please call before 8:50 A.M., if possible.** In an effort to reduce the possibility of students being absent or tardy in the morning without parent knowledge, the office will call the homes and if necessary, the work place of parents of students who are absent from school at the beginning of the day. These calls will be made by 10:50 A.M. to verify unconfirmed absences.

Failure to call school to report an absence will result in the absence being recorded as unexcused.

2. If a student enters the school late, the student shall first report to the office and sign in on the form provided, and present a note from his/her parents explaining the tardiness. Such tardiness shall be considered unverified unless a call or note from his/her parents explaining the tardiness is delivered to the secretary. Students have two school days to

turn in the note or receive possible behavior referrals.

3. Any student who arrived by 8:45 A.M. and is late to advisory is considered TARDY to school and will receive a behavior referral. Students are expected to report to class on time. If tardiness to class becomes a problem: 1) student's advisor will be notified and a conference with student will result; 2) if tardiness continues, student will meet with family teachers and parents will be contacted.

4. If a student is to leave school during the day, he (she) must bring a note from home and turn it in to the advisory teacher at the beginning of the day so his/her name can go on to the 'special excuse' list. If someone other than the parent or the emergency contact is to pick up the student, this person's name must be on the note or the student **will not be allowed to leave the building** until verification is made with the parents. When it is time to leave, he (she) must SIGN OUT on a form provided for that purpose in the office. We call the child out of class when the parent arrives. The parent must pick the student up in the office. The written excuse should be given to the secretary at that time. If a student leaves school during the school day without the permission of the office, he/she is truant and subject to disciplinary action

School Attendance and Truancy

House Bill (HB) 410 began in public schools in the state of Ohio for the 2017-18 school year. In the past, attendance was counted by days absent. This new legislation counts attendance as the number of hours a student misses. Students will be considered habitually truant when they miss:

- 30 or more consecutive hours without a legitimate excuse
- 42 or more hours in a school month without a legitimate excuse, or
- 72 or more hours in a school year without a legitimate excuse

The bill limits the number of excused and unexcused absences a student can have and will require parents to submit medical documentation stating the reason for the absences once a student misses 38 hours in a month or 65 hours in a school year.

Part of HB 410 requires schools to form a truancy intervention team that includes the parent to determine why students are missing school and to put interventions in place to improve attendance. After the truancy intervention plan is in place, the district is required to file a truancy complaint in court against the parent if the student's attendance does not improve in 60 days.

Centerville City Schools will be generating weekly reports to determine students who are at risk for missing multiple hours of school. Research studies have shown a strong connection between good school attendance and student achievement. For more information on the importance of school attendance and ways to advance the student success by reducing absenteeism, please visit the Attendance Works website.

Excused Absences

- Absences covered by a doctor's note
- Death/dying of a family member

- Trips out of the country or vacations approved by the principal
- Religious holidays
- Call-in absences due to illness up to seven days

Excused Absence for Family Travel

1. Absences due to family travel are not necessarily endorsed by the school. Families are encouraged to plan travel to coincide with vacation time provided in the school calendar.
2. Parents/guardians must inform the school office in writing of the intent to miss school at least three days prior to the beginning of family travel. Such written notification should indicate the inclusive dates of absence due to travel and will be sufficient to excuse the student from school for family travel.
3. The student is responsible for obtaining the make-up assignments. If a student wants to request assignments before the trip the student must give the teachers 48 hours notice.

Unexcused Absences and Truancy

1. Unexcused absences may result in one or more of the following consequences:
 - a. Forfeiture of opportunity to make up assignments
 - b. Disciplinary action
 - c. Possible legal action
2. Truancy will result in the forfeiture of the opportunity to make up work and the student will be subject to disciplinary action.

Assignment Make Up for Excused Absence

Students with excused absence from school will be allowed to make up assignments according to these procedures:

One or two-day absences:

- Students will be provided an equal number of days to their absence to make up their assignments.
- The responsibility for obtaining the assignments upon their return to school is the student's.

Three or more days absent:

- Students will be provided an equal number of days to their absence to make up their assignments.

- The responsibility for obtaining the assignments upon their return to school is the student's.
- Parents/Guardians may request that assignments be recorded by teachers to be sent home.
- Such requests should be directed to the school office.
- When make-up assignments are requested, a minimum of one full school day to circulate assignment sheets will be necessary.
- For continued illness, make-up assignment requests should be made in no less than three-day blocks of time.

SCHOOL LUNCH SCHEDULE

TIME	_RECESS & LUNCH	NOON STUDY
12:08 – 12:44	All sixth grade	All eighth grade
	Half of seventh grade	Half of seventh grade
12:44 – 1:20	All eighth grade	All sixth grade
	Half of seventh grade	Half of seventh grade

C. Lunch Period

1. All eating is to be done in the cafeteria area. While eating, the students are to conduct themselves in a manner normally associated with eating in public--being respectful and courteous.
2. Parents are encouraged not to bring lunch to school from local fast food establishments. Students have an excellent selection of food from the cafeteria or they may pack their own lunch. They must eat during their grade level's scheduled cafeteria time, therefore, delivered lunches too often arrive at inappropriate times creating problems for the students.
3. Students will be expected to cooperate with the lunch supervisors in the observance of reasonable eating guidelines.
4. Students are to request permission from the supervisor to leave the seat where they ate. Students are to indicate their request to leave by raising their hand. Reasonable cleanliness is

expected before students will be excused.

