

Beaver Local Middle School

46090 Bell School Road

East Liverpool, Ohio 43920

Phone: 330.386.8700 Fax: 330.386.8720

STUDENT HANDBOOK

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WELCOME

Welcome to the 2018-19 school year. This handbook is a resource designed to answer many of the commonly asked questions that our students and parents may have during the school year. Carefully read it to become familiar with the rules, regulations, and student expectations. Each team of teachers will also supply specific grade level procedures and expectations. Please check our electronic sources of information. Many school events as well as day to day activities are posted on <http://www.beaver.k12.oh.us/>. You can also follow us on Twitter @BeaverMiddle or like us on Facebook.

BUILDING MISSION STATEMENT

Mission

The mission of Beaver Local Middle School is to promote motivation and innovation for EVERY learner in an ever-changing world.

Core Values

- Students can learn at high levels, persevere, and achieve their fullest potential
- Explore the best possible ways to help students
- Embrace and Celebrate Individual Differences
- Collaboration and Unity among staff and students
- Promote the importance of decisions and choices
- Compassion
- Critical Thinking and Creativity
- Individual and Group Responsibility
- Initiative, Motivation, Dedication, and Pride
- Communicate among staff, students, parents, and community

Striving for Excellence through Respect, Responsibility, and Achievement at Beaver Local Middle School.

VISITORS

Your visitations are encouraged and welcomed throughout the school year. Please contact the main office or your child's teacher to make arrangements for visitations. All visitors are required to report to the Main office when entering the building where they will sign in and receive a visitor's badge. Unauthorized persons are not permitted in the school or on the school grounds.

VOLUNTEERS

BLSD appreciates our volunteers who offer their time and talent to help us reach our mission. We invite interested parents, grandparents, aunts, uncles, community members, and friends to volunteer at school. A volunteer need not have had previous teaching experience. Volunteers are required to undergo a Background Investigation Bureau (BIB) background check. BIB background checks are valid for 3 years. If a volunteer has a BCI/FBI check within the past 5 years, that background check is still valid and you do not have to complete the BIB check until 5 years has passed. BIB background checks cost volunteers \$19.95 and take only 48 hours for the district to receive the results. Once approved and assigned duties, volunteers are required to sign in and out in the main office and to wear proper identification. Exclusive of assigned classroom volunteers, parents are not permitted to visit classrooms during school hours.

Any volunteer who wishes to participate in an overnight trip (e.g. 4th grade trip to Camp Fitch) must have not only the BIB background check, but also a valid BCI and FBI background check dated within the last 365 days, as well as any additional HR required paperwork.

BLSD requires that all volunteers certify that they understand their responsibilities as a volunteer by signing a 'Volunteer Acknowledgement Form' and also understand that their privileges can be revoked by the building principal due to a violation outlined within the Volunteer Training Program.

- To obtain BIB background check, visit the [BIB Secure Volunteer website](#) and input your personal information.
- To undergo BCI/FBI background check locally, refer to the following details of company information/hours:

Company Information	Hours
Columbiana Co. Educational Svc. Center (BCI & FBI) 38720 Saltwell Road Lisbon OH 44432 (330) 424-9591	BCI \$30, FBI \$30, BOTH \$60 Walk-ins accepted Monday & Thursday Only 9am-11:30pm & 1pm-3:30pm ADA Accessible
Threshold Residential Services, Inc. (BCI & FBI) 50 North Sumner Street East Palestine OH 44413 (330) 426-4165	Monday - Friday 9:00am to 5:00pm By appointment only ADA Accessible
Calcutta Health Care Center (BCI & FBI) 48444 Bell School Road Calcutta OH 43920 (330) 385-7100	BCI \$32 FBI \$56 BOTH \$88 8:00am to 4:30pm By Appointment Only ADA Accessible

EQUAL EDUCATION OPPORTUNITY

The Beaver Local Board of Education declares it to be the policy of this District to provide an equal opportunity for all students regardless of race, color, creed, disability, religion, gender, ancestry, age, National origin, place of residence within the boundaries of the District, or social or economic background to teach the curriculum offered in this District.

SCHOOL HOURS

Middle school students are in session from 7:30 AM until 2:30 PM. Students are considered tardy after 7:45 with classes beginning at 7:45 each day. Dismissal is at 2:30 PM.

SECTION I – GENERAL INFORMATION

ENROLLMENT/TRANSFER/WITHDRAWAL

All enrollment, transfer and withdrawal actions must be completed in the Main Office. For further information, contact that office at 330-386-8700. Out of district students must contact the administrative office at 330-385-6831. Open enrollment students must apply yearly.

SCHEDULING

Assignment is based upon the student's needs and available classes. Only necessary schedule changes will be made and must be approved by the principal or guidance

counselor.

EMERGENCY MEDICAL INFORMATION

Each student is required to have an emergency medical authorization form on file. The form lists information vital for the care of the student in case of a medical emergency at school or at a school related activity. Please notify the office immediately if there are any changes in the information listed on the form.

