

Graham

Middle School



Student / Parent Handbook

2020-2021

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Graham Local Schools

VISION STATEMENT

Success Today, Prepared for Tomorrow

Graham Local Schools Mission Statement

Partnering with the community, Graham Local Schools offers a safe and nurturing environment to educate the whole child, focused on developing responsible individuals and lifelong learners to better our world.

GRAHAM ALMA MATER

We hail thee Graham High School, to thee we sing our praise.
To honor and be loyal, in this pledge our voices raise.
You give us faith and courage. To thee we will be true.
Our banner waves for Graham High; forever true to you.

GRAHAM FIGHT SONG

We are the Graham Falcons
Fighting all the way.
We are the Graham Falcons
This will be our day – hey, hey, hey.
Black and white are our colors,
White for honesty.
Black is for our valor
That will lead us to victory.

School Colors

Black and White

Mascot

Falcons

League Affiliation

Central Buckeye Conference

Graham Middle School Students are HERO's

H- Helpful

E- Engaged

R- Respectful/Responsible

O- Ownership

Graham Local Schools District Goals

Graham 2020

Excellent School Districts focus on a limited number of goals and objectives. While goals may remain constant year to year, objectives will be developed that align to District Goals established by the Board of Education, District Leadership Team, School Administrators and the Superintendent. Objectives will be developed based on students' needs, staff input, and school data. Each Objective has a detailed Work Plan identifying the necessary action steps, person responsible for carrying out the action step and timelines. The Work Plan also identifies needed resources, how the plan will be monitored and the evaluation criteria of each objective. The number one characteristic of Successful Schools is the ability to maintain a focus on students by aligning its resources, discussions and objectives directly to the District's Goals. The 5 District Goals of the Graham Local Schools are:

Goal # 1 We commit to promote learning through adaptive environments, high quality pathways, and character education cultures in order for all GLS students to be successful today and prepared for tomorrow.

Goal # 2 GLS provides consistent and transparent communication in a positive manner to all stakeholders.

Goal # 3 GLS will strive to better understand the challenges/limitations of our community members and families and how GLS can impact their lives in a positive way.

Goal # 4 GLS recruits, retains, supports and develops high quality teachers and staff.

Goal #5 We work to obtain financial stability in order to maintain and expand educational opportunities for our students.

We believe that if we are accountable to these goals as a district and community, our schools will continue to improve, achievement will increase and the decisions about doing what's best for students will be clear.

For more information about the district's strategic plan or to follow our progress, please go to www.grahamlocalschools.org/stategicplan.

Superintendent

Mr. Brad Silvus

Treasurer

Ms. Kristie Purtee

Board of Education

Ms. Leslie Maurice

Mr. Steve Setty

Mr. Alan Mitchell

Ms. Toni Kite

Ms. Karyl Strader

Dear Students and Parents/Guardians...

Welcome to Graham Middle School!

Graham Middle School is dedicated to meeting the needs of all students through personalized learning with a focus on hands on STEAM Education. GMS works to ensure that our students experience success today and are prepared for tomorrow. Graham Middle School is proud to be one of the just 75 schools across Ohio to be recognized with the prestigious STEM Designation from The Ohio Department of Education. Through creativity and exploration, students learn about career pathways and the 3 E's: Enlistment, Enrollment, and Employment. The close cooperation between parents, faculty, administration and community partners lends itself to a learning environment that is truly student focused.

This handbook describes and defines many of the programs, activities, and guidelines which will help to make Graham Middle School a special place to learn. Hopefully it too will answer questions you may have about our school and tell you some of what you may expect in the upcoming school year. We look forward to helping you have a great school year!

Nick Guidera, GMS Principal

Emily Shreve, GMS Assistant Principal

P.S. Please read this entire handbook and complete the "Parent and Student Acknowledgement/School-To-Home Communication Page". A separate copy of this page will be provided to all students and parent/guardians for their signature through online forms to be completed by September 4th, 2020.

IMPORTANT CONTACTS:

CALL 663-5339 FOR THE FOLLOWING PURPOSES:

- to report absent students
- to speak with school personnel
- to leave a message for a Graham Middle School staff member

VISIT http://www.grahamlocalschools.org/middleschool_home.aspx FOR THE FOLLOWING PURPOSES:

- information about the building
- calendar of events
- updates throughout the year.

Daily Bell Schedules

GMS Bell Schedule

Breakfast Kiosks Open 7:18
Homeroom 7:20-7:38
1st Period 7:41-8:25
2nd Period 8:28-9:12
3rd Period 9:15-9:59
4th Period 10:02-10:46
Lunch A 10:49-11:19 Intervention 11:19-11:49
Intervention 10:49-11:19 Lunch B 11:19-11:49
5th Period 11:52-12:35
6th Period 12:38-1:21
7th Period 1:24-2:07
Homeroom 2:10-2:15

GMS PM (1 hr) Assembly

Breakfast Kiosks Open 7:18
Homeroom 7:20-7:38
1st Period 7:41-8:18
2nd Period 8:21-8:58
3rd Period 9:01-9:38
4th Period 9:41-10:18
5th Period 10:21-10:57
Lunch A 11:00-11:30 Intervention 11:30-12:00
Intervention 11:00-11:30 Lunch B 11:30-12:00
6th Period 12:03-12:39
7th Period 12:42-1:18
Assembly 1:25-2:10
Homeroom 2:10-2:15

GMS 2-Hour Delay Schedule

Breakfast Kiosks Open 9:18
Homeroom 9:20-9:38
1st Period 9:41-10:08
2nd Period 10:11-10:38
3rd Period 10:41-11:08
Lunch A 11:11-11:41 Intervention 11:41-12:11
Intervention 11:11-11:41 Lunch B 11:41-12:11
4th Period 12:14-12:41
5th Period 12:44-1:10
6th Period 1:13-1:39
7th Period 1:42-2:07
Homeroom 2:10-2:15

GMS 2 HR Early Dismissal

Breakfast Kiosks Open 7:18
Homeroom 7:20-7:38
1st Period 7:41-8:08
2nd Period 8:11-8:38
3rd Period 8:41-9:07
4th Period 9:11-9:38
5th Period 9:41-10:07
6th Period 10:10-10:36
Lunch A 10:39-11:09 Intervention 11:09-11:39
Intervention 10:39-11:09 Lunch B 11:09-11:39
7th Period 11:42-12:07
Homeroom 12:10-12:15

GMS PBIS Matrix

	HELPFUL	ENGAGED	RESPECTFUL RESPONSIBLE	OWNERSHIP
HALLWAY	<p>Pick up trash</p> <p>Help someone if needed.</p> <p>Stand up and take care of each other!</p> <p>Report any issues</p>	<p>Say "Hello" to others</p> <p>Walk with purpose</p> <p>Keep your eyes up and be alert</p>	<p>Walk on the right side.</p> <p>Use appropriate language and volume.</p>	<p>Own Your 20 Sq. Feet</p> <p>Keep the halls free of trash and walk with a purpose!</p> <p>Phones stay in lockers unless teacher has approved.</p>
CLASSROOM & INNOVATION HUB	<p>Tell the truth, even when it's difficult</p> <p>Help others: students and teachers</p> <p>Report any issues</p>	<p>Engage with others (teachers and students) through positive, respectful, and collaborative interactions</p> <p>Ask appropriate questions</p> <p>Exercise Habits of Mind</p>	<p>Be on time</p> <p>Be an active listener</p> <p>Respect people, property, self</p> <p>Use tools and supplies appropriately</p>	<p>Own your 20 sq. feet</p> <p>Be prepared and turn in best work</p> <p>Clean up after yourself and straighten furniture</p> <p>Fill out your agenda</p> <p>Give your best effort</p>
BATHROOM	<p>Report any issues to a staff member</p> <p>Clean up after yourself</p>	<p>Show courtesy and privacy to others</p> <p>Use the restroom for its intended purpose</p>	<p>Keep clean by throwing trash away in appropriate receptacle and flush.</p> <p>Wash hands</p>	<p>Own your 20 sq. feet</p> <p>Report any problems to a staff member.</p>
LUNCHROOM	<p>Clean up after yourself and your table</p> <p>Report any issues to a staff member</p>	<p>Welcome and include all to your table (max 8)</p> <p>Keep interactions positive and respectful.</p> <p>Eat in a timely manner</p>	<p>Say "please," "thank you," and "excuse me"</p> <p>Be considerate and kind to other students and staff members.</p>	<p>Own your 20 sq. Feet</p> <p>Maintain a clean environment</p> <p>Recycle, compost, and dispose appropriately</p>
BUS	<p>Report any issues to a staff member</p> <p>Help someone if needed.</p>	<p>Observe/Follow rules and safety guidelines</p> <p>Listen to the bus driver</p>	<p>Use of appropriate language.</p> <p>Use technology appropriately</p>	<p>Own your 20 sq. feet</p> <p>Keep the Bus clean and safe</p>
ASSEMBLIES	<p>Volunteer appropriately if asked</p> <p>Set a good example</p>	<p>Listen attentively</p> <p>Eyes on the speaker</p> <p>Participate when appropriate</p>	<p>Attention to speaker</p> <p>Active listening</p> <p>Sit quietly</p>	<p>Own your 20 sq. feet</p>