5. Eating is restricted to the scheduled lunch period. There is to be no eating outside of the cafeteria. Advisory group or other classroom parties involving food or drinks during the school day are prohibited except in situations which have prior approval from the teacher.

6. During the lunch period the restrooms outside the cafeteria are available. Before eating students go outside (weather permitting) for the beginning of the lunch period. On days when bad weather prevents outside activity, the recess time will be spent in the auditorium. In either of these areas students must be seated and refrain from yelling or other boisterous behavior.

7. During the lunch period the library, the west wing, the basement and upstairs hall (including all lockers) are off limits.

8. Vigorous physical activities are appropriate only in the gym or outside the building during lunch. Running is not permitted in the building at any time.

9. Outside play:

Students are not permitted to play or loiter near cars, delivery trucks, etc.

Students are to stay within the designated play area in the rear of the building to insure adequate supervision. The sides and front of the building are specifically off limits. Wrestling, tackling, tripping and throwing objects at other students are all strictly prohibited.

Students are not permitted to ride bikes or leave the school grounds during school hours without signing out in the office with permission from home and the office.

D. Noon Study Guidelines

Be Prepared.

1. Please arrive every day with the materials you need. These materials should include pencil or pen, paper, books, packets, etc. Please bring a silent reading book every day. If you finish all your homework, you can use the remaining time for silent reading.

2. If you plan to go to another teacher's room, you must have written permission from that teacher before entering your own noon study.

3. You will be allowed two passes each quarter, so plan ahead. Use the restroom or get a drink before study hall or at lunch.

Be Prompt.

4. You are expected to be on time and go directly to your seat.

5. Your teacher will be available to answer questions after attendance has been taken.
6. If you are going to something special, such as Chess Club or noon volleyball, you must report to your noon study first, take a seat, and wait until the teacher is ready to dismiss you.

Be Polite.

7. Work quietly. Please do your part to make noon study a place where everyone can get a lot accomplished. We hope you will be able to get much of your home-work and studying finished in noon study each day.

Other Guidelines.

8. No working in the hall.
9. Computer use is for academic purposes only – you must have permission first.

*Students who fail to follow these guidelines are subject to Magsig Middle School's discipline policy. The 3-strike policy will be used for minor infractions.

E. Dismissal and School Bus Procedures

- A. At the end of seventh period (3:35), there will be time for PA announcements to be broadcast if necessary.
- B. At 3:35 students riding buses are dismissed. They are to report directly to their buses after going to their lockers. Students who walk or who are involved in activities in the building after school will report immediately to the auditorium. They are not permitted to go to their lockers.
- C. When the buses have safely cleared the premises, walkers will be dismissed (3:45). Students who are involved in activities in the building after school will report to the appropriate area at this time. Students who are not working with a teacher or involved in an extra-curricular activity should be out of the building by 3:50 P.M.
- D. Students will ride on assigned buses to and from school. *If an emergency arises, parents may request permission from the Transportation Department (885-7776) to deviate from this rule, in advance and in writing.* The parents organize this change of plans through the transportation office, not the school office.
- E. Obey the bus driver respectfully. The driver is responsible for your safety and must be obeyed.
- F. All school rules are in effect while using Centerville transportation vehicles or rented vehicles. Student misconduct may result in suspension and/or loss of bus privileges for up to one (1) full school year. See "Suspension of Bus Riding/Transportation Privileges"

below.

G. Students are expected to enter and leave the bus in an orderly, single file line.

H. Students are to be silent while the bus is proceeding across any railroad crossing.

I. If it is necessary to cross the road after leaving the bus, pupils are to cross in front of the bus, after receiving a clear signal from the driver that it is safe to cross.

J. Students are to sit in assigned seats. Students are not permitted to stand while en route.

K. **Missing the bus in the morning does not constitute an acceptable excuse for tardiness or absence to school**, unless parents confirm a legitimate reason; i.e. illness, doctor or dentist appointment.

L. Any students detained after school for disciplinary purposes, forfeit the privilege of bus transportation. Such students will need to arrange for another form of transportation. At least one day's advance notice will be provided to the student and his/her parent by a detention notice.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES:

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

EMERGENCY SCHOOL CLOSING

In the event that schools are closed for inclement weather or unsafe conditions the following procedures will be followed:

Closing School Prior To The Start Of The School Day

The Centerville City Schools will announce school closings on all major radio and television stations. The Education Connection system will also be used.

Emergency Early Dismissal During The School Day

Once students are transported to school, it is district operating procedure to keep students at school until normal dismissal times if at all possible. Emergency dismissals are considered only if unsafe conditions have developed at an individual school building. While rare in occurrence, unsafe conditions have occurred because of power outages, furnace failure, etc., necessitating the emergency closing of a school before normal dismissal time.

Parents must instruct their children regarding a plan of action in the event an emergency early dismissal. We expect that your son/daughter will have access to your home unless you notify your principal otherwise in writing.