CONTROL OF COMMUNICABLE DISEASES/IMMUNIZATION

All students must be immunized against certain communicable diseases in accordance with state statutes. The school's professional staff has the authority to remove or isolate a student who has been ill or exposed to a communicable disease or highly transient pest, such as lice. The school has the obligation to protect the students and staff against non-casual communicable diseases but will seek to keep all persons in the school unless there is definitive evidence to warrant exclusion.

INJURY/ILLNESS/MEDICATIONS

Students with minor injuries and illnesses will be appropriately treated by school personnel and returned to class. If medical attention is required, the office will follow the school's emergency procedure.

Students who become ill must report to the clinic with a signed agenda from their teacher. Students are not to use their cell phones to contact parents when ill. In the clinic, personnel will determine whether the child has a temperature, an apparent pale coloration of the skin or observable mood or behavior as reported by the teacher.

Parents will be notified and requested to pick their child up from school for any of these symptoms. A student leaving for the day must be signed out by the parent/guardian in the main office and all guidelines for early dismissal will be followed.

Prescribed medications should be taken at home, if possible. Students who must take prescribed medications during the school day must report to the clinic with a signed pass from their teacher. Prescription or over-the-counter medications may be administered under the following guidelines:

- ◆ Completed medication form by physician and parents
- ◆ Name of medicine, dose, diagnosis, purpose of medication, time to be administered and possible side effects
- ◆ Medication must be in original container
- ◆ Parents are responsible for transportation of medicine to and from school

- ◆ Physician's signature
- ◆ No employee may use procedures requiring injections or medication without training
- ◆ No staff member will be permitted to dispense non-prescribed, over-the-counter medications
- ◆ All medications not picked up within one week of being discontinued or at the end of the school year will be destroyed
- ◆ Cough drops require a doctor's authorization and complete medication form to be taken at school.
- ◆ Telephones are available in the school for students' use with office consent and a telephone pass. Students are not permitted to use cell phones for illness. Misuse of cell phones may result in After School.

STUDENT RECORDS

Student records contain information to provide the best education for your child. These records are confidential and are used only by authorized personnel. The district maintains a record of those persons having access to these records and their locations. Parents have the right to review their child's records and request copies for the cost of reproduction. Any request will be granted within a reasonable period of time and no later than 45 days following the date of the request.

EMERGENCY EVACUATION

Emergency drill procedures are conducted throughout the school year as required by State Law. These procedures are posted in each classroom and students should follow the instructions of their teacher.

EMERGENCY CLOSINGS AND DELAYS

When school is canceled, has delayed starting time, or is closing early because of emergency conditions; the superintendent will send out an all-call to the students and staff. The information will also be available on local media outlets. You can find delays and cancellations posted on Twitter @BeaverMiddle as well as the Beaver Local Middle School Facebook page.

SCHOOL EQUIPMENT AND FACILITIES

The Board of Education believes that the school should help student's team to respect property and develop feelings of pride in community institutions. All students are expected to take proper care of school property, equipment, and

materials entrusted to their use. Students are assigned lockers and assume the responsibility for the safekeeping of their own books and personal property. Lockers are equipped with locks and students are expected to keep lockers locked at all times. These lockers are school property and are subject to inspection, announced or unannounced. Textbooks are issued to students on a loan basis. These books must be returned at the end of the year or when transferring to another school. Damaged or lost books will result in an assessed cost charged to the student. Telephones are available in the school for students' use with office consent and a telephone pass.

STUDENT SERVICES

The media center is available for reference work and reading interests. Students may visit the center with a pass and check out materials according to guidelines set by the media specialist. All materials are on loan and should be returned promptly to avoid fines. Guidance services are available to students and include orientation, placement, testing, and academic, vocational and personal counseling. These services assist the student in obtaining the maximum benefit from their middle school experience. Students are encouraged to take their problems to the guidance department. The Guidance Office for grades 5-8 is located in the 8th grade wing.

Academic assistance is available through a homework policy, a tutoring program, and activities stressing the Ohio Content Standards. These services are available after school. Students and parents should contact the school office when assistance is needed.

SECTION II – ACADEMICS PROGRESS AND EVALUATION

Progress reports are mailed to parents in the middle of the nine-week term. This notification to students at risk of failure provides time for a parent/teacher conference to develop plans to help the student raise his grade. Grade reports are distributed at the end of each nine-week term. This report advises students and parents of progress and evaluation in each course. The following guidelines will help explain how the grades have been determined:

1. The grade scale is as follows:

Letter Grade % Scale Points Equivalents

A	93 - 100	4
B	85 - 92	3

C	75 - 84	2
D	65 - 74	1
F	0 - 64	0

Parents can follow students' grades via the Internet through Parent Progress Book. You can obtain your user information through the office.

2. Incomplete Grades

- A. Incomplete grades may be assigned at the end of a grading period. The grade will be updated within two weeks of the end of the nine weeks. Equivalent time is allowed for all excused absences.
- B. Within two weeks incomplete grades will be converted to failing grades if a teacher has not received all assignments and notified the office of the change.
- C. Students not completing course requirements will not receive credit for the class. There will be no incomplete grades given at the end of the year for a final grade unless approved by the principal.

