

Barberton Middle School
2021-2022
Student Handbook



barbertonschools.org

Home of the MAGICS!

2021-2022 School Calendar

2021-2022 Final

July						
S	M	T	W	T	F	S
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Holiday - No School	
First/Last Day for Students	
Staff Development/No School for Students	
Comp Day/No School	
Teacher Work Day/No School for Students	
Parent/Teacher Conf 3:45 - 7:00	

Events	
16-Aug	Staff Development
17-Aug	Staff Development
18-Aug	Teacher Work Day
19-Aug	Student's First Day
6-Sep	Labor Day
8-Oct	NEOEAE Day
28-Oct	HS/MS/BPS Parent/Teacher Conferences
11-Nov	BEE/BEW Parent/Teacher Conferences
Nov 24 & 26	Thanksgiving Break
17-Dec	Records Day
20-Dec - 31 Dec	Winter Break
3-Jan	Staff Development
4-Jan	Staff Development
5-Jan	Student's Return
17-Jan	Martin Luther King Day
10-Feb	BEE/BEW Parent/Teacher Conferences
17-Feb	HS/MS/BPS Parent/Teacher Conferences
18-Feb	Comp Day
21-Feb	President's Day
4 Apr - 8 Apr	Spring Break
15-Apr	Good Friday
30-May	Memorial Day
1-Jun	Student's Last Day
2-Jun	Teacher Work Day

Grading Periods []	
Q-1	Aug 19 - Oct 15 (40 days)
Q-2	Oct 18 - Dec 16 (41 days)
Q-3	Jan 5 - Mar 16 (48 days)
Q-4	Mar 17 - June 1 (48 days)

Open House	
17-Aug	Elementary Grades K&2 4-4:45pm
17-Aug	Elementary Grades 1&3 5-5:45pm
17-Aug	Elementary Grade 4 6-6:45 pm
18-Aug	PreSchool 4-5:30 pm
18-Aug	BMS Grades 5 & 7 4-5:30 pm
18-Aug	BMS Grades 6 & 8 5:30-7 pm
23-Aug	High School 5-7 pm, Senior Mtg 6-7 pm

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MAGIC SCHOOL PERSONNEL

BOARD OF EDUCATION

President	Mr. David Polacek
Vice-President	Mr. Thomas Harnden
Member	Mrs. Shawna Angeloff
Member	Mr. Pat Boyle
Member	Mrs. Megann Eberhart

CENTRAL OFFICE ADMINISTRATION

Superintendent	Mr. Jeffrey Ramnytz
Treasurer	. Craig McKendry
Asst. Superintendent (Business/Personnel)	Mr. Jason Ondrus
Director of Student Services	Mrs. Deidre Parsons
Director of Curriculum and Instruction	Dr. Shelly Habegger
Curriculum/Instructional Specialist	Mr. Michael Andric

BARBERTON MIDDLE SCHOOL ADMINISTRATION

Principal	Mrs. Jessica Starcher
Assistant Principal	Mr. Anthony Hermann
Assistant Principal	Mr. Perry Owens
Assistant Principal	Mr. Todd Hone

ATHLETICS

Athletic Director	Mr. Jordan Hardwick
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SCHOOL COUNSELORS

Grade 5 & 6	Mrs. Melissa Krska
Grade 7 & 8	Ms. Deanna Stein

SCHOOL PSYCHOLOGIST

Mrs. Allison Nettle

SCHOOL RESOURCE OFFICER

sdavis@barbertonschools.org

Officer Shannon Davis

OFFICES/SECRETARIES/RESPONSIBILITIES

Main Office

Mrs. Cline	22501	General Information, Progressbook, Final Forms, Lunch Forms, School Fees
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DO YOUR JOB



BE RESPECTFUL
BE RESPONSIBLE AND SAFE
BE READY TO LEARN

TOP 10 EMPLOYABILITY SKILLS

COMMUNICATION SKILLS

Listening, speaking, and writing. Employers want people who can accurately interpret what others are saying and organize and express their thoughts clearly.

TEAMWORK

In today's work environment, many jobs involve working in one or more groups. Employers want someone who can bring out the best in others.

ANALYTICAL & PROBLEM SOLVING

Employers want people who can use creativity, reasoning and past experiences to identify and solve problems effectively.

PERSONAL MANAGEMENT SKILLS

The ability to plan and manage multiple assignments and tasks, set priorities and adapt to changing conditions and work assignments.

INTERPERSONAL EFFECTIVENESS

Employers usually note whether an employee can relate to co-workers and build relationships with others in the organization.

COMPUTER/TECHNICAL LITERACY

Although employers expect to provide training on job-specific software, they also expect employees to be proficient with basic computer skills.

LEADERSHIP/MANAGEMENT SKILLS

The ability to take charge and manage your co-workers, if required, is a welcome trait. Most employers look for signs of leadership qualities.

LEARNING SKILLS

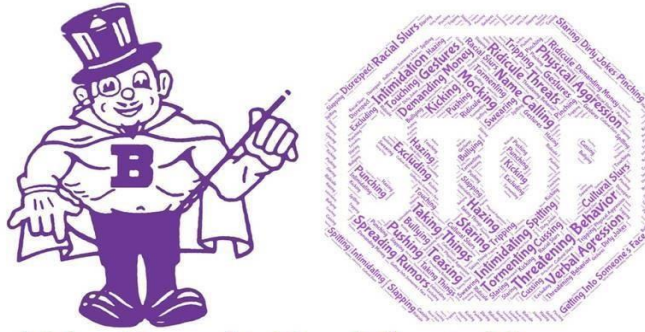
Jobs are constantly changing and evolving, and employers want people who can grow and learn as the changes come.

ACADEMIC COMPETENCE IN READING/MATH

Although most jobs don't require calculus, almost all jobs require the ability to read and comprehend instructions and perform basic math.

STRONG WORK VALUES

Dependability, promptness, good attendance, honesty, self-confidence and a positive attitude are prized qualities in any profession. Employers look for personal integrity.



We Don't Do That Here

After having multiple conversations and listening to our students and parents... it became clear that bullying is on the hearts and minds of many parents and members of our community.

After discussing this feedback with the administrators in the buildings, we want you to know that we will not tolerate bullying of any type (physical, written, verbal and electronic).

We have a plan for how to work together to deal with bullying.

The key to stopping bullying from taking place or continuing is the immediate reporting of any incident to staff and Principals.

We take this very seriously and will investigate every bullying report. Every, single, one. If we do not know about the bullying, there is nothing we can do.

We encourage students to let us know immediately, and if parents know they need to call us as well. Please understand that every investigation does not result in discipline based on bullying policy. Many times each individual involved committed an infraction. This would be considered a peer dispute and handled appropriately.

If it is found that there in fact is bullying taking place (frequent, one sided harassment), it will be dealt with everything in our power based on the regularly reviewed Barberton Code of Student Conduct and Discipline.

Barberton is a great community and we promote a safe welcoming family atmosphere in the schools for everyone.

We encourage our students to be respectful to each other and to lookout for each other. Parents we need your help. Please continue to encourage your children to treat everyone with respect and to report any bullying to us immediately. The safety of every child is vital to their ability to learn, which is why it's our top priority.

If you have questions about our student conduct policy, I'd like to hear them. Please call (330-753-1025) or email anytime. - Mr. Ramnytz

SEE SOMETHING SAY SOMETHING



THE IMPACT OF YOUR CHILD'S ATTENDANCE

Attendance during one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10 days	2 weeks	60 lessons
90%	19 days	4 weeks	120 lessons
85%	29 days	6 weeks	180 lessons
80%	38 days	8 weeks	240 lessons
75%	48 days	10 weeks	300 lessons
70%	57 days	11.5 weeks	345 lessons
65%	67 days	13.5 weeks	405 lessons

DO YOU OR SOMEONE YOU KNOW NEED HELP? **CALL 2-1-1**

Summit County, Ohio 

2-1-1[®]

Get Connected. Get Answers.

A program of United Way of Summit County

2-1-1 is a bridge between people who need services and the agencies that can help.

This free, confidential service is available 24 hours a day, 7 days a week.

Call 2-1-1 or **330-376-6660**
Search www.211summit.org
Text your zip code to **898-211**

VETERANS SUPPORT
CLOTHING HEALTH CARE
TAX PREPARATION
TRANSPORTATION UTILITIES
EMERGENCY SHELTER
SERVICES FOR SENIORS
ADDICTION TREATMENT
DISABILITY ASSISTANCE
FOOD HOUSING LEGAL
GET CONNECTED. GET ANSWERS.



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NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Policies and Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2020. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District’s website: www.barbertonschools.org by clicking on “Board of Education” then “Barberton City Schools Bylaws and Policies”.

FOREWARD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2020. If any of the policies or administrative guidelines referenced herein is revised after August 1, 2020, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

Our Mission

The mission of the Barberton City School District is meeting each child where they are at and growing them year to year until they are on one of these pathways --- Enrolled, Enlisted, Employed.

Our Vision

Barberton City Schools ... Building a Better Barberton...One Student at a Time!

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Mr. Jason Ondrus
Assistant Superintendent (Business Operations/Personnel)
330-753-1025 ext. 13116

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT RIGHT TO KNOW TEACHER QUALIFICATIONS

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, Every Student Succeeds Act, requires that any local school district receiving federal Title I Improving the Academic Achievement of the Disadvantaged funds must notify parents of each student attending any school receiving Title I that they may request information regarding the professional qualifications of the student's classroom teacher, including the following:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
4. Whether your child is provided services by instructional paraprofessionals (sometimes called teacher's aides) and their qualifications.

Our district is pleased to report that 100% of our teachers for the 2020-2021 school year have met state and federal guidelines and are designated Highly Qualified Teachers.

If you want further information about your child's teacher you may request this information by returning this letter with your identifying information to Mr. Jason Ondrus at 633 Brady Ave., Barberton OH 44203. Be sure to give the full name of your child, your full name, your complete address including zip code, and the name of your child's teacher(s).