In the event of any emergency early dismissals:

- The district will contact all radio and television stations and request that an announcement be broadcast.
- Students will be informed of the early dismissal. Help will be provided to those students who inform school personnel that assistance is needed.
- If possible, The Education Connection system will be used to telephone parents of the emergency early dismissal.

Early emergency dismissals occur rarely and only as a last resort. However, it is important that you review with your son/daughter what he or she should do in case an emergency dismissal should occur.

EMERGENCY PROCEDURES

A. Fire Drills

1. Signal - Fire drills are signaled by the clanging of the fire gong which sounds until the building is entirely cleared. Directions are posted in each learning area as to the procedure for leaving the building.
2. Behavior - NO TALKING is permitted in fire drill lines while leaving the building. In the event of a real fire, talking might prevent one from hearing instructions. Students are to WALK, NOT RUN.
3. Correct Procedure - One must leave the learning area and building as quickly and orderly as possible. Windows and doors must be closed, if possible. Proceed in a line from the classroom to the exit that the class has been instructed to use. (Each room has an exit path posted.)
4. Students are cautioned to stay clear of alarm mechanisms to avoid "accidental" fire alarms. Setting off a false fire alarm in a public building is dangerous and will be referred to the fire or police department if the situation dictates.

B. Civil Defense and/or Tornado Warning

In the event of an emergency resulting from either a civil defense alert or a tornado warning, emergency authorities have directed us to assemble in specified rooms. It should not be

necessary to point out the serious nature of a tornado alert. All students are expected to act accordingly. Students are expected to treat tornado drills with the same degree of seriousness with which they would react in the event of an actual tornado alert. THE IMPORTANCE OF THESE DRILLS CANNOT BE EMPHASIZED ENOUGH.

C. Stay Put Status

Stay Put Status means that students and staff should remain in current areas until further notice. Stay Put Status could occur for many reasons; power shutdown, medical emergency in the building, an unwanted intruder on the premises, etc. Students in halls or common areas should move to the closest classroom.

D. A.L.I.C.E.

In the past, the message was to lock down – turn out the lights, lock the door and hide under the desk. That method alone has proven to not always be the most effective, and in some cases has actually led to children being at higher risk. The new, nationally recognized approach is called A.L.I.C.E., or Alert, Lockdown, Information, Counter and Evacuation. It emphasizes making active decisions, such as barricading classroom doors, coordination on-the-spot evacuations and, if all else fails, throwing objects and using body weight to topple an intruder.

MISCELLANEOUS GUIDELINES

- A. Students Lockers, Desks and Storage Areas – Each student will be assigned a school locker and combination. Students should not share locker combinations. Student school lockers and storage areas are the property of the Centerville, City Schools for the safe keeping of your textbooks, school materials and school appropriate student belongings. At no time will students be permitted to decorate lockers using tapes or adhesives that adhere to the locker. While respectful of a student's privacy, the school administration does retain the right to inspect student school lockers, desks and storage areas.
- B. Lost and Found - The school maintains a lost and found area. It would be helpful if all possessions were marked. Students should check with the school secretary if an article is missing. Unclaimed items are periodically donated to a charitable organization.
- C. VISITORS ARE NOT PERMITTED TO ATTEND SCHOOL with our students. This policy has resulted primarily as a matter of consideration for the amount of space available for regular students in the classroom and the potential for liability problems with non-registered students. Visitors involved in school sponsored programs (e.g., Student Council exchange) or other countries (i.e., foreign language students) will occasionally be permitted to experience our school day.
- D. Students are not permitted to leave school for lunch unless they do so with their own parent or guardian. The office must receive notification from the parent before the student signs out. The school does not permit or assume liability for students leaving in situations other than that which is described above.
- E. The office telephone is available to students only on an EMERGENCY BASIS and students are to seek the permission of a staff member to use the office telephone. **We do not allow students to use cell phones for**

non-academic reasons. If a student chooses to bring a cell phone to school the phone can be used only for academic reasons. Please do not text-message your children during the school day.

- F. The office **does not loan** money **or make change** to students. Students will want to remember to bring needed money with them. Please remember to send checks or cash for **the exact amount** when ordering pictures/yearbooks, etc.
- G. Money and personal items of value should be kept locked or otherwise secured. Please do not give a dishonest person the chance to steal valuables or money from you. Students are discouraged from bringing large amounts of cash or valuable items to school.
- H. The school will use all available resources to maintain a facility which students can be proud to call their school. Vandalism and similar acts which detract from a pleasant environment for all students will be dealt with in a firm manner. Repair or restitution for damage will be accompanied by detention, Saturday School assignment, or suspension where the misconduct warrants such penalty. Students are strongly urged to respect the rights and property of all Magsig students.
- I. Special parties, programs, and activities must be approved in advance by the teacher and the principal. A teacher must be present as a sponsor. As a general rule, food items and drinks are not to be consumed in classrooms.
- J. Occasionally students receive deliveries/gifts of flowers or balloons. The school does not encourage or endorse this type of delivery. Flowers & balloons are distractions and must be kept in the office until the school day ends.
- K. Students should keep to the right on all stairways to help avoid congestion. "Horseplay" or pushing of any kind is prohibited. "Play fighting" and physical teasing are prohibited in that they can easily lead to a real argument, a fight or injury to bystanders.
- L. No student at Magsig Middle School may cause another to be intimidated, initiated, bullied, threatened, harassed, etc. At the very least, remove yourself from such a situation. Respect for all individuals suggests that you discourage others from the above behavior should you encounter it.
- M. Possession of any dangerous object (including pocket knives, lasers) and explosive/fire devices (matches, firecrackers, etc.) are strictly prohibited.
- N. Obscene or disrespectful language or gestures of any type are prohibited.
- O. If you are assigned to detention by one of your teachers, you will receive a written notice which you must give to your parents. The notice is to be signed by your parents (which indicates their awareness of your detention) and you are to return the notice to the office before advisory the next A.M. Failure to observe this procedure could lead to more serious consequences.
- P. Students are strongly urged to respect the property of residents adjoining the school property by staying OFF FENCES AND OUT OF THEIR YARDS both during and outside of the school day. Balls or other items to be retrieved from these yard should be brought to the attention of the staff member on duty. Pets belonging to neighbors of the school are to be left alone.
- R. Students are not to chew gum during the school day.