ASSESSMENT

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teacher to assess how well the students have achieved specific objectives. Vocational and Interest Surveys may be given to identify particular areas of student interest or talent. Because homework is integral to the educational process, when students do not turn in assignments BLACK marks will be given. TWO black marks in one week will result in a Tuesday or Thursday homework detention. These detentions will be used primarily for missing homework and excessive tardies. The detentions will be served from 2:30 to 4:00. Administrator's discretion will be used in determining the punishment for repeat offenses. Students may be assigned a Friday Night School for repeat offenses.

SECTION III – STUDENT ACTIVITIES

Students who have had a history of discipline problems during the school year may not be allowed to participate in school activities. Each case will be evaluated by the administration.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

It is the District's policy that only authorized groups are those approved by the Board Of Education and sponsored by a staff member. Authorized clubs and activities in the Middle School include Drama Club, Interact Club, Reading Honors, Student Council, Spelling Bee, etc. All students are subject to the rules and regulations of the activities and must meet eligibility requirements to participate. All Beaver Local Middle School Conduct Code and

rules apply to these activities.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. Conduct code and rules apply regarding behavior and equal opportunity to participate.

ATHLETICS

Beaver Local Middle School provides a variety of athletic activities in which students may participate providing they meet all eligibility requirements. Students participating in any athletic activity are subject to all rules and regulations established by policy and by the OHSAA. The conduct code and rules apply regarding behavior at all athletic events. The Middle School provides a wide range of athletic activities including volleyball, cross country, football, basketball, wrestling, track, and cheerleading. All 7th and 8th grade student athletes must have a physical to participate in middle school athletics. As per District Policy all middle school students participating in athletic programs will participate in the Drug Testing program.

SUMMI DECEM

The top 10 students in 7th and 8th grade will be recognized annually.

FIELD TRIPS

Field trips are academic activities that are held off school grounds and under the supervision of a teacher. Students may not participate in any field trip unless they have submitted a signed parental consent form and medical authorization form. The permission form includes the name of the sponsor, the event, and the dates. The form also provides guidelines that students must follow in obtaining and submitting assignments and the consequences for failure to meet those guidelines. Students who have had a history of discipline problems or excessive absences during the school year will not be allowed to participate in a field trip.

Students must maintain at least a "C" average in all their classes and not have missed more than ten days of school to be permitted to participate in school field trips. Each case will be evaluated by the administration.

SECTION IV – STUDENT CONDUCT ATTENDANCE

As the parent/guardian you play a vital role in your child’s education. Although some absences are unavoidable, developing a healthy attendance habit is key to success. Missing too much school has long-term negative effects on students, such as lower achievement and graduation rates.

According to Ohio Revised Code, a student’s absence is defined in the following manner:

Excessive Absences:

- 38 hours in one school month with or without an excuse
- 65 hours in one school year with or without an excuse

Chronic Absenteeism:

- 10% or 92 hours in one school year with or without an excuse

Habitually Truant:

- 30 consecutive hours or more without an excuse
- 42 hours per school month without an excuse
- 72 hours per school year without an excuse

When a student reaches a thresholds, the parent/guardian will receive written notification from the building principal. Letters for Habitually Truant will arrive by certified mail and will require your signature upon receipt.

- Absence intervention team: Once a student has been designated a “habitual truant,” the school shall assign the student to an absence intervention team. Within seven school days of this designation, the superintendent, principal or chief administrator shall select the members of the team, which shall include a representative of the child’s school, another representative from the school who knows the child, and the child’s parent, custodian, guardian ad litem or temporary custodian. The team may also include a school psychologist, counselor, social worker or representatives of local public agencies designed to assist students and their families in reducing absences. Districts that have a truancy rate of less than 5 percent do not have to form a team but must intervene with the student for 60 days regarding attendance.
- Parent participation: Within seven school days of the student’s designation as a “habitual truant,” the superintendent, principal or chief administrator shall make at least three meaningful, good faith attempts to secure the participation of the student’s parent, custodian, guardian ad litem or temporary custodian in an absence intervention team meeting. If seven school days elapse and the parent/custodian/guardian fails to

respond to the attempts to secure parental participation in the team meeting, the school shall investigate whether the failure to respond triggers mandatory reporting to the public children services agency and shall instruct the absence intervention team to proceed with developing a plan for the child.

- Absence intervention plan: Within 14 school days after the student's assignment, the team shall develop an intervention plan for that student to reduce or eliminate further absence. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than 61 days after the date the plan was implemented if the child has refused to participate or failed to make progress on the intervention plan.
- Parent notice: Within seven days after the development of the plan, the school must make a reasonable effort to provide the student's parent, guardian, custodian, guardian ad litem or temporary custodian with written notice of the plan.
- End of the year absences: If a student becomes habitually truant within the 21 school days prior to the end of the school year, the district may, in its discretion, assign a school official to work with the student's parent and develop an absence intervention plan during the summer. This plan shall be implemented not later than seven days prior to the first day of instruction in the next school year. Alternatively, the school may toll the time period over the summer months and reconvene the absence intervention process upon the first day of instruction the following school year.
- Juvenile court referral: The attendance officer shall file a complaint in the juvenile court on the 61st day after implementation of the absence intervention plan or other intervention strategies if all of the following apply:
 - The student was absent without legitimate excuse from the public school for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year
 - The school has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and any offered alternatives to adjudication
 - The student has refused to participate in or failed to make satisfactory progress on the plan

The common reasons for excused absence are as follows:

1. Personal illness
 2. Death of a relative
 3. Religious holiday
 4. Quarantine
 5. Emergency situations personally approved by the principal
 6. Medical and dental appointments
 7. Students must bring in a request for a vacation one week prior to the desired date.
- ◆ The student will receive a vacation form and is responsible for obtaining all written assignments and for having these completed upon the day of return.
 - ◆ The student is responsible for making up tests before the end of the nine weeks.