HABITS OF MIND

WORK HARD
THINK CRITICALLY
BE PERSISTENT
COLLABORATE
FAIL FORWARD
PROBLEM SOLVE
TAKE RISKS
TAKE RESPONSIBILITY

ACADEMIC PROGRAMS

Agriculture, Food & Natural Resources (HS credit), Art, Art I (HS credit), Algebra (HS credit), Band, Career Exploration, Career Tech/Intro to Agriculture, Choir, Coding and Robotics, Coding and Robotics II, Computer Science for Innovators and Makers*, Design and Modeling*, Design Thinking, English Language Arts (Balanced Literacy), English I (HS credit), Environmental Engineering, Flight and Space*, German I (HS credit), Google Apps, Google Apps II, Math, Medical Detectives*, Music, Physical Education, Pre-Algebra, Science, Social Studies, Systems of the Body, STEAM 101 (* = Project Lead The Way curriculum)

ACTIVITIES AND ATHLETICS

There is a wide variety of school activities/opportunities in which students are encouraged to participate. Some of these include the following:

Band, Basketball, Cheerleading, Chorus, Classroom Aides, Cross Country, Energy Team, Falcon Ink Newspaper, Invention League, Football, FFA, Girls Who Code, LEGO Robotics, National History Bee, National Math Club, National Junior Honor Society, Office Aides, Peer Tutoring, Power of the Pen, Spelling Bee Contest, STEAM Showcases, Student Council, Talent Show, Track, Volleyball, Wrestling.

RELEASE OF DIRECTORY INFORMATION

On occasion, Graham Schools are asked to release "Directory Information" regarding students. Such directory information would include: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; and awards received. In compliance with Federal Regulations and Board of Education Policy, we are required to supply notice annually of our intent to supply such information as requested, unless p/g or adult students refuse to allow the district to disclose any or all such directory information. A copy of this information was sent home in the opening newsletter. If you do not wish to have such directory information released, you are required to provide written notice to the principal by August 31.

RIGHT TO AMEND

The administration reserves the right to amend this handbook and its content to maintain a safe school and a positive learning atmosphere. P/G and students will be notified promptly of such changes.

AFTER SCHOOL DISMISSAL

P/G wishing to have their child picked up after school on a daily basis need to submit a one-time note to the office stating the name of the person who will be transporting their child from school.

AGENDA BOOKS

Middle School students will receive a student agenda book to use for recording assignments and class information. Teachers will encourage students to bring this agenda book to class and record assignments regularly; however, it is the students' responsibility to maintain this record of assignments. Additional Agendas can be purchased in the office.

ATTENDANCE AND TARDINESS

A. When a student is ill or for some other reason is unable to attend, the parent/guardian is expected to contact the school office by phone before 9:00 a.m. on the day of the absence. For your convenience, you may call the night before and leave a message on the answering machine.

B. A written reason for all absences properly signed and dated by a parent/guardian is required. Written notes not filed in the office within one day after the student returns to school following an absence will result in an unexcused absence. Administration reserves the right to excuse student absences with reasonable cause.

C. Following an absence, a student must obtain an admittance slip from the office before reporting to class. A written note from the parent/guardian should be presented at that time.

D. For each unexcused absence, the student is responsible for obtaining work and following make-up work policies. Skipping class and truancy violations will result in detention or Tuesday School and the possibility of charges being filed in court.

E. Excessive Absences Procedures

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES (House Bill 410)

1. Definition of 'habitual truant' changed from days to hours. The new definition is:

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse;
- c. Absent 72 or more hours in one year without a legitimate excuse.

2. Includes 'excessive absences':

- a. Absent 38 or more hours in one school month with or without a legitimate excuse;
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

3. When a student has had eight (8) days of absences excused by parent notes during the course of a year, the principal will send a letter to the parent/guardian informing them that for any additional absences to be considered excused, the school will require an accompanying note from a doctor or other appropriate professional. When the principal is aware that the student is going to be absent for an extended period of time, such as an extended illness, accident, surgery, etc., the number of days absent will not be counted toward the excessive absence total.

4. When a student has accumulated the amount of hours determined by House Bill 410 of excused absences during a year (excluding absences for school sponsored events, properly documented extended illnesses, and approved vacations), a school official will make an attendance referral to the Champaign County Attendance Officer after following the excessive absence procedure.

F. Truancy Procedure

1. When a student has had one truancy offense, a school official will contact the parent/guardian indicating the disciplinary action that was assigned.

2. When a student has a second truancy the County Attendance Officer will be notified and appropriate counseling and disciplinary action will be taken.

3. If a student has a third truancy, the Principal and/or Attendance Officer will initiate court action against the student and the parent/guardian.

G. Excused absences are based upon definitions established by the State of Ohio and Board of Education. Phoning the school or sending a note does not automatically excuse an absence. If the stated reason is acceptable under state attendance policy, the absence will be excused.

1. Personal illness: students who accumulate more than eight (8) days of absences in a year for personal illness will be required to bring a doctor's note to school for an excused absence per each additional occurrence.

a. Students absent from school for appointments are required to bring a note from the doctor/dentist upon their return to school for an excused absence.

2. Illness in the immediate family: absence under this condition would apply to severe illness of the parents.

3. Quarantine of the home: limited to the length of the quarantine as required by the proper health officials.

4. Death of a relative: absence is limited to three days unless a reasonable cause can be shown for a longer absence.

5. Required work at home due to absence of parents/guardians: any absence arising because of this condition shall not extend for a period longer than that which the parent/ guardians were absent.
 6. Observance of religious holidays: any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her belief.
 7. Absence due to family vacation: limited to vacation with parents/guardians only and cannot exceed five school days. Approval from the building principal must be secured in advance.
 8. Emergency or set of circumstances which in the judgment of the administration constitutes a good and sufficient cause of absence from school.
- H. Students with excused absences have the responsibility of asking their teachers for make-up work. Make-up work is due after the equivalent number of days of the absence has expired upon returning to school. For example, if a student is absent for one day, the make-up work is due one day following the return to school. Make-up work not completed within the required time is subject to make-up work policies and potential minimal to no credit.
- I. Students are considered tardy between 7:28 and 8:16 a.m. Any student arriving after 8:16 a.m. may be considered absent for the morning (1/2 day absence). Students leaving early between 12:35 and the end of the school day will be considered as leaving early. This will be factored the same as a morning tardy.

Unexcused Tardies (Semester)

1-3 Warning

4-5 Detention (before or after school)

6+ Tuesday Night School

K. Leaving School Grounds without Permission

Skipping class/Leaving school grounds without permission will not be tolerated.

1st Violation: Tuesday Night School

2nd Violation: In-School Suspension

OPEN ENROLLMENT AND TRUANCY/EXCESSIVE ABSENCES

1. Students that are applying for open enrollment will:
 - a. Provide a copy of attendance records from their current school if applicable.
 - If there is a history of truancy at the current district, open enrollment will be denied.
2. A student that is open enrolled into the district **will not** be accepted for the following year if the student is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one month without a legitimate excuse;
 - c. Absent 72 or more hours in one year without a legitimate excuse.
3. An Absence Intervention Plan will be required if a student meets one of the above points. The Plan will be shared with the student's District of Residence at the beginning of the following school year.
4. Students (and their guardians) who are chronically truant may still be referred to the Champaign County Court for remediation.
5. Students may be assigned alternative intervention plans at the discretion of the Superintendent or his designee.

TARDINESS TO CLASS

Classroom teachers will monitor student tardiness to individual classes. Repeated tardiness to class will result in consequence based on teacher's classroom management plans. Students should always report to their classroom teacher or supervisor first. If student has a note to report to alternate location, it must be given to their assigned location teacher at the beginning of class.

HEAD LICE (PEDICULOSIS)

If a student is found to have lice, a phone call is made to the p/g. The student's siblings should be examined for evidence of either lice or nits (lice eggs). The exam should take place by each student's p/g. If the student is sent home for head lice, the student should be checked by the school nurse, school secretary, and/or principal, before coming back to school. **All forms for Head Lice can be found at the GMS Office or on the district website under board policy.**

ASSIGNMENTS FOR ABSENT STUDENTS

When a student is absent from school for two or more consecutive days, p/g may call the school office in the morning (before 8:15 AM) to request student assignments. Teachers will be notified and assignments can be picked up in the office between 2:10 and 3:10pm that day.