Magsig Student Field Trip Contract

Field trips are an educational experience, organized by the Magsig Staff to provide a learning activity outside the classroom that can enhance what takes place at school; student participation on field trips is considered a privilege, not a right.

Student Eligibility

Field trips and Field Day are open to students who have demonstrated mature, polite and responsible behavior at Magsig. **Misbehavior at school which has resulted in a student having reached the "5th step" on the discipline code, or resulted in an in-school detention, or out-of-school suspension shall be considered a justifiable reason to be excluded from a school field trip or Field Day.**

Student Field Trip Behavior

Magsig students are expected to behave in a responsible, mature and polite manner on field trips, and while traveling to and from school. Rude, violent, destructive and aggressive behavior will result in immediate consequences being enforced, including immediate removal from the field trip, direct teacher supervision, Saturday School or suspension, and future loss of field trip privileges.

Students are to follow specific field trip rules given to them by their adult supervisors, and to remember that "school rules" also apply on field trips.

Sexual Harassment (Board of Education Policy): All students have right to a school environment free of discrimination which encompasses freedom from sexual harassment. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature which interferes with a student's educational or co-curricular performance by creating an intimidating, hostile or offensive environment.

Any student who feels he/she has been sexually harassed should contact the Principal or have his/her parents/guardian contact the Principal who will have the complaint investigated. The privacy of the charging party and the privacy of the person accused of sexual harassment will be protected as much as possible.

STUDENT FEES

The Centerville City Schools maintain a uniform and consistent student fee schedule to cover part of the cost of receiving materials and supplies furnished to each child. In general, any supplies that are "consumed" or used up by students during school activities are purchased out of these fees. Specific information about school fees is sent home on the first day of school.

Pupils enrolling at any time during the first quarter will be charged the full fee amount, the second quarter 75%, the third quarter 50% and the fourth quarter 25%. Any pupil transferring out of Centerville City Schools during the first quarter will be refunded 75% of the school fee amount paid, during the second quarter 50%, the third quarter 25%, and those transferring during the fourth quarter will not receive a refund. All refunds must be requested in writing by the parent.

The Board of Education believes that no student shall be denied access to these materials and supplies for financial

reasons. If a student (family) finds it is financially challenging to pay for student fees, the student (family) should contact the principal's office. The completed contact will be treated with the utmost confidentiality and serve as a request for financial aid. Questions regarding student fees may be directed to the Building Principal's office or the Board of Education office.

EDUCATIONAL PHILOSOPHY

Universal public education and recognition of the worth of each individual are two of the most important foundations of our democracy. For the Centerville City Schools, we place our greatest emphasis on the development of each student's potential.

Democracy implies rights, responsibilities, and privileges. By providing opportunities for cooperative learning, sharing responsibilities, developing initiative and assuming accountability for one's own decisions, we strive for each student to learn the value of work through dedication to learning and self-discipline. These opportunities give each student an introduction to the knowledge and understanding needed for good citizenship and for becoming a lifelong learner.

It is essential we provide a stimulating environment conducive to individual learning styles. The development of a positive attitude toward oneself, other students, staff, and the learning process should be promoted through a variety of learning experiences. We also recognize the positive aspects of learning to deal with occasional failure or frustration when one is reaching for new limits.

We believe that all members of the school community including students, staff, parents, and other residents should have experiences which result in the basic knowledge, skills, and attitudes necessary to become a responsible and contributing citizen. Further, we believe that the school community should provide an environment that encourages everyone to develop and maintain self-respect, respect for others, enthusiasm, creativity, motivation, honesty, responsibility, compassion, and the capacity to be a productive person.

We recognize the need for systematic change to meet the challenge of a changing world and its advancing technology. Systematic change requires thoughtful planning, thorough testing of ideas, continuous evaluation, and constant adjustment to build on past successes, to learn from past failures, and to plan for the future. We believe that such a system of dynamic change can prosper only in an environment of open communication and trust, in which concerned parties are encouraged to express their views.

ELABORATION OF OUR BELIEFS ABOUT STUDENTS

We believe that each student:

Has individual abilities, talents, interests, and feelings.

Strives to be successful and to experience a sense of self-worth.

Needs approval and acceptance from teachers, other students, family and the community.

Possesses the capacity to be creative in seeking new knowledge and experiences.

