

Campbell Middle School

2010-2011 Student Handbook



Mr. Thomas D. Robey, Superintendent

Mrs. Marcia A. Ruse, Principal

Mr. Robert Carlson, Assistant Principal

CAMPBELL MIDDLE SCHOOL

STUDENT HANDBOOK

2010/2011

Mr. Thomas D. Robey.....Superintendent

Mrs. Marcia A. Ruse..... Principal

Mr. Robert Carlson.....Assistant Principal

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Campbell Middle School Mission Statement:

*Let the Choices
You Make Today
Be the Choices You
Can Live With Tomorrow.*

TABLE OF CONTENTS

	<u>PAGE</u>
ADMINISTRATION OF MEDICATION	7
ADULT STUDENTS	10
ANTI-HAZING/ANTI-HARRASSMENT.....	30 & 31
ASSEMBLY ETIQUETTE	6
ATTENDANCE.....	8 & 9
BELL SCHEDULE.....	15
-Two Hour Delay Bell Schedule.....	15
BUS STUDENTS	16 & 23
CAFETERIA – LUNCH PRICES	31
CALENDAR (School).....	39
CAMPBELL MIDDLE SCHOOL PRIDE	6
CELL PHONES	26
COMPULSARY EDUCATION / ABSENCE FROM SCHOOL	8 & 9
CORRESPONDENCE COURSES	10
DETENTION	17
DRC (DISCIPLINARY REASSIGNMENT CENTER) AND SATURDAY SCHOOL...	17, 18, 28
DOCTOR’S EXCUSES FOR ABSENT DAYS	8
DRESS CODE	11-13
- MALE DRESS CODE	11
- FEMALE DRESS CODE	12
- REFUSAL TO CONFORM TO UNIFORM POLICY	13
DROPPING OF COURSES BY STUDENTS	11
DUE PROCESS RIGHTS	28
EMERGENCY MEDICAL AUTHORIZATION.....	7
ENROLLMENT PROCEDURE	6
EXPULSION	18
FERPA (Family Educational Rights and Privacy Act)	34-38
- PARENTS.....	34
- STUDENTS.....	36
FIELD TRIPS	14
FIRE DRILLS – TORNADO DRILLS	17

GRADING	5
GUIDANCE PROGRAM	16
HAND HYGIENE PROTOCOL FOR CAMPBELL CITY SCHOOLS.....	33
HEALTH REQUIREMENTS	6 - 7
HIGH HONOR ROLL & HONOR ROLL	14
HOME INSTRUCTION (TUTORING)	8
INSTRUCTIONAL PROGRAMS FOR PREGNANT STUDENTS	30
LEVELS OF DEVELOPMENT.....	39
LOCKERS	6
PARENT-TEACHER CONFERENCES	16
PERMANENT RECORDS	6
PHYSICALS FOR ATHLETES	14
POLICY & PROCEDURAL STANDARDS FOR CONTROLLED SUBSTANCES	29
PREPONDERANCE OF EVIDENCE	32
PROGRAM OF STUDIES	16
PROMOTION/RETENTION	8
REPORT CARDS	16
SCHOOL FUNCTIONS	6
SCHOOL INSTRUCTION – POLICY ON SCHOOL CREDITS	8
- SEMESTER COURSE	
- YEAR COURSE	
SCHOOL PHILOSOPHY	32
SIGN IN/OUT PROCEDURES.....	9
STUDENT CONDUCT CODE	18 -28
STUDENT CONDUCT POLICY	18
SUSPENSION/REASSIGNMENT	17
TARDY TO CLASS	18 & 23
TELEPHONE USE.....	14
TEXTBOOKS – WORKBOOKS – SUPPLIES	16
THREATS	32
TRUANCY.....	9
VACATIONS	30

GRADING
SEMESTER AND FULL YEAR COURSES

<u>NINE WEEK</u>	<u>FINAL</u>	<u>FINAL COURSE GRADE</u>
A = 8	A = 8	A = 36-40 Pts.
B = 6	B = 6	B = 26-35 Pts.
C = 4	C = 4	C = 16-25 Pts.
D = 2	D = 2	D = 6-15 Pts.
F = 0	F = 0	F = BELOW 6 Pts.

Any three (F's) in one full year course on either a 9 week grading period or mid-term / final examination will constitute failure regardless of the point accumulation.

SEMESTER CLASSES:

<u>NINE WEEK</u>	<u>FINAL EXAM</u>	<u>FINAL AVERAGE</u>
A = 8	A = 4	A = 18-20 Pts.
B = 6	B = 3	B = 13-17 Pts.
C = 4	C = 2	C = 8-12 Pts.
D = 2	D = 1	D = 3 -7 Pts.
F = 0	F = 0	F = Below 3 Pts.

Any two (F's) in a semester course on either a 9 week grading period or final examination will constitute failure regardless of the point accumulation.

Failure to take final exam without clearance from the Principal will cause failure of the course.

Note: A student that has received 3 F's in a full year course during the first semester can withdraw from that course under the following guidelines:

- 1.) A semester course must be available and enrolled in to replace the withdrawn course.
- 2.) An "F" will be given for the entire year course as a final grade.
- 3.) Parents, Guidance, Teacher, and Student must agree.

Teachers with first semester courses will schedule Final Exams during the last week of the semester. However, if the exam is given prior to the last day of scheduled classes, students must continue to report to that class until the end of the semester and attendance is to be taken.

ENROLLMENT PROCEDURE

Students new to Campbell Middle School should register immediately upon becoming residents of the school district. If changing residence from one school district to another, please notify the school office immediately.

PERMANENT RECORDS

Each student's permanent record file is maintained in the middle school office. This includes: transcript of grades, attendance, test scores and health record.

CAMPBELL MIDDLE SCHOOL PRIDE

As a citizen of Campbell Middle School, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens. (**School Mascot/Color:** Red Devil/ Red & Black).

BE PROUD OF YOUR SCHOOL

Take good care of your school, and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a middle school student and conduct yourself properly. You will learn necessary and useful skills for the future.

SCHOOL FUNCTIONS

Only students of Campbell Middle School may attend social functions at the middle school. Any student who is, or has been drinking or using drugs, will not be admitted. Any infraction or misbehavior will result in disciplinary school action.

LOCKERS

Each student is assigned an individual locker. The lockers are property of the school and may be checked/searched at any time. The school does not assume responsibility for articles lost or stolen from lockers. Keep your lockers clean. Do not deface your locker in any manner. You are the only one assigned the locker combination. For added protection of coats, books, and other valuables, the office is recommending that each student place an extra lock from home on his/her locker.

ASSEMBLY ETIQUETTE

When you go to an assembly either to the auditorium or field house, go in a quiet and orderly manner. The homeroom teacher will accompany all students to the assembly. Appreciation for a good performance should be shown. At no time should there be whistling, stamping of the feet or other boisterous types of distraction. There is a difference between an athletic assembly and an academic assembly. Students should always stand when the Alma Mater or National Anthem is played or sung.

HEALTH REQUIREMENTS/EMERGENCY MEDICAL FORMS

Immunization requirements for students entering Memorial High School are:

4 DPT (Diphtheria, Pertussis, Tetanus)

3 Polio

MMR #1- (Measles, Mumps, Rubella) K-12

MMR #2 7-12

Hepatitis B (3 doses) recommended 7-12

Immunization requirements are the same for students from other countries as for our students. However, in addition, a **Tuberculin skin test (TB)** is now required for all new foreign-born students in any age who have arrived in the United States within the last five (5) years.

Any student sent home for pink eye, impetigo, ringworm, lice or any other contagious disease noted on the ODH communicable disease chart **CANNOT** return to school without clearance from your physician and/or checked by the school nurse upon return.