MAKE UP WORK

Students are responsible for securing assignments and making up all schoolwork because of absences. For each day of absence, students will have 1 school day per day of absence in which to complete and turn in all missed work. All assignments, including tests, quizzes, etc., must be made up as directed by the individual teacher. It may be necessary for students who have been absent to make up tests, etc. after school or to make other arrangements with the teachers. Any work assigned prior to the day of absence is due when the student returns to school.

EARLY DISMISSALS and APPOINTMENTS

Students needing to leave during the school day for appointments must present a written note from their p/g to the building secretary the morning of the appointment. The secretary will then write an "appointment slip" for the student. Before the student leaves the middle school grounds, he/she must "sign out" in the main office. If the student returns to school the same day, he/she must "sign in" in the main office and receive a re-entry slip. If the student had an emergency appointment and no p/g note was given to the secretary, then a p/g note is to be submitted the following school day. Students leaving school for any reason should sign out in the main office and will be marked absent for each period that is missed. If the student is sent home early by the school nurse, then a p/g note will not be necessary for that day only.

STUDENT ABSENCE AND ATTENDANCE AT AFTER SCHOOL EVENTS

Students are to be present at school at least ½ day (4 class periods) in order to participate in any after school program, contest, activity, or athletic practice.

AWARDS AND RECOGNITION ASSEMBLIES

Graham Middle School strives to recognize student accomplishments such as excellent academic work, participation in extracurricular activities and outstanding individual performance and talent. Various student academic accomplishments and honors are also recognized throughout the year.

BEFORE SCHOOL PROCEDURES

The building will be opened to students at 7:18 a.m. Students arriving at this time should go to breakfast and/or lockers then report to Homerooms.

BELL SCHEDULE

The regular school day will begin at 7:20, the tardy bell is at 7:25, announcements will begin at 7:30. The school day will end at 2:15. All students will have a seven period day with a half hour lunch and half hour intervention period to meet their academic needs.

DISMISSAL AT END OF SCHOOL DAY

All students are required to exit the building within 10 minutes of dismissal and should leave school property as soon as possible unless under the direct supervision of a staff member or coach. Students are not permitted to walk home.

In addition, students should not remain on school property for the purpose of watching athletic team practices and other extracurricular events. Students found after hours in the building without prior consent and direct supervision of staff may face disciplinary consequences.

BICYCLES, SKATEBOARDS, and HEELIES

The following items should not be ridden to school or brought onto school property without permission: bicycles, motorized bicycles, scooters, segways, skateboards, hoverboards or rollerblades. Heelies may not be used while on school property.

BOOK BAGS

Book bags (and other bags used to carry books, supplies, clothes, and athletic equipment) may be used to transport books and supplies to and from school, but are placed in the student's locker upon arrival at school. These bags are to remain in the lockers until the student leaves the building for the day. Students are not to bring bookbags into the restroom. Students may carry a fanny pack or small purse throughout the school day (pack or purse should not be large enough to carry a school-size textbook).

CALENDAR

A district school calendar is included at the back of this handbook. The district calendar is also available online.

CAMERAS (PERSONAL)

Photographs and/or videos should not be taken at any time in the building without the permission of school personnel. In doing so, students should not use personal property but rather school sponsored equipment (unless they have obtained permission to do otherwise). If violations of this policy should occur then the camera and/or camera phone may be confiscated until a p/g picks it up and the storage may be reviewed as necessary. NOTE: Sometimes the administration may give approval for students to take student photographs. If this should occur, then no student photos should be taken without a student's personal knowledge and approval, and no photos should thereafter be shared/posted on any non-school video sharing/social networking sites.

CELL PHONES

Unless directed by a teacher, Cell phones are to remain off and out of view upon entering the building and should not be used until after the final dismissal bell (2:15) and students have exited the classroom. In effect, cell phones should not be "seen, heard, or used" during this time. Also, cell phones should NOT be used to take any type of photograph or video at any time. **Cell phones should remain in student's lockers and be turned off during the day.** If violations of this policy should occur then: **CELL PHONE WILL BE TAKEN AND CAN BE PICKED UP AT THE END OF THE DAY**

1st offense – warning 2nd offense – parent called 3rd offense – detention/parent picks up phone.

COATS

Students are to place coats and jackets in lockers when they arrive at school. These items should remain in lockers until the student leaves the building for the day. If a class is going outside, then students may get coats from their lockers with teacher permission.

COLLEGE CREDIT PLUS (CCP)

College Credit Plus (CCP) is an opportunity for Graham High School and Graham Middle School students to expand their educational options and take a college course(s) while in middle/high school. There are multiple options:

- 1) Formerly known as "PSEO", students can travel to a college/university take a class and/or classes. Please see Guidance Counselor, College Credit Plus Coordinator for information if you are interested in courses..
- 2) You can take classes at the college/or university but online and not leave campus.

There is no cost to families for course, books or materials, unless the student fails the course. Then they will have to reimburse the district for the amount of the course.

UTILIZATION OF COMPUTERS AND TECHNOLOGY

All use of technology shall be consistent with Graham Local Schools technology vision statement by the utilization of technology to serve as an instrument of the curriculum to enhance student learning and promote lifelong learning. The failure of any user to follow the terms of the Graham Local School District's Acceptable Use Policy or the computer laboratory rules will result in the loss of computer privileges, disciplinary action, and/or appropriate legal action. The Acceptable Use Policy is available at the Graham Board of Education Office, on the school district's website, in the main office of each building, or from each building computer network supervisor. If you do not wish your child to have Internet access, you are required to provide written notice to your respective building computer network supervisor. This policy outlines acceptable usage of the system and includes an agreement form that must be signed by both the student and the p/g.

CONFERENCES

Four (4) parent/guardian-student-teacher conference days are scheduled during the school year. Information about these conference times will be given to students several weeks prior to conferences and dates can be found on the school website. P/G wishing to schedule a conference with a teacher or a grade level may arrange this at any time throughout the school year by calling the middle school office. Individual teachers may also be contacted by note, phone call, or email.

All Students are encouraged and welcomed to attend conferences with their p/g.

CONFLICT RESOLUTION

Conflicts can be caused by inappropriate behavior or simply by a disagreement about facts or feelings. While we must accept conflict as a natural and inevitable part of living, we need not accept violence as a response to conflict. Conflicts can be solved peacefully without fighting, name-calling or hurting the feelings of others. A school environment conducive for all students to learn must be free of all forms of violent and disruptive behavior, including physical and verbal abuse, sexual harassment and all forms of discrimination. Creating safe environments for students and staff requires schools, students, p/g and communities to work together using prevention strategies.

SUCCESSFUL WAYS TO DEAL WITH CONFLICT AT SCHOOL

1. Calm down before reacting or retaliating – temporarily remove yourself from the problem so you can think clearly.
2. Regroup – state the problem – be specific at what’s bothering you. Don’t listen to hearsay.
3. Get advice – preferably from a p/g or other adult.
4. Get a game plan – and consider all the consequences.
5. Handle the problem privately, not publicly.

POSSIBLE STEPS FOR HANDLING CONFLICT

1. Let the person be aware of your feelings but do this in an appropriate manner. Be assertive when necessary – but don’t lower your standard of behavior.
2. If conflict continues then let a staff member be aware. Do this privately and appropriately.
3. Get a game plan with the staff member – feel free to offer constructive solutions in an appropriate manner – and continue to report the conflict if it should continue.
4. See a counselor and/or administrator if the problem continues.

CUSTODY

P/G need to inform the school office any time the custody of a student changes. School officials must be provided with a copy of the court orders pertaining to a student’s custody.

DANCES

School dances may be held during the school year. Dances are open to currently enrolled Graham Middle School students only. These events are chaperoned by school administrators and teachers.

BEHAVIOR AT AFTER SCHOOL/ATHLETIC EVENTS

Students are expected to follow all school rules when attending any school sponsored activity (including athletic contests, concerts, musical, variety show, or any other performance). Most middle school events take place during the school week. Students attending school events should be at the event to watch and support the teams in an appropriate manner. While in attendance, students should remember the following:

1. Do not arrive on school property more than 15 minutes prior to the game/contest.
2. All school rules apply.
3. Stay in the bleachers and not loiter in other areas.
4. Sportsmanship and proper language is expected at all times.
5. Focus energy on “cheering” for our school team.
6. Follow all guidelines set-up by the principal and/or athletic supervisor.

Students who fail to follow the above may result in removal from the event and other school consequences as well.