Sincerely,

Jeffrey Ramnytz, Superintendent

Title I Funded District

The Barberton City School District complies with federal laws which prohibit discrimination in programs and activities receiving federal assistance.

Title I Regulation-Parents may request information regarding the professional qualifications of their children's teachers. For further information regarding Title I services for children, contact Dr. Shelly Habegger at 330-753-1025, shabegger@barbertonschools.org

All teachers in Barberton City Schools who teach core academic subjects are highly qualified teachers, as defined by the Ohio Department of Education. Contact the Barberton City School District for information (330-753-1025) or visit the Ohio Department of Education's website for teacher certification. <http://www.ode.state.oh.us/>

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

The Barberton City School District also complies with the Family Education Rights and Privacy Act of 1974 which grants to parents/guardians the right to examine their children's official school records.

Inquiries regarding unlawful discrimination may be directed to:

Mr. Jason Ondrus, Asst. Superintendent (Business Operations/Personnel)
or

Mrs. Deidre Parsons, Director of Student Services
Barberton City Schools
633 Brady Avenue
Barberton, OH 44203
330-753-1025

BARBERTON CITY SCHOOL DISTRICT SCHOOL-PARENT COMPACT

The Barberton City School District, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

SCHOOL RESPONSIBILITIES

The Barberton City School District will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows: Adhere to goals, strategies and action steps described in Barberton's Ohio Improvement Plan, found at <http://www.barbertonschools.org/curriculumandinstruction.aspx>. Parents who do not have access to the Internet may use the parent access computers in the Guidance Office at Barberton High School.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held in the fall and in the spring. Parents who need alternative times may call the school to arrange for a conference at a time that is mutually convenient for parents and staff members.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide interim reports half-way through each grading period and report cards at the end of each grading period.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents at times that are convenient for both teachers and parents, i.e. before school, after school, or during a teacher's planning time. Parents should contact the school ahead of time for an appointment with the teacher or other staff members.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, for example: reading to children, practicing math facts, organizing charitable activities or book fairs, PTA activities, helping with extracurricular activities. Parents can arrange for classroom observations by contacting the building principal. All visitations must adhere to Board of Education Policy #9150.

PARENT RESPONSIBILITIES

I, as a parent, will support my child's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television and screen time.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as the, District Leadership Team, Building Leader Team, or any other parent advisory committee convened by the Superintendent. Parents are also encouraged to join the Parent-Teacher Association (PTA).

STUDENT RESPONSIBILITIES

I, as a student, will share the responsibility to improve my academic achievement and achieve the state's high standards. Specifically, I will:

- Do my homework every day and ask for help when I need to.
- Read at least 20 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Follow school rules, as described in the student handbook.

ADDITIONAL REQUIRED SCHOOL RESPONSIBILITIES

Additional school requirements under Title I may be found at <http://www.boarddocs.com/oh/barber/Board.nsf/> policy #2261.01. Parents who do not have access to the Internet may use the parent access computers available at Barberton Middle School.

COVID 19 – SCHOOL RESPONSIBILITIES AND SAFETY GUIDELINES -

We will follow all UPDATED State and Local guidelines and procedures to ensure that our students remain safe throughout this unprecedented crisis. We will apply all social distancing measures, sanitation requirements, and PPE guidelines as directed by the State of Ohio, Summit County Dept. of Health and the City of Barberton.

If a student is showing COVID 19 related symptoms, for the safety of all students and staff, parents (or an individual on the emergency contacts) are expected to be available to pick up their student in a timely manner. The school will make every attempt possible to isolate the student while waiting to be picked up, but depending on circumstances it may be difficult for the school to have an area available.

Mr. Jeffery Ramnyt, Superintendent August 15, 2021

If you have questions about the School-Parent Compact, please contact Jeffrey Ramnyt, Superintendent, at 330-753-1025.

SECTION I – STUDENT CONDUCT

SCHOOL PROPERTY

We expect all BMS students to care for and have pride in your school. All students are expected to help keep it clean and looking state-of-the-art. Any students discovered defacing or vandalizing the building, furniture, or grounds in any way will be subject to disciplinary action. Legal action may be taken and charges could be issued by the Barberton Police Department depending on the nature and severity of the incident.

CODE OF CONDUCT

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

BARBERTON CITY SCHOOLS SECONDARY CODE OF CONDUCT AND ZERO TOLERANCE (Board Policy: 5500)

The items in this code are applicable to all secondary students. This code shall apply during any school activity, function, or event whether on property owned, rented or maintained by the Barberton Board of Education or property owned, rented or maintained by another party. Additionally, the provisions of this Code shall apply to secondary students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within line of sight of school property, on school transportation, or if the act affects the operation of the schools.

Students may be subject to the Code of Conduct regardless of when, where and how the conduct occurred, including compact programs, extra-curricular activities, or school related events (i.e. sporting events, dances, field trips, etc.), if the conduct has the effect of threatening the safety and security of the school, students while at school or disrupting the educational process. (Examples which are not inclusive are text messages, cyberbullying from Facebook, Twitter or other social networking sites, etc.) Students are to stay in designated areas during any school activities including sporting events home or away. Students are not to venture to opponents side or nonstudent sections at events.

All staff, including the following individuals, have the right to exercise their authority to implement this code: administrators, teachers, librarians or media clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action, which may include detention, alternative discipline, parental contact, referral to legal authorities, removal, suspension and/or expulsion. Disciplinary actions will be determined with regard to the timings, circumstances, nature, place and level of material disruption caused by the offense.

No form of violent disruptive or inappropriate behavior, including excessive truancy will be tolerated.

Other building procedures will also apply as described by specific building policy.

1. FIGHTING, ASSAULT

FOR FIGHTING

- A. Suspension – Up to ten (10) days OSS, pending expulsion.
- B. Notification to the Barberton Police Department (possible charges).

FOR ASSAULT- Assault is knowingly and/or recklessly causing or attempting to cause physical harm to another person.

- A. First Offense: The student may immediately be placed on ten (10) days OSS, pending expulsion.
- B. Notification to the Barberton Police Department (charges).

- 2.** Use, possession, concealment, buying, selling, transmitting or showing signs of consumption of any **ALCOHOLIC BEVERAGES, NARCOTIC DRUGS OR OTHER CONTROLLED SUBSTANCES** including but not limited to, marijuana, as well as any counterfeit or "look alike" products, controlled substances or any prescription drug or medication which is not in its original container and prescribed for the student. This includes possession/use of any item(s) determined to be drug paraphernalia.

HAVING POSSESSION OF OR UNDER THE INFLUENCE OF NARCOTIC DRUGS or CONTROLLED SUBSTANCES or ALCOHOLIC BEVERAGES

For any offense the following action will be taken:

FOR STUDENTS UNDER THE INFLUENCE OF A NARCOTIC DRUG,
CONTROLLED SUBSTANCE OR ALCOHOLIC BEVERAGE

- A. Notification of Barberton Police Department
- B. Ten (10) days OSS.
- C. Recommendation for expulsion. Student may be expelled up to eighty (80) days at the discretion of the Superintendent. The Superintendent may hold days in abeyance if the student agrees to participate and successfully completes a drug intervention program approved by the Barberton School District. The parent or guardian may accompany his/her child.
- D. Upon return to school, if school officials have reason to suspect that the student has again violated this policy, the student may be directed to submit to drug testing.
- E. Students who violate this section of the code of conduct may be prohibited from participating in select extra-curricular activities, in addition to any other discipline that is imposed.

FOR STUDENTS IN POSSESSION OF OR ENGAGED IN THE SALE OR DISTRIBUTION OF A NARCOTIC DRUG, CONTROLLED SUBSTANCE OR ALCOHOLIC BEVERAGE

- A. Notification of Barberton Police Department.
- B. Ten (10) days OSS.
- C. Recommendation for expulsion. Student may be expelled up to eighty (80) days at the discretion of the Superintendent. The Superintendent may hold days in abeyance if the student agrees to participate and successfully completes a drug intervention program approved by the Barberton School District. The parent or guardian may accompany his/her child.
- D. Upon return to school, if school officials have reason to suspect that the student has again violated this policy, the student may be directed to submit to drug testing.
- E. Students who violate this section of the code of conduct may be prohibited from participating in select extra-curricular activities, in addition to any other discipline that is imposed.

3. BOMB THREATS, WEAPONS THREATS, FALSE FIRE ALARM THREATS, AND SETTING OR ATTEMPTING TO SET AN UNAUTHORIZED FIRE, POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools. Including but not limited to any types of matches or lighters, threats made toward the schools, cyber threats, social media, or use of same to incite others towards such acts.

Such actions WILL result in the following:

- A. Notification of Barberton Police Department
- B. Ten (10) days OSS.

C. Recommendation for expulsion. Student may be expelled up to eighty (80) days at the discretion of the Superintendent.

4. THREATS to cause physical or mental harm to others, (verbally, in writing or by other means i.e. cyberbullying from Facebook, Twitter or other social networking sites). Non-verbal threats, intimidation or harassment that is persistent and creates an abusive educational environment are included. Jokes or pranks that are perceived as threats by students, faculty, staff and/or community members OR that cause a disruption to the school or work environment for students and/or staff are also prohibited.

5. POSSESSION, CONCEALMENT, TRANSMITTING, USE, OR THREATEN USE OF WEAPONS including but not limited to look-alike weapons or any object which might be considered a dangerous weapon or instrument of violence including mace or any other threatening device or substance.

Refer to WEAPONS, Board Policy: 5772

The Barberton Board of Education will not tolerate the possession of firearms on school property, at any school-sponsored event, or in a school vehicle.

The Superintendent shall expel any student bringing a firearm on school property, in a school vehicle or to any school sponsored activity for a period of one year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. A "firearm" is defined in the "Gun-Free School ACT of 1994," 108 Stat. 270, 20 USC 8921.