Emergency Medical Forms and information must be updated and turned in **YEARLY** as required by Ohio Revised Code. Emergency Medical Authorization Forms are required by law (O.R.C. 3313.712) and are to be returned to the school office no later than two weeks after the start of the school year or face exclusion. (**Deadline: second week of September**)

ADMINISTRATION OF MEDICATION BY SCHOOL NURSE OR DESIGNATED PERSONNEL--PLEASE KEEP FOR REFERENCE

The providing of medical care to a student is the responsibility of the parent and should not be assumed by the school. Whenever possible, we would prefer that students not require medication during school hours. If it is absolutely necessary that medication be given during school hours, the following policy will apply:

1. For legal purposes, written permission for dispensing prescription drugs must be obtained from the student's parents and from his/her physician. The administration of any prescription drug without the order of the physician and the permission of the parent or guardian could be interpreted as practicing medicine and is prohibited by law. (Forms are available in the office).*
2. The statement should include the student's name, name of medication, dosage, time it should be given, possible side effects, if any, and length of time the student will be taking the medication. This information is needed for each new medication or dosage change. No prescribed medication will be given unless this information and permission is provided. **THIS IS A STATE LAW.**
3. THE STUDENT IS RESPONSIBLE FOR REPORTING ON TIME FOR HIS/HER MEDICATION.
4. Medications will be given during lunch recess or at the designated time.
5. Medications cannot be transported on the school bus. The parents must bring the medication to the school nurse or principal, with the original container clearly marked giving the name of the child, name of medication, dosage directions, physician's name, and the pharmacist's number. The parents must supply the school with exact dosage.
6. Students may not carry or administer their own medication. Reactions to the drug taken might not be recognized and inappropriate treatment might be rendered.
7. Asthmatic students may carry their inhalers to self-administer with the written approval of the parent and physician. **THIS IS A STATE LAW.***

8. Non-prescriptive medication (i.e. Tylenol & benadryl) may be administered with written and/or verbal parental permission according to school board policy. Other over-the-counter medications may be used according to school board policy.

When the medication has been discontinued, any remaining medication must be picked up by the parent within one week after discontinuation or it will be disposed of by the school nurse.

PROMOTION – RETENTION

The expected result of the child's growth achievement and mastery of learning skills is promotion. If the report card and Parent-Teacher Conferences indicate a lack of expected development, then retention may be more beneficial than promotion.

SEMESTER COURSE

Any student missing 11 or more days of school during a one-semester course, without a legitimate excuse from a doctor, will not receive credit for the course.

YEAR COURSE

Any student missing 20 or more days of school for a year course, without a legitimate excuse, will not receive credit for the course.

ALL DOCTOR'S EXCUSES FOR STUDENT ABSENCES MUST BE TURNED IN TO THE OFFICE WITHIN 24-48 HOURS AFTER THE STUDENT'S INITIAL RETURN.

HOME INSTRUCTION (TUTORING)

Tutoring services may be approved for a full-time student in his/her home if he/she is physically unable to attend school. Arrangements for tutoring are made with the school psychologist.

ATTENDANCE/COMPULSORY EDUCATION/ABSENCE FROM SCHOOL:

The Ohio law requires school attendance for all persons between the ages of six and eighteen. Excused absences are defined as: illness with medical verification; death in the family; court appearances; and with pre-approval of the building administrator for extenuating circumstances. In compliance with the **MISSING CHILD ACT**, to ensure student safety, **it is mandatory that a parent/guardian call 330-799-0054 to report a student absence by 10:00 a.m. on all days a student is absent.**

A. Absences

Absences for all other reasons, including illness not accompanied by a medical excuse, are considered unexcused. **STUDENTS WITH EXCESSIVE UNEXCUSED ABSENCES MAY RECEIVE A FAILING GRADE.**

B. Medical Excused Absences

Only notes from the doctor, dentist, etc., are accepted to verify medical absence. The excuses should be turned in immediately following the student's absence.

C. Truancy

Truancy is defined as being absent from school or any portion of the school day without **BOTH** school authority and parental consent. Students will receive a grade of "0" for any work missed due to truancy and are subject to additional disciplinary action, including suspension.

A RECENTLY PASS ATTENDANCE LAW (S.B. 181) TAKES A TOUGH POSITION ON SCHOOL TRUANCY.

Poor attendance has been identified as one of the major predictors and symptoms of school failure and juvenile delinquency! The new law grants the courts exclusive jurisdiction over criminal cases in which an adult is charged with "PARENT EDUCATION NEGLECT". Under the provisions of S.B. 181, failure by a parent/guardian to make certain his/her truant child is attending school can result in contempt of court charge. Fines can range from \$250.00 up to \$1000.00. Chronic Truancy will be referred to J.J.C.

Attendance Procedures: Failure to comply with attendance procedures may result in suspension, referral to the Mahoning County Juvenile Court, and/or the recommendation that the student be processed for expulsion.

SIGN IN / SIGN OUT PROCEDURES

1. Any student arriving to school after Home Room begins (7:46 a.m.) is tardy and must receive a tardy pass to go to their class.
2. Any student arriving to school after 8:46 a.m. must report to the designated spot to sign in and receive a pass to class. Not signing in with the office can result in the recording of an unexcused absence.
4. To leave school early, a student must have a note from home, signed by a parent or guardian that contains student's name, date and time of dismissal, and reasons for leaving. This note should be brought to the administrative office before **home room**. A school authority may call home to verify the need to leave. Students must report to the office and sign out prior to leaving.
5. If a student must leave school early due to an emergency, they must have an early dismissal pass from the office. The student must report to the administrative office to sign out prior to leaving the building.

NOTE: Students not following above procedures will be subject to disciplinary action according to the Student Code of Conduct.

ADULT STUDENTS

Recent court rulings applied to the Ohio Revised Code have brought some changes to the educational status of 18 year old students. The changes may affect your household if you have a child that will turn 18 years of age prior to his or her graduation. Please review carefully the statements listed below.

- ▶ Compulsory school age is between the ages of 6 and 18 (RC3321.01)
- ▶ Students are entitled to attend school until the age of 22, provided they did not complete the high school curriculum of their I.E. P. (RC3313.64)
- ▶ The majority of age in Ohio is 18 years of age (RC3109.01). Once a student reaches the age of 18, he or she is an adult in the eyes of the law. Adult students acquire the right to consent to release of their school records, sign their own permission slips, write excuses for their own absences, and withdraw from school.
- ▶ The Federal Education Rights and Privacy Act (FERPA), provided that when a student reaches the majority of age, 18, the rights of the parents transfer to the adult students.
- ▶ Parents of dependent adult students, as defined by the Internal Revenue Code, may view the educational records of the student without his or her consent.
- ▶ The Superintendent of schools has the authority to direct and assign adult students to the appropriate school, grade, and an appropriate program. (RC3319.01)

You are being advised of these laws, so that if your child reaches 18 years of age prior to graduation, you are aware of the laws we are bound to follow. Also, talk to your child of adult responsibilities, so that disagreements between the adult student and his/her parent resolved at home. The administration of Campbell Middle School will follow the law and not become the buffer between adult students and their parents over educational decisions made by the adult student without the approval of his/her parent. We will however, comply with FERPA, and forward any educational records to parents/guardians who have a depended adult student upon request.

CORRESPONDENCE COURSES

Credit for correspondence school courses may be applied toward graduation provided:

1. Prior authorization to enroll in accredited correspondence has been given by the high school principal or by a school official designated by the superintendent of schools.
2. Students enrolled in a day school shall not study by correspondence courses taught by the school.
3. Maximum credit earned by correspondence study shall not exceed two units that are to be applied toward graduation requirements.

DROPPING OF COURSES BY STUDENTS

No students will be permitted to drop any class (**this includes band and choir**) once schedules are issued.