PARENT/GUARDIAN SUPERVISION AT EXTRA CURRICULAR EVENTS

P/G supervision is necessary for students attending school events that occur outside of the school day. P/G is responsible for providing supervision for their children under the age of 15 at all of these events. Horseplay (running under the bleachers for example) will not be tolerated because it creates an unsafe environment for all spectators. Students will first be asked to return to their seats. If this request does not address the problem, students will be asked to contact a parent/guardian who must pick them up from the event.

Students are reminded that while attending extracurricular activities involving teams from the Graham Local School District that their behavior must comply with the guidelines set forth in the Student Code of Conduct listed in the Student-Parent/Guardian Handbook of each school, or consequences may ensue.

BEHAVIOR ON THE BUS

The district's goal is to provide safe transportation to and from school for students. Students should be at the bus stop at least 5 minutes prior to the scheduled pickup time. It is a privilege, not a right, to ride a school bus in the State of Ohio.

Bus Behavior Policy

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to behave inappropriately may result in a loss of bus riding privileges. The bus driver is responsible for the safety of all students on the bus. The building principal or his/her designee is available to provide assistance to the driver and will determine consequences for misbehavior. A riding suspension applies to **all** buses unless otherwise determined by school officials. The responsibility for student supervision by the district shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day or until released to the p/g in a manner consistent with guidelines on release of students.

The Bus Behavior Guidelines and Personal Electronic Devices on School Buses Guidelines are available at the Graham Board of Education Office, on the school district's website, in the main office of each building, or can be obtained from the transportation office.

DRESS CODE

The Graham Middle School Dress Code requires neat, clean, and appropriate dress and grooming. Students dress and appearance should contribute to rather than interrupt the learning process. The dress code is in effect at all times, including at Graham Local School-sponsored events. As styles and fashions change, members of the administration reserve the right to make the final decision on acceptable student dress.

- Sandals/Slides may be worn as long as a teacher has not indicated students are participating in a Lab experience that will require certain shoes for safety.
- Dresses, Skirts or Shorts must be at fingertip length.
- Shirts must overlap waistbands; midriffs should not be visible.
- Graphics/photos on clothing must not allude to violence, gangs, sex, drugs, or other acts of lawlessness.
- Pajama pants, or “jumpers/joggers” that appear as pajama pants will not be permitted.
- Revealing tops ie: low cut and see through shirts are not acceptable.
- Undergarments should not be visible
- Jeans or Pants with rips, tears, or holes above fingertip length will not be allowed.
- Hoodies may be worn but the hood must not be pulled over the student's head.
- Wallet chains are not permitted
- No cut-offs, tank tops, spaghetti straps.
- Hats, sunglasses, sweatbands, overcoats, and jackets, must be kept in student lockers during the school day. Bandanas may be worn as a hair accessory, but are not to cover head (ie: as a hat)
- Backpacks must be kept in student lockers during the school day. Backpacks may not be brought into restroom. Backpacks are not to go to class, they can be obtained after dismissal from Homerooms.
- Students should not write on skin or clothing.
- Clothing that is suggestive, has a double meaning, or innuendo, or suggests inappropriate ideas are unacceptable.
- Dress that is disruptive to the learning environment will be considered a dress code violation.

Students will be provided the following options every time there is a violation of the dress code:

- Utilize Tape to address / cover (rips /tears/holes)
- Turn shirt inside out (inappropriate image/text)
- Obtain change of clothing from their locker
- Obtain change of clothing provided by school “Giving Loft”
- Call home to obtain appropriate clothing

Consequences to violation of dress code:

- 1st offense- warning, behavior documentation, contact home
- 2nd offense- warning, behavior documentation, contact home
- 3rd offense- behavior referral, contact home, student makes up missed class time in detention
- 4th offense- behavior referral, contact home, student makes up missed class time in Tuesday Night School

Please Note: Graham Middle School will be forced to adopt a more restrictive dress code if members of the staff and administration must spend excessive time to discipline students for violations. It is each student’s responsibility to know and follow the dress code.

Behavior Consequences

The following are definitions of various forms of discipline which may be incurred from violations of school rules:

- A. **Agency Referral and/or Treatment** – Correction of the problem, not punishment for punishment’s sake, is the goal of school discipline. If the school administrator determines that the student’s problem behavior would best be served by treatment through an outside agency (i.e. Mental Health, Juvenile Court, Drug and Alcohol Treatment Programs, etc.) referrals to such agencies may be used as an alternative to reduce days of suspension or expulsion.
- B. **Behavior Contracts** – An agreement between the students and school administrator that spells out specific criteria and consequences for future student behavior.
- C. **Detention** – Lunch Detention – Students will serve these at lunch time either with a teacher or the principal. After-School Detention – After-school detentions run from 2:20 p.m. until 3:00 p.m. Transportation is the sole responsibility of the p/g or student. Detentions can be served at other times with teacher/principal approval.
- D. **Tuesday/Extended School** – An alternative to out-of-school suspension, which may be offered at the discretion of the school administrator. Students report to the Tuesday School Location at GMS by 2:30 p.m. on the designated Tuesday. Students are to bring study materials to the Tuesday session. Tuesday school ends at 5:30 p.m. Unexcused or non-attendance at Tuesday school will result in additional Tuesday School assignment or suspension.
- E. **In-School Restriction** – An alternative to out-of-school suspension which may be offered at the discretion of the school administrator. Students will be assigned to the in school restriction for a portion of the school day(s) and will be required to work on class work.
- F. **Suspension** – The removal from school and school-related activities for a period of one to ten school days. Obtaining Make up work will be the responsibility of the student. The student will be required to adhere to the attendance and late work policies. If a 7th or 8th grade student is participating or will be participating in Extra- Curricular Activities an OSS will be their first violation and result in 10% loss of the season. Please refer to the EXTRA-CURRICULAR CODE OF CONDUCT in the main office or online for further details
- G. **Expulsion** – The removal from school and school-related activities for a period of up to 90 school days. NO MAKE-UP PRIVILEGES EXIST. Credit is lost for semester and yearly courses. Expulsion from school may extend into the next school year depending on the number of days involved. Community service options may be available depending upon an agreement that meets the approval of the Superintendent in lieu of the days of expulsion that extend into the next school year.
- H. **Restitution for Theft or Damage** – Any theft or damage to school or personal property beyond the ordinary wear and tear shall be paid for by the pupil or pupils causing the damage or by a pupil or pupils contributing to said damage.
- I. **Summer Program** – Students who violate school policy that would normally necessitate suspension or Tuesday school may be required to return to school after its close and spend the equivalent number of days.
- J. **Alternative School** - Students may be assigned to the Alternative School instead of receiving an out-of-school suspension or they may be assigned to the Alternative School because of repeated violation of school rules.

APPEAL OF SUSPENSION and EXPULSIONS

All Suspensions or Expulsions have the right to be appealed to the Superintendent of Graham Local Schools. The appeal must be filed 72 hours from the time the notice of the suspension or expulsion has been filed. Please contact the superintendent to file your appeal at your earliest convenience, so that a hearing and time can be set.

DETENTIONS

After school detentions are scheduled for 40 minutes following school dismissal, from 2:20-3:00. A copy of the detention notice is to be given by the staff member to the student, which serves as official notice. This detention notice lists the date of assignment, the name of the staff member assigning the detention, the location of the detention, and the behavior which resulted in the detention being issued. This form must be signed by student, parent/guardian and returned to staff member who assigned detention.

If a student fails to serve a detention, a Tuesday School may be assigned and the student and p/g notified.

ELECTRONIC DEVICES

Electronic devices and technology are integral parts of society and our educational system. The purpose of school-issued Chromebooks, laptops, iPads or other school issued technology is to expand the use of technology, improve engagement and personalize student learning while providing equitable access to technology. School-issued Chromebooks, laptops and iPads are intended for academic purposes only. Students are expected follow the Acceptable Usage Policy at all times. During class time, gaming or use of social media is prohibited. A student who chooses to play games, use social media, messaging or otherwise engage in non academic purposes on their device may have their device confiscated by staff. Temporary or permanent restriction of use may be instituted at the discretion of administration. School-issued technology is subject to search by staff members at any time. Any student who refuses to comply will be considered insubordinate. Students who wish to bring in their own device (laptop, Kindle, iPad, etc.) need to be sure to secure their devices properly as the school takes no responsibility for the damage, loss or theft of student personal technology. *Students who wish to bring in their own device must also connect to the school network and all acceptable use policies still apply, including confiscation if use deemed to be inappropriate.*

EMERGENCY DRILLS

During the school year emergency and safety drills are practiced periodically including: fire drills, tornado drills, and student safety drills. Students should know exit routes and tornado drill locations. Fire exit routes and tornado drill location signs are posted in classrooms. During drills, students are to move quietly to the proper location and follow the directions of the supervising staff members.