The Superintendent may reduce the required one-year expulsion on a case-by-case basis for the following reasons:

- A. The student is unlikely to pose a further threat of injury to persons or property, or disruption to the school environment;
- B. The student will not benefit from continuation of the expulsion;
- C. Circumstances regarding the weapons incident were not extreme or, in the judgment of the Superintendent, then the Superintendent may extend the opportunity to receive educational services in an alternative setting as considered appropriate, on a case-by-case basis, to any student expelled from the Barberton Public Schools or any student admitted to the Barberton Public Schools during the period of an expulsion imposed by another school district. The Code of Student Behavior shall be amended to reflect this policy effective September 14, 1995. Students are also prohibited from bringing knives onto school property, in school vehicles or to any school sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. Students bringing knives onto school property, in a school vehicle or to any school

sponsored activity may be expelled from school, with the same expulsion implications as noted above.

- D. The student is disabled and the incident is a manifestation of his/her disability.

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

6. **VIOLATION OF FEDERAL OR STATE STATUTES**, Includes illegal activities on school premises or at school sponsored activities.
7. **VIOLATING THE TERMS OF SUSPENSION**, and/or Disciplinary Class. Includes leaving detention or DDC without permission.
8. **DAMAGE, DESTRUCTION, DEFACEMENT, OR MISUSE** of school property or private property on school premises or at any school sponsored activity, whether intentionally, negligently, recklessly or carelessly done.
9. **SMOKING**, includes the possession or use of any tobacco products including smokeless tobacco such as snuff or chewing tobacco, e-cigarette/vapor devices (pods - empty or full, chargers, etc.) and matches or lighters.

TOBACCO/Vapor Products

- A. First offense...Suspension – Three (3) days OSS, Two (2) days of which will be held in abeyance if the student attends a "Smoking Intervention Program". The parent or guardian may accompany his/her child.
- B. Second offense...Suspension – Three (3) days OSS. Ohio State Senate Bill 218 prohibits a child from consuming, possessing, using, purchasing, attempting to purchase, ordering, paying for, sharing the cost of, accepting, or receiving cigarettes, other tobacco products, vapor products or papers used to roll cigarettes.
- C. Third offense...Suspension – Five (5) days of OSS.

Students who violate this law may be referred to the Barberton Police Department.

10. PROFANE, INDECENT, INAPPROPRIATE OR OBSCENE COMMUNICATION written or verbal. This shall include use of obscene gestures, pictures, signs or clothing.

Use of profane, indecent, inappropriate or obscene language, written or verbal, including the use of obscene gestures, possession of obscene pictures, signs or clothing, that is directed toward an individual may result in disciplinary action.

Note: Extreme use of profane, indecent, inappropriate or obscene language, written or verbal, directed toward an individual may result in an immediate recommendation for expulsion.

11. INSUBORDINATION, DISOBEDIENCE AND/OR DISRESPECTFUL

BEHAVIOR in refusing to comply with directions of school personnel including insolent, arrogant, disrespectful or threatening language or behavior (to school personnel or visitors). This shall include those who incite and entice such acts. Recording any incident on one's phone is an example of inciting.

12. INTERRUPTION OF THE EDUCATIONAL PROCESS by being disruptive in the classroom and/or hallways due to loud and/or repeated talking, making noises, which includes postings on any social media that disrupts the educational process.

13. TRUANCY from school including study hall, class or any other assigned activity for all or part of a day without school authorization will result in school consequences.

PLEASE NOTE - DAYTIME CURFEW

Parents and students are reminded that the City of Barberton has passed a law making it illegal for a student (age 6-18) to be in public places during school hours unless they are accompanied by a parent, have an excuse to be out of school or are employed with a work permit. Students in violation of this law may be taken into custody of the police and parents are subject to a fine. This includes students suspended or expelled.

14. REPEATED TARDINESS to class or school will result in appropriate school consequences and/or truancy consequences.

15. THEFT of school property or equipment, or personal property of any school personnel, student or visitor.

A. Notification of Barberton Police Department

B. One day DDC, OSS, up to 10 days OSS, pending expulsion.

16. **THE ACT OF EXTORTION** from any person on school property or at any school sponsored event.
17. **GAMBLING** for money or valuables on school property or at any school sponsored event. Card playing during academic time is unacceptable.
18. **THE ACT OF FALSELY REPORTING INCIDENTS** Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble or attention.
19. **FALSIFYING** Lying, making false accusations, or giving false testimony to school personnel.
20. **CHEATING AND/OR PLAGIARISM** Includes copying and pasting anything that is not your work.
21. **PEER CONFLICT - any non-physical or physical harassing between student that may or may not cause mental or physical harm and does not meet the criteria of bullying.** (May include verbal threats/harassment/intimidation).
22. **BULLYING** - any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship. "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. Bullying can be reported multiple ways including on the Barberton Schools website, the Stop It app, and through the Safe Schools Helpline.

The following definitions are from Board Policy 5517.01:

Harassment, intimidation, or bullying means:

- A. any intentions written, verbal, electronic, or physical act that a student or group of students exhibits towards another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).
- B. violence within a dating relationship.

- C. "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- D. aggressive behavior is defined as inappropriate conduct that is repeated enough to negatively impact a student's educational, physical or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, disability or gender identity. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.
- E. harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet e-mail, cell phones, or wireless hand-held devices) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

23. SEXUAL HARASSMENT Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature may constitute sexual harassment.

24. INAPPROPRIATE PHYSICAL OR NONPHYSICAL BEHAVIOR

Any behavior deemed inappropriate in school, including but not limited to unwelcome touching, physical or nonphysical horseplay, unwanted advances, physical intimidation, public displays of affection, loud hallway behavior.

"Sexting," which refers to the sharing of nude photos or videos via cell phone or other electronic devices, can have serious legal consequences. Consequences may also be issued by the school for possessing, viewing, or sharing of such images. "Public Display of Affection" - Students shall not engage in kissing, hugging or any sexual acts or displays not appropriate to the educational environment. Violators may be subject to disciplinary action.

25. COMMISSION OF A DANGEROUS ACT OR WILLFUL MISCONDUCT endangering the person and/or property of school personnel or property. (ex. propping doors or allowing entrance of unauthorized persons).

26. LEAVING SCHOOL PROPERTY OR AN ASSIGNED AREA leaving school or class without proper permission; not attending scheduled classes.

Administration reserves the right to conduct unannounced HALL SWEEPS in order to ensure students are in class. Any student found in the hall, without a pass, may be issued consequences.

- 27. THROWING OF ANY OBJECT** including but not limited to, snowballs, water-balloons, food, etc.
- 28. COMMISSION OF AN UNETHICAL/IMMORAL ACT.**
- 29. VIOLATION OF STATE STUDENT MANDATES** including but not limited to, obtaining required immunizations and failure to submit an Emergency Medical Card to the attendance office.
- 30. LOITERING, LITTERING OR CAUSING A DISTURBANCE** on public or private property adjacent to, across from or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- 31. ELECTRONIC DEVICES** such as, but not limited to wireless or electrical communication devices personal or school owned, i.e., cell phones, cameras, ipods or electronic gaming systems. Any misuse of school and/or school owned devices and/or technology, or violation of this rule may result in confiscation of the device and/or disciplinary action. Administrators may hold the device until a parent claims it from the school office. Contents of cell phones may be searched if a reasonable suspicion exists that it may have been used in an activity prohibited by the Code of Conduct. Administrative time **may not** be used to investigate lost or stolen electronic items.

Electronic Device Policy – “Away for the Day”:

Cell phones, music players, and headphones/earbuds are to be stored in a student’s locker from homeroom through dismissal. These devices are not to be accessed during the day.

Possible Consequences:

1st Offense - Lunch Detention, Student will pick up phone from main office at dismissal

2nd Offense - Thursday School, Student will pick up phone from main office at dismissal

3rd Offense - DDC, Parent will pick up phone from main office and conference with principal

*** Progressive consequences beyond 3 offenses***

- 32. FAILURE TO SERVE ASSIGNED** Discipline may result in After School Disciplinary Class, Daytime Disciplinary Class, or OSS.
- 33. FAILURE TO FOLLOW RULES** as set forth in the Student Handbook.

- 34. REPEATED OFFENSES** of any school rules or accepted standards of school behavior. NOTE: A student may be suspended pending the outcome of expulsion proceedings.

Violation of any Student Code of Conduct will result in disciplinary action which may include Detention, After School Disciplinary Class, Daytime Disciplinary Class, Out of School Suspension, or expulsion. In some situations, notification of the Barberton Police Department may be required.

35. DRESS CODE

Following the dress policy makes school easier for everyone. When students dress appropriately, school staff do not need to bother parents at work or at home, and students will not miss instructional time. If a student is unsure about whether or not an outfit is appropriate, DON'T WEAR IT. The dress code guidelines DO NOT apply to athletic and extracurricular uniforms purchased and approved by the school district.

The following restrictions apply to student dress:

1. Shoes:

Acceptable –Tennis shoes, small heels, flip flops/slides.

Unacceptable – slippers, any unstructured footwear deemed unsafe for the educational environment by administration.

2. Bottoms:

Acceptable –All shorts, skirts, and dresses must be fingertip length. Holes that expose skin must be at or below fingertip length.

Unacceptable – exposed skin above fingertip length, bottoms that expose undergarments/underwear, pajama bottoms (and/or articles of clothing deemed inappropriate by administration). Running shorts (with the lining) are typically too short and unacceptable when above fingertip length.

3. Tops:

Acceptable – T-shirts, pull over and zip up sweatshirts, tank

tops/sleeveless tops that **do not expose** undergarments, sweaters (knit, turtleneck), sweater vests (knit, cardigan), polo/dress shirts, knit shells.

Unacceptable – any shirt or top that exposes undergarments, camisole (camis) tank tops, tops that expose midriff/trunk or cleavage, heavy coats, shirts that are off the shoulder without any kind of strap are unacceptable (and/or articles of clothing deemed inappropriate by administration).

