

August 2007

Dear Students,

Welcome! We are glad to have you here! Stanton Middle School is a great school where love and respect is shown every day! We know you will enjoy being here. We want you to make a positive contribution to our school by studying diligently, displaying positive behavior, and getting along with others. It is very important that you and your parents become familiar with this handbook. This is your responsibility as a member of the Stanton Middle School learning community.

Best wishes for a most successful year!

Mr. Larkin, Principal  
Mrs. Slattery, Assistant Principal  
Mrs. Troman, Assistant Principal

### Arrival/Dismissal

The school entry tone rings at 7:28 a.m. and homeroom begins at 7:36 a.m. If you walk to school or arrive by car, you should not plan on arriving before 7:20 a.m. Whether you walk or ride the bus, you must wait in the auditoria until 7:28 a.m. **You are not to leave school property once you arrive.**

When the bell rings at 2:40 p.m., you are to gather your belongings and proceed to the bus area. Bus riders are instructed to go directly to their busses, those being picked up should go directly to parent cars, and walkers are instructed to leave school property by crossing at the crosswalk. **You may NOT loiter after school outside or inside the building.**

If you are planning to attend a school function that begins immediately after school, you should report directly to that function. If you are planning to attend an event that begins after 3:00 p.m., you must leave school property at dismissal time, and you may return 10 minutes prior to the start of the activity.

### Attendance

We believe there is a direct, positive correlation between academic success and attendance. It is expected that you will come to school on time every day.

Frequent absence from school disrupts the continuity of the learning process. If you are frequently absent, the benefit of regular classroom instruction is lost, and cannot be entirely regained, even by make-up work.

In accordance with the Missing Children's Act of 1985, our school policy requires parents to contact the school when you are absent. Follow-up notes from parents are required only when specifically requested by the attendance office.

### Attendance Procedures

Student absences are verified daily by the assistant principal and the attendance secretary. Parents are encouraged to initiate a conference with an administrator to clarify attendance concerns.

**If you are absent, your parents must call the info line at (330)-678-7500 and leave a message regarding your absence.** If they cannot access the info line, they may call the school directly at (330)-673-6693 between 7:00 a.m. and 9:00 a.m.

If there is no note or phone call regarding the absence, and if no parent contact is made on the day of the absence, the school is required to notify the Kent City Police Department.

### Kent City Schools' K-8 Attendance Policy

It is necessary that you attend the entire school day in order to benefit fully from the District's educational program. Our Board of Education policy allows school personnel to reserve the right to verify and/or investigate the cause of any absences.

A written excuse for absence from school may be approved by the Board of Education for the following reasons:

1. Personal illness and/or professional appointments.
2. Illness of the immediate family on a temporary basis (not under age 14).
3. Quarantine of the home for contagious disease.
4. Death in the family.
5. Necessary work at home on a temporary basis due to absence or incapacity of parent(s)/guardian(s).
6. Observation or celebration of a bona fide religious holiday.

7. Such good cause as may be acceptable by the Superintendent.

Those who are late to school or are removed from school prior to dismissal time will be marked with an unexcused tardy, unless the school is provided a written doctor's excuse or the tardy is excused by the building principal. Patterns of tardiness are subject to attendance officer referral and/or attendance at a mediation conference.

Middle school students who arrive after 8:34 a.m. or are dismissed before 1:54 p.m. will be marked as absent half a day. If school secretaries are not informed by a parent as to the reason for an absence, the absence is marked unexcused. Children who are absent while under a doctor's care need to have a written doctor's excuse on file in the school office.

No credit or grade will be given for work missed for an unexcused absence or tardy. Credit will be given for completed projects, reports and tests. **Parents of children who are absent five (5) days with only parent excuses may receive a reminder letter detailing Kent City Schools' attendance procedures. Children absent more than ten (10) days in the school year with only parent excuses may be part of our Attendance Improvement Program.** Absences beyond this 10-day limit not recognized as excused by Board policy are recorded as unexcused in our school records, unless a doctor's excuse has been provided. Children with unexcused absences may be part of our Attendance Improvement Program.

The Attendance Improvement Program involves one or more of the following:

Communication with parents and students concerning attendance.

A letter sent to parents detailing the absences and/or a home visit by the district's attendance officer.

Requested attendance at a mediation conference at school led by Townhall II personnel.

A Juvenile Court referral when a child accumulates unexcused absences for 5 consecutive days, or 7 days in a month, or 12 days in a year, as required by Senate Bill 181.

You should be kept at home if you have a fever or other obvious signs of illness. Our procedures allow 10 days a year for such

absences without a doctor's excuse. If you are ill more frequently, please consider consulting a physician. If seeking medical help is a problem because of lack of medical insurance or finances, please contact our school nurse, Cathy Smerek, or our Social Worker, Jacque Peoples-Dukes.

Our goal is to work together so that you attend school on a regular basis in order to receive the very best education possible.