EMERGENCY INFORMATION

In case of emergency each student is required to have on file in the school office the following information:

1. P/G name(s)
2. Complete and up to date address
3. Home phone number/cell phone number
4. P/G work phone number(s) and place of employment
5. Emergency phone number of relative, neighbor, or person designated by p/g

It is the responsibility of the p/g to keep all emergency information current and to notify the school office of any changes.

EXTRA-CURRICULAR CODE ELIGIBILITY and CODE of CONDUCT

The Extra-Curricular Handbook is available at the Graham Board of Education Office, on the school district's website, in the main office of each building, or from the athletic director. The handbook section and contains more information on athletic eligibility in addition to information on other topics such as age limitation, alcohol, tobacco, and illegal drugs, physical examinations, eligibility, medical insurance, and attendance at school in regard to participation.

Eligibility Requirements:

In order to participate in extra-curricular activities a student must comply with the following:

1. Complete and Return To The Coach Before Beginning Practice:

- OHSAA physical examination
- Last page of Graham Interscholastic Athletic Code that contains:
- Insurance Statement (you must be covered by school insurance or an equal policy retained by p/gs)
- Code of Conduct Agreement statement
- Emergency Medical Authorization Form

2. Academic Eligibility Standards:

Middle School

Students enrolling in grade 7 for the first time will be eligible for the first grading period. Thereafter, all students in grade 7 or 8 must have been enrolled in school the immediately preceding grading period, and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. Students-athletes who are currently eligible, or may become eligible within the season may participate in practices.

High School

A student enrolled in the first grading period after advancement from grade 8 must have met middle school requirements the preceding grading period. Students in grades 9-12 must be currently enrolled, must have been enrolled in school the immediately preceding grading period, must have received passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation, and must have earned a minimum of 1.0 grade point average for the grading period.

3. Comply with the requirements i of the Ohio High School Athletic Association and the Graham Local Schools pertaining to age, residency, attendance, and any other relevant matters.

CONDUCT RULES AND CONSEQUENCES:

1. The Code of Conduct is a year-round policy that applies both in-season and out of season. Therefore, consequences will be imposed for conduct that occurs in-season, out of season, and prior to the start of season.

2. *Attendance: Athletes must be in school all day of any athletic event in order to participate. The following will be considered for exception by the Principal: a) a one-time tardy (sign in by 10:40) to school per season excused as it would be for any other student. b) a one-time illness excuse, from p/g, per season. c) medical excuse from a doctor. d) an emergency or set of circumstances which in the judgment of the Principal constitutes a good and sufficient cause for absence from school.

3. Expected Behavior: Students participating in extra-curricular activities are expected to behave in a manner that reflects positively on Graham Schools and their team. They shall not exhibit behavior which reflects negatively or constitutes poor physical training practice, including (but not limited to):

- a) Unsportsmanlike attitude, behavior, or conduct at or during activities, practice sessions or school sponsored events.
- b) Abusive language, gestures, or profanity.
- c) Repeated tardiness to school, or excessive absence from school.
- d) Repeated infractions of school rules or chronic incorrigible behavior.

- e) Repeated truancy from school or class.
- f) Violation of team rules or curfews.
- g) Acts of vandalism or abuse of persons or property
- h) Suspension from school. Any student on suspension from school will not be allowed to participate in practice or contests during the term of the suspension.
- i) Criminal activity or violations of civil law.

Consequences:

Recognizing the varying degrees of severity of violations, consequences may vary from minor reprimand to denial of participation for a calendar year, depending upon the nature of the offense. The penalties for violations will be determined by the coach/advisor and/or athletic director, assistant principal, or principal. Any serious violation and penalty will require consultation between the coach/advisor and the administration.

Consequences for Suspension from School and other Serious Violations:

1st Violation – the student will be denied the privilege of participating in the next 10% of contests/activities of that season, or the next participating season. If the violation occurs out of season, the student will miss the first regular season contests of the next season of participation. Coaches/advisors are encouraged to require full practice participation.

2nd Violation – If the student violates the rule a second time, he/she will be denied the privilege of participating in the next 50% of contests of that, or the next season of participation.

Additional Violations – Any additional violation will cause the student to be denied the privilege of participating in all extra-curricular activities for 1 calendar year.

*** Please refer to the Extra-Curricular Code of Conduct for further details and expectations of all participants.

Insurance:

School and athletic insurance will be offered to all students the first day of school. All athletes must have an insurance policy of at least equal coverage as would be provided by the insurance offered by the school. Students without adequate insurance coverage will be denied participation.

PARTICIPATION FEE GUIDELINES

The Graham Board of Education recognizes that extracurricular activities represent an extension of the overall school program. These programs contribute to the educational goals of the district and assist in promoting and developing the overall growth of each participant.

In an effort to generate revenue to partially offset the cost of offering extra-curricular activities, the Graham Board of Education has implemented a participation fee to be involved in the programs. Although p/g and students are being asked to assume a small portion of the expense of extracurricular through a fee structure, it is hoped that NO student will elect to not participate due to financial constraints. If a p/g has difficulty paying any fee, he/she is strongly encouraged to contact the coach, advisor, a teacher or an administrator to receive assistance. All requests will be handled in a confidential manner.

Middle School participation fee for each athletic extra-curricular activity is \$105 per season. There is no longer a family cap. **All**

participation fees for athletics should be submitted to the Athletic Department.

P/G and students are advised that the payment of fees does not ensure and/or guarantee playing/participation time. This is especially true in athletics. The control and all related decisions of the activities will remain the responsibility of the Coach, AD and Board of Education or its designee.

More information on participation fees is available in the school office for p/g and/or students. If you have any questions about these fees please contact the principal and/or athletic supervisor.

FINES AND FEES

School fees or fines payments should be made in the Middle School office during the first two weeks of school. No refunds are possible for partially used workbooks.

FOOD SERVICES

CAFETERIA

Graham Middle School will offer breakfast for students in flexible options. Students can obtain via breakfast kiosks in the halls from 7:18-7:30 am. Students can also obtain "second chance" breakfast until 9:30 am in the cafeteria. Graham Middle School WILL serve breakfast on two hour delay days.

Nutritious lunches are prepared and served each day. The Graham Board of Education establishes the cost of the lunch for each school year. The menu is published online at <http://www.grahamlocalschools.org/FoodServices.aspx>. Children who bring their lunch may buy milk if they wish. If students do not wish to eat lunch, parents/guardians must submit a letter stating that they are aware that they will not be eating. Children are not permitted to bring pop in their lunch. Parents are able to bring in a lunch for their children only.

8500D - PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

An elementary student (Grades K-5) may charge three (3) meals in succession or have charges totaling \$8.00. An alternative meal consists of a cheese or peanut butter sandwich, fruit, and milk will be given to the student. The guidance counselor and/or principal will be notified after the third charge.

A middle/high school student (Grades 6-12) may charge three (3) meals or have charges totaling \$9.00 before they are given alternative meals. The guidance counselor and/or principal will be notified after the third charge.

Graham uses a Cafeteria Debit Account system in the lunchroom. It works like a bank ATM account. The student's identification number or finger scan will be used to deduct the cost of lunch purchases from a student's cafeteria account. Parents may deposit money in a student's account by sending either cash or check to school, or visiting the Graham Local Schools website <https://www.payschoolscentral.com>. Cash sales can also be made each day but change will not be available.

Applications for free or reduced price meals are available online or at the building's main office. These should be completed and returned as soon as possible. Applications for free or reduced meals can also be made during the school year. Request a form

from the office or go online at <http://www.grahamlocalschools.org/FoodServices.aspx>. Children, who were approved for free or reduced meals at the end of the previous school year, will continue to be qualified for the program 30 days from the first day of school. New applications must be filled out for the current school year.

Extra food items may be purchased when available at the established a la carte prices. A la Carte food items may not be charged.

FUNDRAISERS

Only school sponsored fundraising activities are permitted by students on school grounds.

GRADING

All subjects taken by students at the middle school are graded courses. The following is the Graham Middle School grading scale.

A+	99 - 100	A	94 - 98
A-	92 - 93	B+	90 - 91
B	85 - 89	B-	83 - 84
C+	81 - 82	C	76 - 80
C-	74 - 75	D+	72 - 73
D	67 - 71	D-	65 - 66
F	0 - 64		

GUM Policy

Students are not permitted to have, distribute, or chew gum at school. Students will receive disciplinary action if they do not follow this policy.

HOMEWORK POLICY for GMS

Students will be given ONE day per day of absence to complete homework for full credit.