NOTE: Outdoor apparel (heavy coats, long trench coats, puffy vests, should be placed in the student's locker for the duration of the day. Students should dress appropriately for the weather.

4. Hats/Head Coverings Acceptable – barrettes, scrunchies, headbands.

Unacceptable – hats, bandannas, head coverings of any kind (unless worn for religious/medical reasons), combs/picks in hair.

5. Face Coverings (FACE MASKS):

Acceptable - Face Masks that ONLY cover nose and mouth (masks deemed appropriate by administration.)

Unacceptable - i.e. masks that include profane language, drug related symbols, pictures and/or graphics of a sexual nature. (MASKS need to remain on your face appropriately fitted unless directed to be taken off by staff for reasonable school related activities.

6. Other/Miscellaneous:

Acceptable – sport coats, ties, dresses, cardigans.

Unacceptable – chains (dog, wallet), collars (spiked/dog), pajamas, sunglasses, underwear as outerwear, costume wear.

Acceptable – small purses, regular size book bags, nylon sack bags.

** At BMS, all students are to put any backpack style and/or athletic bags in their lockers. These are not to be worn during the school day. Locker usage may be adjusted per Covid restrictions.*

Unacceptable – large hand bags/purses (over a quart size) or other large bags

All apparel must be school appropriate. No apparel may display messages advertising, promoting or glorifying controlled substances, violence, gang-related activity, racist, or sexual conduct. Apparel also may not depict profane, indecent, or inappropriate language, pictures, or images. Administration reserves the right to determine the appropriateness or clothing/appearance. This policy may be reviewed and revised each grading period, at the discretion of administration and the Parent Advisory Committee.

Administration/school is not liable for injuries sustained due to dress code violations.

Students who are in school with unsuitable clothing/appearance will be asked to change. If a parent or guardian cannot be reached, the student may be assigned to Daytime Disciplinary Class (DDC) until a parent can be reached. Repeated offenses of improper dress will be subject to escalating disciplinary action.

PHYSICAL EDUCATION ATTIRE

Physical education attire will be set by the instructor.

Gum/Candy:

Gum and candy should be disposed of properly. Any student who causes a distraction or classroom disruption with gum or candy, or who damages or vandalizes school property with gum or candy, will be subject to school consequences. Allowing gum or candy in the classroom will ultimately be at the discretion of the individual teacher.

BARBERTON MIDDLE SCHOOL AFTER SCHOOL DISCIPLINARY CLASS (ADC)

A set of rules and regulations concerning the operation of After School Disciplinary Class will be given to each student assigned to this class. The After School Disciplinary Class assignment is not considered fulfilled until all rules, regulations, assignments, and any other requested forms of participation are completed. It is the student's responsibility to bring work to do during the time he/she is assigned After School Disciplinary Class. Regular class assignments, homework, make-up work, review work and reading material are all acceptable.

AFTER SCHOOL DISCIPLINARY CLASS TAKES PLACE ON THURSDAY for 2 hours at the end of the school day. ~~from 3:00—5:00.~~

Failure/Refusal to serve Disciplinary Class may result in additional discipline (including DDC or OSS).

DETENTION

A student is assigned a detention for various unacceptable behaviors. Students are assigned to the school detention by any principal, **any** staff member, or any substitute for a staff member. Notices for detention assignment will be given to students in writing. The teacher will assign the date, time and location for the detention to be served. The teacher will hold his/her own detention. **Failure to serve a teacher detention will result in an After School Disciplinary Class Detention.**

DAYTIME DISCIPLINARY CLASS

All infractions of the Code of Conduct may result in Daytime Disciplinary Class. Tardiness to school, unexcused and partial unexcused, truant to class and zero tolerance violations are examples of infractions with specified consequences. Repeated infractions may result in OSS.

Students will be able to complete all classwork while in DDC. Electronic Devices, including personal gaming systems, e-tablets, iPods, and cell phones are not permitted in DDC and must be left in the student's locker.

Removal from DDC may result in a student receiving OSS.

OSS – OUT OF SCHOOL SUSPENSION

Out of School Suspension (OSS) excludes the student from school for purposes of adjustment. The student is not allowed to attend any school activity. Further, the student is not allowed on or in line of sight of any school property during the length of the suspension. Teachers of students who are placed on OSS are required to make assignments available to those students who ask for them. It is the expectation that work is completed upon return at which time credit will be given. Students who are given OSS during the quarter may be unable to attend any extra-curricular activities (i.e. field trip, football games, basketball games,

dances, etc.) for two consecutive quarters. NOTE: In the event of school cancellation for any reason, OSS is extended by the number of days school has been canceled.

EXPULSION

Expulsion may be the result of a single severe school rule violation or the result of a number of smaller rule violations. Expulsion may be held in abeyance and/or can be in effect for up to eighty (80) days at the discretion of the Superintendent. A student may remain suspended pending the outcome of expulsion proceedings. Any expulsion imposed begins when the out of school suspension days expire. If a student is provided an alternative educational setting (i.e Grad Point, Home Instruction) in lieu of expulsion by the Superintendent, the student is required to follow the rules and regulations of that setting (which include maintaining academic progress and attendance) or may be referred back to the Superintendent for a subsequent hearing.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed as indicated in Policy #5611 located on our website, www.barbertonschools.org or in the school office. As long as the in-school discipline is served entirely in the school setting, it is not subject to appeal.

SECTION II – GENERAL INFORMATION

ENROLLING AND/OR WITHDRAWING

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

All Barberton Schools enrollments are done at the Board of Education Office. Please complete online registration through Final Forms which can be found at www.barbertonschools.org. After completion of Final Forms please contact your Board office to complete registration. Any questions about enrollment should be directed to the Administration Office at 330-753-1025.

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if she/he is under the age of 18.

For health and safety reasons we are asking that parents inform the schools of any and all phone and address changes through the year. This can be done in Final Forms. It is critical that the schools have current information to better communicate with you. This is the responsibility of parents.

Parents must notify the Principal about plans to transfer their child to another school. School records including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request. A student is deemed to be enrolled until we receive a request and notice from the student's new school. This counts towards truancy and grades.

Steps to **Enroll**

Barberton City Schools

Thank you for using the FinalForms Enrollment system to register your child with the Barberton City Schools. The system is a secure and green process, which allows the district to verify all student demographic, emergency, and medical information for your child prior to the start of the new school year. The system will also allow you to electronically sign the annual permissions for school district policies. This online process replaces the majority of the hard copy student registration and permission forms that your child brings home from school on the first day of school.

We ask that you please take action to complete the registration as soon as possible. Your student's registration will not be complete until the forms have been submitted. If you do not have access to the internet, we will have computers available at the Administration office as well as in the school buildings to complete your child's registration.

STEP
#1
→

FINAL FORMS PARENT ACCOUNT

HOW DO I SIGN UP?

1. Go to: <https://barberton-oh.finalforms.com/>
2. Locate the parent icon and click **NEW ACCOUNT** below.
3. Type your **YOUR NAME**, **DATE OF BIRTH**, and **EMAIL**. Next, click **REGISTER**.

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still can not locate the FinalForms email, then email support@finalforms.com informing our team of the issue.

4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.
5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.

STEP
#2
↙ ↘

RETURNING STUDENT

HOW DO I REGISTER MY FIRST STUDENT?

IMPORTANT: If you followed the steps above, you may Jump to Step number 3.

1. Go to: <https://barberton-oh.finalforms.com/>
2. Click **LOGIN** under the Parent Icon.
3. Locate and click the **INCOMPLETE FORMS** button for the student you wish to register.
4. If your student plans to participate in a sport, activity, or club, then click the checkbox for each. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.
5. Complete each form and sign your full name (i.e. 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.
6. When all forms are complete, you will see a 'Forms Finished' message.

NEW STUDENT

HOW DO I REGISTER MY FIRST STUDENT?

IMPORTANT: If you followed the steps under Parent Registration, you may Jump to Step number 3.

1. Go to: <https://barberton-oh.finalforms.com/>
2. Click **LOGIN** under the Parent Icon.
3. Locate and click the **ADD STUDENT** button.
4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
5. If your student plans to participate in a sport, activity, or club, then click the checkbox for each. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.
6. Complete each form and sign your full name (i.e. 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.
7. When all forms are complete, you will see a 'Forms Finished' message.

HOW DO I REGISTER ADDITIONAL STUDENTS?

Click **MY STUDENTS**. Then, repeat steps number 3 through number 7 for each additional student.

HOW DO I UPDATE INFORMATION?

Login at any time and click **UPDATE FORMS** to update information for any student.

IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student that will prompt for your student to sign required forms.

Documents Required to Complete Registration:

- Certificate of Birth (issued by Health Department)
- Immunization Record (must be in State compliance)
- Copy of Social Security Card or tax document with child's #.
- Parent Photo ID (Driver's license or State ID card)
- Copy of custody paperwork (if applicable). The document should include a timestamp, judge's signature and all pages.
- Proof of Residency—**TWO DOCUMENTS REQUIRED**
Examples: Lease/Mortgage Agreement, Utility Bill, Property Tax bill, Federal/State/Local Records, Welfare/child care records, insurance policy, AMHA lease statement, Bank Statement, Credit Card Bill. PLEASE NOTE: Documents MUST be current in custodial parent's name.

STEP
#3
→

Documents can all be uploaded on FinalForms or an appointment can be made to bring in the documents.

ATTENDANCE OFFICE PROCEDURES

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance is required of all students enrolled in the schools during the day.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement or personal communication to the school of the cause for such absence. The Board of Education reserves the right to verify such statements or communications and to investigate the cause of each absence. Repeated infractions of Board policy on attendance may result in school consequences.