Needs recognition for achievements and growth.

ELABORATION OF OUR BELIEFS ABOUT STAFF

We believe that each staff member:

Has individual abilities, talents, interests, and feelings.

Can be successful in contributing to the positive growth of students.

Needs approval and acceptance from students, colleagues, and administration board members.

Desires to improve interpersonal and professional skills.

Needs recognition for achievement and growth.

Wants to participate in the decision-making process.

Strives to foster communications with staff, students, parents, and the community.

ELABORATION OF OUR BELIEFS ABOUT THE PROCESS OF CHANGE AND IMPROVEMENT

We believe that students should develop their capabilities as fully as possible. By the end of the K-12 experience, each student should have:

an awareness of personal strengths, weaknesses, abilities, and limitations.

the rational and creative processes necessary for problem identification, problem-solving, and effective decision making.

an understanding of the conditions necessary for the maintenance of physical and emotional well-being.

competence in oral and written communication, reading, mathematical computation, and technology literacy.

an understanding and appreciation of the natural sciences, humanities, and the arts.

the knowledge and understanding needed to be a continuous learner in a world of rapid technological change.

an understanding of a citizen's responsibilities in a democratic society.

an awareness of the abilities, attitudes, work habits, and appreciations necessary for employment in various careers.

an awareness of the relationship of one's interests, skills, and abilities to the use of leisure and recreational time.

a general understanding of the interaction among the technological, political, social, and economic forces which determine our future.

an understanding and appreciation of different social, racial, cultural, ability, and ethnic groups, and the unique contributions each individual makes to society.

an awareness of world issues and the movement toward global interdependence.

experiences with cooperative learning and an understanding of the responsibilities assumed by an individual as a member of a group.

OUTLINE OF THE MAGSIG MIDDLE SCHOOL PROGRAM

The educational program at Magsig is designed to afford each student the opportunity to succeed in his/her academic and non-academic endeavors through varied and flexible approaches to learning. Geared specifically to the middle school-aged student, the program will allow for individual differences, provide remediation and acceleration, and attempt to help the child grow as a changing adolescent through appropriate program offerings. The learning situations range from large groups to individual lessons designed to best achieve the goals of the units and accommodate the needs of students and strengths of the instructors.

Our organization plan is based on the small school concept, consisting of students divided into four units. These units, termed families, contain an approximately equal number of sixth, seventh and eighth graders. These students are instructed by academic teachers of math, science, social studies, and language arts. Mathematics classes are ability-grouped. Students who successfully complete algebra and/or geometry at the middle school will receive a high school credit for each course. Language arts, science and social studies classes consist of a cross section of students in each family and, for the most part, remain intact for the three years in an effort to provide continuity of program. In this way, students and teachers are able to form stronger and more personal relationships which help to improve the learning environment. In summary, the organizational structure and schedule are used to deliver a curriculum that meets the needs of individual students to the greatest degree possible.

Each student is assigned a staff advisor. The advisory program is designed to be a source of information and provide direction both in the academic and school social lives of our students. Each family has advisory groups of 17-20 students at the 6th, 7th and 8th grade levels. Advisors and other teachers within each of the four families meet on a regular basis to discuss progress and/or problems of students in that family. The total academic and developmental picture of the student can be more easily maintained in this manner. The advisor serves as the students' and parents' communication link for school concerns.

In addition to the four academic disciplines (math, science, social studies, language arts), we offer a variety of beneficial educational opportunities for all students. In the related arts areas, students in all three grade levels will take art, music, physical education, and health. Band, orchestra and chorus programs are offered as elective opportunities for all students during the noon hour.

Most students are enrolled in one of three foreign languages, French, German or Spanish. (Some students are enrolled in the sixth, seventh or eighth grade Reading Support or Math Support classes.) Upon successful completion of the eighth grade foreign language course students receive one high school credit and may enroll in the second year of that language at the high school. Beyond the development of written and oral skills in the respective language, students are exposed to a great deal of the culture and geography of the country in the foreign language class.

For a child having different learning modes, Magsig offers a variety of intervention classes. Placement in these programs occurs upon teacher or parental request and after involvement with guidance and pupil personnel services.

Co-curricular and extra-curricular programs in music, drama and athletics are also important components of the total program offered to our middle school students.

PLEASE NOTE

The Ohio Revised Code permits a parent or guardian to waive participation of their child in the following areas of mandated school curriculum: CPR (Cardio-Pulmonary Resuscitation), Family Life and Personal Safety/Abuse.

If you wish to exclude your child from one or more of these programs, please notify our office in writing.

STUDENT EVALUATION PROCEDURE

Report cards are issued shortly after the end of each nine-week grading period. A grade is issued for each subject. First, second and third quarter report cards are sent home with the student and the fourth quarter report cards are mailed home within a week of the end of the school year.

Grading Scale

A+ = 97 – 100	B+ = 87 – 89	C+ = 77 – 79	D+ = 67 – 69	
A = 93 – 96	B = 83 – 86	C = 73 – 76	D = 63 – 66	F = Below 60
A - = 90 – 92	B- = 80 – 82	C- = 70 – 72	D- = 60 – 62	

Mid-terms

Parents will be notified at the mid-point of each quarter. This notification will take place via our List-Serve and The Education Connection. Parents are encouraged to use our On-line Grade Book and check your student’s grades at this point.