For homework to receive 100% of credit, it must be turned in on the day it is due (unless students is absent).

If the assignment is:

- 1 day late, the student will lose 10% of the grade
- 2 days late, the student will lose 20% of the grade
- 3 days late, the student will lose 30% of the grade
- 4 days late, the student will lose 40% of the grade

Students can obtain obtain up to 60% on an assignment that is turned in within the grading window. This offers value to the student to complete the assignment.

Missing Work Policy:

Students will be provided opportunities to complete missing assignments based on a grade level plan which will include completing work during students intervention/lunch periods in a predetermined location. Failure to attend an assigned missing work opportunity may result in additional consequences (after school detention or Tuesday Night School)

HONOR ROLL

A student honor roll is published each nine weeks, listing all students who have earned a 3.00 average and above.

GMS will publish an All A's (4.0) list and an Honor Roll list (3.0-3.99)

INCOMPLETE GRADE POLICY

A student who receives an “Incomplete” as a grade on the grade card has 15 school days past the end of the nine-week grading period to make up all work. Work not made up within the 15 days will receive no credit. Nine-week course teachers may grant an extension of time to individual students. At the end of the fourth nine weeks (end of school year) no “Incompletes” can be given. It is the student’s responsibility to contact teachers to make up all incomplete work. Teachers are to give the student a letter grade after the 15-day deadline and notify the guidance counselor of the grade change. Students on Home Instruction or with extended illnesses may be granted additional time for make-up work.

PLAGIARISM POLICY for GMS

Plagiarism includes:

1. Copying another’s work, whether from a book, article, website, or another student’s assignment.
2. Paraphrasing (rewording) of another’s work, with changes, but retaining the meaning and ideas, without giving credit to the author.
3. Combining sections of several pieces of other’s work into a new whole.
4. Submitting work that has already been submitted to another teacher without explicit permission from teachers.
5. Producing assignments with help from another person (tutor, another student, etc.) that should be your own independent work.

Consequences of Plagiarism:

First Offense (not limited to numbers 1-3):

1. Student is allowed to redo assignment with a 25% reduction in earned grade.
2. Parent Notification
3. Lunch Detention/After School detention (at teacher discretion)

The additional consequences listed below may also be enforced for formal assessments/projects and/of multiple offenses:

4. Student will receive a zero on the assignment for any violations of the policy after the first offense.
5. Referral to the office
6. A meeting with the principal, guidance counselor, and parents
7. Lunch Detention/After School Detention (teacher discretion)
8. Tuesday School (Administrator discretion)

PROGRESS REPORTS

Interim Reports and Quarter Grade Cards will be issued to all students at the middle school. If a student is receiving a failing grade the teacher will be contacting p/g verbally or nonverbally about their student’s progress during the nine weeks. All Progress Reports and Final Grades will be posted online, along with assignment information, etc., via Progress Book, our district’s grading service. P/G are encouraged to call the school to arrange conferences with teachers to discuss a student’s schoolwork at any time during the school year.

GRADE (REPORT) CARDS

Grade cards are issued to middle school students approximately one week after the end of each nine-week grading period. Grades are assigned for all courses in which the student is currently enrolled. Grade cards for the first, second, and third nine weeks are distributed to students during the school day. Grade cards can be picked up in the main office at the end of the school year or p/g can send in a self-addressed stamped envelope and the report card will be mailed home.

HALL PASSES

All students in hallways during a class period are required to carry a hall pass. Students in the hallway without a pass are subject to disciplinary action for not being in assigned locations.

INCLEMENT WEATHER

In case of inclement weather, the first decision must always be made by 5:30 AM and if another decision is necessary, that decision must be made by 7:30 AM. The quickest and most reliable way to obtain the information is to go to the home page of our district website at www.grahamlocalschools.org

Radio stations carrying the information are Dayton K-99.1. Television channels 2, 7, 22 and 45 in Dayton will also be contacted. They will make announcements as soon as possible. Please do not call teachers or administrators. For text and/or e-mail notifications, please see www.grahamlocalschools.org for more information.

IMMUNIZATIONS

Ohio Law requires that all seventh graders must have received a second MMR (Measles, Mumps, and Rubella) shot prior to the start of school. Before starting school, students in the 7th grade must have a Tdap (Tetanus, Diphtheria, and Pertussis) and a Meningitis shot. Written proof of receiving these vaccinations must be on file in the school office. Students who do not have evidence of proper immunizations will be excluded from school after 14 days, per Ohio Revised Code.

LOCKERS

It will be the students' responsibility to maintain a neat and clean locker. DO NOT "PLUG" YOUR LOCKER SO THAT IT WILL OPEN WITHOUT USING THE COMBINATION. Any locker found in this condition may result in disciplinary action.

All lockers are school property. Individual student lockers may be opened and checked by building principals or others with the knowledge of the principal, at any time. Students are to use the locker assigned to them and not share lockers with other students. All hallway student lockers have built-in locks and the combination will be provided to each student on the first day of school. The school is not responsible for items lost or stolen from student lockers.

LOST AND FOUND

A lost and found is located in the back of the cafeteria. Jewelry, money, billfolds or purses will be held until claimed. Unclaimed items will be disposed of at the end of each semester.

LUNCH

Students are allowed 30 minutes for lunch and must eat in the auditoria. A lunch menu is published in local papers as well as on the district website, <http://www.grahamlocalschools.org/food-services> . No more than 2 lunch charges may be accumulated. A la Carte food items may not be charged. If p/g wish to have lunch at school with your child, reservations must be made with the office before 10:00 am on the day of the request. Students are not permitted to leave school for lunch. Students are responsible for the cleanliness of their table and immediate area as well as the use of proper manners and etiquette.

Applications for free and reduced lunches are sent home at the beginning of each school year or can also be completed during the school year. Forms may be requested from the office. Students who were approved for free and reduced lunches at the end of the previous year will continue to be qualified for the program through September. New applications must be completed for the current school year.

LUNCH VISITORS

Parents/Guardians are permitted to bring lunch to their student(s); however if the parent/guardian chooses to stay and eat, all participants will need to do so in the office. Any advance notice of this practice would be appreciated in order to ensure that space is available and sanitization has been completed. Parents/guardians are not permitted to enter the hallways or cafeteria during the school day unless there is a special event that was previously scheduled, allowing adequate time for the visitor to follow the pre registration requirements communicated by school district personnel.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed or over-the-counter medication during the school day, the following procedures will be observed:

- A. P/G should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate request and release form must be filed with the respective building office before the student will be allowed to begin taking any medication in school during school hours. This written and signed request form will be maintained on file in the school office.
- C. This signed release form by the p/g shall give authorization for school personnel to administer the prescribed medication. The p/g must notify the school in writing if the medication, dosage schedule, or procedure is changed or eliminated. A new request form must be submitted each school year.
- D. All medications to be administered during school hours must be registered in the main office.
- E. Medication that is brought to the office will be secured in a designated area.
- F. For each prescribed medication, the container shall have a pharmacist's label with the following information:
 - i. Student's name and physician's name
 - ii. Date
 - iii. Pharmacy name and telephone number
 - iv. Name of medication
 - v. Prescribed Dosage
 - vi. Frequency of dosage and special handling and storage instructions
- G. It is the responsibility of the p/g to bring the medication to school.
- H. Any unused medication unclaimed by the p/g will be destroyed by school personnel, when a prescription is no longer to be administered or at the end of the school year.
- I. The p/g has sole responsibility to instruct their child to present himself/herself for taking the medication at the scheduled time.
- J. A log for each prescribed medication shall be maintained, noting the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the p/g written release.

ILLNESS AT SCHOOL

Any student who becomes ill during the school day should report to the office. A determination will be made as to the appropriate action (back to class with a note, remain in the clinic or send the student home) to be taken. P/G or authorized person will be contacted to furnish transportation.

MEDIA CENTER PROCEDURES

The Media Center is for the use of all students and faculty. All materials in the Media Center must be properly checked out if removed from the Media Center. Books may be signed out for a period of 14 days. Reference materials and current magazines are to be checked out only with special permission. Report cards may be held if a student has overdue books or outstanding fines. Books and materials in the media center must be properly signed out. Access to the media center will be arranged by school staff based on space and availability.

MOTOR VEHICLES

No middle school student may drive a motorized vehicle and park a motorized vehicle on school property during the regular school day.

NEWSLETTER

A middle school newsletter with information about upcoming events, club activities, and accomplishments of our students will be published periodically during the school year. Copies will be sent electronically to p/g and can be found on the school website.

NURSE

A school nurse will be available in the event of an emergency. The secretary or office staff will take care of these responsibilities daily.