A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive school hours, for 42 or more school hours in one school month, or 72 or more school hours in a school year.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. Assign the student to a truancy intervention program
- B. Provide counseling to the student
- C. Request or require the student's parent to attend a parental involvement program
- D. Request or require a parent to attend a truancy prevention mediation program
- E. Take appropriate legal action
- F. Assignment to an alternative program, if available

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours

in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

COPY OF ATTENDANCE LETTER SENT TO PARENT

Attendance Warning
BARBERTON MIDDLE SCHOOL
Barberton

Dear <Student Name>
<Address>
<City, State, Zip>

IN THE MATTER OF:

As school officials, we are required by law to provide you with the notice that your child, <Students Name>, has reached a significant number of absences that makes it necessary to send this letter. The attendance of all children of compulsory school age is expected every day that school is in session. It is your responsibility to see to it that your child attends school regularly. Failure to send your child to school is a violation of Section 3321.38 of the Ohio Revised Code. Prosecution and conviction of this offence may result in the court ordering you to give bond and/or pay a fine and court costs.

If your student continues to miss school, the district may assign your student to an Absence Intervention Team, of which you are a required member, to address the absenteeism. If your student fails to participate or make satisfactory progress with the intervention process or continues to miss school, the district may file a complaint against you and/or your child with Job and Family Services and/or Juvenile Court. All UNEXCUSED ABSENCES are considered truancy, for which you or your child may be prosecuted in court. An absence from school may be excused only for the following reasons: verifiable illness, death in the family, approved vacation and religious holidays.

- Absent Thirty (30) or more consecutive hours without a legitimate documented excuse.
- Absent Forty-Two (42) or more hours in one month without a legitimate documented excuse,
- Absent Seventy-Two (72) or more hours in one year without a legitimate documented excuse.

- Absent Thirty-Eight (38) or more hours in one month with/without a legitimate documented excuse.
- Absent Sixty-Five (65) or more hours in one school year with/without a legitimate documented excuse.

At this time, your child has had numerous absences from school. An attendance intervention is required at this time. (See attached list of dates.) Although a parent may have called to report the absence, you may be required to provide written documentation from a physician for the school to record these absences as EXCUSED. If this documentation is not received for these parental/guardian “call offs”, the school will record the absence as UNEXCUSED.

Sincerely,

Principal Barberton Middle School

Reporting Absences

It is the responsibility of the parents/legal guardian to report all absences from school to the Attendance Office on the day of the absence. The Attendance Office phone number is 330-745-9950 ext. 22116. Voicemail is available when the Attendance Office is closed. To report an absence, please call the office by 8:30 a.m. on the day of the absence. Failure to verify a student’s absence may result in truancy.

****Students must be in attendance for at least half of a school day in order to be eligible to participate in co-curricular activities that evening or attend athletic events.****

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness
- B. Illness in the family. The absence under this condition shall not apply to children under fourteen (14) years of age.
- C. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by proper health officials.
- D. Death of a relative. The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause is shown by parents for a longer absence.
- E. Homework due to absence of parents or guardians. Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.

- F. Observance of religious holidays. Any child of any religious faith shall be excused if the absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
- G. Emergency or set of circumstances which is the judgment of the Superintendent.
- H. Anything a school designee constitutes as a good and sufficient cause for absence from school.
- I. Absences from all or part of a day will be excused ONLY if
 - a. A parent calls or sends a note to the Attendance Office; and
 - b. The absence meets one of the seven reasons as defined by Chapter 3301.51 of the Ohio Administrative code listed under the BMS Attendance Policy section of this handbook.

Note: Absences and tardies are excused or unexcused at the discretion of the Administration.

Parental phone calls or notes will not excuse a student for an absence that does not fall under one of the seven guidelines established by the state. Non-excused absences include, but are not limited to: shopping, oversleeping, broken alarm clocks or power outages, haircuts, hunting trips or vacations, car problems, etc. It is extremely important that students and parents realize that absences from school can only be for illness, emergencies, and other legal absences. Unexcused absences will be considered truant. Please Note: Ohio law requires all students to be in attendance until the age of eighteen (18).

Unexcused & Partial Unexcused Absences

Unexcused and Partial Unexcused Absences will result in progressive disciplinary action. At the 5 day threshold, a Thursday school will be assigned with completion of work provided. At 10 days, a parent meeting will be scheduled to discuss an attendance plan and the student will be in lunch detention until this meeting is held.

Excessive Absences

Students are permitted no more than 30 hours of excused absences in a semester. **Students may be required to present a doctor's note for any absences after 30 hours.** Any absence after 30 hours will be unexcused unless accompanied by a doctor's note or court document. Students may not earn credit for work during an unexcused absence.

Extended Medical Absences

Parents are expected to notify the school if a student will be out for an extended amount of time so that appropriate arrangements can be made. Parents and students are required to submit a doctor's excuse for absences that extend over 3 days.

School Day Times

Building Opens	7:25 a.m. for breakfast 7:35 a.m. for all other students
Breakfast Served	7:25 a.m. - 7:45 a.m.
Teacher arrival	7:20 a.m.
Tardy Bell	7:45 a.m.
Classes Begin	7:48 a.m.
Half Day ends/begins	11:00 a.m.
Classes End/Dismissal	2:40 p.m.
Teacher dismissal	2:50 p.m.

***school day times may be subject to change**

Morning Arrival

Students may enter the building at 7:25 a.m. for breakfast. Breakfast will be served from 7:25 a.m. until 7:45 a.m. Students not at breakfast are expected to report directly to homeroom at the 7:35 a.m. bell. If a student has an appointment to see a teacher before 7:35 a.m., they must show a note from the teacher to the person in charge of the area.

Tardiness to School

Tardy is defined as not being in your assigned seat when the bell rings. Any student who arrives after 7:45 a.m. must sign in at the Attendance Office. Students who remain in the cafeteria after 7:45 a.m. will be considered tardy.

Continued and persistent tardiness will result in progressive disciplinary action at the discretion of the administrator. Disciplinary action will be as follows:

1. 1-5 tardies = student will be last in line to get his/her lunch
2. 6-10 tardies = lunch detentions assigned/PB&J lunch only
3. 11 or more tardies = Daytime Disciplinary Class assigned

Excessive lateness to school is disruptive to the educational process. Habitual lateness to school is considered a form of truancy and may result in a truancy referral.

Tardiness to Class

Students are expected to be in the classroom when the bell rings and ready to participate in class. Teachers may issue consequences for being tardy to class. Repeated tardiness to class may result in a referral to the office.

Administration reserves the right to conduct unannounced HALL SWEEPS in order to ensure students are in class. Any student found in the hall, without a pass, may be issued consequences. Consequences for tardiness to school/class or roaming the hallways without permission may result in lunchtime

detention(s) in DDC (issued the day of the tardy), ADC or immediate placement in DDC for the remainder of the day or additional time depending on the nature and frequency of the violation.

Truancy

In the Code of Student Conduct, truancy is listed (item #13) as a violation subject to disciplinary action. Truancy is defined as:

Absence from school or classes without a parent and/or school official's knowledge or permission. Each "truancy" may be counted on a per period basis. Continued and persistent truancy will result in escalating disciplinary action at the discretion of the administrator.

Students may not be permitted to receive credit for work that is assigned when they are truant from class.

Early Dismissals

1. Students who need to leave school early for an approved reason should bring a note from their parents to the office before 1st period.
2. Students will be called down to the main office at the time of their dismissal to wait for parents. Parents must report to the main office to sign students out. Be prepared to show your I.D. when you come to sign your child out of school.
3. Students should report to the office to sign in if they return to school the same day.
4. Students should never leave the building without the permission of the principal or assistant principal.
5. Contacts with the home must be made by an administrator, counselor or secretary.
6. No student shall be released to anyone who is not authorized by the parents.
7. Students who need to leave early must be out of the building no later than 2:30 p.m. to avoid conflict with school transportation. Parents who choose to pick their students up after this time will remain in the parking lot until 2:50 p.m. or after buses depart.

Assigned Work Policy

Illness, Death in Family, Religious Holidays

All assignments made prior to the absence are due the first day the student returns to school. Assignments made during the absence must be completed in the number of school days missed plus one (i.e. 3 consecutive days of absence = 4 days to make up the work missed and submit it for credit). **It is the**

responsibility of the student to initiate and complete all make-up work in the required time.

Magic Time

Magic Time will continue to be suspended for the 2021-2022 school year.

AFTER SCHOOL

All students must be out of the building by 2:50 p.m. unless under the supervision of a teacher. Loitering in or around the building will not be permitted.

Parents should be aware that school ends at 2:40 p.m. Arrangements for after school transportation must be made in advance. Office phones are for school business and are not to be used to call for rides.

JAYWALKING

Students should only cross streets at designated crosswalks. Students are prohibited from jaywalking. If a student is caught jaywalking, the appropriate authorities will be notified.

USE OF BICYCLES

The Board of Education regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students – a responsibility in the care of property, in the observation of safety rules including wearing helmets, and in the display of courtesy and consideration toward others.

The Board will permit the use of bicycles by students in accordance with the administrative guidelines of the Superintendent.

The Board will not be responsible for bicycles which are lost, stolen, or damaged.

VACATIONS

The practice of students accompanying parents on a vacation during school time is strongly discouraged. Students who take vacations from school are required to bring in a note from the parent and have each teacher sign the “Vacation Form” (available in the Main Office) at least one week prior to the vacation. Teachers will provide students with the assignments that will be missed during the vacation. The assignments are to be submitted within one day of returning to school. Adjustments to submit the assignments may be made with teachers when special projects or reports are involved. It is our

expectation that students will be “caught up” with the class upon returning from a vacation.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, she/he must notify a staff person immediately.

Each student enrolled in Barberton Middle School must have emergency information entered into Final Forms. Carefully complete the space for emergency numbers of people the office could contact in the event of an illness or emergency. These people will be contacted only in the event that we cannot contact the parent/guardian. If you have a medical condition, which could require emergency attention, please notify the Attendance Office. Questions about prescribed medication that needs to be taken during the school day may be referred to the Attendance Office.

Final Forms will need to be completed before student is issued a chromebook.