Conferences One parent-teacher conference opportunity is scheduled. (See school calendar) In addition, **Parents should feel free to initiate a conference with appropriate school personnel whenever they feel they need to do so.** Rather than allow a potential problem or deficiency to go unattended, parents are urged to contact the student's advisor, or the specific subject teacher where the concern exists if the student is reluctant to pursue the concern himself.

Reports to Non-Custodial Parents Non-custodial parents may receive copies of evaluation reports by providing the school with a letter of request for the appropriate evaluations. The end of each grading term is identified on the school calendar (distributed in the first day packet).

The State of Ohio defines children who are “gifted” as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Ohio law requires the Centerville City School District to identify gifted students annually under Ohio Revised Code 3324.03. Children in grades K-12 may be identified as gifted in one or more of the following areas:

1. Superior Cognitive Ability
2. Specific Academic Ability in one or more of the following content areas: Mathematics, Science, Reading/Writing or combination of these skills, and Social Studies.
3. Creative Thinking
4. Visual or Performing Arts Ability such as the visual arts, music, dance or drama

The District Policy and Plan for the Identification of Children Who Are Gifted which complies with the Ohio Rule regarding screening and identification is accessible to parents in each building office. Formal screening periods will be scheduled in the fall and spring. Parents may refer their children for screening in any or all of the four areas. Referral Forms may be obtained at the school office and should be submitted to the building principal. Parents of students transferring into the district who have been identified as gifted in other school districts in Ohio or out-of-state should use the Referral Form to initiate a review of data to determine compliance with Ohio Standards.

Children referred as potentially gifted in any of the areas as listed above will be evaluated using assessment tools approved by the state of Ohio for the purpose of screening and identification. The Centerville City Schools assess all children in grades 2 and 5 annually as part of our comprehensive testing plan as well as for gifted identification purposes. In addition to whole grade testing, opportunities for screening and identification are provided for students demonstrating remarkably high levels of accomplishment through nomination by parents, teachers, self or others.

Please note: Most of the needs of identified gifted children can and are met within daily programming in the Centerville City Schools. However, those students demonstrating remarkably high levels of ability may be eligible for other services.

MAGSIG ORGANIZER PLANNER PROGRAM

A major factor for successful academic achievement is organization and timely completion of assignments. Therefore, we are providing to students a uniform and consistent method of recording and reading assignments each day. - The Magsig Organizer Planner. The assignment packet will operate in the following fashion:

- Advisors will provide students with an organizer planner at the beginning of the year.
- When teachers make a daily or long term assignment, they will remind students to record these assignments in their Magsig Organizer Planner.
- Parents, being fully aware of the Magsig Organizer Planner, can ask their sons or daughters to see it on a daily or occasional basis, as needed.

PHYSICAL EDUCATION CLASS PROCEDURE

The object of physical education is to present a variety of activities which will challenge one to strive for the

ultimate in sportsmanship, citizenship, physical health, and vigor. The physical education program includes team sports, team games, individual activities and recreational games. In the Magsig schedule physical education is taken for two separate seven week sessions at all grades.

Ohio School Code requires every student to participate in physical education, and take part within the limits of his or her ability. The program is modified, if necessary, to fit one's needs if one has a temporary medical permit.

The physical education teacher, in emergency cases, may excuse a student from taking part for one day, but if the condition exists for more than one physical education period, the student will need a medical excuse and may be given an alternate assignment.

Required items: Clothes worn for physical education must be different from those worn to class; i.e., students need a separate set for physical education.

Boys: Physical education trunks and shirt, socks and tennis shoes.

Girls: Shorts, shirt, socks and tennis shoes.

Each student can bring a combination lock to put on his/her gym locker. DO NOT LEAVE VALUABLES OR MONEY in an accessible place while participating in physical education classes or other activities.

STUDENT ACTIVITIES

Co-curricular:

Band, Orchestra, and Chorus meet with respective teachers during the lunch/study periods. Students meet in both grade-level and mixed-grade groups.

Student Council operates at all grade levels. Advisory group representatives and alternates are elected during the first quarter of the year.

Extra-curricular:

Student choral and/or drama activities will be offered during the school year, dependent upon student and faculty interest.

Interscholastic Athletic opportunities are available to seventh and eighth grade students in sports such as football, basketball, wrestling and track. Tryouts for the interscholastic teams will be announced to students as each season begins.

ACADEMIC ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES

For students in grades 7th and 8th to be eligible to participate in interscholastic activities defined above, a student

must have an overall C grade average for all classes in the preceding quarter with no more than one (1) F in the preceding quarter. A student below an overall C grade average for all classes in the preceding quarter or with more than one (1) F in the preceding quarter is ineligible to participate in any form including practice, until the next midterm quarter grades are issued. If a minimum overall C grade average is earned at mid-term with no more than one (1) F, the student is eligible for the remainder of the quarter. All seventh graders are eligible for the first grading period. All grade point averages will be determined by the middle school grading policy. The building principal is the final authority for any grade disputes.

STUDENT SERVICES

Guidance Services/Counselor

Guidance can best be defined as services available to each student to help him better understand and accept himself and others: to help him better understand his strengths and limitations; to identify his interests; and to aid him in planning for and attaining realistic goals.

