



**SOUTHEASTERN MIDDLE SCHOOL**



**STUDENT HANDBOOK**  
**2022-2023**

**2022-2023**  
**STUDENT (PARENT) HANDBOOK**  
**FOR**  
**SOUTHEASTERN MIDDLE SCHOOL**

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Welcome to Southeastern Middle School. All the members of the staff and I are pleased to have you here as a student and will do our best to help make your experience here positive, safe, and productive.

**Zack Pfeifer**, Middle School Principal

**Aimee Stauffer**, Middle School Secretary

**Brian Justice**, Superintendent Southeastern Local Schools

**School Phone Number – 774-2003**

**School Fax Number- 774-1684**

## **FACULTY**

Carolyn Adelsperger - 7<sup>th</sup> & 8<sup>th</sup> Grade Music, Show Choir

Kim Barnes - 5<sup>th</sup> & 6<sup>th</sup> Grade Art

Megan Brown – 5<sup>th</sup> Grade Science

Mark Carroll - 6<sup>th</sup> Grade Math

Jeff Donahue - Middle School Band Director

Lori Dresbach – Pre Algebra & Math Enrichment

Lori Jones – Physical Education

Evan Gallagher - 7<sup>th</sup> & 8<sup>th</sup> Grade Social Studies/Science

Baylee Justice - 8<sup>th</sup> Grade Special Education

Aaron Skeens – 6<sup>th</sup> Grade Social Studies

Tracy Brookover – 7<sup>th</sup> Grade Social Studies

Emily Zaiser - 6<sup>th</sup> Grade Special Education

Tim Lockwood - 7<sup>th</sup> Grade Special Education

Brian Marks- 7<sup>th</sup> & 8<sup>th</sup> Grade Art

Kim Mitten - Librarian

Chelsie Tewanger-7<sup>th</sup> & 8<sup>th</sup> Grade Language Arts

Matthew Queen - Middle School P.E.

Lindsay Priest - 5<sup>th</sup> Grade Math

Barbee St Pierre – 5<sup>th</sup> Grade Language Arts

Celina Morris - 5<sup>th</sup> Grade Social Studies

Jackie Wacaster - 6<sup>th</sup> Grade Science

Rick Strausbaugh - 6<sup>th</sup> Grade Language Arts

Sarah Preston - 7<sup>th</sup> & 8<sup>th</sup> Grade Math

Leona Weaver - 7<sup>th</sup> & 8<sup>th</sup> Grade OAT Math

Chris Younge - 7<sup>th</sup> & 8<sup>th</sup> Grade Science

Mike Wilbanks – 5<sup>th</sup> Grade Special Education

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## FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. The Handbook contains information about student rights and responsibilities. Each student is responsible for knowing the contents and it should be with the student throughout the school day. Please take time to become familiar with the following information and keep the handbook available for your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal whom you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written material on the same subjects.

## MISSION OF THE SCHOOL

The mission of Southeastern Schools is to assure student success by providing a positive and creative learning atmosphere that promotes individual and cooperative achievement.

## EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

## SCHOOL DAY 2022-2023 TIME SCHEDULE

### Grades 5 & 6

7:40	Teachers Report
7:45	Students May Enter Building
7:52	Pre-Tardy Bell
7:55	Homeroom
8:01 - 10:25	Academics
10:25-10:55	Lunch
10:55-11:43	Intervention
11:43-12:33	Rotation Classes
12:33 - 3:00	Academics
3:00 - 3:10	Teachers' Planning Period

### Grades 7 & 8

7:40	Teachers Report
7:45	Students May Enter Building
7:52	Pre-Tardy Bell
7:55	Homeroom
8:01 - 8:51	First Period
8:51 - 9:38	Second Period
9:38 -10:25	Third Period
10:25-11:12	Fourth Period
11:12-12:03	Fifth Period
12:03-12:33	Sixth Period - Lunch
12:33 - 1:23	Seventh Period
1:23 - 2:13	Eighth Period
2:13 - 3:00	Ninth Period

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or guidance counselor.

## **STUDENT WELLBEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately.

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school nurse. All medications, prescribed and non prescribed, are to be delivered to the nurse's office and taken only with adult supervision. The principal and/or school nurse is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without the nurse's knowledge.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher, school nurse or the office. If minor, the student will be treated and may return to class. If medical attention is required, the nurse and office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the nurse. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **SECTION I GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option, or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school.