- ◆ Any assignments not completed or any test not made up will result in an incomplete for that grading period.
- ◆ Parents must provide an approved, certified tutor at their own expense to assist students in making up work missed for vacation time in excess of five days.

ABSENCE REPORTING GUIDELINES

1. Parents should notify the school at 330-386-8700 to report student absence beginning at 7:00 AM. To report an absence before 7:00AM please call 330-386-8713.
2. Parents will receive a telephone message for any absent student.
3. Students should report to the attendance table or office when entering the building upon return to school.
4. A dated excuse signed by the parent must identify the students and give the dates and the reasons for absence.
5. The attendance office will issue an admittance slip to be signed by the student's teachers and submitted to the last teacher of the day. The types of slips are:
 - ◆ White admittance slip (excused absence)- child is permitted to make up work.
 - ◆ Pink admittance slip (unexcused absence)-child is not permitted to make up work and will receive 0's for any missed assignments.
 - ◆ Blue admittance slip is temporary and child has 24 hours to present excuse.
6. Students who are absent from school are not permitted to participate in any activity during the day or the evening of absence. Athletes and cheerleaders must:
 - ◆ Attend school all day to participate in an athletic event that day.
 - ◆ Attend school one-half to participate in practice.
 - ◆ Attend school **ALL DAY** following any event to participate in next athletic event.

EARLY DISMISSALS, LATE ARRIVALS, AND TARDIES

1. A student arriving after **7:35 a.m.** must sign in at the main office to receive tardy slip.
2. A student who arrives prior to 8:15 a.m. will be considered tardy. Every third tardy during a nine week grading period may result in an After School.
3. For 10 or more tardies the student may be referred to the juvenile court system.
4. A student who arrives after 8:15 a.m. will be counted as one day absent and absence guidelines will apply.
5. A student with an early dismissal after 2:15 p.m. will not be counted absent.

STUDENT DRESS CODE

It is the belief of the Board of Education, Faculty, and Administrations that personal appearance has a direct relationship with student academic achievement. To promote success and create an educational environment that will allow all students to achieve their fullest potential, personal appearance should be clean, and not attract undue attention to the wearer. Students not following the guidelines may be removed from class or school and be required to change into clothing that meets the dress code. Repeated violations will result in Disciplinary Action. **The administration reserves the right to approve or not approve any attire that is not conducive to the educational process**

- ◆ All hairstyles must be neat and clean. Hairstyles must not attract undue attention to the wearer or interrupt the educational process. Hats, headbands, visors, bandanas, and sunglasses are not to be worn in the building.
- ◆ Shoes must be worn and tied. Shoes with roller skates are not permitted.
- ◆ See-through clothing, tank tops (must meet three-finger rule), tube tops, muscle shirts, or clothing that exposes the torso is not permitted. Garments that reveal underclothing are not permitted.
- ◆ Clothing must be neat, clean, in good repair, and worn in the manner that it was designed. Clothing with obscene, profane, or disruptive remarks is not permitted.
- ◆ Clothing with product endorsement, emblems, or remarks contrary to the educational program is not permitted.
- ◆ Clothing without factory edges, clothing with rips, holes, or tears above the knee are also unacceptable.
- ◆ Clothing and accessories normally worn for outside physical activity (i.e.: coats, or sweat bands) are not appropriate attire during the school day.
- ◆ Pajamas and slippers are unacceptable for school.
- ◆ Shorts, skirts, and dresses must be at least at extended fingertip length.
- ◆ Jackets and Coats must be stored in lockers; hooded sweatshirts may be worn.
- ◆ Clothing that constitutes a health threat to self or others are not permitted (i.e.: studded bracelets.)
- ◆ Physical Education instructor will advise students on required dress code for Physical Education. Failure to dress appropriately for physical education will result in disciplinary measures. The instructor will contact parent after student has failed to dress four times. Rubber and non-marking soled shoes must be worn.
- ◆ No heavy chains (i.e. chain drive wallets, dog chains, etc.)

CONDUCT AT MIDDLE SCHOOL DANCES

1. Students are permitted to enter the building when the dance begins.
2. Students are not permitted to leave the building until the dance is over.
3. Only 7th & 8th grade Beaver Local Middle School students are permitted to attend.
4. The conduct code is in effect and any misconduct will follow handbook guidelines and may include the parent being called to transport the child home.
5. There will be no more than 2 dances for the 5th and 6th grade yearly.