PICTURES

Student school pictures are taken in the Fall. Purchase of school pictures is voluntary; however, all students will be photographed for the yearbook and school records.

POSTERS AND NOTICES

Any outside of school organization or person wishing to post notices and/or distribute flyers at Graham Middle School must have the permission of the Superintendent and Principal.

SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a regular search at least annually of all such storage places. Additionally, students have no reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

School authorities are charged with responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of the responsibility, school authorities may search the person or property, including vehicles, or a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law may be seized, held, or turned over to law enforcement officials. The school reserves the right not to return items that have been confiscated.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal or those specifically designated who shall notify the principal and seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

SERVICE LEARNING AND JOB SHADOW POLICIES

Graham Local Schools' strategic plan sets a clear Vision for the school district. A major part of the plan, **Graham 2020**, is to cultivate a positive culture through experiential learning. As one element of our Career Gears system, we have created an intentional practice of teaching students about leadership development and service to others to ensure **Success Today, Prepared for Tomorrow**. To accomplish this goal, Graham has developed two new board policies that enables it to inform stakeholders about transforming the district to one that:

- Champions literacy as a foundation for all learning
- Promotes experiential learning environments for all students
- Promotes career pathways and college readiness for all learners
- Engages our community partners in education

Service Learning

Service learning is a teaching method designed to involve students in authentic and meaningful service to their communities. Service learning makes connections between the classroom and the community and provides structured time for students to reflect on their service experiences. It is intended to instill a sense of civic responsibility by encouraging students to assess their impact on the community as active contributors to society. Students can engage in a variety of activities.

When it comes to service, our philosophy of activities is student-centered with adult guidance and support, not the other way around. We wish to provide students the opportunity to select activities that:

- Provide meaningful roles
- Integrate with partners' programs
- Model diversity

How do we sustain service learning passion in our learners? They select activities

that:

- Make a difference in community
- Are safe and nurturing
- Are fun

Service learning is different than community service in several key ways:

- Service learning includes student leadership
- Service Learning incorporates both reflective and academic components
- Service Learning provides chances for celebration once the service activity has been successfully completed.
- Students reflect on: community needs, ways to help, and once their service has been completed, they can internalize how their efforts have helped, while learning more about academics such as geography, math, or science.

Beginning with the Class of 2018, students will be required to accumulate 60 hours of service learning prior to graduation. The superintendent, principals, and staff of the Graham Local Schools will assist all students to ensure that this requirement is met. **GLS will document the successful completion of service learning projects for students as they complete grades 5, 8, and 12.**

Job Shadow

Job Shadowing is a teaching method designed to involve students in authentic and meaningful service to their communities while building workforce readiness skill sets in an area of interest.

Job shadowing learning makes connections between the classroom and career pathways and provides structured time for students to reflect on their interests, skills, and work experiences.

Job shadowing is intended to instill a sense of civic responsibility by encouraging students to commit to one or more of the three E's: enlistment, enrollment or employment. Students can engage in a variety of activities.

Job Shadowing is different than employment in several key ways:

- Shadow learning includes mentoring
- Shadow learning incorporates both reflective and relational components
- Shadow learning provides chances for exploration without direct responsibility.
- Students reflect on their interests, the ways they like to help, and, once their shadow experience has been completed, they can internalize how their interests in a career path has changed through their real-world experiences.

Beginning with the Class of 2018, GLS will require all students to shadow employees, or work directly with prospective employers or agencies, for eight (8) approved days prior to graduation.

The Purpose of this policy to assist enrolled students to pursue an appropriate career pathway program by participating in job shadowing while ensuring that mentoring and safeguards exist in place-based education experiences.

Providing Workforce Experiences

GLS is documenting the successful completion of eight (8) job shadowing days for students by the end of grade 5, 8, and 9-12. High school students may accumulate shadowing hours leading to special recognition at their school (i.e., service learning certificate or Superintendent Career Education Award).

SCHEDULE CHANGE POLICY

Any changes to student schedules must come with written parent/guardian consent. All requests for change must be received within 5 days at the start of the school year for quarter one, or made prior to the start of a new quarter. Students may not change classes once a quarter has begun (quarters two, three, four). All requests will be subject to review of course enrollment numbers. Any course change requests for a student in an accelerated offering will be subject to the acceleration plan policies.

STUDENT SUPPORT SERVICES (GUIDANCE)

At the middle school there is one Student Support Service Coordinator that meets and works with students to address academic, social, or emotional concerns. Other responsibilities include enrolling new students, coordinating proficiency and achievement testing, and maintaining student office records. The office for the Student Support Services coordinators is in the Main Office.

SURVEILLANCE CAMERAS

Surveillance cameras have been placed throughout areas of the building. All cameras are operable. Video is property of Graham Local Schools and cannot be viewed by another party, unless deemed appropriate for law enforcement involvement.

TELEPHONE

The telephone in the main office may be used by students for contacting p/g in emergency situations such as illness.

TEXTBOOKS

Textbooks are loaned to the students for their use during the school year. Proper textbook care is your responsibility. Lost, stolen, and damaged books will result in the student being charged for rebinding or replacement costs. Evidence of defacing, malicious scribbling and writing, and torn pages may be cause for replacement of a textbook. Students could be fined anywhere from \$5.00 to full replacement of the book, if the book has been damaged.

TRADING/EXCHANGE OF MONEY

Students should not trade any personal belongings with other students. This also applies to exchanging money for personal belongings as in renting, buying or selling. In addition, students are not permitted to “loan” money to other students. Playing Cards/Trading Cards, (i.e. Pokemon) are prohibited at school.

WITHDRAWAL PROCEDURES

- A. Notify the office prior to leaving school.
- B. Pick-up withdrawal forms in the morning of the last day you are to be in attendance.
- C. Inform and clear with the teachers all books and assignments.
- D. Clear all obligations with the library.
- E. Clear all obligations with the guidance office.
- F. All financial obligations must be free of debt.

The only record that goes with the pupil is the report card and a copy of the withdrawal form, if all fees have paid and school materials are returned. Health and academic records will be sent to the receiving school at their request.

VISITORS

All persons who are not employees of the Board of Education must first register at the school office and wear a visitor identification badge to visit personnel during school hours. **Student Guests** – School policy does not permit students to bring family guests and/or friends to school during school hours for visitation or to attend scheduled class sessions. P/G who wish to observe their child's class must make arrangements with the administration twenty-four (24) hours in advance.

VOLUNTEERS

Graham Middle School welcomes p/g volunteers. P/G are encouraged to assist with classroom projects and activities, help in the school library, and assist at school events. Volunteer must be approved through the Secure Volunteer portal on the GLS website.

SEARCH FOR CHILDREN WITH DISABILITIES UNDERWAY

School districts across the state of Ohio are participating in an effort to identify, locate and evaluate all children from birth through 21 years of age who may have disabilities. Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, learning disabilities, behavioral disabilities, or multiple disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability. But before school districts can serve children, they must be found. Many children with disabilities are not visible because they do not function in the mainstream of the community. Also, many unidentified children with disabilities are preschoolers. P/G may not be aware their child has a disability or that there are programs and services available.

The school district will ask for information about the child, asking such questions as: What is the problem(s)? What has already been done about the problem? What background information is available? This information may be collected in several ways, including interviews, observations, screening, and testing. This information may be obtained from p/g and the student, or from other agencies that have information about the student. This information will be used to decide whether the child has a disability and needs special services.

All information collected will be held in strict confidence and released to others only with p/g permission or as allowed by law. For example, the school district will send records on request to a school district or other educational agency in which a student intends to enroll. The p/g may have a copy of those records upon request.

The school district will keep a record of all persons who review the records with the exception of authorized school employees, or other educational agency personnel. The school will also maintain a list of those employees who are authorized to review records.

The school district or other educational agency shall inform the p/g when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child. All personally identifiable data will be kept for at least five years or longer if required for audit purposes. P/G and students have rights in this process.

P/G have the right to:

1. Review their child's records;
2. Refuse permission to release information (except as required by law to be released); and
3. Request that information they believe to be inaccurate, misleading, or in violation of their child's privacy or other rights to be changed. The district has a process to resolve disagreements about information collected.

The school district has appointed one person, Special Education Director to make sure that information about students is kept confidential.

The school district's policies and procedures for special education are available. Contact school district superintendent, for information.

The school district operates a Child Information Management System (CIMS) that assures a practical method of identifying which children are currently receiving special education services and which children are not. Certain data regarding children are maintained within this system.

We are interested in meeting the needs of children with disabilities. If you have or know of a child who may have a disability, contact the school for more information and help.

STUDENT CODE OF CONDUCT

Section I Misconduct Code – A violation of any rule will result in disciplinary action, including denial of school privileges and activities, suspension and/or expulsion.