DRESS CODE (POLICY #5511)

The basic responsibility for the appearance of the students attending the Campbell City Schools rests with the parent(s) or guardian(s) and the students themselves. However, it is the legal responsibility of the Board of Education and the school administrators to establish reasonable rules and regulations to insure conditions of learning in the schools that will effectively promote an atmosphere that is conducive to good learning, and will effectively promote the educational goals of the school system and protect the health and safety of pupils under their jurisdiction. This policy will apply for every day that students are in attendance, including examination week.

DRESS CODE – MALE STUDENTS

Bottoms

Black trousers are permitted to be worn. Dress shorts are only permitted when announced by the building administrator during appropriate times of the year. Dress walking shorts must be no more than three inches above the knee. All trousers and walking shorts must fit appropriately. Belt is required if loops are present.

None of the following will be permitted: spandex pants, jeans, jean look-alikes, denims, baggy slacks, sagging slacks, sweat pants, jogging suits, tight fitting shorts. No athletic-style pants with draw strings. Pants must have a relaxed fit (Dockers style).

Tops

All tops must be **solid red, solid white or solid black in color.** All tops must fit appropriately and must totally cover upper torso.

Tops Permitted:

- Polo shirts with collars (must totally cover upper torso)
- Polo shirts & sweatshirts with board approved Campbell schools logo are also permitted
- Turtlenecks, Mock turtlenecks
- Dress sweaters and vests with a turtleneck, mock turtleneck or polo shirt
- Sweatshirts with turtleneck, mock turtleneck, or polo shirt
- Undershirts - must be tucked in

Examples of, but not limited to, tops NOT permitted:

- Hooded garments (including dress down days)
- V-neck style garments
- Shirts with graphics, pictures or writing
- Any sleeveless tops
- Button-down dress shirts

Hosiery

All male students must wear socks. The socks must be solid white or solid black in color

Foot Apparel

Permitted:

- Solid black dress shoes
- Athletic style tennis or gym shoes
- All shoes MUST totally encase the foot

Not permitted: **NO WORK-TYPE SHOES**
No open-type shoe (sandals, flip-flops, etc.)

Not permitted: **NO HATS OR HEADBANDS**

**Jewelry that brings undue attentions to oneself
or distracts from the educational process**

DRESS CODE – FEMALE STUDENTS

Bottoms

Permitted: Black dress slacks with a relaxed fit (Docker style)
Black jumpers, walking shorts, skirts, and dresses, but
CANNOT be more than 3 inches above the knee (including
a slit). Belt must be worn if loops are present.

Dress walking shorts and capris are only permitted when announced as so by the building administrator during appropriate times of the year. All bottom apparel must fit appropriately. Examples of bottoms, but not limited to, that are NOT permitted: spandex pants, jeans, jean look-alikes, denims, baggy slacks, sagging slacks, sweat pants, jogging suits or tight fitting slacks/shorts. No leather, pleather, satin, velvet or athletic-style pants with drawstring.

Tops

All tops must be solid red, solid white or solid black in color. All tops must fit appropriately. They must totally cover upper torso and be no more than 8 inches below the waist.

Tops Permitted: Polo shirts with collars (must totally cover upper torso)
Polo shirts & sweatshirts with board approved Campbell schools
logo are also permitted
Turtlenecks
Mock turtlenecks
Dress sweaters and vests with turtleneck, mock turtleneck,
or polo shirt
Sweatshirts with turtleneck, mock turtleneck, or polo shirt
Undershirts must be tucked in

Examples of, but not limited to, tops NOT permitted:
Hooded garments (Including dress down days)
V-neck style garments
Shirts with graphics, pictures, or writing
Any sleeveless top
Button-down dress shirts/blouses

Hosiery

All female students must wear socks. Females may also wear pantyhose, leggings, or knee-highs as a means of hosiery.

Foot Apparel

- Permitted: Solid black dress shoes/boots
Athletic style tennis or gym shoes
All shoes MUST totally encase the foot
- Not Permitted: NO WORK-TYPE SHOE
No open-type shoe (sandals, flip-flops, etc.)

Violations of the dress code will be determined/enforced by the building principal or others designated by him/her. Persistent and open disregard of these guidelines will entail disciplinary action consistent with the nature and seriousness of each individual case. Any classes missed due to being sent home to change will be considered unexcused absences.

***Dress Down Days**-Clothing to be worn by students is up to the discretion of school officials.

REFUSAL TO CONFORM TO SCHOOL UNIFORM POLICY

- 1st Offense: Sent home to change or opportunity to change attire with apparel offered by school (Warning).
Parent must come in or call to speak with administrator
- 2nd Offense: . Sent home for the rest of the day (Saturday school)
. Parent must come in or call to speak with administrator
- 3rd Offense . Sent home for the rest of the day (DRC)
. Three to Five days in DRC (Disciplinary Reassignment Center)
- 4th Offense . Sent home for the rest of the day (OSS)
. Five to Ten days OSS, with recommendation for expulsion

The Campbell City School District Board of Education does hereby formally adopt the aforementioned policy requiring all students in grades one through twelve to wear the prescribed school uniform. Furthermore, it is not the intention of this Board of Education to infringe upon the rights of any individual, but rather to provide a safe environment for all students to receive the education they so rightfully deserve.

Flip-flops are strictly forbidden. Hair must be neat, clean, and well groomed. Facial hair must be well groomed. Hats are not to be worn inside the building. NO COATS OR JACKETS ARE TO BE WORN AT ANY TIME DURING SCHOOL. Other types of unacceptable dress, including body piercing, as determined/enforced by the administration, which detract from the educational process or cause concern for the health, safety, and general well-being of the students, will be strictly prohibited.

No radios, stereos, headsets, boxes, televisions, etc. are to be worn, played, or brought into the middle school building. Book bags may be brought or worn to school. NO BOOK BAGS ARE TO BE WORN OR CARRIED DURING SCHOOL HOURS TO CLASSES OR LUNCH.

PHYSICALS FOR ATHLETES

Campbell Middle School makes available a program of athletics for all boys and girls. A doctor will examine all boys and girls who will participate in the athletic program in the fall, or prior to participating in their respective sport.

FIELD TRIPS

Field trips to enrich the education of the pupils will be planned by many of our teachers. Since the written consent of the parent is necessary before a student is permitted to participate, the parent must sign a consent form and have the student return it to the school. Emergency Medical Forms must accompany any field trip.

HIGH HONOR ROLL AND HONOR ROLL

A high honor roll will be posted and announced at the end of each grading period. To be eligible for high honor, a student must maintain a 4.0 average in all subjects. To be eligible for the honor roll list, a student must maintain a 3.0 average in all subjects. DH and LD subjects will have a separate ranking.

NO SKATE BOARDS, ROLLER SKATES OR ROLLER BLADES ARE PERMITTED ON SCHOOL PROPERTY.

TELEPHONE USE- PARENTS AND STUDENTS

Telephone usage is limited to school business and emergencies. Do not ask the secretaries to use the phone for personal use. Parents should limit phone calls to school business only. Only Administrators are permitted to remove a student from class to use the telephone. All emergency use of the telephone must be approved by an administrator.