### AUTHORIZED ABSENCES

- I. Excused Absence - Work will be given for credit.
- II. In-School Restriction - Work will be given for credit.
- III. Out-of-school suspension - Work will be given, but credit denied, with the exception of major tests and projects (e.g. unit test, projects).

### UNAUTHORIZED ABSENCES

According to Ohio Law, some examples of unauthorized absence include: oversleeping, transportation problems, shopping, haircut or beauty shop appointments, baby-sitting, skipping class, etc. Unauthorized absences will result in disciplinary consequences. In addition, excessive unauthorized absences may result in a court referral. Work should be given. Credit denied.

### EARLY DISMISSAL

If you need to leave school early for a doctor or dentist appointment, please bring a note to school from your parent(s). Give the note to your homeroom teacher so your name appears on the attendance bulletin as an early dismissal.

You must also sign out in the main office when you leave. If you return the same day, you must also sign back in.

### TARDIES

Teaching promptness and responsibility is very important for young adolescents. You are expected to be in school and in class on time daily.

Excused tardies are granted with a doctor's note. All other tardies are deemed unexcused. Tardies to class and school accumulate for the year.

We will allow 3 tardies in cases of family emergency, etc., prior to disciplinary consequences. Consequences become more severe as tardies accumulate throughout the school year.

**If you are tardy, you must report to the main office to sign in.** Failure to do so will lead to disciplinary consequences.

Consequences for tardies from school:

- 4<sup>th</sup> tardy = 1 after school detention
- 7<sup>th</sup> tardy = 2 after school detentions
- 10<sup>th</sup> tardy = 3 after school detentions
- 13<sup>th</sup> tardy = 3 days ISR (in school restriction)
- 16<sup>th</sup> tardy = 4 days ISR
- 19<sup>th</sup> tardy = 5 days ISR
- 22<sup>nd</sup> tardy = 1 day OSS (out of school suspension)

**VOLUNTARY STUDENT ABSENCES**

In general, we encourage parents to plan voluntary student absence time to coincide with regular school vacations. **WE STRONGLY DISCOURAGE VOLUNTARY STUDENT ABSENCE DURING SCHOOL.** The primary reason for this is to avoid losing the educational experiences that occur in the classroom. Much of what takes place in a classroom to facilitate real learning and understanding cannot be made-up or duplicated. While we urge parents to plan with this in mind, we also realize that there may be unusual circumstances which may necessitate missing school. In such cases, parents should request a **VOLUNTARY STUDENT ABSENCE FORM** from the main office two weeks in advance (or as soon as possible, in case of an emergency) and complete the necessary information. This procedure must be followed for any absence not specifically excused by state law or school board policy. (See or refer to Kent City Schools Attendance Procedures outlined above).

**MAKE-UP WORK**

If you are absent, the usual number of days allowed for completion of make-up work is equivalent to the number of days of absence. An extension of time may be

granted by teachers or administrators for lengthy absences and/or extenuating circumstances. The make-up time may not be shortened.

If an absence is unauthorized, make-up work will be given, but a zero will be credited for the work. **It is your responsibility to obtain make-up work from your teachers.**

If you are ill and absent from school three days or longer, your parents may request homework assignments prior to your return to school.

**Remember, you must be absent three days or longer to request assignments.** Your parents should call the main office. The secretaries will contact your teachers, who will arrange your assignments.

**Bus Regulations**

If you are transported by the school bus, you must demonstrate proper conduct while riding the bus. Improper conduct may result in loss of bus riding privileges.

Misbehavior, which distracts the driver, is a very serious violation and jeopardizes bus safety. While on the bus, you are under the authority of the driver. The driver reports all discipline cases to the transportation supervisor, who will consult with a school administrator.

The following behavior will not be tolerated and will result in appropriate disciplinary action, which may include suspension:

1. Being late at the bus stop or using improper crossing procedures
2. Moving from assigned seat
3. Pushing, tripping or other physical contact
4. Using profane or obscene language or gestures
5. Using or possessing tobacco, alcohol, drugs or look-a-likes
6. Having an open flame and/or other dangerous/illegal items, instruments, weapons, or substances
7. Making excessive noise
8. Getting off/on at an incorrect stop
9. Throwing litter on or out of the bus
10. Putting head or limbs outside of bus windows
11. Vandalizing school property
12. Eating or drinking on the bus

13. Being disrespectful or not listening to instructions
14. Interfering with the safe operation of the bus
15. Any other conduct which is detrimental to the safe operation of the bus.