Guidance services for each student are achieved through: individual counseling; group guidance--small groups and groups in the classroom; testing; informational services related to vocations, educational opportunities, and personal-social growth; assistance to teachers and staff; parent conferences; and work with community groups.

The main part of guidance is the counseling situation where the student and the counselor discuss confidentially whatever situation has brought the student to the guidance office. You can expect some assistance in solving your problem. You may need information, an impartial point of view, or in many instances just the opportunity to talk about a problem instead of only thinking about it.

Library

The purpose of the Library is to provide you, the student, with a wide variety of resources to help you learn. These resources include books, magazines, computer and Internet resources, etc.

Most of the materials in the Library can be checked out to you. Books and magazines may be checked out for a period of three weeks and may be renewed if necessary. Reference books, current magazines, and books put on special reserve by teachers may be checked out only overnight. They are due back in the Library before school starts the next morning. All other media materials are checked out with the special permission of the Library Aide.

Over due notices will be given to students once a week in advisory group. Failure to receive a notice does not excuse the student from not knowing that he has an overdue book. It is the student's responsibility to return all books promptly. Failure to do so within a reasonable time may result in the student's being assigned a detention. Books that are lost by a student must be paid for.

Library books are school property and very expensive. To abuse or steal a book or any other materials in the Library is the same as stealing or destroying any other type of school property and offenders will be held responsible for their actions. Taking a book from the library without signing it out, for any period of time whatsoever, is regarded as stealing.

The Library is used for a variety of purposes. You may come to the Library for quiet study, to use media, to do research and many other activities. It is therefore, necessary to maintain an atmosphere where these activities can take place. To bring this about, we ask students to observe the following rules when using the Library:

- No eating or gum chewing in the Library.
- No wrestling, punching, running.
- Ask the Library aide for permission to go to the restroom or to get a drink. Students are not to be coming in and out of the Library more than is necessary.
- Be respectful of classes meeting in the Library.
- No paper football games or games of that sort.
- Furniture should be kept in good condition for other students. No feet up on tables or leaning back in chairs.
- Admission to the Library is by pass from a teacher. When leaving the Library, students should have the time and date stamped on their passes at the circulation desk.

STUDENT RESIDENCY REQUIREMENTS

Centerville City Schools

Centerville City Schools provides a free education to district residents between the ages of 5 - 21 (special education students ages 3 - 21), who do not possess a diploma.

A student is considered a resident of the district if he/she resides with a parent(s), or person or government agency with legal custody whose place of residence is within the boundaries of the school district.

Students under the age of 22 may attend school in the district for 90 days without paying tuition if the parents/guardians have a contract on a home being built, or a contract to purchase a home and are awaiting the date of closing on the mortgage loan. Proper documentation of these facts will be required.

Students who move from the district prior to the end of the school year may be allowed to complete the remainder of the school calendar year only by paying the tuition rate established annually by the State of Ohio. A twelfth grade student whose parent/guardian moves outside of the district after the commencement of the first day of school may be allowed to complete the remainder of that school year, plus one semester if necessary to meet graduation requirements, without paying tuition.

In all circumstances where a district student is living outside the school district but legally attending the school district, transportation to and from school is the responsibility of the family.

EDUCATION RECORDS

"Education Records" includes any records which contain information directly related to a student and maintained by Centerville City Schools or by a person acting for the Centerville City Schools. However, "education records" does not include: 1) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker of the records and which are not accessible or revealed to any other person except a substitute; or 2) records maintained in the normal course of business which related exclusively to the student as an employee of Centerville City Schools which are not available for use for any other purpose.

Access to Student Records

1. Access to the records will be granted to any professional staff member who has legitimate educational interest. Access will also be provided to law enforcement personnel conducting missing child investigations.
2. Parents and student through individual conferences may view the contents of the records with interpretation by a professional staff member. The request for this conference must be in writing and will be scheduled within 45 days.

Release of Records

1. Student records may be released to officials of other schools or school systems in which the student intends to enroll, with written permission.
2. No information may be furnished in any form to any other persons than listed above unless in compliance with a judicial court order or subpoena or there is written parental consent specifying records to be released, the reasons for such release, and to whom. In such cases, parents and students have the right to receive a copy if desired.
3. All persons, agencies or organizations desiring access to records shall be required to sign a written form which shall be kept permanently with the file of the student, only for inspection by parents or students indicating specifically the legitimate educational or other interest each has in seeking information.
4. Records may be released to either parent in case of separated families unless the district has on file a court order of restraint or where access is limited by an agreement between the parents.
5. Records in instructional, supervisory and administrative personnel and educational personnel ancillary thereto (including school psychologists), which are in the sole possession of the maker thereof, and which are not accessible or revealed to any other person except a substitute, are not educational records and are not subject to disclosure. Such records would include such items as teacher notes, and psychologist notes and test protocols

Right to Challenge

1. Parents and students have the right to inspect all school records kept on the individual student and have the right to an explanation and interpretation of the records.
2. Parents and students have the right to a hearing to challenge the contents of cumulative records on the individual. A request to amend information in a record may be made if the information is deemed to be inaccurate, misleading, or violative of the student's privacy or other rights.
3. If, as a result of the hearing, the school district decides the challenged information is inaccurate, misleading, or

otherwise violative of the student's rights, the district shall amend the record and inform the parent and/or student in writing.