CAMPBELL MIDDLE SCHOOL – BELL SCHEDULE

7:20	Teacher Arrival
7:25	Students Enter Building (Breakfast)
7:38	Students Go To Lockers & Homeroom
7:46	Tardy Bell
7:46 to 8:39	1st Period (Homeroom)
8:41 to 9:29	2nd Period
9:31 to 10:19	3rd Period
10:21 to 11:09	4th Period (Lunch--10:21 -10:51—6 th & 8 th grades)
10:53 to 11:41	5th Period (Lunch--11:11 -11:41—5 th & 7 th grades)
11:43 to 12:34	6th Period
12:36 to 1:27	7th Period
1:29 to 2:25	8th Period
2:25	Student Dismissal
2:35	Teacher Dismissal
3:15	End of Detention

Two Hour Delay Bell Schedule (Calamity Day)

*9:20	Teacher Arrival	
9:25	Students enter the building	
9:38	Students go to lockers and homeroom	
9:46	Tardy Bell Rings	** <u>32</u> class minutes with <u>3</u> minutes for class changes

1st Period (actual **1st period** on our normal everyday schedule)
(9:46 – 10:25) 32 min. plus 7minutes for homeroom

2nd Period (actual **4th period** on our normal everyday schedule)
(10:28 – 11:00) 6th and 8th graders eat **lunch**

3rd Period (actual **5th period** on our normal everyday schedule)
(11:03 – 11:35) 5th and 7th graders eat **lunch**

4th Period (actual **2nd period** on our normal everyday schedule)
(11:38 – 12:10)

5th Period (actual **3rd period** on our normal everyday schedule)
(12:13 – 12:45)

6th Period (actual **6th period** on our normal everyday schedule)
(12:48 -1:20)

7th Period
(1:23– 1:55) (actual **7th period** on our normal everyday schedule)

8th Period (actual **8th period** on our normal everyday schedule)
(1:58– 2:30)

2:30 Student Dismissal

2:35 Teacher Dismissal

BUS STUDENTS

Know the bus schedule and be prompt. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.

Loud, boisterous, or profane language or indecent conduct shall not be tolerated. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands and feet or body in any inappropriate manner.

Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus.

Smoking on the bus is strictly forbidden.

PROGRAM OF STUDIES

Accreditation: Campbell Middle School is examined by the State Department of Education to see that the program it prescribes is carried out.

GUIDANCE PROGRAM

The guidance program at Campbell Middle School functions for the purpose of giving personal assistance to individual pupils toward making their plans and decisions concerning education, vocations, employment and personal adjustment. Individual counseling, group therapy, and referrals and conferences accomplish the attainment of fulfilling the objectives with representatives from other agencies. The school counselor may be able to provide considerable assistance to a student who has personal problems. The counselor does this by leading the student to a better understanding of himself and his environment. Tests are administered by the guidance counselors to determine strengths and weaknesses in the learning process, to assist special aptitudes and interests, and to qualify students to compete for college admission and scholarships.

TEXTBOOKS – WORKBOOKS – SUPPLIES

Textbooks are provided without charge by the Campbell Board of Education and remain the property of the school. If a book is lost or damaged, a fine may be assessed. Supplementary materials and/or supplies may be charged to the student.

REPORT CARDS

Students will receive a report card every nine weeks. Parents should read it carefully as a report of individual achievement. Please sign and return the report card. Your signature notes that you have reviewed the report. If an explanation is needed, please request a conference through the high school office.

PARENT-TEACHER CONFERENCES

Two (2) school days are set aside for conferences, **November 23, 2010 and February 17, 2011**. These conferences include discussions of the child's achievement, growth and learning. This conference, in conjunction with the report card, assists the teacher in helping the child. If you cannot schedule the conference on the invited day, please make arrangements with the teacher for an available time. Any school problem which troubles you is reason for a parent-teacher conference, but please, call for an available time in the teacher's schedule. This may be done at any time you feel the need.

FIRE DRILLS – TORNADO DRILLS

Fire drills and tornado drills are held periodically, as prescribed by law. Be sure you know the proper exits in case of a fire drill. Detailed procedures for fire and tornado drills are posted in each classroom. Move quietly, quickly, and orderly, for it may mean your life.

Any student deliberately setting off a false fire or tornado alarm, will be automatically suspended from school, and reported to the State Fire Marshall for prosecution.

Any student or students deliberately making false bomb threats will be forwarded to police authorities for prosecution.

DETENTION

Detention will be held from 2:30 p.m. until 3:15 p.m. It is the student's responsibility to communicate the detention to their parents or guardians. The detention is to be served the day after it is given. The principal may make other arrangements if a student is unable to serve his/her detention. Also, the detention can be postponed until a later date only by advanced approval of the principal's office. Failure to make up a detention or to make alternate arrangements may result in the student receiving additional consequences.

SUSPENSION/REASSIGNMENT

Students may be suspended/reassigned from school for the following reasons: truancy, destruction of school and private property, fighting, smoking, and repeatedly breaking school rules. In the absence of a definite rule of offense which interferes with the orderly conduct of the school, or has an injurious effect on school discipline, the principal may deem it cause for suspension/reassignment.

Under most circumstances, suspension/reassignment will be: 1st offense – 1 to 3 days; 2nd offense – 3 to 5 days; 3rd offense – 5 to 10 days. The length of suspension/reassignment will be at the discretion of the principal or assistant principal, and may differ from the above due to the nature of the offense or situation. Any student who has been suspended from school on three separate occasions during one school year will be subject to possible expulsion from school for an entire semester or its equivalent, which is 90 days.

To clarify this procedure, any student who has been suspended / reassigned 3 times, regardless of offense, will be recommended for expulsion or its equivalent on his/her next (4th) offense.

DISCIPLINARY REASSIGNMENT/SATURDAY SCHOOL

The building principal or assistant principal may only apply Disciplinary Reassignment. Disciplinary Reassignment will be used in place of suspension from school, when deemed to be more appropriate and effective. Disciplinary Reassignment will last from a minimum of 1 day to a maximum of 10 days, depending on the severity of the offense.

Saturday School will meet at the high school from 8:00 A.M. to 12:00 P.M. in Room 142, the DRC Room. **STUDENTS MUST WEAR THEIR UNIFORMS.**

DISCIPLINARY REASSIGNMENT CENTER INFORMATION

1. Disciplinary Reassignment hours are from 7:50 A.M. to 2:30 P.M. at Campbell Middle School on Tuesday, Wednesday, and Thursday (Room 212). **YOU MUST WEAR YOUR SCHOOL UNIFORM!**
2. Students are to bring all books and necessary materials to D.R.C. Assignments will be attained for them.
3. All students attending the D.R.C. are reminded to bring a lunch. **School lunch WILL NOT be provided for them.**
4. Students are expected to leave the school grounds upon being dismissed.
5. Inappropriate behavior **WILL NOT** be tolerated at the D.R.C. If a student misbehaves and is asked to leave or walks out, the student will be suspended out of school for one to three days, after which the student must return to the D.R.C. to finish assigned days.
6. Parents **MUST** contact the assistant principal before the student returns to regular classes.

EXPULSION

In cases where various disciplinary measures have been taken and a problem continues or in cases of certain serious offenses such as violation of federal or state statutes and local ordinances, the superintendent of schools may expel the student from school for 90 days.

TARDY TO CLASS:

Students are expected to be in classes and on time. Any student coming in late must have a pass to excuse their tardiness. Any student missing 15 or more minutes of a class is considered to have missed that class and is considered absent.

BOARD OF EDUCATION CAMPBELL CITY SCHOOL DISTRICT POLICY

MIDDLE SCHOOL

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this district.

The building principal, assistant principal, acting principal, and superintendent shall have the authority to assign discipline to students, subject to the rules and regulations of the superintendent and to the student's due process right to notice, hearing and appeal.

A violation of any rule may result in disciplinary action, including detention, suspension, expulsion, or Disciplinary Reassignment.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

R.C 3312.31, 3313.66, 3313.661, 3315.17

A.C. 3311-35-03 (G) 3311-83-07

STUDENT CONDUCT CODE

CODE FOR DETENTION, DISCIPLINARY REASSIGNMENT, SUSPENSION AND EXPULSION

TO: All Pupils
FROM: The Office of the Principal

These rules will be strictly enforced – if you keep them in mind at all times, you will have a very successful year.