### Clinic

A nurse or secretary is available to help you if you become ill during the school day. The procedures to follow if you become ill at school are:

1. First, go to class to get a pass from your teacher to the clinic/office, unless it is an emergency.
2. Let the nurse or secretary make arrangements for you to go home (if the nurse is not available, report to the main office). **You may not go to the pay phone to make arrangements to go home** (in such instances, disciplinary consequences will result).
3. You must have an **Emergency Medical Authorization Form on file** and keep the office updated on contact changes. These forms are sent home the week before school starts and must be returned as soon as possible.
4. **Dispensing of Medication:** Physicians occasionally request that school employees dispense certain medications or administer certain medical procedures to students while they are in school. To ensure the safety and protection of all parties, specific procedures and necessary application forms are required. **The school or its employees cannot provide aspirin or other over the counter medications to you.** Nor should you bring the above for self-administration unless given permission by school administrators or the school nurse. **No medication (prescription or over-the-counter) will be given by the school unless there is written permission to do so on file, signed by the parent(s) and doctor.**
5. **Accidents:** If an accident should occur, it is imperative that you ask your teacher to fill out an accident report for you.

### Clubs and Activities

A variety of student activities have been planned for the school year. You will learn about these in our school newsletters, and may also pick up a packet in the main office regarding these.

Seventh and eighth grade students interested in athletics should pick up athletic packets in the guidance office.

According to the Ohio Athletic Association, which governs athletics for the state, sixth grade students are not eligible to participate in school athletics.

### Bulletins and Announcements

All announcements for the P.A. must be written in advance and signed by the activity advisor.

All posters and signs placed in the building must receive prior approval from an administrator.

### Athletic Eligibility

OHSA rules require that middle school students must pass 75% of the course work in the grading period prior to participation.

To be eligible for athletics, if you meet the eligibility requirements but have a G.P.A. under 2.0 in the grading period prior to participation, you must attend two (2) hours of supervised study per week during their athletic season to remain eligible.

### Dances

After-school dances will be held during the school year for your enjoyment. Our dances are planned for Stanton seventh and eighth grade students only.

Most dances begin at 3:00 p.m. and are over by 4:50 p.m. You must stay the entire time and should make arrangements with parents to stay after school on the day of the dance. **Parents must plan to pick you up by 4:55 p.m.**

Any violation of school rules at dances will result in disciplinary action, including suspension from future dances and notification of parents.

### Distractions (Prohibited Items)

Because radios, mp3 players, tape and CD players, handheld video games, pagers, cell phones, laser pens, skateboards, roller blades, scooters, etc., serve to distract others, these items are not permitted in school, on school grounds, or at school events. We have a responsibility to maintain a quiet atmosphere conducive to learning. School personnel are authorized to confiscate these items and turn them over to administrators. If this occurs, the item in question will be released (only one time) to a parent or guardian. In addition, disciplinary consequences may result.

### Dress Code

Stanton Middle School requires that you display appropriate dress and grooming. Clothing worn to school should be comfortable, clean, and conducive to academic surroundings.

Immodest or extreme dress, which causes a disruption to the educational process, will not be permitted. The following guidelines will be in effect:

1. Shoes or sandals must be worn at all times. **(No flip-flops or unsafe footwear.)**
2. Tops which expose midriff, torso (with arms extended above), or shoulders are not permitted. **(No spaghetti straps or tank tops)**
3. **Pajamas or other sleepwear should not be worn to school.**
4. Reasonable length shorts are permitted. ("Short" shorts are not.) **Shorts and skirts are expected to be at least fingertip length.**
5. Clothing with lettering or illustrations that are literally, or by implication, religiously, racially, ethnically, or sexually insulting or disrespectful, and/or obscene are not permitted.
6. Sunglasses may not be worn inside the school.
7. Beer, alcohol, or drug related clothing and jewelry are not permitted.
8. Martial arts paraphernalia is not permitted on school property.
9. Hats or other head coverings, or coats (outerwear) are not permitted.
10. Pocket chains are not permitted.

11. "Droops" are not permitted.

**If you do not comply with the above guidelines, you may be sent home to change clothing and/or be disciplined.**

If, in the opinion of the principal, your dress and/or appearance detract from the classroom or in other ways is an undesirable influence upon other students, the principal will direct you to dress in a proper manner. The principal may decide to implement disciplinary action in some cases. **The principal or assistant principals have the discretion to rule that a student's clothing is unsafe or unsuitable for the school environment.**

### Fines

All financial obligations incurred by students must be paid in full. Report cards and transcripts will be withheld until all fees and fines are paid.

### Fire and Tornado Drills

Fire and tornado drills are held periodically in accordance with state law. These drills should be taken seriously, and you should proceed as directed in a quick, quiet, and orderly manner when the alarm is sounded. An exit map is posted in each classroom. Teachers will make you familiar with the proper exit routes and routines for each classroom.

### Food, Gum and Beverages

All food and beverages must be consumed in the auditoria. Food and drinks are not to be consumed during recess, in hallways, or classrooms.

You are not permitted to chew gum at Stanton Middle School.

### Grading/Student Progress

Report cards are given quarterly. If at any time, parents wish to confer with their child's teachers, they are encouraged to call 330-676-8620 for an appointment. In addition, parent-teacher conferences can be scheduled at your convenience before the Thanksgiving break.