Rule 1 - Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally cause the substantial and material disruption of any lawful mission, process, or function of the school. Neither shall the student engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result. Neither shall the student urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from the student's urging. While this list is not intended to be inclusive, the following acts – when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process, or function of the school – illustrate the kinds of offenses encompassed here:

1. Occupying any school building, school ground, or part with intent to deprive others of its use;
2. Blocking the entrance with intent to deprive others of lawful access to or from the building or the use of the building, corridor, rooms or grounds;
3. Setting fire or substantially damaging any school building or property;

4. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school property;
6. Preventing students from attending a class or school activity;
7. Except under direct instruction of the principal, blocking normal pedestrian or vehicular traffic on school property;
8. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct the class.

Rule 2 - Theft, Damage, or Destruction of School Property and/or Private Property

A student shall not intentionally or attempt to cause substantial damage to valuable property of the school, including computer hardware and software, or private property or steal or attempt to steal valuable school property, including information contained on school computers, either on the school grounds or during a school activity, function, or event off school grounds. Unauthorized possession of school and/or private property is prohibited. Any property found must be immediately turned into the office. Repeated damage or theft involving private or school property of small value will be basis for long-term suspension or expulsion from school.

Rule 3 - Assault on a School Employee

A student shall not intentionally attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee:

1. On school grounds during and immediately before or immediately after school hours;
2. On school grounds at any other time when the school is being used by a school group; or
3. Off school grounds at any time or place.

Rule 4 - Physical Abuse of a Student or Other Person Not Employed by the School

A student shall not intentionally do serious bodily harm or damage to any person:

1. On school grounds during and immediately before or immediately after school hours; or
2. On school grounds at any other time when the school is being used by a school group, or off school grounds at a school activity, function, or event.

Rule 5 - Dangerous Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon.

1. On school grounds during and immediately before or after school hours;
2. On school grounds at any other time when the school is being used by a school group; or
3. Off the school grounds at any school activity, function, or event.
4. Purposely setting a fire. Cigarette lighters, matches, or anything that could be used to start a fire are prohibited. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Rule 6 - Tobacco, Narcotics, Alcoholic Beverages, Stimulant Drugs, Counterfeit Drugs, Over-the-Counter Drugs, and Anabolic Steroids

A student shall not possess, use, or transmit tobacco or any tobacco product nor possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, counterfeit drug, anabolic steroids, amphetamines, barbiturates, marijuana, alcoholic beverages or intoxicants of any kind nor possess, use, or transmit paraphernalia relative to the use of the above:

1. On school grounds during and immediately before or immediately after school hours;
2. On school grounds at any other time when the school is being used by any school group; or
3. Off school grounds at a school activity, function, or event.

Use of a drug authorized by medical prescription from a registered physician will not be considered a violation of this rule if proper procedures for the use of prescription drugs at school are followed.

Rule 7 - School Rules and Regulations

A student shall not refuse to obey reasonable and lawful school rules, regulations or a reasonable and lawful request from a school employee, or Board of Education policy.

Rule 8 - Criminal Law

A student violating any criminal laws will be referred to local police authorities in addition to school disciplinary action.

Rule 9 - Repeated Violations

A student shall not repeatedly fail to comply with directions of teachers, teacher aides, principals, or other authorized personnel during any period of time when the pupil is properly under the authority of school personnel.

Rule 10 - Student Behavior - Riding on School Bus

The school bus driver shall be in charge of the bus at all times and shall be responsible for order on the bus. Disorderly conduct by a pupil shall be sufficient reason for refusing transportation service to any pupil by the proper school authority.

Rule 11 - False Alarms

A student shall not initiate any false alarms for fire, bomb explosion, or other catastrophe. The school will refer these cases to the proper legal authorities for appropriate action.

Rule 12 - Forgery

No pupil shall forge any school document nor shall knowingly present documents which may be forged or falsified.

Rule 13 - Student Harassment

Harassment of a student by another student, or harassment of a teacher by a student, harassment of a student by any staff member is a violation of Federal law. Any statement or non-contact action, such as a written note, that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed at a staff member in a threatening tone may also be considered a verbal assault, which may subject a student to disciplinary action. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

SEXUAL HARASSMENT includes the following:

- A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. Non-Verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, sex/gender, religious beliefs, socio-economic status, etc. toward a fellow student, staff member, or other person associated with the District.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Rule 14- Failure to Report- Any student who knowingly fails to report the infraction of the above mentioned rules may be subject to disciplinary action, including but not limited to, denial of school privileges, activities, suspension, and/or expulsion.

Section 2 Misconduct Code - The violation of any rule will result in disciplinary action including: p/gal contact, detentions, in school restriction, suspension and/or expulsion, Saturday school, administrative referral or guidance referral.

Rule 1 - Dress Code

Rule 2 - Truancy – Failure to be in school or class without proper permission.

Rule 3 - Profanity and Use of Obscene Language

Rule 4 - Hazing – Such as initiation or harassment.

Rule 5 - Plagiarizing – Copying, cheating, etc.

Rule 6 - Violation of Reasonable Rules Stated in the Building Student Handbook

Rule 7 - Out of Area – Failure of student to be in assigned area as described by his/her approved schedule or teacher.

Rule 8 - Gambling – Gambling of any kind is prohibited.

Rule 9 - Insubordination – Refusal to follow a reasonable request of a staff member.

Rule 10 – Chewing Gum

Rule 11 – Public Display of Affection

Section 3 Misconduct Code - Removal from Classroom or Co-curricular Activity by Teacher

Rule 1 - Profanity and/or Obscene Language

Rule 2 - Disruption of Classroom and/or Class

Rule 3 - Plagiarizing

Rule 4 - Refusing to Follow Direction of Teacher

Rule 5 - Talking Back to Teacher

Rule 6 - Habitual Tardiness to Class

Rule 7 - Refusing to Complete Work and Lack of Effort to Complete Work

If removal of a student becomes necessary, it may be done by the teacher or administrator. Teachers may remove to the office only and must submit in writing the reasons for the removal to principal from the classroom or activity. The teacher may request written reasons from the administrator for reinstatement of the student to his/her class or activity.

PARENT/GUARDIAN-STUDENT ACKNOWLEDGMENT AND
SCHOOL-TO-HOME COMMUNICATIONS PAGE

Please Note: It is imperative that this page be completed, signed by both the student and the parent/guardian, and returned to your child's homeroom teacher by September 6th, 2019.

Parent/Guardian-Student Acknowledgment...

Both my child and I have read together and understand the narrative portions of this student handbook. Furthermore, we understand it is our responsibility to work with school officials in upholding the rules, policies, and procedures contained there in.

Student's Name (Printed) _____

Grade _____ ***Homeroom Teacher*** _____

Student's Signature _____

P/G Name (Printed) _____

P/G Signature _____

Date _____

By working together we can provide a positive educational experience for our students. Please contact the Principal, if you have any questions or concerns. Thank you.

***** A separate copy of this page will be sent with student to be signed and returned in the first week.***

COVID - 19 Related Expectations - Code of Conduct Amendment

Face Coverings

The following information about face coverings could change based on the guidance from the Ohio Department of Health or Champaign County Combined Health District.

Face coverings are an important part of employee and student protection, along with personal hygiene, social distancing, and frequent cleaning and disinfecting efforts. Face coverings will be required for all staff. Staff will encourage and educate students on the importance of wearing face coverings in accordance with local and state guidelines and requirements. The school will need families to help in this partnership as we work to control the spread of viruses in our school buildings. Remote learning is an option for any student/family who prefers not to wear a face covering. Students will not be able to remain in school without a face covering, unless the student meets one of the exemptions below:

(NOTE: Face coverings will fall under the same code of conduct guidelines as Dress Code. Any questions concerning acceptable face coverings should be addressed with the building administrator prior to wearing them to school.)

Exemptions

1. *Children under the age of 2 years old*
2. *Any child unable to remove the face covering without assistance*
3. *A child with a significant behavioral/psychological issue undergoing treatment that is exacerbated specifically by the use of a facial covering (e.g. severe anxiety or a tactile aversion)*
4. *A child living with severe autism or with extreme developmental delay who may become agitated or anxious wearing a mask*
5. *A child with a facial deformity that causes airway obstruction*

A face covering is any item that falls under the following guidelines:

1. Must be secured to the head
2. Must cover the mouth and nose simultaneously
3. Cannot have holes in it
4. If there is a design on the face covering, it must be school appropriate
5. Must be worn at all times in the building except when seated for lunch or approved "face covering breaks".
6. Students must not have anything inside the face covering
7. Students cannot share face coverings
8. If the face covering is cloth, it suggested it be washed once a week.