1A. GENERAL DISRUPTION – CLASSROOM AND CAFETERIA INCLUSIVE

Corrective Measure

- 1st Offense: Detention
- 2nd Offense: One to Three Day Reassignment
- 3rd Offense: Three to Five Day Reassignment
- 4th Offense: Five to Ten Day Reassignment or OSS

1B. REPEAT OF MINOR VIOLATIONS

Corrective Measure

- Over 5 Detentions – One-Day Reassignment
- Over 10 Detentions – Three-Day Reassignment
- Over 15 Detentions – Five-Day Reassignment
- Over 20 Detentions – 10 Days OSS (recommendation for expulsion)

2. FIGHTING

Corrective Measure

EMERGENCY REMOVAL – Pending Investigation

- 1st Offense: One to Ten Day Suspension, OSS
- 2nd Offense: Five to Ten Day Suspension, OSS
- 3rd Offense: Ten-Day Suspension, OSS – Pending Expulsion

3. PROFANITY, /VERBAL ABUSE: PROFANITY OR OBSCENE LANGUAGE, WRITTEN OR VERBAL, DIRECTED TOWARD STUDENTS, SCHOOL PERSONNEL OR ANY MEMBER OF THE COMMUNITY. THIS SHALL INCLUDE USE OF OBSCENE GESTURES AND SIGNS.

Corrective Measure

- 1st Offense: One to Three-Day Reassignment
- 2nd Offense: Three to Five-Day Reassignment
- 3rd Offense: Five to Ten-Day Suspension, OSS – Pending Expulsion

4. INSUBORDINATION, DISRESPECT, OR DEFIANCE OF SCHOOL OFFICIALS, TEACHERS AND EMPLOYEES

Corrective Measure

- 1st Offense: One to Three-Day Reassignment or Suspension
- 2nd Offense: Three to Five-Day Reassignment or Suspension
- 3rd Offense: Five to Ten-Day Reassignment or Suspension – Pending Expulsion

5. ASSAULT UPON AN EMPLOYEE OR VOLUNTEER

FILE CHARGES WITH CAMPBELL POLICE DEPARTMENT

Corrective Measure

- 1st Offense: Ten-Day Suspension, with a Recommendation for Expulsion
- 2nd Offense: Expulsion

6. DESTRUCTION AND/OR DAMAGE OF PROPERTY

Corrective Measure

Detention, reassignment, suspension, or expulsion depending upon the severity of each case – plus the cost of replacement of damaged material. Parent/Guardian will be responsible for replacement value of any property that is damaged.

7. USE OF DRUGS/DRUG PARAPHERNALIA

**BOARD OF EDUCATION – CAMPBELL CITY SCHOOL DISTRICT POLICY
DRUG PREVENTION**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, “drugs” shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;

- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance that is a “look-alike” to any of the above;
- G. Any substance, when misused, will provide euphoria or a mind-altering experience, electronic equipment (beepers, receivers, pagers, etc.).

The Board prohibits the use, possession, concealment, or distribution of any drug on school grounds, on school vehicles, and at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the district for educational purposes.

BOARD OF EDUCATION – CAMPBELL CITY SCHOOL DISTRICT POLICY DRUG ABUSE CORRECTIVE MEASURES

POSSESSION OR USE OF DRUGS

1st Offense: Ten-Day Suspension

Can be reduced to five days if student and parent agree to an assessment from a Board approved agency. Recommendation of the assessment must be followed. Proof of the assessment must be on file in the office.

2nd Offense: Expulsion

May be reduced to ten-day suspension upon recommendation of agency. The student must enroll in a drug program

3rd Offense: Expulsion

SELLING OF DRUGS

- a. Notification of policy
- b. Suspended until court appearance
- c. Expulsion upon conviction

The superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District’s locker rooms used by students in grades 8-12.

R.C. 2925.37, 3313.60 (E), 3313.752, 3313.95, 3319.012
Public law 101 – (Drug-Free Schools and Communities Act as amended in 1989)
Revised 10/90 - Revised 6/16/92

8. USE OF TOBACCO OR POSSESSION OF TOBACCO

BOARD OF EDUCATION – CAMPBELL CITY SCHOOL DISTRICT POLICY

USE OF TOBACCO

The Board of Education recognizes that use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette and pipe, snuff or any other matter or substances that contain tobacco. The school day shall be the time between the first arrival of students before classes and the last departure of students after classes. It also includes all school-related activities.

In order to protect students and staff, who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco by students, the Board prohibits use of tobacco by students in school buildings.

The superintendent shall develop procedures to implement this policy. R.C. 3313.751

Corrective Measure

- 1st Offense: One to Three-Day Reassignment or Suspension
- 2nd Offense: Three to Five-Day Reassignment or Suspension
- 3rd Offense: Ten-Day Reassignment or Suspension
- 4th Offense: Expulsion

9. TRUANCY (MISSING TWO OR MORE PERIODS) – JUVENILE JUSTICE CENTER MAY BE INFORMED ABOUT ABSENTEEISM

Corrective Measure

- 1st Offense: Saturday School
- 2nd Offense: Three Days Reassignment
- 3rd Offense: Five Days Reassignment
- 4th Offense: Ten-Day Suspension with a Recommendation for Expulsion

10A. TARDY TO SCHOOL

Corrective Measure

- 1-2 Tardies per grade period ----- Free
- 3-4 Tardies per grade period ----- Warning
- 5 Tardies per grade period ----- Saturday School
- 6 Tardies per grade period ----- 1 day DRC
- 7 Tardies per grade period ----- 2 days DRC
- 8 Tardies per grade period ----- 1 day OSS Suspension
- 9 Tardies per grade period ----- Referral to Juvenile Court

STUDENTS WHO ARE HABITUALLY LATE WILL SUFFER THE CONSEQUENCES

10B. TARDY TO CLASS (more than 15 minutes late will count as cutting class #13 hand book)

Corrective Measure

- 1st Offense: One Day Detention
- 2nd Offense: Saturday School
- 3rd Offense: Three Days Reassignment
- 4th Offense: Three Days OSS

11. FORGING DOCUMENTS

Corrective Measure

- 1st Offense: Three Days Detention & Administrative Conference
- 2nd Offense: Three-Day Reassignment or Suspension & Parental Conference
- 3rd Offense: Five-Day Reassignment or Suspension & Parental Conference
- 4th Offense: Ten-Day Reassignment or Suspension - Pending Expulsion

12. FAILURE TO ATTEND CLASS (CUTTING ENTIRE CLASS PERIOD)

Corrective Measure

- 1st Offense: Three Days Detention
- 2nd Offense: Saturday School
- 3rd Offense: Three-Day Reassignment
- 4th Offense: Five-Day Suspension – Pending Expulsion

13. THREATENING A TEACHER/SCHOOL EMPLOYEE

Corrective Measure

- 1st Offense: Ten-Day Suspension with a Recommendation for Expulsion
- 2nd Offense: Expulsion

14A. TAUNTING, AGITATING OR INTERFERENCE BY BYSTANDERS WHILE A TEACHER OR ADMINISTRATOR IS DISCIPLINING OTHERS.

14B. TAUNTING OR AGITATING TO INCITE PANIC, FIGHTING, RIOT, ETC.

14C. BULLYING/HARRASSMENT & INTIMIDATION

Corrective Measure

- 1st Offense: One to Three Day Suspension
- 2nd Offense: Three to Five Day Suspension
- 3rd Offense: Ten-Day Suspension – Pending Expulsion

15. BRINGING GUNS, KNIVES, DRUGS OR WEAPONS TO SCHOOL (WILL BE CONFISCATED AND NOT RETURNED) – TO INCLUDED COUNTERFEIT AND LOOK-A-LIKES OR ANY INDISTINGUISHABLE OBJECT THAT MAY REPRESENT A WEAPON.