## Guidance

The Guidance counselors support students with personal/social concerns; assist with academic needs, and provide career and high school information. Classroom guidance lessons and small group sessions are held on a regular basis for students with similar concerns. You may make an appointment with a counselor by filling out a "help" form. Appointments may be made before school, during lunch or TIE, and after school.

## Harassment

Stanton Middle School prohibits any type of personal harassment. You are expected to respect all individuals in our school. Any type of verbal or physical harassment will be addressed by a school administrator. Every year, students and staff are inserviced on sexual harassment.

## Help

**Need Help?** If you need to speak to a guidance counselor, administrator, student assistance coordinator, or peer mediator, fill out a "help" form and turn it in to the main office. The requested individual will call you down as soon as possible. Help forms are available in all classrooms, the main office, guidance office, and the auditeria.

## Immunizations

You must have the immunizations required by law or have an authorized waiver. If you do not have the necessary shots or waivers, the principal may remove you or require compliance within a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse, Cathy Smerek, at (330)-676-8604.

## Immunization Requirements

Unless given a waiver, you must meet the following requirements:

**Diphtheria** - Four (4) or more doses of DTP or DT (pediatric) vaccine or any

combination thereof, is the minimum acceptable. 3 Td diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven (7) and up.

**Measles** - Single dose of live measles virus vaccine or vaccine combination on or after 1<sup>st</sup> birthday, and an additional dose of the MMR vaccine given at least thirty (30) days from the first for all students entering the 7<sup>th</sup> grade.

**Rubella** - Same as measles.

**Mumps** - Same as measles.

**Polio** - 3 oral or inactivated plus one oral vaccine booster

**Tetanus** - 3 Td (see Diphtheria)

**Hepatitis B** - *For students starting kindergarten during or after school year 1999.*

## Media Center

You are encouraged to use the Media Center for reference, quiet study and recreational reading. The library-media specialist is always present to assist you if you need help. You are expected to follow media center guidelines or you may forfeit access to the media center.

## Locks and Lockers

Your homeroom teacher will assign your locker. You should not share your combination with anyone, nor should lockers be "set." Defective lockers should be reported immediately by completing a locker repair form. The physical education teacher will distribute P. E. locks.

**You are cautioned not to bring large amounts of money or other valuables to school. You, not the school, are responsible for your personal property.**

## Kent Board of Education Locker Search Policy

The Board of Education declares that the school lockers available for your use are the property of the Board of Education and that the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker

or its contents contains evidence of a violation of a criminal statute or a school rule. This policy will be posted in a conspicuous place in each school building that has lockers available for use by pupils.

### **Lost and Found**

If you lose something, check carefully with all of your teachers in all of your classes as well as in the main office (lost eyeglasses are in the clinic). You are expected to be trustworthy and treat others as you would like to be treated.

### **Lunch**

1. You must eat lunch in the auditoria.
2. You should take pride in the lunch facilities and be responsible for clearing tables of trays, litter, and debris before you leave the auditoria.
3. You are also responsible for pushing chairs in or returning them to their original location upon dismissal.
4. Lunchroom conduct should conform to general rules of courteous behavior. Cutting in line, throwing food, placing trays in trashcans, and boisterous behavior is unacceptable and will result in disciplinary consequences.
5. You should stay seated in your "section" until directed by the administration to get in line and/or leave for outdoor activities.

STUDENT CONDUCT CODE  
KENT CITY SCHOOLS

The Board of Education has adopted the following Student Conduct Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

The Kent City School District will attempt to provide a safe and orderly learning environment for all students. Certain student actions may not be compatible with the words “safe” and “orderly.” Discipline is within the sound discretion of the School’s staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following outline provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

- A. The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and success in the future. The school has an obligation to observe and respect the rights of individual students and the student body as a whole. As with any organization, cooperation and the observation of the rights of others are essential if the goals of the organization are to be accomplished. To this end, each pupil must be responsible for his/her own behavior and must respect the rights of others.
- B. The following types of offenses by students of the Kent City School District may lead to disciplinary action which may include detention, social suspension, Saturday School assignment, in-school suspension, out-of-school suspension, or expulsion:

1. TRUANCY

Unexcused absence from school.