Students that are new to Southeastern Middle School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency

- proof of immunizations
- social security card

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Proof of any **Special Education** needs (if applicable) are to be presented at the time of enrollment.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. No changes will be made in a student schedules after the first three days of the school year or after the first three days of a new student's enrollment.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Southeastern, the parent must notify the guidance counselor. School records will be transferred to the new district within fourteen days after receipt of records request. School records will be sent providing all obligations to the district have been made, monetary or otherwise. Parents are encouraged to contact the guidance office for specific details.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents and the district superintendent.

### **PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the schools of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means of judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the School District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more informal procedures be employed.

Please follow all guidelines set forth by Board Policy 9130.

### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

The Medication Request and Authorization Form 5130 F1 must be filed *with the* school nurse before the student will be allowed to begin taking any medication during school hours.



**All medications must be registered with the School Nurse's office.**

Medication that is brought to the nurse will be properly secured. Medication may be conveyed to school directly by the parent. This should be arranged in advance. A two to four (24) week supply of medication is recommended. **Medication may not be sent to school in a student's lunch box, pocket, or other means on or about his/her person.**

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

A log for each prescribed medication shall be maintained which will note 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 parent's written release.

No staff member will be permitted to dispense non-prescribed, over the counter (OTC) medication to any student unless otherwise stated on the emergency medical form.

**CONTROL OF CASUAL CONTACT  
COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

**CONTROL OF NON CASUAL CONTACT  
COMMUNICABLE DISEASES**

In the case of non casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definite evidence to warrant exclusion.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARCAIDS Related Complex, HIV (Human immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

**INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Southeastern Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the principal or guidance counselor at 774-2003. Parents, who believe their child may have a disability that substantially limits major life activities of their child, should contact the principal or guidance counselor at 774-2003.

## **STUDENT RECORDS**

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory information includes:

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; awards received; honor rolls; and scholarship (colleges, universities, and the military).

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by nonschool professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the guidance counselor, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

## **STUDENT FEES, FINES AND CHARGES**

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Others may need their use.

Failure to pay fines, fees, or charges may result in the withholding of grades.

## **STUDENT FUNDRAISING**

Students participating in school sponsored groups and activities will be allowed to solicit funds from students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fundraising activity for a group in which s/he is not a member without the approval of the supervisor of that group.

No student may participate in fundraising activities off school property without proper authorization by approved staff or other adults.

No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **MEAL SERVICE**

The school participates in the National School Breakfast/Lunch Program and makes breakfast (\$.75), reduced (\$.30), lunch (\$1.75), reduced (\$.40) available to students. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No food or drink is to be consumed outside the cafeteria except for bottled water in a clear plastic container. No student shall be allowed to leave school premises during the lunch period. Applications for the School's Free and Reduced Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact your building principal.

### **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires.

### **EMERGENCY CLOSINGS AND DELAYS**

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

#### **RADIO STATIONS**

WXIC- 660 /WXIZ-100.9 WBEX AM-1490/WKKJ FM-94.3 WFCB-93.3/WCHI-1350

#### **TELEVISION STATIONS COLUMBUS**

WBNS-TV CHANNEL 10 WCMH-TV 4

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

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in. Visitor passes will be distributed by the secretary and should be returned upon leaving the building. Any visitor found in the building or on school premises during school hours without signing in shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first, obtaining written permission from the principal. In general visiting by minors is not permitted.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian. There are no late fees on overdue books and equipment. However, students will not receive grade

cards until all books and equipment have been returned or paid for. Students can also lose library privileges until all obligations are met.

If students are moving, all books and equipment must be returned before records can be sent to new school. Computers are available for students and teachers to use. Students must abide by the district's acceptable use policy. Failure to do so will result in the loss of computer privileges.

### **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

All students need to have an Acceptable Use and Internet Safety Policy form signed and on file before they can use any of the school computer or other electronic equipment. Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they have been allowed to use.

### **LOST AND FOUND**

The lost and found area is in the middle school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each nine weeks.

### **UNAUTHORIZED SALE OR DISTRIBUTION**

The act of selling or attempting to sell, trade, or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on property owned by the Southeastern Local School Board is prohibited.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. If an emergency phone call is to be made, students are to fill out the phone form in the office before using that phone. **Students are not to use telephones to call parents to receive permission to leave school. The school nurse will initiate all calls on behalf of a student seeking permission to leave school because of illness.**

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement of posting.