TRANSPORTATION POLICY AND GUIDELINES

Students of Beaver Local School District are assigned to ride one specific bus and to be picked up or dropped off at their assigned stop. Permission to change buses or stops will only be granted in special or unusual circumstances and must be approved by the building principal. The only acceptable examples of this would include changes in permanent child-care arrangements (Monday-Friday) or court mandated documentation (e.g. custody paperwork). This not only prevents overcrowding on the buses, but also assures families that students will be dropped off at a regular time and place. Please remember that requests to ride a different bus for social reasons will not be honored.

Students must follow the following rules to guarantee safe transportation.

- Sit in assigned seat
- Keep hands, feet, and other objects to self
- Observe a moderate noise level
- Do not interfere with other drivers and vehicles on the road
- No eating, drinking, or glass containers
- Bookbags are to remain closed at all times.

NOTICE: A bus driver must submit a conduct report for any infraction of the safety rules. The building administrator will accept the report and may take any further action as well as further the report to the transportation supervisor. Further actions may include but are not limited to a warning, a change of seat assignment, as well as a temporary suspension of riding rights.

NOTICE: When bus transportation privileges are lost, it is the responsibility of the parent/guardian to provide transportation to and from school. Students failing to attend school will be declared truant.

NOTICE: The Board of Education has approved the installation of video cameras on school buses.

CONDUCT/DISCIPLINE CODE

The staff of Beaver Local Middle School believes that the best discipline is self-imposed and

students should learn to assume responsibility for their own behavior and for the consequences of their actions. The result of self-governed discipline during these formative years is individuals who can live and work effectively with others through their school years and adult lives. Whenever violations of the discipline code occur, it is the responsibility of teachers, counselors, and administrators to work with the student, the parent or guardian, and other support personnel to help correct behavior.

Responses to misconduct include, but are not limited, to the following:

- ◆ Warning
- ◆ Parent/Guardian contact
- ◆ Denial of privileges
- ◆ Counseling
- ◆ Emergency Removal
- ◆ After School
- ◆ External suspension
- ◆ Referral to outside agencies
- ◆ Expulsion referral

Disciplinary Measures

The school has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not. No behavior should be disruptive to the educational process of the school. The Principal/Assistant Principal as deemed necessary will provide a safe, drug-free school with an environment conducive to learning and will deal with any actions that are contrary to this the process.

Our Quality Change program has set the following code to govern daily classroom conduct.

Green	Good Behavior
Yellow	First warning
Orange	Second warning
Red	Student is sent to the office and then to internal suspension.

3 days of color changes in any five day period will result in Friday Night School.

Students who reach the color of red will be sent to internal. Students may be assigned to internal the following day depending on when the infraction occurs.

Immediate suspension will occur for the following reasons:

1. Drugs and Alcoholic Beverages
2. Paraphernalia/Counterfeit/Look-ALike Drugs
3. Assault/Physical Injury/ Fighting
4. Dangerous Weapons and Instruments
5. False Alarms or Reports
6. Smoking/Tobacco Products
7. Network and Internet Access Agreement

SERIOUS MISCONDUCT CODE

A violation of any rule herein may result in disciplinary action including assignments of Friday Night School, intervention/external suspension, Juvenile Court referral, criminal charges, charges for damages, and/or expulsion referral.

LEVEL I: Disciplinary penalties, which call for immediate student suspension and/or expulsion and/or police, court, or agency referral, include the following:

1. **DRUGS AND ALCOHOLIC BEVERAGES**
A student shall not knowingly possess, use, transmit, sell or show signs of being under the influence of any drug or alcoholic beverage of any kind. The office and teachers should be informed in regard to medicine.
 - a) On the school grounds during, before, or after school hours.
 - b) Off the school grounds at a school activity, function, or event
 - c) On school buses or rent carrierStudents found in possession or under the influence of drugs/alcohol or “mood modifier” will be immediately suspended from classes for up to 10 days pending further investigation. In addition, the students may be referred to civil authorities. Repetitions of this violation will lead to recommendation for expulsion.
2. **PARAPHERNALIA/COUNTERFEIT/ LOOK-ALIKE DRUGS**
A student shall not possess, use, transmit, or conceal substances, which are thought to be drugs, sold as drugs, inferred by the seller or buyer to be mind altering substances or illegal drugs, or equipment used in taking drugs.
2 to 10 day suspension will result.
3. **ASSAULT/PHYSICAL INJURY/FIGHTING**
A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school staff, other students, or

visitors while under the jurisdiction of the school. 2 to 10 days suspension will result. Administrative Discretion could be used for internal Suspension.

4. DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument of violence including firecrackers. 2 to 10 day suspension will result.

Expulsion for Firearms: Federal law requires that any student who brings a firearm on school property to be expelled from school for a period of one year. A firearm, under Federal law is defined as:

- ◆ Any Weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive;
- ◆ The frame or revolver of any such weapon;
- ◆ Any firearm muffler or firearm silencer; or
- ◆ Any destructive devices.

5. FALSE ALARMS OR REPORTS

A student shall not initiate a fire alarm, or initiate a warning of a fire, bombing, or other catastrophe leading to panic or give false testimony or false report of school incidents. 2 to 10 day suspension will result and/or a recommendation for expulsion.