- 2. Unassigned EMIS code at this time. (Moved to #30)
- 3. FIGHTING/VIOLENCE
  - a. Contributing to, encouraging, or engaging in disruptive behavior including, but not limited to, fighting.
  - b. Intentionally, negligently, recklessly, or carelessly causing physical injury or behaving in such a way that could threaten to cause physical injury to another.
- 4. VANDALISM/ARSON (SCHOOL OR PERSONAL PROPERTY)
  - a. Intentional, negligent, or careless defacing, damaging, or desecration of private or public property on school premises or at any school activity on or off school grounds.
  - b. Setting or use of any unauthorized fire or acting in such a manner that might cause a fire.
- 5. THEFT (SCHOOL OR PERSONAL PROPERTY)

Theft of property.
- 6. USE/POSSESSION/SALE OF A FIREARM  
Use, possession, or sale and/or threatened use of a firearm or any device that could propel a projectile or object that could cause harm..
- 7. USE/POSSESSION/SALE OF A DANGEROUS WEAPON OTHER THAN A FIREARM OR EXPLOSIVE OR INCENDIARY OR POISON  
Use, possession, or sale and/or threatened use of any object or a dangerous weapon other than a gun or explosive that can reasonably be considered a dangerous instrument.
- 8. USE/POSSESSION/SALE OF ANY EXPLOSIVE, INCENDIARY OR POISON GAS

Use, possession, or sale and/or threatened use of any explosive, incendiary or poison gas.

9. USE/POSSESSION/SALE OF TOBACCO

Use, possession, or sale of tobacco and/or look-alike products, including smoking of any substance, possessing or using smoking materials such as rolling paper, lighters and matches.

10. USE/POSSESSION/SALE OF ALCOHOLIC BEVERAGES

Using, possessing, purchasing, selling, intending to buy or sell, or transmitting alcohol or simulated alcohol; having the odor of alcoholic beverages upon his or her breath or clothing; or possessing alcohol, on school property or on school vehicles, during a school day or at a school-sponsored activity regardless of the time of day is a violation. Students are also prohibited from school grounds, on school vehicles, or from attendance at any school-sponsored event after the use of or alcohol.

11. USE/POSSESSION/SALE OF OTHER DRUGS OTHER THAN TOBACCO OR ALCOHOL

Using, possessing, purchasing, selling, intending to buy or sell, or transmitting drugs or simulated-drugs; having the odor of drugs upon his or her breath or clothing; or possessing drug paraphernalia, on school property or on school vehicles, during a school day or at a school-sponsored activity regardless of the time of day is a violation. Students are also prohibited from school grounds, on school vehicles, or from attendance at any school-sponsored event after the use of drugs.

12. Unassigned EMIS code at this time.

13. Unassigned EMIS code at this time.

14. FALSE ALARMS/BOMB THREATS

15. Unassigned EMIS code at this time.

16. Unassigned EMIS code at this time.

17. Unassigned EMIS code at this time.

18. BEHAVIORAL PROBLEMS/DISRUPTION OF SCHOOL

- a. Disrupting school or causing or attempting to cause the disruption or obstruction of any lawful mission, process, or function of the school, including any school-sponsored activity, by violence, force, noise, coercion, threat, intimidation, passive resistance, or other disorderly conduct, or urging other students to disrupt or to obstruct the process or function of school by the use of same.
- b. Intentional disobedience, disrespect, issuing threats.
- c. Intentionally giving incorrect information to faculty, staff, or other employees of the District.
- d. Gambling.
- e. Cheating.
- f. Plagiarism
- g. Tardiness.
- h. Throwing foods, liquids, or any article in the cafeteria.
- i. The unauthorized throwing of any object, including snowballs.
- j. Commission of an immoral act.
- k. Loitering, littering, or causing a disturbance on public or private property during the school day or at a school activity.
- l. Violations of the school dress code.
- m. Willful violation of the student responsibilities as may be established by the Kent Board of Education.
- n. Using the name or identity of another person (verbally or in writing); falsifying times, dates, grades, addresses, or other data on

correspondence directed to school personnel.

- o. Inappropriate public display of affection.
- p. Distribution of unauthorized material in school, on school property, or at school-related activities.
- q. Attempting to gain entrance for self or others to school activities without paying admission.
- r. Entering another's desk or locker or using another's property without authorized permission.
- s. Trespassing on private property adjoining, adjacent to, or within the line of sight of school property before, during, or after school.
- t. Unauthorized use of disruptive devices including, but not limited to, pagers, ~~and~~ beepers, and other electronic or manual devices.
- u. Inappropriate use of technology.

There is no expectation of privacy with any electronic equipment, including privately owned products, provided there is reasonable suspicion that it contains information concerning violations of Student Conduct Code.

- v. Lack of serious educational intent (e.g., failure to submit homework assignments, sleeping in class, etc.).

#### 19. HARASSMENT/INTIMIDATION

- a. Use of racial, ethnic, religious, or sexual slurs.
- b. Hazing, teasing, bullying, or acting to intimidate.
- c. Sexual and other forms of harassment (includes writing, drawing, gestures, words, touching, and other forms of harassment).

O.R.C. 3313.666 defines “harassment, intimidation, or bullying” as “any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) Causes mental

#### 20. USE/POSSESSION/SALE OF FIREARM LOOK-A-LIKES.

Use/possession/sale or threatened use of firearm look-a-likes.

#### 21. UNWELCOME SEXUAL CONTACT

Unwelcome sexual contact.

#### 22. SERIOUS BODILY INJURY TO ONESELF OR OTHERS.

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty” (18 U.S.C. Section 1365(3)(h)).