## **SECTION II – ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co curricular and extracurricular program. No student may participate in any school sponsored trip without parental consent. Parents should also note on the **Emergency Medical Form**, marked field trip request, giving student permission to attend field trips. Parents will be notified of field trips during the school year by way of the students.

### **GRADES**

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

## **GRADING**

### **A. Basic Criteria for Grades**

The overall basic criteria for grades are centered around the following activities:

1. Classroom
  - a. Laboratory
- b. Written work
  - c. Oral contributions discussion response, panel participation, presentations, etc
  - d. Performance on oral and written tests
  - e. Seeks opportunities for self improvement
2. Outside the Classroom
  - a. Securing materials needed for study, as assigned by teachers
  - b. Preparation of assignments
    1. Written Work
    2. Reading
    3. Take Home Tests
  - c. Individual study accomplishment
    1. term papers
    2. special report (oral or written)
3. Conscientious effort and achievement at a level of individual ability.

### **B. Specific Criteria for Grades**

1. Grade of 93-100=A      A student is expected to be clearly superior in points 1 and 2 in the above
2. Grade of 85-92=B      A student is expected to maintain better than average achievement level in points 1 and 2 under the same general conditions specified for an A grade.
3. Grade of 77-84=C      This is the basic grade representing average performance and achievement "the norm".
4. Grade of 70-76=D      A student graded "D" may represent one (1) of two (2) conditions as follows:
  - a. An able student whose achievement both inside and outside the classroom is below the average level.
  - b. A student whose work is of a measurable inferior quality; inferior as it may be, it is as good as can be expected in terms of the student's ability and is the result of conscientiousness.
5. Grade of 69 below=F      The failing grade of F may also represent one(1) of the conditions as follows:
  - a. An able student whose work is of inferior quality in all three (3) areas of the overall criteria.
  - b. A low ability student who evidences insufficient effort to achieve regardless of ability.
  - c. A listless attitude, productive of no beneficial results to the student or to others in the class.
  - d. Does not volunteer any information or services, fails or refuses to take tests.
  - e. Exerts no effort to make up work lost during absences.
6. Consultations between the principal and teacher must be held before assigning a "0" grade.

### **C. Grading Scale**

1. Student grades should be the individual responsibility of the classroom teacher. However, each teacher maybe requested to submit their individual grading format to the principal for review and recommendations.
2. All students should also receive a complete outline of the teacher's grading policy in order that they may effectively operate within a particular classroom.
3. A grade is a reflection of a student's capability and achievement in relation to the teacher's estimate of his/her accomplishment.
4. Semester grades will be determined by an average of the grades assigned during the two (2) nine (9) week periods within that semester.
5. Year End grades for a full year course will be determined by the average of the two- (2) semester grades.

**D. Incomplete Grades**

A mark of incomplete shall be issued only to those students who have not been able to complete their work because of sickness or other reasons beyond their control. Where the teacher questions reasons and they wish further consultation, a guidance counselor shall be contacted for additional assistance. The "I" grade, placed on the report card must be converted by makeup work, in a period of nine (9) weeks or it becomes an "F."

**E. Honor Roll**

Students will be placed on the "A" Honor Roll if they earn a grade of 93% or higher in all of their Classes. Students will be placed on the "B" Honor Roll if they earn a grade of 85% or higher in all of their classes. All subjects taken in Middle School are considered.

**F. Interim Reports**

Midway between report cards, the teacher shall evaluate the progress of their students. The teachers must make out an interim report, which is given to the student to take home. The purpose of the report is: to notify the parent or guardian, as a way to communicate to the parent the student's progress during the school year. Following the issuance of these interim reports, parents may call the principal's office to arrange a conference. Teachers will be notified of such conference and are requested to bring all pertinent information, i.e. grade book, tests, reports, etc., to facilitate a purposeful conference.

**G. Progress Book**

Progress Book Online Grade Monitoring is available to any parent who would like to monitor their student's academic progress. We encourage all parents to take advantage of this useful tool.

**H. Grade Validation Guidelines**

Teachers are obliged to offer justification of grades when requested. This is a professional obligation to which each teacher must address himself/herself. It is suggested that teachers keep good records in terms the following:

1. tests and lab grades
2. classroom attendance and tardiness patterns
3. assignments or projects turned in
4. communication between parent and teacher, teacher and guidance counselor, teacher and student
5. referrals for guidance, discipline, etc.
6. direct contact with parents.

**GRADING PERIODS**

Students shall receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term.