6. SMOKING/TOBACCO PRODUCTS

In accordance with Ohio Revised Code a student shall not smoke, use, possess, or bring any tobacco products on school property, within school buildings, buses, or at any school events.

1st Offense-1 day External

2nd Offense-2-10 days External Suspension

7. NETWORK AND INTERNET ACCESS AGREEMENT

Students and parents are required to sign a Network and Internet Access Agreement before students are permitted to use the computer network system in the building.

The use of the network is a privilege that may be revoked at any time. Any misuse of the system will result in the loss of access privileges and may involve internal/external suspension from 2-10 days.

LEVEL II: Violations of the following incidents result in assignment to Friday Night School. Repeated violations result in external suspension and/or recommended expulsion from school.

1. **DISRUPTION OF SCHOOL AND/OR CLASS**
A student shall not by use of violence, force, coercion, threat, harassment, or repeated violation of code cause material disruption or obstruction to the educational process, including all curricular and extra curricular activities.
1 to 3 days After School
Internal/External Suspension
2. **DAMAGE TO SCHOOL PROPERTY**
A student shall not invade private property or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds
Restitution for damages
1 to 3 days After School
Internal/External Suspension
3. **INVASION/DAMAGE TO PRIVATE PROPERTY**
A student shall not invade private property or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.
Restitution for damages
1 to 3 days After School
Internal/External Suspension
4. **THEFT/GAMBLING**
A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property of another person by theft or gambling.
Restitution for damages
1 to 3 days After School
Internal/External Suspension
5. **USE OF PROFANITY/OBSCENE LANGUAGE AND/OR RACIAL SLURS**
A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of racial slurs, obscene gestures, signs, pictures, or publications.
1 to 3 days After School
Internal/External Suspension
Any of the above that are directed to faculty/staff will result in immediate External Suspension
6. **INSUBORDINATION**
A student shall not disregard or refuse to obey reasonable directions given by school personnel.
1 to 3 days After School.
Internal/External Suspension

7. INTIMIDATING, THREATENING, DEGRADING OBSCENE, DISGRACEFUL ACTS, OR SEXUAL ACTIVITY
A student shall not engage in any act which intimidates, threatens, degrades, endangers, disgraces, or tends to intimidate, threaten, degrade, endanger, or disgrace a staff member, fellow student, visitor, administrator, or member of the school board by written, verbal, or gestural means.
A student shall not engage in any sexual activity while on school premises, under school authority, or while attending any school-sponsored activity.
1 to 3 days After School
Internal/External Suspension
8. SKIPPING OR CUTTING CLASS
Skipping or cutting class is defined as not being in the assigned area.
1 to 3 days After School
Internal/External Suspension
9. LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS WITHOUT PROPER PERMISSION
1 to 3 days After School
Internal/External Suspension
10. FORGERY/FALSE INFORMATION
A student shall not in written or verbal form use the name of another person, falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
1 to 3 days After School
Internal/External Suspension
11. UNAUTHORIZED PRESENCE
Students are permitted in the school building or on school premises during the operating hours of 7:35 a.m. until 2:29 p.m. Monday through Friday, according to the school calendar and are also allowed to attend events that are opened to the public as officially scheduled. However, no student is allowed on the premises other than those times unless in a "supervised" official activity of the school.
1 to 3 days After School
Internal/External Suspension
12. UNAUTHORIZED FIRE
A student possessing or lighting a match, lighter, or other flammable substance without permission or without direction from an instructor is charged with unauthorized fire.
1 to 3 days After School
Internal/External Suspension
13. HARASSMENT
The harassment of other students, staff, or any other individuals is not permitted. Acts

of harassment are defined in the Beaver Local Board Policy. Forms are available in the main office and on the middle school website to report incidents of harassment.

1 to 3 days After School

Internal /External Suspension

14. PUBLIC DISPLAY OF AFFECTION

No student shall participate in public display of affection.

1st Offense- 1-3 days After School

2nd Offense- Internal/external suspension

15. SCHOOL BUS VIOLATIONS

All regulations of the conduct/discipline code and transportation policy are in effect on all school buses. Any violations may result in After School, Internal /external suspension, or transportation suspension.

16. REPEATED LEVEL II VIOLATIONS

Repeated misconduct of a single Level II or Level III violation may result in internal, external suspension, parent/guardian conference, court and/or police referral, assignment of restitution, and recommended expulsion.

17. DISCIPLINE GUIDELINES

Failure to follow, After School guidelines may result in reassignment internal/External Suspension, Court Referral, or recommendation for expulsion.

18. CELL PHONE / ELECTRONIC DEVICE

The use of cell phone or electronic device during school hours unless directed by a teacher for educational purposes will result in a warning the first offense. The second offense may result in an after school and the parent/guardian will have to come and pick up the phone. Failure to turn the phone over to staff will result in internal/external suspension. Further infractions for improper use may result in internal suspension **or banishment from wireless access.**

LEVEL III: The following incidents result in disciplinary action by the principal or assistant principal:

1st Offense: 1 After School

Repeated violations may result in external suspension, parent/guardian conference, court and/or police referral, assignment of restitution, and recommended expulsion.