4. If, as a result of the hearing, the school district does not agree to an amendment of the records, parents and/or student shall have the right to place in the student's records a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the district's decision. (O.R.C. T7I.23, T7I.24, and T7I.25)

Release of Directory Information

Under certain circumstances, the Centerville Schools may release "directory information" on students. Directory information" includes a pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received.

For students currently enrolled in the Centerville City Schools, the following procedures shall be followed prior to releasing directory information:

1. Public notice shall be given of the categories designated as directory information.
2. Parents of student under eighteen and students eighteen or older may refuse to permit the designation of any or all personally identifiable information as directory by making a request to the schools in writing.

Annual Notification of Privacy Rights

Each year the schools shall give notice to parents of students in attendance and students eighteen years of age or older of their rights under federal law and regulations and district policy, including their right to file an administrative complaint with the Department of Education, their rights under district policy, and where copies of the district policy may be obtained.

The annual notice should inform the parents or students over eighteen that, under federal law and district policy, they have the right to examine the student's records, to challenge the content of those records before a disinterested party and to insert into the records an explanation of any disputed information. The notice should state that the district has adopted a policy regarding access to and challenge of student records, setting forth the location(s) at which copies of the policy are kept. The notice should state that the parents or students have the right to file a complaint with Family Educational Rights and Privacy Act office, 330 Independence Avenue SW, Washington, D.C. 20201, if they think the district is not complying with federal laws or regulations governing student records.

The notice must also provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

Copies of Records

Students currently enrolled in grades 9-12 may obtain copies of their transcripts through the guidance office. A fee of \$1.25 per transcript will be charged to cover transcript costs and postage. Copies of records for transfer purposes shall be made at no cost.

Students enrolled in grades K-8 may obtain copies of their school records through the Pupil Services office. Copies of records for transfer purposes shall be made at no cost.

After students who have graduated or withdrawn from the Centerville City Schools, records shall be maintained in the Department of Pupil Services. Transcripts of a student record shall be made available upon written request and payment of a \$2.00 copying fee.

Destruction of Records

A records commission composed of the Board President and Treasurer of the Centerville Schools, the Superintendent of Schools, and Pupil Services Administrative Assistant shall meet annually to review lists of school district records marked for disposal. The disposal lists must contain those records to be disposed of because they have been microfilmed or no longer have administrative, legal, or fiscal value to the district or to the citizens of the district.

When the disposal of such records is authorized by the commission, the commission must, prior to the actual destruction of the records, send a list of such records to the Bureau of Inspection and Supervision of Public Offices in the state auditor's office.

Adoption date: 10/26/92

LEGAL REFS: Family Education Rights and Privacy Act of 1974, Pub. L. No. 93-380, & 438, 88 Stat. 57-79 (1974)

ORC 149.41	1247.01 et seq.	3313.50	3317.031	3319.32;	3319.321;	3319.33
3321.12;	3321.13	3331.13				

State Board of Education Minimum Standards 3301-35-02(B)(4)(b); 3301-35-03(E)

CROSS REFS.: AFI, Evaluation of Educational Resources; KBA, Public's Right to Know

CONFIDENTIAL RECORDS AND THEIR LOCATIONS

<u>Types of Educational Records</u>	<u>Location(s)</u>
<u>Cumulative Folders</u>	
history of grades, class assignments, group teacher notes, and related information	<u>Individual buildings,</u> <u>System (EMIS)</u> testing,
<u>Evaluation Data</u>	
MFE team reports, assessments, teacher evaluations, and related information	<u>Pupil Services Depart.</u> work samples,
<u>Procedural Safeguard Documentation</u>	
surrogate assignment, custody determination, permission forms, parent notices, referrals, and related information	<u>Pupil Services Depart.</u>
<u>Individualized Education Programs</u>	<u>Individual Bldgs,Pupil</u> <u>Services Department</u>
<u>Child Information Management System</u>	<u>Pupil Services Department</u>

Medical Records

medication records, prescriptions, health records

Individual Buildings

immunizations and related information

ANNUAL NOTICE – ASBESTOS MANAGEMENT PROGRAM

CENTERVILLE CITY SCHOOLS

ANNUAL NOTICE

ASBESTOS MANAGEMENT PROGRAM

An October 22, 1986, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The act required the Environmental Protection Agency (EPA) to develop regulations for addressing asbestos in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This rule stipulated, and our district has complied with, the following key requirements:

- Identification of asbestos-containing materials in all school buildings.
- Development and implementation of asbestos management plans for each school.
- Regular surveillance and re-inspections of the condition of asbestos in the buildings.
- Designation and training of a person to oversee asbestos activities within the district and to ensure compliance with the regulations.

This memorandum is to advise you that asbestos management plans for the district schools were developed following the EPA ruling and subsequently approved by the State of Ohio, Department of Health. These plans are regularly updated and are available for you to review.

Should you have any questions regarding this program or would like to review an asbestos management plan, please contact the Board of Education offices during normal business hours

Robert Yux

Assistant Superintendent – Business Affairs