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

## **PROMOTION, PLACEMENT, AND RETENTION**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

1. Middle school students will be limited to one (1) grade of classes, either 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>, at a time.
2. Middle school students may be able to earn senior high school credits, senior high students cannot take middle school subjects.
3. A student who successfully completes : 5<sup>th</sup> grade will be "promoted to 6<sup>th</sup> grade, 6<sup>th</sup> grade will be "promoted" to the 7<sup>th</sup> grade, 7<sup>th</sup> grade will be "promoted" to the 8<sup>th</sup> grade, 8<sup>th</sup> grade will be promoted to the 9<sup>th</sup> grade.

In determining the matter of promotion or retention, keep in mind that the decision is made by the guidance counselor & approved by the principal. Every effort should be made, after the first of the year, to keep the parents closely informed if a child is a suspected retention case. Principalteacherparentsguidance department conferences should be held frequently to acquaint the parent with the progress or lack of it. In other words, retention should never come as a surprise to a child or parents.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

Middle School Awards include the following: Perfect Attendance, Excellent Attendance and Honor Roll.

**When awarding students at the end of the school year for attendance, the following will be taken in consideration:**

1. When a student obtains 2 tardies, whether am or pm, this will count as a ½ day absence.

### **Athletic Awards**

Each head coach with the approval of the Athletic Director develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach.

## **HOMEWORK**

The assignment of homework can be expected. Student's grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to take the appropriate Ohio Assessment. Makeup dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The Guidance staff often gives these to students. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these

services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Southeastern Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III STUDENT ACTIVITIES**

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Southeastern provides students the opportunity to broaden their learning through curricular related activities. A curricular related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member: Authorized groups include the following:

- a. Music Groups Middle School Band, Mixed Chorus, Instrumental Ensemble, Middle School Show Choir
- b. National Junior Honor Society Promotes scholarship in grades seven and eight
- c. Middle School Student Council
- d. Performing Arts Organization

The sponsor of each group is responsible to see that the Secretary/Treasurer of each group pays all bills and balances the account. At the end of the year the Secretary/Treasurer shall check the balance with the Central Office. On teacher report day, the Secretary/Treasurer's account book of each group shall be put in an envelope, with proper identification on the outside, and filed in the principal's office until the beginning of the next school year.

Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non school sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person initiated the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

### **ATHLETICS**

Southeastern provides a variety of athletic activities in which students may participate providing they meet all eligibility requirements that apply. These are the activities being offered to our students: 7<sup>th</sup> and 8<sup>th</sup> grade football, basketball, volleyball, track, golf, soccer and wrestling.

For further information contact the Athletic Director at 774-2003 Ext 1352.



## **AFTER SCHOOL USE OF THE BUILDING**

1. All meetings must have the approval of the administrative office at the school.
2. An approved teacher or sponsor must be in charge.
3. The group sponsors shall notify those concerned of any meetings at least one day in advance of the meeting.
4. Members of any group are asked to arrive at a scheduled hour set by the sponsor.
5. Students are to be admitted to the building by the sponsor.
6. Students are limited to the use of only that part of the building where the meeting is being held.
7. Any student staying after school must make the proper arrangements with his/her parents for such meeting. (Please make arrangements at home.)
8. The teacher in charge is responsible for seeing that the building is properly closed for the night with all faucets off, all lights out, the windows and doors closed and locked.
  9. Groups who meet once a week or more should establish a regular schedule by day and hour.
10. When school is over, students that have activities after school are to get their books, coats, etc. and leave the building and will not be allowed back in without a teacher or sponsor.

## **SECTION IV STUDENT CONDUCT- ATTENDANCE**

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Southeastern has an attendance policy to avoid these negative consequences.

### **Ross County Attendance Policy**

1. To receive a passing grade in a class, a student must be in attendance at least 85% of the days due.
2. After a student has accumulated 12 days of absence in a school year he/she must provide the school with a medical excuse for any more absences to be excused.
3. A student being excused more than one hour during either half of a school day will be counted as absent for half day.

**Habitual Truant**= a child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours (five school days), 42 or more hours in one school month (seven school days) , or 72 more hours in a school year (twelve days) .