A. No horseplay, such as hitting, pushing, or running will be tolerated.

B. No throwing of any objects.

C. No plagiarizing, cheating, disruptive language, lying, or disrespectful behavior will be tolerated.

- D. Students shall not be in any area of the building or school grounds without permission.
- E. Laser pointers, compact players and discs, video games, tape recorders, toys, beepers, two way radios, and pagers, trading cards, or cameras are not to be brought to school without permission of an instructor. Such equipment will be taken directly to the assistant principal's office and will be returned to the parent(s) only.

ATTENDANCE TO AFTER SCHOOL

It will be the student's responsibility to attend these sessions. If they do not attend the following consequences will be administered

1st Offense - Reassignment with parental and/or doctor excuse.

2nd Offense – Internal/External Suspension

AFTER SCHOOL

1. Assignments: Students are expected to come to Tues/Thursday detention and Friday Night School prepared to study and with work to do.
2. Reporting Time: Students should plan to arrive at 2:30 PM. The Tuesday/Thursday detentions and Friday Night School will begin promptly at 2:30 PM. Tuesday and Thursday detentions end at 4:00 p.m. while Friday Night School ends at 5:30 p.m. Late students **can** be locked out and automatic suspension (**internal or external**) and/or added After Schools.
3. Place: Beaver Local Middle School
4. After School Misconduct: No talking, sleeping, or disruptive behavior is permitted during a session. Violators will have automatic suspensions.
5. Restroom Privileges: Students will be permitted to use the restroom at the discretion of the supervisor.
6. Excused Absence: Students will be excused from After School only as determined by the administration. Requests must be from parents.
After Schools/Detentions missed due to an excused absence will be reassigned.
7. Absence: Students who fail to attend the After School/Detentions without an excused approval by the administration will be suspended.
8. Early Dismissals: Students assigned to After School will not be dismissed early for any reason except an emergency unless arrangements have been made with the administration.
9. Transportation: Transportation will be the responsibility of the student/parent. Students will be dismissed promptly at 4:00 on Tuesdays and Thursdays. They will be dismissed promptly at 5:30 PM on Fridays. Students must plan transportation in advance-use of school phones will not be permitted.

SUSPENSIONS, REMOVALS, EXPULSIONS

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or a threat of disrupting the academic process in the classroom or elsewhere on school premises, then:

1. The student may be removed by emergency action for a period not exceeding 24 hours without further action.
2. A removal for longer than 24 hours will follow due process procedures with an informal hearing and written notification.

EXTERNAL SUSPENSION

Students may be suspended for up to ten days by the Middle School Principal and will receive a failing grade for any class work during his absence. Due process procedures will be followed after an informal hearing with the student resulting in written notification to the parents containing reasons for the suspension, right to appeal, and the right to be represented. If school is closed due to weather or any emergency, the suspension will be extended by the number of days school is not in session.

EXPULSION

1. Only the Superintendent of Schools may expel a student. Written notice including reasons for the intended expulsion and an opportunity to challenge the expulsion or explain the pupil's action must be given to the pupil and his parent, guardian, or legal custodian.
2. Expulsions may not exceed eighty (80) days.

APPEAL

1. In any suspension, expulsion, or removal action, a student, his parent, guardian or legal custodian may appeal to the Board of Education or its designee by filing a request for appeal within seventy-two (72) hours of the final administrative action.
2. Students pending appeal shall remain out of school as directed by initial notification with an opportunity provided to make up, and be credited for, all missed assignments in the event of reversal by the Board or other action.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the

safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. A reasonable suspicion of the need for a search is all that is necessary. Locks are to prevent theft, not to prevent a search. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the sheriff. The school reserves the right not to return items, which have been confiscated.

ANTI-HAZING POLICY

It is the policy of the Beaver Local Board of Education and School District that hazing activities of any types are inconsistent with educational process and shall be prohibited at all times. No administration, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

- Hazing is defined as doing any act or coercing another, including the victim to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
- Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.
- Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Law.

Harassment/Bullying (in accordance with Board Policies 5516,5517, and 5517.01) ANTI-HARASSMENT AND OR ANTI-BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying

toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions, which may cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property if the student or employee is at any school-sponsored school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, District employees, volunteers, students and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation or bullying means:

Any intentional written, verbal graphic, 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 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);

- a. Violence within a dating relationship Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious 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, or disability. It would include, but not be limited to, such behaviors stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.
- b. Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (PDA), or wireless handheld device) 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 and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who are responsible for the notifying the appropriate administrator or Board official.

Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above. If the investigation finds an instance of harassment, intimidation, and/or

bullying/cyberbullying by and electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials. Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. The District shall implement intervention strategies to protect a victim and other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report. This policy shall not be interpreted to infringe the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State and Federal law.

SEXUAL HARASSMENT

- A. Verbal:** Written or oral sexual innuendos, suggestive comments, joke of a sexual nature, sexual propositions, or threats.
- B. Nonverbal:** Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.
- C. Physical Contact:** Threatened, attempted, or actual, unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse.