#### 23. INSUBORDINATION

Insubordination or failure to respond and/or otherwise ignoring a reasonable request from faculty, staff, or other employees of the District.

#### 24. HARMFUL BEHAVIOR

Acting to cause mental, emotional, or physical harm to another person.

25. LEAVING SCHOOL WITHOUT PERMISSION

Leaving school or assigned educational location prior to specified dismissal time without official permission and/or transporting on or off school premises other students who have no permission to leave school

26. Physical/verbal assault against a student.

Assaulting another student by hands, feet, fist, or by use of an object which could cause physical harm to another person.

27. Physical/verbal assault against a school employee.

28. Inducing panic.

Creating a situation which could make others believe an emergency is in progress when in fact there may or may not be an emergency.

29. VULGAR LANGUAGE (Previously #22)

Use of offensive or vulgar language or gestures.

30. VIOLATION OF STATUTES (Previously #2)

Violation of federal, state, or local statutes or ordinances regardless of the existence of a criminal charge and/or conviction.

Violations of prohibitions identified in Rule #9, #10, and #11 above (viz., tobacco, alcoholic beverages, and other drugs other than tobacco or alcohol) shall be evaluated on the basis of the infraction date with a rolling 24-month period previous to the infraction.

No form of violence, disruptive or inappropriate behavior, nor excessive truancy (which is more than 10 days of unexcused absence), will be tolerated.

The foregoing acts of misconduct are prohibited on all school property, going to and from school by foot or vehicle, and at all school-sponsored functions and activities on and off campus.

In the event a student is cited for multiple offenses, the commission of any one of the foregoing offenses shall be sufficient to result in any of the possible disciplinary actions.

In the event of negligent or willful property damage, reimbursement of the cost of replacement thereof shall be borne by the student and/or his or her parents or guardian.

- C. In addition to the offenses listed above, each building principal may develop an additional list of offenses appropriate to that building. Such additional list of offenses shall be made known to the students in such ways as may be appropriate to the age and maturity of the students involved.

In addition, the Board of Education, on August 26, 1982, reviewed and reaffirmed the following policies which have been in effect for a number of years:

Maintenance of Orderly Conduct

The Board of Education expects that students will conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purpose underlying all school activities, for the widely shared use of school property, and for the rights and welfare of other students.

The Board of Education expects that all employees of the district will share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or may hereafter be established by the Board or its agents.

In each instance in which an employee acts to help a student conduct himself properly, emphasis is to be placed upon the development of the student's ability to discipline himself.

Pupil/Teacher Relationships

Pupils are expected at all times to show evidence of respect for their teachers.

Teachers are expected to show evidence of respect for their pupils and to demand respect for themselves.

Pupil Dress

A student's dress and appearance become of concern to school authorities if and when that dress and appearance tend to disrupt the work of a class. Therefore, ill-fitting or inappropriate dress or unusual appearance cannot be tolerated at school. If, in the opinion of the principal, a student's dress and appearance detract from the effectiveness of work in a class or in other ways are an undesirable influence upon other students, the principal will direct the offending student to dress in a proper manner and to present an appearance not offending to others.

No student may wear items which are obscene or drug/alcohol related, or demonstrate or suggest racial, ethnic, sexual or religious disrespect.

Safety

Students are to observe all safety practices and procedures set forth by administrators and teachers.

Board Support

The Board of Education supports teachers and administrators in maintaining of proper behavior among students.

Approved: 8/30/76

Revised: 8/26/82, 3/21/83, 8/18/86, 8/17/87, 7/18/88, 7/16/90, 5/19/92, 7/19/94, 10/18/94, 8/16/95, 8/20/96, 8/19/97  
Reviewed: 6/89, 5/21/91, 5/18/93  
Approved: 7/21/98  
Approved: 7/20/99  
Reviewed: 5/15/01  
Approved: 6/19/01  
Reviewed: 07/13/04  
Approved: 07/13/04  
Reviewed: 05/10/05  
Approved: 06/21/05  
Reviewed: 04/18/06  
Approved: 05/16/06  
Reviewed: 04/17/07  
Approved: 05/15/07

AUTOMATIC CONSEQUENCES

Excerpt from Student Conduct Code, Policy of the Kent board of Education  
**I.**

A student shall be prohibited from:  
**Using, possessing, purchasing, selling, intending to buy or sell, or transmitting alcohol or drugs or simulated alcohol or drugs; having the odor of alcoholic beverages and/or drugs upon his or her breath or clothing; or possessing drug paraphernalia, on school property or on school vehicles, during a school day or at a school-sponsored activity regardless of the time of day. Students are also prohibited from school grounds, on school vehicles, or from attendance at any school-sponsored event after the use of drugs or alcohol.**

1. First Offense: At a meeting of the parent(s) or guardian(s), student, and school administrator, one of the following options (1 or 2 ) shall be chosen by the student, parent, and administrator:

1.) The student shall be suspended for not more than ten (10) days, either in school or out of school, at the discretion of the school principal, OR  
2.) a. Within ten (10) days from the date of the offense, the student and his or her parent(s) or guardians(s)

must consent to a school-approved alcohol and/or drug assessment. AND:

- b. The student and parents (s) or guardian(s) must participate in a specified program of counseling to be selected and approved by the Student Assistance Program Coordinator of the school, AND
- c. The student agrees not to use alcohol or other drugs in a manner that would violate the Student Conduct Code, AND
- d. The student shall perform 20 hours of community service, to be coordinated by the Student Assistance Program Coordinator, OR, at the option of the student, the student shall serve a five-day (5) in-school suspension.

NOTE: If the student and parent/guardian do not complete all items under #2 above, then #1 will be enforced. Also, time lines for items 2a, 2b, and 2d, shall be established with the student and parent/guardian by the administrator.

- 3.) If the offense results in a disruption, the student shall be suspended for not more than ten (10) days, either in school or out of school, at the discretion of the school principal.

Depending on the circumstances of the violation, the police may be contacted, and the matter may be referred to them for disposition.

B. Second offense Within Twenty-four (24) Months of a First Offense: At a meeting of the parent(s) or guardian(s), student, and school administrator, one of the following options (1 or 2) shall be chosen by the student, parent, and administrator:

- 1.) The student shall be suspended for not more than ten (10) days, either in school or out of school, at the discretion of the school principal, OR:
- 2.) a. Within ten (10) days from the date of the offense, the students and his or her parent(s) or guardian(s) must consent to a school-approved alcohol and/or drug assessment, AND
  - b. The student and parent(s) or guardian(s) must participate in a specified program of counseling to

be selected and approved by the Student Assistance Program Coordinator of the school, AND

- c. The student must agree in writing not to use alcohol or other drugs at any time prior to the student completing middle school, AND
- d. The student shall perform 40 hours of community service, to be coordinated by the Student Assistance Program Coordinator, OR, at the option of the student, the student shall serve a ten-day (10) in-school suspension.

NOTE: If the student and parent/guardian(s) do not complete all items under #2 above, then #1 will be enforced. Also, time lines for items 2a, 2b, and 2d, shall be established with the student and parent/guardian by the administrator.

- 3. If the offense results in a disruption, the student shall be suspended for not more than ten (10) days, either in school or out of school, at the discretion of the school principal.

C. Further Offenses: If a student commits a third offense within thirty-six (36) months from the date of the first offense.

- 1.) The student shall be suspended for ten (10) days, out of school, AND
- 2.) The student shall be recommended for expulsion, AND
- 3.) The student shall be referred to the Portage County Juvenile Justice Center.

The principal, or any officer under this provision, shall have the right to refer the student to the Portage County Juvenile authorities for prosecution of any offense, which may be a crime under the Ohio law.

## **II.**

A student shall be prohibited from:

**Possession of tobacco and/or like products, including smoking of any substance.**

A. First Offense: At a meeting of the parent(s) or guardian(s), student, and school administrator, one of the following options (1 or 2) shall be chosen by the student, parent, and administrator:

1. The student shall be suspended for not more than ten (10) days, either in school or out of school, at the discretion of the school principal, OR
2. a. Within ten (10) days of the offense, the student and his or her parent(s) or guardian(s) must consent to and the student must participate in a school approved smoking cessation program to be selected and approved by the Student Assistance Program Coordinator of the school, AND  
 b. The student agrees not to use tobacco in a manner that would violate the Student Conduct Code, AND  
 c. The student shall perform 20 hours of community service, to be coordinated by the Student Assistance Program Coordinator, OR, at the option of the student shall serve a five-day (5) in-school suspension.

NOTE: If the student and parent/guardian do not complete all items under #2 above, then #1 will be enforced. Also, time lines for items 2a, and 2c shall be established with the student and parent/guardian by the administrator.

B. Second offense Within Twenty-four (24) Months of a First Offense: At a meeting of the parent(s) or guardian(s), student and school administrator, one of the following options (1 or 2) shall be chosen by the student, parent/guardian, and administrator:

1. The student shall be suspended for not more than ten (10) days, either in school or out of school, at the discretion of the school principal, OR;
2. a. Within ten (10) days from the date of the offense, the student and his or her parent(s) or guardian(s) must consent to and the student must participate in a school approved smoking cessation program to be selected and approved by the Student Assistance Program Coordinator of the school, AND  
 b. The student must agree in writing not to use tobacco at any time prior to the student's completion of Middle School, AND  
 c. The student shall perform 40 hours of community service, to be coordinated

by the Student Assistance Program Coordinator, OR, at the option of the student, the student shall serve a ten-day (10) in-school suspension.