### **Excusable, Approved Absences**

An excuse for absence from school may be approved on the basis of any

One or more of the following conditions:

1. Personal illness. The approving authority may require the certificate of a physician if they deem it advisable.
2. Medical or Dental Appointments
3. Illness in the family.
4. Quarantine of the home.
5. Death of a relative.
6. Needed at home because of illness or absence of parent(only students over 14)
7. Observance of religious holidays.
8. Court Appearance
9. Emergency or set of circumstances which in the judgement of the superintendent of schools constitutes a good and sufficient cause for absence from school.
10. Buses cannot reach a student's home.
11. **Pre-Approved vacation no more than five school days per school year.**

If at all possible, prior arrangements should be made with the superintendent or building principal. Parents are encouraged to schedule their child's appointments with doctors and dentists during non school hours to the extent possible.

All work missed during an excused absence will be made up according to the following formula: Number of days excused + one day = number of school days for make-up work.

The type of make-up work will be at the discretion of the classroom teacher. However, the period of time for make up work will not be extended beyond the time allowed by the formula for make up work.

### **Unexcused Absences**

Upon the return to school following an absence from any part of a school day for any reason, the student shall present a written excuse from a parent or guardian to the Attendance Clerk. All students must receive either an unexcused or excused slip before they go to their first period class. When no excuse is presented to the Attendance Clerk, the absence is counted as unexcused and all work missed may not be made up. To ensure accurate record keeping excuses must be brought in a timely manner. Notes must be brought in by the 2nd day of attendance after the absence, to be considered for an excused absence.

When a written excuse from the student's parent or guardian is presented to the Attendance Clerk, the clerk will give the student a slip indicating that the absence is excused providing the reason for absence is within a category of those conditions listed above. This slip will be initialed by all the student's teachers during the course of the day and returned to the attendance office at the end of the day by the teacher. It is the responsibility of the student to make up all work missed in accordance with the formula for make up work.

If the Attendance Clerk does not approve the excuse, a slip will be issued indicating the absence is unexcused and students must present this slip to all teachers as well. If an absence is judged to be unexcused, the student will not be allowed to make up tests or work missed during the period of unexcused absence. Any absence, which is judged to be unexcused by the Attendance Clerk, may be referred to the principal for appeal. However, as a rule, only those absences for the reasons listed above will be excused.

**All grades for work missed during an unexcused absence will be zero.**

### **Notification of Absence**

Anytime students are going to be absent from school, parents should notify the school by calling 774-2003 ext. 4339 between 8 a.m. and 10 a.m. on that day. If the school has not been notified by phone or personal contact by 10 a.m., the school's automatic dialer will call the students home to notify parents of the student's absence. It is imperative that the school is provided with a phone number where a parent or guardian may be notified of the student's absence. When the student returns to school he/she should bring a note from the parents in order that he/she may be excused. Parental cooperation will be greatly appreciated as well as beneficial to the student.

The skipping of classes or any part of the school day will be considered an unexcused absence and no makeup class work will be permitted. Disciplinary action will follow.

### **Tardiness**

For the purpose of maintaining accurate records, students who arrive late but before 9:00 a.m. will be counted tardy. Those students who leave school after 2 p.m. for any reason will be counted tardy on attendance records. Arriving after 9:00 a.m. or leaving before 2 p.m. will be recorded as ½ day absent. Times will be adjusted accordingly to any shortened school day. It is important that students arrive at school on time. Students who are late to school are accumulating a negative school record, developing a poor habit for future success in any endeavor, and causing a disruption to those students who meet the obligation of arriving on time. Any one may be late due to an occasional circumstance beyond his/her control, but habitual tardiness cannot be accepted.

Students who are tardy to school for any reason will report to the middle school office to sign in. Tardy students will not be admitted to a class that has already commenced. All tardies that are not accompanied by a note from a medical official that indicates that the student has visited the doctor or dentist that morning will be unexcused. Work missed during an unexcused tardy may not be made up. Tardy students will be assigned to an area designated by the principal until the start of the next class. The middle school secretary will keep updated records of all tardies. Students who are habitually tardy will be assigned the following penalties on a per semester basis's:

<u>Number of Tardies</u>	<u>Penalty</u>
3	1/2 Friday School
6	1 Friday School
9	3 days In School Restriction
12	3 days out of school suspension
15	5 days out of school suspension
18	10 days out of school suspension
21	Recommendation of Expulsion

**Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. A letter from the parent must be presented to the principal, if vacation is allowed a Vacation Form must be signed by all of the student’s teachers. This form is then to be turned in to the Attendance Office. It may be possible for the student to receive certain assignments that are to be completed during the trip. Only one vacation per school year for no more than five days in length will be granted.