GENDER/ETHNIC/RELIGIOUS/DISABILITY/ HEIGHT/WEIGHT HARRASSMENT

A. Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or

other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal:

1. Placing orders, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

C. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that they are the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take the following action promptly:

1. If the alleged harasser is a student, staff member, or other person, associated with the District other than the student's principal, the affected student should as soon as possible after the incident, contact Ms. Connie Shive, Principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact Mr. Andy Reeves, the Special Programs Coordinator.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, and then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance or recurrence of the harassment. All Students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District. Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse, which will require that a report be made to proper authorities

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent,

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (Hill) in the workplace. These regulations

are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties:

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the District request the person who was bleeding consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precaution and cooperation we can prevent them from spreading. If you have any questions or concern, please contact Mrs. Teresa Ash, school nurse at 330-386-8700.

Beaver Local School District Title I Schoolwide Program

Title I money is used to improve academic achievement in reading and math. This is achieved through the hiring of paraprofessionals, supplementing curriculum, enhancing parent involvement and extending learning time for students who need extra help. These opportunities are provided to students throughout the school.

Schoolwide means:

- The school uses Title I funds to upgrade the entire educational program of the school.
- Title I funds are used to serve all children in order to raise academic achievement.
- Title I funds will be used to provide additional assistance to all students who experience difficulties in meeting the State's performance targets

Parents' Right to Know

Parents in Title I-served buildings may request the professional qualifications of their child's classroom teacher(s). This is referred to as their Highly Qualified Status.

Parents' to Request Meetings

Upon the request of parents, the school must provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children.

How Can You Be Involved?

Take time to read the School-Parent Compact included in this handbook. This compact is a component of the school-wide plan. We ask parents/guardians to read, sign and return this document to school each year. The compact is a plan of action that outlines how everyone shares responsibilities for student success-teacher, parent and student. This compact should be taken seriously and may be used as an aid for parents when reminding their child what they need to do to contribute to their own learning.

Parent Involvement Opportunities

- Open House
- Parent Nights
- Volunteering
- Parent:Teacher Conferences

**Beaver Local Middle School
Schoolwide Title I Home-School Compact
2018-2019 Academic School Year**

<p>The School: Beaver Local Middle School--administrators, educators and support staff--we understand the importance of providing a positive school experience for every student. Therefore, we agree to carry out the following responsibilities to the best of our abilities:</p> <ul style="list-style-type: none"> ● Provide high quality curriculum & instruction ● Believe that each child can learn ● Have high expectations for learning and achievement of all students ● Respect and value the uniqueness of each child and his/her family ● Provide a safe and emotionally secure learning environment ● Help build capacity for parental involvement in their child's education ● Communicate regularly with families and welcome family involvement in school ● Be accessible to parents through parent conferences and planning/conference time throughout the school day ● Provide information on a child's performance through progress reports and parent conferences ● Provide learning experiences that support/extend classroom learning and encourage students to read at home ● Help prepare all students to become successful learners and responsible citizens <p>BLMS Administration Signature:</p> <p>_____</p> <p>Connie Shive, Principal of BLMS</p> <p>_____</p> <p>Rick Prescott, Assistant Principal of BLMS</p>	<p>The Parent/Guardian: As a parent/guardian, I understand that participation in my child's education will help his/her achievement and attitude in order to reach his/her potential. Therefore, I agree to carry out the following responsibilities to the best of my ability:</p> <ul style="list-style-type: none"> ● Take advantage of opportunities to volunteer in the school and observe classroom activities. ● Believe my child can learn ● Monitor homework nightly, provide time and space for homework and make sure homework is complete ● Support the school in developing positive behaviors and attitudes ● Encourage my child to read regularly and talk about their school day ● Provide support and encouragement at home to help my child become more proficient in his/her learning ● Actively participate in school functions and activities ● Send my child to school prepared and ready to learn and encourage daily, on-time attendance ● Check backpacks and planner and review and respond to school notices ● Attend parent programs and workshops sponsored by the school ● Express high expectations and offer praise and encouragement for achievement <p>Parent/Guardian Signature:</p> <p>_____</p> <p>Print:</p> <p>_____</p>	<p>The Student: As a student, I know my education is important. I understand that I am the one who is responsible for doing by work in school and at home. Therefore, I agree to carry out the following responsibilities to the best of my ability:</p> <ul style="list-style-type: none"> ● Believe that I can learn ● Show respect for myself, my school and other people ● Always try to do my best in my work and my behavior ● Come to school prepared with my homework and supplies ● Take home materials and information needed to complete homework assignments ● Ask for help when I need it ● Read at home daily ● Bring all school notices home <p>Student's Signature:</p> <p>_____</p> <p>Homeroom Teacher's Name</p> <p>_____</p> <p>Grade Level: _____</p>
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Parent/Student Acknowledgement of Student Handbook

Student: _____

Grade/Homeroom: _____

We have received and read the Beaver Local Middle School Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. This handbook has been adopted by the Beaver Local Board of Education and supersedes prior handbooks and other written material on the same subject.

Parent/Guardian Signature

Date

Student Signature

Date

Please return this, the Parent/Student Acknowledgement of Student Handbook page, and the Schoolwide Title I Home-School Compact by: September 29.