NOTE: If the student and parent/guardian(s) do not complete all items under #2 above, then #1 will be enforced. Also, time lines for items 2a and 2c, shall be established with the student and parent/guardian by the administrator

C. Further Offenses: If the student commits a third offense within thirty-six (36) months from the date of the first offense:

1. The student shall be suspended for ten (10) days, out of school, AND
2. The student shall be recommended for expulsion.

The principal shall have the right to refer the student to the Portage County Juvenile authorities for the prosecution of any offense which may be a crime under the Ohio law.

### Student Expectations

The transition from elementary school to Stanton is an important step in your educational life. During these adolescent years, you will encounter additional responsibilities, gain new experiences, and develop decision-making skills.

Stanton faculty and staff encourage an atmosphere of respect. This will help and support you to gain a positive self-image and have positive school experiences.

You have many responsibilities, but three of the most important ones are **to get a good education, to respect the rights of others, and to be accountable for your own behavior.** With students, parents, and staff members working towards these major goals, the environment at Stanton will continue to be a positive one.

### DETENTIONS

Teacher assigned detentions must be served Monday through Thursday. Parents

are responsible for transportation home from an after-school detention and a one-day notice will be provided through a detention slip. You must bring the slip back to school on the day of the detention. **Failure to return this slip with parent permission will automatically result in further consequences.**

Office detentions will be assigned 3 days per week from 2:45--5:00 p.m. Parents are responsible for transportation home from an after school detention and a one day notice will be provided. You must be on time, work on school assignments, and be quiet during detention. **Failure to comply with rules or failure to serve a detention on the day it is assigned will result in additional disciplinary action.**

## SUSPENSIONS

We hope that you will never be suspended. Suspension means that you will not be permitted to attend classes because you have committed a serious offense in school. Suspensions could be served in our In-school Restriction room or at home, depending on the circumstances.

Make certain you follow the In-school-restriction guidelines, which are posted. Listen to the person in charge and follow any directions that the supervisor gives you. Violations of In-school- Restriction guidelines could result in an out of school suspension. Those who are suspended in school are not permitted to attend any extra-curricular activities with the exception of athletic or music practice. In addition, athletes will not be able to participate in any athletic contest during the suspension. If no contests occur during their suspension, they will be suspended from the next contest following suspension. Sometimes students may be assigned to In-school Restriction as an alternative to suspension. If this should occur, students may participate in extra-curricular activities and athletic contests.

You may be denied participation in social (extra-curricular) activities as part of disciplinary consequences.

## Suspension Appeal

If you have any questions about a suspension, you may call the principal or assistant principals, or make an appointment to see them. Within five (5) days of this suspension, you have the right to appeal the suspension to the Kent Board of Education's designee, Assistant Superintendent Dr. Joe Giancola, at the Kent Board Office (330-673-6515). You also have the right to be represented in all appeal proceedings, to be granted a hearing before the board's designee in order to be heard against the suspension, and to request that the hearing be held in executive session.

## In School Restriction (ISR)

Assignment to the In School Restriction (ISR) room may be utilized as part of our disciplinary action. Administrative assignment to our ISR room means you may not attend classes because of a violation of the Student Code of Conduct. While assigned to the ISR room, you will be allowed to complete all classroom assignments and tests. You will be given credit for all academic work. This is not considered a suspension.

Make certain to follow the In School Restriction guidelines, which are posted. Listen to the person in charge and follow any directions that the supervisor gives you. Students who are assigned to ISR may participate in after school activities and practices.

## Telephones

Office telephones are for school business and may be used only in cases of emergency with the permission of a secretary or administrator. Public pay phones are available. They may be used only with permission during lunch. Using the phone is not a reason to be absent or tardy from class. You are not to use the pay phone to call home if you are ill. You must report to the clinic or main office (see clinic).

## Textbooks

All basic texts are loaned to you for use during the school year. You will pay for workbooks and other supplies. It is

recommended that you use book covers to prevent damage to books. You should write your name and grade on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

### **Vacations**

It is hoped that vacations are planned when school is out, so students are not missing school for an extended period of time. We do not want you to miss school at all, but if you must be absent, we hope it is only for a brief amount of time. You are responsible to make up the work you missed. Your parents must complete a "voluntary student absence request" form prior to any vacation.

IMPORTANT: All attempts should be made to have your parents take their vacation the same time school is out. It is recommended that students who are not doing well academically not be taken out of school for an extended period of time (three or more days.)

### **REFER TO VOLUNTARY ABSENCES**

### **Visitors**

All Visitors must sign in at the main office, and wear a visitor's pass. Please sign out when you are leaving the building and return the visitor's pass to the secretary.

### **Withdrawals and Transfers**

You should inform your team teachers and the guidance department of your plan to withdraw from Stanton and follow the following procedures:

1. Pick up the "final grade sheet" from the guidance secretary, have it initialed by each teacher and return it to the guidance secretary.
2. Pay any fines and fees with Mrs. Shaffer.
3. Clean out your locker and return textbooks to your teachers.