Students without emergency information may not be permitted to attend school or school events. All absences that are due to failure to turn in emergency information will result in unexcused absences.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the Attendance office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School’s emergency procedures and attempt to make contact with the student’s parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

DISPENSING OF MEDICATION

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child’s physician accompanied by the written authorization of the

parent (see Form 5330F1). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the building principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent or designee shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator not commonly used by students. Parents, or students authorized in writing by physicians and parents, may administer medication or treatment but only in the presence of school personnel.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Information on Control of Casual-Contact Communicable Disease (Policy 8450), Control of Direct-Contact Communicable Diseases (Policy 8453), and Control of Blood-Borne Pathogens (Policy 8453.01) can be found on our web site.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities (Policy 2460). Further information can be found on our web site.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in

education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Student Services Director at 330-753-1025 ext. 13127.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received; honor roles; scholarships; or telephone numbers only for inclusion in school or PTA directories.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fifteen (15) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also

provide assurances that the personally identifiable information will not be disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education.

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act (“FERPA”) or the Protection of Pupil Rights Amendment (“PPRA”), may file a complaint directly with the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave SW, Washington, DC 20202-8520.

FEES AND/OR DAMAGED PROPERTY

An instructional materials fee will not be charged this year. Students may be charged a fee for any damaged property.

CARE OF BOOKS

Books are loaned to the students for use during the school year. These books are the property of the Board of Education. Students are expected to have all books covered and maintain/replace book covers when needed. The student is financially responsible for all books loaned to him or her. Students should not misuse their books. Books should not be loaned to anybody. Students should keep their books locked in their lockers while not in use. Students must pay fines for books damaged or destroyed. Students must pay for lost books. The condition of each book will be recorded at the beginning of the year. Fines will be charged for damage beyond normal usage.

COLLECTION OF DEBTS

Any monies owed to the school will be recorded as soon as the debt is incurred. Students are responsible for any debt to the school: for lost or damaged textbooks, instructional materials, or equipment; lost or damaged library materials; lost or damaged athletic equipment; club or organization materials or fund raising merchandise or money not turned in; damages to school property or buildings; or any other debt deemed to be legitimate by the principal. Confiscated items will be held until debts are paid.

LOCKERS

Lockers are school property and are subject to inspection by school personnel. Barberton School Board Policy 5771 (Student Interrogations and Searches) will be followed if the principal determines a search to be appropriate. School authorities reserve the right to inspect student lockers at any time.

Lockers must be locked at all times. The school is not responsible for anything taken from your locker. Keep the combination confidential. If you forget your combination or have mechanical difficulty with your locker, report to the main office.

Each student is assigned a locker. You are expected to use the locker assigned to you. Do not share it with anyone! Lockers must be kept locked at all times. The school is not responsible for anything taken from your locker. Lockers are school property and are subject to inspection by school personnel. Barberton School Board policy will be followed if an administrator determines a search may be appropriate.

DO NOT WRITE OR PUT ANY STICKERS ON YOUR LOCKER. YOU WILL BE FINED FOR ANY REPAIRS NECESSARY TO YOUR LOCKER. IF YOU FIND THAT YOUR LOCKER IS DAMAGED IN ANY WAY AT THE BEGINNING OF THE YEAR, REPORT IT IMMEDIATELY TO THE PRINCIPAL'S OFFICE.

Do not share lockers. Use your own. Sharing lockers often times results in stolen property.

FOOD SERVICE

Breakfast and lunches are served as part of the total educational program at Barberton City Schools. There is financial help available for all students' families who cannot afford the price of the meal. Paper applications can be obtained from your school office or by going to the Barberton City School district homepage. Qualifying families should return the completed applications to the school office as soon as possible. **A NEW APPLICATION MUST BE FILLED OUT EACH SCHOOL YEAR,** before September 25, 2021. Families can apply online by going to: payschoolscentral.com, click on register, select I am a parent and follow the prompts. You must have your child(ren's) student ID number to take advantage of this option. Children who were free or reduced last year, will need to login to payschoolscentral.com and update their information. Students will automatically change to paid lunch status if application is not updated before September 25, 2020.

1. Free or reduced lunch applications are available in the office.
2. Qualifying families should return the completed applications to the main office as soon as possible.
3. Food service will process the application as soon as possible, and inform the family of the results.

Students are permitted to pay for their meals in advance. Pre-payment can be made by sending cash or check made payable to the school cafeteria.

Barberton City Schools also offers PaySchools Central Program. To access this convenient program, log onto www.payschoolscentral.com and select the “sign up” option from the menu. The screen will guide you through the process to establish your account. We strongly encourage families to sign up for the auto Replenishment option which automatically adds an amount of money you set when the balance reaches a low amount. This will ensure your child(ren) will always have funds to purchase their meals.

IT IS NOT A POLICY OF THE BARBERTON CITY SCHOOLS TO LOAN MONEY FOR LUNCHES however, a minimum of two meal charges will be allowed per school semester. If a student has exceeded the maximum allowable times for charging, then a meal consisting of a peanut butter wafer bar, a fruit or vegetable, and a white milk will be provided by the cafeteria.

The cafeteria will keep an updated roster of the students who have borrowed money. At the end of the school year this list of students will be submitted to the school office, and any money owed the cafeteria will become a fee obligation which must be paid in full. Students who owe the cafeteria lunch money may not purchase any extra à la carte items until their balance is “paid off in full”.

LUNCH TIME PROCEDURES

At the beginning of each lunch, students will remain silent and seated until daily announcements are given.

1. Students should enter the cafeteria in an orderly manner and find their assigned tables.
2. Students will be released to the cafeteria lines by the lunchroom monitors. Students should get their food and/or milk and be seated at their assigned tables. This is their seat for the entire lunch period.
3. Students are to keep their eating area clean and return trays and silverware to the area provided.
4. No food or drink is permitted outside the cafeteria.
5. Students who want to buy both hot lunch and items from a la carte must get their hot lunch first and then wait to be released to the a la carte line.
6. Students are not permitted to circumvent the cafeteria lines by having others buy food for them. Every student must go through a line to buy his/her food.
7. Students **MUST** remain seated unless given permission by a staff member.

SAFETY AND SECURITY

- A. You are responsible for your own personal property. Do not share your locker combination with anyone else.

- B. You are responsible for property loaned to you by the school (textbooks, tools, etc.).
- C. DO NOT bring nonessential valuables or large sums of money to school. Laser pointers will be confiscated and not returned. Use of wireless communication devices during the school day without permission will result in the item being taken. Security for these articles is NOT guaranteed. Repeat offenses may result in the item being kept for the year and further disciplinary action.
- D. Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables. NEVER leave valuables unattended.
- E. Report the loss of property to the Principal's Office or School Resource Officer.
- F. Report incidents where you observe one student taking the property of another to deter thefts in school.
- G. Protecting the property of another may help insure that you will not become a victim of such acts of theft.
- H. There are numerous security cameras throughout the building. All activity may be recorded.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Fire drill routes are posted in each classroom. Be familiar with them. The most important thing you can do to help in the evacuation of the school is to be quiet so that special instructions can be heard. Another thing to keep in mind is that running and pushing increases the likelihood of accidents during evacuation. (Violation of procedures may result in disciplinary action).

The School conducts tornado drills during the tornado season following procedures prescribed by the State. A special tornado siren indicates that students are to move to their assigned tornado shelter areas. Location of tornado exits and shelter areas are posted in each classroom. The most important thing you can do to help is to quickly and quietly go to the designated shelter area. DO NOT LEAVE THE BUILDING UNDER ANY CIRCUMSTANCES. Please keep in mind that running and pushing will only hinder the movement to the shelter area. Stay in the shelter area until you are told to leave. Violation of procedures may result in disciplinary action.

Safety drills will be conducted periodically. Teachers will provide specific instruction on the appropriate procedures to follow in situations where

students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WAKR - 1590	WTAM - 100AM	WCPN - 90.3 FM
WMJI - 105.7 FM	WKDD - 98.1 FM	WMMS - 100.7 FM
WCRF - 103.3 FM	WGAR - 99.5 FM	WKYC TV 3
WEWS TV 5	WJW TV 8	WOIO TV 19

BCSD Inclement Weather Guidelines

Calling a snow day is always a difficult decision, and we do not make these decisions lightly. As superintendent of our school district, my decision to close school is always based on the safety of our students and staff. Although there are no hard and fast rules when deciding to close school due to inclement weather, the following conditions are considered:

- The amount of snow on the ground
- The projected amount of snow to fall
- Weather forecast for the school day
- Road conditions
- Temperature
- Wind chill
- Ability of the City of Barberton to plow and salt the streets
- Conditions of school parking lots and sidewalks

When hazardous weather arrives in our community, the most important issue is the safety of our students and employees. As parents, you have the right to keep your students home if you feel it is not safe. If we do close school, my goal will be to make a decision by 5:30 or 6 a.m. When the decision is made, we will send automatic phone messages that reach all of our families and staff members; and we will contact all local radio, TV and newspapers. Please understand that we make difficult decisions about snow days with thoughtful, well-researched and conscientious practices and procedures. Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

Visitors, particularly parents, are welcome at the School. Each visitor must report to the main office for a visitor's pass. No one is allowed in the school without this pass. Students will not be permitted to bring students from other schools to visit for the day. This applies to out-of-town guests, friends, relatives, and former students. Guidance will arrange visits for students transferring from another district. By law, any visitor must enter the main door and report to the main office upon entering the building. Unauthorized persons (including suspended or expelled students) will be told to leave and are subject to legal action. Staff are expected to question people in the building whom they do not recognize and who do not have a building pass, and to question people who are "hanging around" the building after hours. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

CARE OF SCHOOL PROPERTY

This is our school, and we take a great deal of pride in maintaining the school for you. To maintain our pride we must keep it clean and attractive.

We can all help by:

1. Placing waste materials in containers provided.
2. Not writing on walls.
3. Not writing or scratching on desks.
4. Cooperating with the custodian in keeping the hallways and grounds as neat and clean as possible.