Corrective Measure

- 1st Offense: Ten-Day Suspension with a Recommendation for Expulsion
- 2nd Offense: Expulsion

16. TAKING SOMEONE ELSE'S PROPERTY, STEALING, STRONG ARMING (EXTORTION), TAKING MONEY, THREATENING ANOTHER STUDENT FOR MONEY

Corrective Measure

- 1st Offense: Three-Day Suspension
- 2nd Offense: Five-Day Suspension
- 3rd Offense: Ten-Day Suspension – Pending Expulsion

17. POSSESSION OF MATCHES, LIGHTER, OR FLAMMABLES (AGAINST CITY ORDINANCE) INCLUDING BULLETS, EXPLOSIVES, AND FIREWORKS.

Corrective Measure

- 1st Offense: Three-Day Reassignment or Suspension
- 2nd Offense: Five-Day Reassignment or Suspension
- 3rd Offense: Ten-Day Reassignment or Suspension – Pending Expulsion

18. THROWING SNOWBALLS ON SCHOOL GROUNDS

Corrective Measure

- 1st Offense: One to Three Day Reassignment
- 2nd Offense: Three to Five-Day Reassignment
- 3rd Offense: Ten-Day Reassignment – Pending Expulsion

19. MOLESTING ANOTHER STUDENT (MALE OR FEMALE)

Corrective Measure

- 1st Offense: Ten-Day Suspension with a Recommendation for Expulsion
- 2nd Offense: Expulsion

20. SEXUAL HARASSMENT

- A. VERBAL – The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. NONVERBAL/GESTURES – Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District/outside 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.

Corrective Measure

Principal's discretion with regard to the severity of each case:

- 1. One to Three Days Reassignment or Suspension
- 2. Three to Five Days Suspensions
- 3. Ten Days Suspension Pending Expulsion

21. HORSEPLAY, NAME CALLING, PLAYFULLY HITTING ANOTHER STUDENT

Corrective Measure

- 1st Offense: One to Three Days Detention
- 2nd Offense: One to Three Day Reassignment
- 3rd Offense: Three to Five Day Reassignment
- 4th Offense: Ten-Day Reassignment – Pending Expulsion

22. SPREADING RUMORS TO AID OR ABET A FIGHT / HARRASSMENT

Corrective Measure

- 1st Offense: One to Three-Day Suspension
- 2nd Offense: Five-Day Suspension
- 3rd Offense: Ten-Day Suspension – Pending Expulsion

23. BUS MISCONDUCT

Corrective Measure

If the disruptive behavior affects the health or safety of the students, driver, teacher or chaperone, the student can be suspended from school.

- 1st Offense: Warning
- 2nd Offense: Three-Day Bus Suspension
- 3rd Offense: Five-Day Bus Suspension
- 4th Offense: Bus Expulsion

24. UNAUTHORIZED PUBLICATION AND/OR DISTRIBUTION OF MATERIALS

Corrective Measure

- 1st Offense: Three-Day Suspension
- 2nd Offense: Five-Day Suspension
- 3rd Offense: Ten-Day Suspension
- 4th Offense: Expulsion

25. LEAVING SCHOOL WITHOUT PERMISSION

Corrective Measure

- 1st Offense: Saturday School
- 2nd Offense: Three Days Reassignment
- 3rd Offense: Five-Day Suspension
- 4th Offense: Ten-Day Suspension with a Recommendation for Expulsion

26. FALSE ALARMS AND FALSE REPORTS (any student conspiring to cause harm or panic to our school)

Corrective Measure

- 1st Offense: Ten-Day Suspension with a Recommendation for Expulsion
- 2nd Offense: Expulsion

27. CHEATING, PLAGIARISM

Corrective Measure

- 1st Offense: Teacher Discretion
- 2nd Offense: Three-Day Reassignment
- 3rd Offense: Five-Day Reassignment
- 4th Offense: Ten-Day Suspension with a Recommendation for Expulsion

28A. TRESPASSING, UNAUTHORIZED ENTRY

28B. OUT OF BOUNDS: STUDENTS IN AREAS OF BUILDING OR GROUNDS THAT IS PROHIBITED

Corrective Measure

- 1st Offense: One to Three -Day Suspension
- 2nd Offense: Three to Ten-Day Suspension
- 3rd Offense: Recommendation of Expulsion

29. INAPPROPRIATE DRESS (SCHOOL UNIFORM POLICY – PAGES 11 13)

Corrective Measure (Policy #5511 – See pages 11 through 13)

30. POSSESSION/USE OF NON PERMISSABLE ELECTRONIC DEVICES

Items considered to be contraband include, but are not limited to, the following:

Radios	Sound Production Devices	I pods
Tape Decks	MP3 Players	Other Electronic Devices
Walkman	DVD Players	
Beepers/Pagers	<u>CELL PHONES</u>	

Items will be confiscated by the office and returned only to parents after a conference is held.

Corrective Measure

- 1st Offense: Confiscate & Parental Conference
- 2nd Offense: One to Three-Day Reassignment & Parental Conference
- 3rd Offense: Three to Five-Day Reassignment & Parental Conference
- 4th Offense: Ten-Day Reassignment – Pending Expulsion

31. FAILURE TO SERVE DETENTION (WITHIN THREE DAYS) OR INAPPROPRIATE BEHAVIOR IN DETENTION

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Corrective Measure

- 1st Offense: Saturday School
- 2nd Offense: Three Days Reassignment
- 3rd Offense: Five Days Reassignment or Suspension

32. ASSAULT UPON A STUDENT

Corrective Measure

- 1st Offense: Three to Ten Day Suspension
- 2nd Offense: Five to Ten Day Suspension
- 3rd Offense: Ten-Day Suspension – Pending Expulsion

33. INTERNET/COMPUTER VIOLATIONS

Corrective Measure

- 1st Offense: One to Three-Day Reassignment and Loss of Internet/Computer Privileges
- 2nd Offense: Three to Five -Day Suspension
- 3rd Offense: Ten-Day Suspension with Recommendation for Expulsion

34. FAILURE TO REPORT TO SATURDAY SCHOOL/FAILURE TO COMPLY WITH SATURDAY SCHOOL RULES AND REGULATIONS

Corrective Measure

- 1st Offense: One Day Reassignment
- 2nd Offense: Three Days Reassignment
- 3rd Offense: Five Days Reassignment

35. ANYONE WHO VIOLATES THE HEALTH AND GENERAL WELFARE OF A STUDENT, INCLUDING HIM/HERSELF, OR ANYONE WHO BRINGS ANY UNDUE ATTENTION TO HIM/HERSELF, IN THE JUDGEMENT OF THE ADMINISTRATOR DISRUPTS THE EDUCATIONAL PROCESS.

Corrective Measure

- 1st Offense: Three to Ten Day Suspension
- 2nd Offense: Five to Ten Day Suspension
- 3rd Offense: Ten-Day Suspension – Pending Expulsion

36. DETENTION DISRUPTIONS

Corrective Measure - Removal from Detention and,

- 1st Offense: Saturday School
- 2nd Offense: One-Day Reassignment
- 3rd Offense: Three-Day Reassignment

37. DRESS CODE VIOLATIONS (See Pages 13-15 DRESS CODE)

Corrective Measure

- 1st Offense: Sent home to change or opportunity to change attire with apparel offered by school (Warning)
- 2nd Offense: Sent home rest of the day and Saturday School
- 3rd Offense: Sent home rest of the day and Three – Five days DRC
- 4th Offense: Sent Home rest of the day and Five – Ten days OSS (with recommendation for expulsion)

38. DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the district’s disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

- A. There is no appeal for students assigned to the D.R. Center.
- B. Student subject to suspension out of school.
 A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision may be appealed to the Board of Education or its designee. Excluding final exams for the 9-weeks/semester within a reasonable time frame as dictated by length of suspension. The responsibility for making these arrangements lies with the student.
- C. Students subject to expulsion
 A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the Board of Education or its designee to answer the charges.

The hearing may be private, but the Board must act publicly.

The superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

39. GANG RELATED INCIDENTS/ACTIVITIES

Any gang related issues (at the discretion of administration) will result in either suspension or possible expulsion. Consequences will be given at the discretion of the administrator or school officials. (ex. Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames,. etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above).

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Disciplinary Reassignment may be substituted for suspension if the building principal deems it to be more appropriate.

When an administrator has exhausted all means of discipline adopted by the Campbell Board of Education in handling unruly students, he/she will inform the superintendent of this situation.

If unruly pupils need placement in professional discipline programs (Severe Behavioral Learning), the administrator, teachers, nurse, and school psychologist will work together jointly to expedite this process.

If the joint opinion of the school psychologist, principal, nurse, teacher and county psychologist agree placement in a behavioral school is necessary, for the welfare of the child, then the Campbell Board of Education will pay this cost willingly. Students who are sent to the D.R. Center will be afforded the opportunity to get all assignments for that period, and will be permitted to make up all missed tests. However, it is the student's responsibility to request assignments from the office and to make arrangements with his her respective teachers for making up tests.

Students suspended out of school lose their right to make up assignments or tests missed.

POLICY AND PROCEDURAL STANDARDS FOR THE SUSPENSION AND EXPULSION OF PUPILS FROM THE CAMPBELL CITY SCHOOLS FOR THE POSSESSION OR SALE OF COUNTERFEIT CONTROLLED SUBSTANCES

In accordance with the provisions of the H.B. 535, which became effective on August 20, 1982, the Campbell Board of Education does hereby incorporate into its Student Conduct Code the following rules, regulations, and procedures for disciplining a student for the possession or sale of a counterfeit controlled substance (look-alike).

It shall be the responsibility of the building administrators to implement a program that will explain the new law to all students in the district. The disciplinary action that will result if a student is found to be selling or in the possession of counterfeit controlled substance is as follows: 1st offense – 10 day suspension from school; 2nd offense – expulsion.

1. For clarification, a counterfeit controlled substance is defined as:
 - A. Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
 - B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 - D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and offer to sell, give, package, or deliver a counterfeit controlled substance.
3. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with or without, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.

4. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

VACATIONS

The Campbell Board of Education plans its school calendar a year in advance. The school calendar outlines the days that school is in session and also the vacation recesses throughout the year. It is strongly recommended, for educational instruction, that families plan their vacations during the time school is not in session. Only under extenuating circumstances will permission be granted for vacations that occur during the school year. In these instances, prior approval must be obtained from the building principal or the superintendent of schools. If permission is granted, it then becomes the responsibility of the parent and student to insure that all homework assigned to the student while he/she is on vacation is completed and turned in to the teacher immediately upon returning to school. All absences due to vacations other than those approved by the principal and superintendent will be considered unexcused absences and treated accordingly.

INSTRUCTIONAL PROGRAMS FOR PREGNANT STUDENTS

Recognizing that educational opportunities are part of the value system for a free society, and recognizing further that education in our increasingly complex and technological society is a prerequisite for the opportunity to lead a full and productive life, the Campbell City Schools advocates the right to continued public education for pregnant girls and young mothers of compulsory age who are residents of the Campbell City School District. However, the Board of Education, acting through its superintendent, must consider the physical safety and well being of all students, and therefore, can require that a student at an advanced stage of pregnancy may not attend regular classes. In such cases, the student will be provided an alternative means of instruction, and may be assigned a qualified teacher for home instruction purposes.

ANTI-HAZING

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

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in the policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing and planned hazing is discovered, involved students shall be informed

by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to criminal penalties in accordance with Ohio Law. In addition, this policy shall be incorporated into the subject of discussion at employee staff meetings or in-service programs.

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING

As Per Ohio Legislative House Bill 276, the Ohio State Board of Education Anti-Harassment, Anti-Intimidation or Anti-Bullying Model Policy, and this School District's Board of Education Policy.

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying”, in accordance with Ohio law, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school- sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Anyone who witnesses or suspects that a student or adult is being harassed, intimidated or bullied in any way should report it **immediately** to the building principal.

CAFETERIA

Students are responsible for returning all trays and utensils back to the kitchen. Cleanliness and neatness are your responsibility. Abuse of cafeteria property will result in reassessment. **Absolutely no fast foods: McDonald's, Pizza Joe's, Burger King, etc., are not to be brought into the cafeteria during lunch periods by anyone (students or parents).** **PRICES SUBJECT TO CHANGE**

LUNCH PRICES:	Breakfast..... \$1.00	Lunch.....\$2.00
	Reduced Breakfast.... \$.30	Reduced Lunch.... \$.40
	Extra Milk..... \$.25	Adults\$2.50

THREATS

Any student who feels another student has threatened him or her, either verbally or physically, should notify the assistant principal or principal immediately.

No one has to attend school in fear of someone else. In the event that someone is proven to have threatened another, that student will be suspended. Repeated threats will result in expulsion from school.

PREPONDERANCE OF EVIDENCE

May a student be suspended without an admission of guilt?

The standard of proof in suspension hearings (before the principal or assistant principal) is preponderance of the evidence. In other words, the administrator, after talking to witnesses, otherwise investigating the facts and hearing the student's explanation or statements, believes more than disbelieves that the student did it. The student need not confess.

TO ALL STUDENTS AND EMPLOYEES OF THE CAMPBELL BOARD OF EDUCATION

In accordance with the regulations set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Campbell City Board of Education does not discriminate on the basis of race, color, national origin, sex, or handicap, in providing equal opportunity for employment and admission or access to facilities, programs and activities which it operates. Any person or persons who feel their rights have been violated or have been discriminated against because of race, color, national origin, sex, or handicap can register their complaints with: Marcia Ruse., Principal, Campbell Middle School, 2002 Community Circle, Campbell, OH 44405.

SCHOOL PHILOSOPHY

The purpose of the faculty and administration of Campbell Middle School is to develop a clear-thinking, morally and ethically sound personality who can take an effective part in our democratic society. It is our chief objective to educate each of our students in such a way that he/she is able to reach his/her maximum potential. With this goal in mind, we have developed a curriculum, which allows for individual differences and abilities.

A student's course of study is a valuable tool, which will aid the student in attaining his/her future goals. Therefore, diagnostic tests are administered to pinpoint areas of strength and weakness. After this data is compiled, the guidance counselor is better able to assess the student's ability and place him/her in the area best suited to his/her needs.

In addition to this effective, all-around program, we strive to teach and hold the fundamentals of democracy and seek to aid our children in developing good habits, righteous attitudes, self-discipline and proficiency in school and community life.

Although our aims are varied and complex, we have arduously undertaken the task of developing a curriculum which encompasses all of these factors. A statement delineating these goals follows in the Objectives of Campbell Middle School. Should you have any questions, please feel free to call the Middle School office at 330-799-0054.

Hand Hygiene Protocol for Campbell City Schools

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease. Many germs can live for long periods on tables, counters, and other hard surfaces. Hand washing with soap and warm water for a minimum of twenty (20) seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

Students and Staff will wash their hands with soap & water;

1. After using the rest room
2. Before eating
3. If their hands are visibly soiled
4. If the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, vocational facility, or other educational venue that soils hands
5. If the student or staff member encountered chemicals during cleaning the school environment
6. After cleaning animal habitats or handling animals
7. Before and after each task when preparing food in any class such as family science or an integrated class
8. After athletic practices and games
9. If the student or staff member has encountered bodily fluids (e.g. blood, nasal discharge, mucous from coughing, etc.)

Hand sanitizers may be used when the student's hands are not visibly soiled and cleaning is needed from;

1. Sneezing or coughing
2. Before and after eating
3. After recess
4. Before and after using the computer or other items used by other students
5. In modular units, temporary classrooms or where hand washing facilities are not readily available

Hand washing signs will be posted at all rest rooms and/or hand sinks.