TELEPHONE CALLS

- A. Students may be given a pass from a teacher to use the phone in the main office.
- B. Students may use the phones in the offices only when given permission by the adult in that office.
- C. Students can make phone calls from a classroom only if the teacher in that classroom has given permission.
- D. Students are not permitted to use cell phones to make calls or send text messages during the school day.
- E. Misuse of the phone by false use of 911 will be subject to both school and legal disciplinary punishment.

ELECTRONIC DEVICES

Electronic Devices such as, but not limited to, electronic games and laser pointers are not to be used during the school day unless it is part of the instructional program. This includes misuse of school and/or school issued

devices. Violation of this rule may result in the confiscation of the device and disciplinary action (See Electronic Devices in the Code of Conduct).

Content of cell phones (pictures, text messages) may be searched if there is a reasonable suspicion that they have been used in an activity prohibited by the Code of Conduct.

Administrative time may not be used to investigate lost or stolen electronic items. Please ensure all items are safely and securely stored.

SIGNS AND POSTERS

Any student or group wishing to place signs or posters in the building must obtain permission from the principal. Signs, etc. may only be placed in offices or in the cafeteria. As a rule, no commercial advertising or non-school related activity is accepted for distribution within the school. See the principal if you have questions about these matters. Any student or group will be responsible for taking signs down when the event is finished.

ELEVATOR USE

The elevators are OFF LIMITS to students. Elevators are to be used only by staff members and students with disabilities. If you believe you have a legitimate reason to use the elevator, you MUST receive permission from the principal. There is a \$50 charge if an elevator key is lost.

SECTION III – ACADEMICS

ACES WRITING METHOD

A-Answer the questions by restating the question.

C-Cite two pieces of evidence from the text. (Use quotes)

E-Explain how your quotes support your answer.

S-Summary sentence or connection sentence.

COMPUTER AND INTERNET GUIDELINES

When you signed the Acceptable Use Policy to use the computers in this school, you agreed (in part) to:

- Computers are for educational purposes, career development, college prep assignments and classroom activities.
- NO games, NO internet chat, NO email, NO obscene language or graphics, NO chat rooms, NO social media sites.
- Do not change any computer set-ups.
- You may not use computers without supervision.
- Follow lab sign-in procedure and technology use guidelines.

Misuse will result in loss of library privileges and, possibly, computer privileges for the remainder of the school year.

CHROME BOOK POLICY

Chromebook Acceptable Use/Student Pledge Form
Revised June 2016



The purpose of the Barberton High School Chromebook Program is to prepare students for their future, in a world of digital technology and information. In this 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool we have chosen for students is the Chromebook computer.

The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for real-world situations in college and the workplace. The use of this technology encourages students to solve problems and think critically by stimulating analytical thinking and creativity. Learning results from the continuous, dynamic interaction among students, educators, parents and the extended community.

It is important to note that technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures and information within this document apply to all Chromebooks used in BCSD, including any other device considered by the administration to come under this policy. **Teachers may set additional requirements for Chromebook use in their classroom.**

Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school.
- Students are not to remove any ID/SN labels on the Chromebook. If labels come off, students must contact a teacher for a replacement label immediately.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. If a student finds that his or her Chromebook is broken or fails to work properly (for reasons other than those stated below), the student should notify a teacher **immediately**.

If a student Chromebook is damaged purposely or accidentally by another student in the building, then the other student will be held liable. However, if the original student responsible for the Chromebook refuses to tell a teacher or administrator the name of the peer at fault, the student who the Chromebook is assigned to will be held responsible for any damages.

Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways.

- If a Chromebook is found in an unsupervised area, it will be taken to the Main Office.
- If a student leaves his or her Chromebook unsupervised, they may be subject to losing Chromebook privileges for the remainder of the year.
- Chromebooks are not to be taken to the weight room, gym, lunch/cafeteria, or locker rooms at any time.
- If the Chromebook is stolen due to negligence, the student could be held responsible for the replacement of the Chromebook.

General Precautions

- Students are not to loan their Chromebooks to anyone.
- No food or drink is allowed near the Chromebook while it is in use.

- Students should leave Chromebooks with teachers or other adult when using the restroom.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Barberton School District.
- Do not stack anything on the Chromebook that could put pressure on the screen. This includes books, notebooks, other Chromebooks and other materials.
- Do not close the screen with papers in-between, this could crack a screen.
- Do not poke the screen.
- Clean the screen only with a soft, dry cloth or anti-static cloth.
- Failure to comply with the General Precautions may result in students losing Chromebook privileges. Students will return to traditional paper/pencil activities and projects.

Chromebook Technical Support

- Should students experience technical issues with the Chromebook, they are to contact their teacher for support.
- If the teacher cannot resolve the issue, the teacher will contact the IT department via the IT Help Desk ticketing system.

Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.

- Students are not to use their Chromebook in the classroom until instructed to do so.
- Chromebook privileges can and will be revoked by teachers at any time.
- Chromebooks should be brought to school fully charged and ready for use every day.
- Chromebooks should be with you in all classes; a daily participation grade will be given in every class for having it and for it being charged for use. The exceptions would be any Physical Education class or Woodshop.
- Students are not to use their Chromebooks to charge other mobile devices such as phones and music players.
- If a student forgets a Chromebook on a day a required assignment is completed in class, the final grade for that assignment will be at the teacher's discretion.
- Chromebooks will be used for State testing.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must use the Barberton issued Google Apps for Education account associated with their school email.
- Students may only install and use approved extensions and add-ons apps as directed by their teachers.

- Personal apps, music and games should not be stored on students' BCSD Google Accounts.
- Students are not to access music, video or other digital media as it will slow down the internet.

Inspection

- **Students can have their Chromebooks inspected for content at any time by either a teacher or an administrator.**

Saving Files

- Students will be able to save school-related work using Barberton City School District's Google Apps for Education (GAFE) account (see login information below).
- Each student will have access to their own user account and folder that can be accessed anytime, anywhere via GAFE.
- Student link to GAFE can be found at www.barbertonschools.org under Student Menu > Google Apps Student Log In.

Google Apps Log-In Credentials

- **Email address:** firstname.lastname@barbertonstudents.org
- **Log in:** first name.last name
- **Password:** student ID #
- Do not give your student ID# to anyone, this is a violation and could lead to disciplinary action.
- Do not log into anyone else's Google account, this is academic fraud/tampering and could result in disciplinary action.

Student Assignments

Students are responsible for making up all assignments assigned on the Chromebooks.

Network Connectivity

The Barberton School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Acceptable Use

Students must have the district Acceptable Use Policy signed and on file in the high school. If the student and parent have not signed the district policy, they must do so before receiving a Chromebook to use. See district Acceptable Use Policy regarding acceptable use of district computers and network.

Chromebook Violations:

- Accessing, sending, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- Downloading or transmitting multi-player game, illegally obtaining music, or video files (including you tube, google/yahoo video, etc.) using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Teacher and administration discretion will be used to determine the consequences of any Chromebook infraction and may result in any of the following consequences: suspension of Chromebook use, referral to law enforcement authorities, and/or possible long term suspension or recommended expulsion from school.

Process for Reporting a Stolen/Lost Device

- Call the police for stolen devices. Please make sure you identify for them the type of device (Chromebook) and that it is a Barberton City School District owned device.
- Contact building principal or other administrator.
- The BHS school resource officer will assist building principals in recovery attempts.
- Students may be provided with a temporary/replacement device. If this is a recurring issue, students may not be permitted to take device home.
- If/when device is recovered, it will be returned to inventory.

Process for Reporting a Damaged Device

- Students should report damage to a teacher who can enter a Help Desk ticket.
- Tech Department will replace/repair if possible as quickly as they can.
- Tech Department will notify principals of repair or replacement cost if applicable.

Student Pledge

1. I will take good care of the Chromebook devices I am assigned and know that I will be issued the same Chromebook each year.
2. I will bring my Chromebook to school charged and ready for use daily.
3. I will not use my Chromebook to charge other devices.
4. I will never leave the Chromebook unattended.
5. I will never loan out my Chromebook to other individuals.
6. I will keep my Chromebook in a secure place at all times.
7. I will keep food and beverages away from my Chromebook.
8. I will not disassemble any part of my Chromebook or attempt any repairs.
9. I will protect my Chromebook by carrying it carefully and leave it in the case provided when not in use.
10. I will use my Chromebook in ways that are appropriate and educational.
11. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
12. I will not deface the identification sticker on any Chromebook.
13. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Barberton School District.
14. I will follow the policies outlined in the Chromebook Policies and district Acceptable Use Policy.
15. I will report a lost, stolen or damaged device to my teacher immediately.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to pay for the replacement Chromebook and/or case in accordance with the above policy in the event any of these items are lost or stolen.
18. I agree to return the District Chromebook and accessories at the end of each year, or if I leave the district, in good condition.
19. I will complete all assignments that are to be done using the Chromebook.
20. I understand that this policy is subject to change, it is my responsibility to be aware of any and all changes. Students and parents will be notified of any change.

PROGRESS BOOK

The Barberton City School District has implemented the parental access feature of our web-based grade book, Progress Book. Your child's classroom teachers have been offered the opportunity to post assignments, grades, messages, and homework to a secure Internet site for you to view. Each parent will be given a unique username and password. To access this information you need to use a computer that has Internet access, and you need to use Internet Explorer to access the Internet. This account is accessible 24 hours a day. If you do not have internet access at home, you should be able to go to any public library and access this site from one of their computers.

Create an Account

To create an account, parents/students will need Internet access and the following information: Go to <https://pa.neonet.org>

1. (the “s” after http means secure)
2. Click on Barberton School District
3. Registration Key (issued by district, not case sensitive)
4. Student Legal Name
5. Student Date of Birth
6. Active email account*

*User accounts cannot be created without an email account.

User Name: You will be asked to create a User Name – User names must be letters and numbers and 6 to 50 characters. You cannot change your user name once you register.