Soap, warm water and towels or an air dryer will be located at all hand washing areas.

RESOURCES

--Centers for Disease Control, www.cdc.gov

--Hand Hygiene Resource Center, St. Raphael Healthcare System, New Haven, CT.,
www.handhygiene.org

- Ohio Dept. of Health, Pandemic Influenza Toolkit for Schools,
<http://www.ohiopandemicflu.gov/>
- School Network for Absenteeism Prevention, It's a SNAP
<http://www.itsasnap.org/index.asp>

FERPA General Guidelines for Parents
from www.ed.gov

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford parents: -access to their children's education records -an opportunity to seek to have the records amended -some control over the disclosure of information from the records.

Parents may access, seek to amend, or consent to disclosures of their children's education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

Access to Education Records

Schools are required by FERPA to:

- provide a parent with an opportunity to inspect and review his or her child's education records within 45 days of the receipt of a request
- provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school
- redact the names and other personally identifiable information about other students that may be included in the child's education records.

Schools are not required by FERPA to:

- Create or maintain education records;
- Provide parents with calendars, notices, or other information which does not generally contain information directly related to the student;
- Respond to questions about the student.

Amendment of Education Records

Under FERPA, a school must:

- Consider a request from a parent to amend inaccurate or misleading information in the child's education records;
- Offer the parent a hearing on the matter if it decides not to amend the records in accordance with the request;
- Offer the parent a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:

- Seek to change a grade or disciplinary decision;

Seek to change the opinions or reflections of a school official or other person reflected in an education record;
Seek to change a determination with respect to a child's status under special education programs.

Disclosure of Education Records:

A school must:

Have a parent's consent prior to the disclosure of education records;
Ensure that the consent is signed and dated and states the purpose of the disclosure.

A school MAY disclose education records without consent when:

The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the school district's annual notification of rights to parents;
The student is seeking or intending to enroll in another school;
The disclosure is to state or local educational authorities auditing or evaluating Federal or State supported education programs or enforcing Federal laws which relate to those programs;
The disclosure is pursuant to a lawfully issued court order or subpoena; and
The information disclosed has been appropriately designated as directory information by the school.

Annual Notification

A school must annually notify parents of students in attendance that they must allow parents to:

Inspect and review their children's education records;
Seek amendment of inaccurate or misleading information in their children's education records;
Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:

Information for a parent to file a complaint of an alleged violation with the FPCO;
A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person;
Information about who to contact to seek access or amendment of education records.

Means of notification:

Can include local or student newspaper; calendar; student programs guide; rules handbook, or other means reasonable likely to inform parents;
Notification does not have to be made individually to parents.

Complaints of Alleged Violations:

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Complaints must:

Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation

Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:

Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;

Names and titles of those school officials and other third parties involved;

A specific description of the education record around which the alleged violation occurred;

A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the parent and the school regarding the matter;

The name and address of the school, school district, and superintendent of the district;

Any additional evidence that would be helpful in the consideration of the complaint.

FERPA Frequently Asked Questions and Answers are found here:

<http://www.ed.gov/policy/gen/guid/fpco/faq.html>

FERPA General Guidance for Students from www.ed.gov

General Information

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford students who are 18 years or over, or attending a postsecondary institution:

- access to their education records
- an opportunity to seek to have the records amended
- some control over the disclosure of information from the records.

Access to Education Records

Schools are required by FERPA to:

- provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request
- provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school
- redact the names and other personally identifiable information about other students that may be included in the student's education records.

Schools are not required by FERPA to:

- Create or maintain education records;
- Provide students with calendars, notices, or other information which does not generally contain information directly related to the student;
- Respond to questions about the student.

Amendment of Education Records

Under FERPA, a school must:

Consider a request from a student to amend inaccurate or misleading information in the student's education records;

Offer the student a hearing on the matter if it decides not to amend the records in accordance with the request;

Offer the student a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:

Seek to change a grade or disciplinary decision;

Seek to change the opinions or reflections of a school official or other person reflected in an education record.

Disclosure of Education Records

A school must:

Have a student's consent prior to the disclosure of education records;

Ensure that the consent is signed and dated and states the purpose of the disclosure.

A school MAY disclose education records without consent when:

The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;

The student is seeking or intending to enroll in another school;

The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;

The disclosure is to the parents of a student who is a dependent for income tax purposes;

The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;

The disclosure is pursuant to a lawfully issued court order or subpoena; or

The information disclosed has been appropriately designated as directory information by the school.

Annual Notification

A school must annually notify students in attendance that they may:

Inspect and review their education records;

Seek amendment of inaccurate or misleading information in their education records;

Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:

Information for a student to file a complaint of an alleged violation with the FPCO;

A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that individual; and

Information about who to contact to seek access or amendment of education records.

Means of notification:

Can include student newspaper; calendar; student programs guide; rules handbook, or other means reasonable likely to inform students;

Notification does not have to be made individually to students.

Complaints of Alleged Violations:

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Complaints must:

Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation

Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:

Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation;

Names and titles of those school officials and other third parties involved;

A specific description of the education record around which the alleged violation occurred;

A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and the school regarding the matter;

The name and address of the school, school district, and superintendent of the district; Any additional evidence that would be helpful in the consideration of the complaint

CAMPBELL CITY SCHOOLS

SCHOOL CALENDAR - 2010/2011

AUGUST 26, 2010	STAFF MEETING
August 27, 2010	Staff In-service
August 30, 2010	First Day of Classes
September 6, 2010	Labor Day – Schools Closed
October 22, 2010	N.E.O.E.A. Day – No Classes
October 19, 2010	Waiver Day (Staff Development) –No School for Students
November 5, 2010	End of First Nine-Week Grading Period
November 23, 2010	Parent-Teacher Conferences – P.M. (Regular Classes)
November 24-26, 2010	Thanksgiving Recess
December 10, 2010	Waiver Day (Staff Development) – No School for Students
December 17, 2010	Last Day of Classes – Winter Break
January 4, 2011	Classes Resume
January 17, 2011	Martin Luther King Day – Schools Closed
January 28, 2011	End of Second Nine – Week Grading Period
February 4, 2011	Waiver Day (Staff Development) – No School for Students
February 17, 2011	Parent-Teacher Conferences – P.M. (Regular Classes)
February 18, 2011	Schools Closed
February 21, 2011	Presidents’ Day – Schools Closed
April 1, 2011	End of Third Nine-Week Grading Period
April 8, 2011	Waiver Day (Staff Development) – No School for Students
April 15, 2011	Last Day of Classes – Spring Break
April 26, 2011	Classes Resume
May 30, 2011	Memorial Day – Schools Closed
June 9, 2011	Last Day of Classes
June 10, 2011	Commencement (6:00 p.m.)
June 10, 2011	Last Day for Teachers (Records Day)

184 DAYS

3 Teacher In-service Days - Aug. 26, Aug. 27, Oct. 15, 2009

NINE WEEK GRADING PERIODS

August 30, 2010 to November 5, 2010 - 48Days

****NOTE:** Conferences will be held on November 23rd from 4:00 P.M. to 9:00 P.M.; regular classes will be held on November 23rd, but no classes will be held on November 24, 25, 26 (Thanksgiving Recess). Spring conferences will be held on February 17th from 4:00 P.M. to 9:00 P.M.; regular classes will be held on February 17th, but no classes will be held on February 18 & 21.*

LEVELS OF DEVELOPMENT (Student)

D Democracy (Highest Level)

Develops self-discipline

Demonstrates initiative

Displays responsibility

Democracy and responsibility are inseparable

Internal motivation

C Cooperation/Conformity

Considerate

Complies

Conforms to peer pressure

External motivation

B Bossing / Bullying

Bothers others

Bullies others

Breaks laws and standards

Must be bossed to behave

A Anarchy (Lowest Level)

Absence of order

Aimless and chaotic