Passwords: Passwords must contain 1 letter, 1 number, and 8 to 50 characters, are case sensitive and cannot match user name.

Accessing an account:

1. If you forget your user name or password, click, “can’t access your account?”
2. For security purposes, if you are unsuccessful after 10 attempts to log into your account, the system automatically locks your account for 10 minutes.
3. If the school district locks a student’s account and the student tries to log in, the student receives a message stating that his/her account is locked. If a parent tries to log in, the student’s icon is disabled, and a hover tip displays stating the account is locked.
4. If the school district disables your account and you try to log in, a message appears on the Login screen stating your account is disabled.

GRADES

Barberton Middle School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, he or she should ask the teacher.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

HONOR ROLL/MERIT ROLL/PRINCIPAL LIST

Academic achievement is measured during each nine week period and is recorded on the report card, showing the academic progress of each student.

- A. Principal's List: The Principal's List consists of the students who earned a nine week grade point average of 4.0.
- B. Honor Roll: The Honor Roll consists of the students who earned a nine week grade point average 3.50 to 3.999.
- C. Merit Roll: The Merit Roll consists of the students who earned a nine week grade point average of 3.0 to 3.499.

OHIO MEANS JOBS

Website: www.ohiomeansjobs.com. When you register an account you will be able to create an employment plan, save jobs, build a resume, and more.

PBIS (Positive Behavior Intervention Support)

Is a state initiative that was officially implemented by the District during the 2014- 2015 school year.

For the last several years the Barberton City School District has been fully committed to providing a system of POSITIVE feedback and rewards to student for continued appropriate, improved and extraordinary behaviors.

Here at BMS we have directly aligned the PBIS initiative to the School and District initiative and have added relevant aspects of Do Your Job (Top 10 Employability Skills) as well.

Students showing constant appropriate behaviors, improved behaviors and extraordinary behaviors-will receive recognition and rewards:

- Magic Messages
- Positive Phone calls/Emails home
- Positive Postcard home
- Many other awards that teachers and/or teams provide

There are 3 basic tiers to PBIS. Because of our significant progress we have already taken steps toward moving into Tier II!

*BMS STAFF and ADMINISTRATION appreciate all the PARENT support and are SO PROUD of the progress the STUDENTS have made through this process.

SECTION IV- STUDENT ACTIVITIES

FIELD TRIPS

Field trips are scheduled periodically to enhance the educational program and/or to reward students for good behavior. The teacher(s) sponsoring the field trips may set standards that students must meet in order to be permitted to attend a field trip. While on field trips, students are expected to follow all school rules and must be a good representation of Barberton City Schools. Students who misbehave on field trips will be subject to disciplinary action.

ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY

Barberton Middle School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05. You can find District Policies (2430 and 2431) for Academic Eligibility on the web site.

Eligibility for participation in athletics and extra-curricular activities is as follows per Barberton School Board Policy (2431 and 5610.05 and the Athletic Code of Conduct).

- A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade seven or eight must have received passing grades in 5 classes (Physical Education counts toward this) and:
- In the immediate preceding grading period all grades, when combined, must be a total grade point average of 2.0 based on the Board approved grading scale. -Students with a grade point average of between 1.0-1.99 must attend at least two study tables per week in order to maintain eligibility.

TEAMS, SPORTS AND CLUBS JOIN THE WINNING TRADITION: The following athletic opportunities are open to all middle school students:

BOYS SPORTS:

Basketball
Football

GIRLS SPORTS:

Basketball
Volleyball

OPEN TO ALL:

Cheerleading
Cross Country
Track & Field
Wrestling

**Note: See a principal or guidance counselor if you have eligibility questions.

A wide variety of clubs may be available for student participation.

Art Club	Student Council
Band	National Junior Honor Society
Builders Club	Garden Club
Ski Club	Cyber Security Club
Helping Hands	PANDA
Drama	Cool 2 Be Kind

PUBLIC ATTENDANCE AT SCHOOL EVENTS

The district will provide every person with an equal opportunity to participate in the activities of the district. If there are any school activities that a person with disabilities wishes to attend, but for which a reasonable accommodation may be necessary, please contact the building administrator.

DEPARTURE FROM SCHOOL

Students not involved in a school-sponsored activity or under the supervision of a staff member must leave the school building by 3:00 p.m. Loitering in or around the building is not permitted. Students may be subject to disciplinary action if they are found in the building after 3:00 p.m. Students must make arrangements for transportation prior to the end of the school day.

FUNDRAISING AND STUDENT SALES

Students are not permitted to sell any item on school property without permission of the principal.

DANCES

All school rules and handbook policies at any school dances.

TRANSPORTATION

The School provides transportation for all students who live farther than one mile from school. The transportation schedule and routes are available by contacting the Bus Coordinator at 330-753-1025 ext. 13141.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

Students who are riding to and from school on District-provided transportation must follow all basic safety rules.

BUS MISCONDUCT

- A. The State Board of Education regulations provide for the suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.
- B. Student adherence to high standards of conduct while waiting for the bus, entering the bus, riding on the bus, and exiting the bus are very necessary to insure the safe operation of our school buses and to prevent personal injury to the student riders, bus driver, and general public.
- C. Problems must be dealt with immediately, and discipline will be according to the severity of the misconduct to insure the continual safe operation of our school buses.
- D. The school principal or assistant principal will deal with each breach of good conduct on an individual basis and may issue punishment as mild as a warning or as severe as revocation of bus privileges for all or part of a school year. The principal or assistant principal shall comply with Board Policy 5610.04.

BUS CODE OF CONDUCT

- A. The school bus driver shall be in charge of the bus at all times and shall be responsible for order.
- B. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver.
- C. Bus students will ride only on their assigned buses; students must board their assigned bus at the stop location indicated on their bus pass. Their bus pass must be in their possession when riding the bus.
- D. Students not authorized for the use of bus transportation will not be allowed to ride a school bus under any circumstances.
- E. Authorized bus students may be allowed to get off their assigned bus at other authorized stops provided the parents have provided the principal with a signed written request to do so. The principal will then sign the slip if he/she approves the request and will give the signed request to the involved bus driver when the authorized student boards the bus. If the principal disapproves the request, he/she will notify the parents. The bus driver will give the signed and approved requests to the bus coordinator at the end of his or her run and the signed request will be kept on file until the end of the school year.
- F. The principal may, when circumstances warrant, allow an authorized bus student to ride a bus other than his assigned one. The principal must provide the bus driver, whose bus the student is going to ride home on, a signed statement authorizing the deviation and inform the driver of the stop the student is to be released from the bus. This authorization must always be in writing and signed by the principal. The principal is

responsible to insure that no bus is overloaded and that no bus deviates from its approved route.

- G. Nothing shall be thrown out of the bus windows. Nothing can be held so it extends out of the window. All parts of the students' bodies shall be kept inside the school bus at all times.
- H. No student bus riders will smoke, light matches, or explode fireworks of any kind while on a school bus.
- I. No food or beverage will be consumed on the bus at any time.
- J. Students will not leave any litter on the bus or throw anything inside the bus. K. Students shall take their seat immediately upon entry of the bus and shall remain seated until the bus is stopped at their stop for departure.
- L. Seats may be assigned by the driver to maintain order and for any other reason he or she deems necessary. If necessary, the driver may use the level of physical restraint that is reasonably necessary to maintain order and insure the safe transportation of students.
- M. Profane, indecent, or obscene language, written or verbal, directed toward school personnel, students or the general public, to include use of obscene gestures, pictures, and signs, is not allowed.
- N. Student conduct at the assigned bus stop will be according to the rules of conduct at their school of attendance. Students will remain on the public sidewalk or median strip and remain off of private property.
- O. Students will not throw anything at a school bus before entering or after exiting the bus.
- P. Students will not take hold of the outside of the bus for any reason, to get a ride, as horseplay, or pushing other students into the sides, front or rear of the bus before entering or after exiting the bus.
- Q. Students will not tear seats or cause any kind of damage to the bus.
- R. Repeated or flagrant violations of any school rules or accepted standards of school behavior will not be allowed.

BARBERTON CITY SCHOOLS - BUS CONDUCT REFERRAL

FOLLOW THESE RULES “DON’T LOSE YOUR RIDING PRIVILEGE!”

1. Observe same conduct as in the classroom.
2. When boarding, go directly to your seat.
3. Bus driver has the option to assign seats.
4. Be courteous, use no profane language.
5. Students must remain seated, keeping aisles clear.
6. Do not eat/drink/chew gum on the bus.
7. Students are not permitted to use tobacco, alcohol, drugs, etc.
8. No throwing of objects on, from or into the bus. Keep bus clean. Do not be destructive.
9. Keep head, hands and feet inside the bus.
10. Talking kept at conversation tone.
11. Cooperate with the bus driver.
12. Cross street on driver’s signal only. Wait at the driver’s designated place of safety until bus has departed.
13. When interior lights are on - be quiet approaching Rail Road Tracks or driver needs to give instruction to student(s).
14. Fighting or physical contact may result in immediate suspension from the bus.

Possible Progression of Consequences:

1st Offense: Verbal Warning (Call Home or Talk to Parents at Bus Stop)

2nd Offense: Detention/Loss of School Privileges or disciplinary action (4th Minor)

3rd Offense: 1 Day Removal from Bus

4th Offense: 3 Days Removal from Bus

5th Offense: 5 Days Removal from Bus

6th Offense: Loss of Riding Privileges for the School Year

***Progression of consequences is subject to change based on the severity of the offense and at the administrator’s discretion.**

Immediate suspension from school bus for the following:

- Possession of tobacco, alcohol, or chemical substances
- Possession of a lighter or matches
- Damaging bus (pay for damage to the bus)
- Fighting, physical aggression, possession of a weapon (i.e. Pupil poses a danger to persons or property or are a threat to the safe operation of the school bus.)

LENGTH OF THE SUSPENSION SUBJECT TO THE DISCRETION OF THE ASSIGNED DISCIPLINARIAN.