**COURSE CREDIT BASED ON CLASS ATTENDANCE**

For a student to receive a passing grade and credit in a course, he/she must be in attendance in that class eightyfive percent (85%) of the scheduled class time. Regular class attendance is critical for the student to receive full benefit of the educational program.

**Attendance Requirement**

A student who misses **27 class periods in a full year course** who does not fit into the medical exemption will receive a failing grade in that course regardless of grade average. A student who misses **13 1/2 class periods in a semester course** and who does not fit into the medical exemption will receive a failing grade in that course regardless of grade average. **The 27 class periods are excused or unexcused & the 13 1/2 class periods are excused or unexcused** when figuring periods absences.

**Signing Out**

If it is necessary for a student to leave before the end of the day, he/she must bring a note from home or be picked up by a parent. The note must have the parent's signature, date, time leaving and the reasons for leaving. **The note must be approved and signed by the principal before reporting to homeroom period in the morning.** Students must have written permission in advance or be picked up by their parents in order to leave early unless sickness or other such emergencies occur. Parents should not grant their child permission to leave without first contacting the school. **Failure to sign out properly will be treated the same as cutting class.**

**CODE OF CONDUCT**

A major component of the educational program at Southeastern is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

**Expected Behaviors**

Each student shall be expected to behave as follows:

1. Abide by national, state, and local laws as well as the rules of the school

2. Respect the civil rights of others
3. Act courteously to adults and fellow students
4. Be prompt to school and attentive in class
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
6. Complete assigned tasks on time and as directed
7. Help maintain a school environment that is safe, friendly, and productive
8. Act at all times in a manner that reflects pride in self, family, and in the school

### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

1. Clothing may not expose too much. It should not expose the midsection or undergarments. This includes, but is not limited to, low cut jeans, oversized jeans, clothing with excessive holes above the thigh, crop tops and t-shirts with extended arm openings. This applies to both boys and girls.
2. Students are not permitted to carry book bags or purses to or from classes.
3. Clothing may not advertise something that is prohibited to minors such as alcohol or tobacco products.
4. Clothing may not have obscene, profane, drug related or gang related or inflammatory messages.
5. Students may not wear any lengths of chain, rope, or straps, which may pose a health or safety hazard.
6. Students may not wear studded dog collars or studded bracelets, which may pose a safety hazard.
7. Students may not wear hats, bandanas, or sunglasses in the building unless approval is given for a special event. This applies to both male and female students.
8. Students are not permitted to wear muscle t-shirts or tank tops with narrow straps.
9. Heavy coats and jackets are not to be worn in the building and must be placed in lockers at the beginning of the school day. Students are permitted to wear sweatshirts or hooded sweatshirts, either pull-over or zip front.
10. Students may not have any facial piercing except for ears.
11. Students may not have any unnatural hair coloring.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, he/she may be removed from the educational setting.

Students shall be neat in appearance and wear clothing that conforms to good grooming and promote the general welfare of the school. Students' appearance and dress shall not be a safety hazard, health hazard, vulgar, or suggestive in a manner which is distracting to the student body or staff, nor interfere with the educational process. **Hats and sunglasses** shall not be worn within the building. Hair spray, cologne, deodorant, makeup, etc. shall be used in appropriate areas of the building.

Students who are representing Southeastern at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups, or events, such as graduation.

### **Care of Property**

Students are responsible for the care of their own property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## STUDENT DISCIPLINE/BEHAVIOR CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE/BEHAVIOR CODE

#### **1. Use of Drugs**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, possession, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look alike drugs is prohibited. This includes nonalcoholic beers and wines, and the like. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies.

#### **2. Use of Tobacco**

Smoking, other tobacco products and paraphernalia (such as lighters and vaping devices) are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or paraphernalia during school time or any school activity. This prohibition also applies when going to and from school and at school bus stops.

#### **3. Student disorder/demonstration**

Students will not be denied their right to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is a need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity.

#### **4. Possession of a weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

#### **5. Use of an object as a weapon**

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

#### **6. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

#### **7. Physically assaulting a staff member/student/person associated with the District**

Physical assault on a staff member, student, or other person associated with the District, which may or may not cause injury will result in disciplinary or legal action. Injury to a staff member will result in charges being filed. Students are not permitted to inflict bodily harm upon themselves or others associated with the district.

#### **8. Fighting**

Fighting will not be tolerated. Students should seek to resolve conflicts with fellow students through the school staff members.

#### **9. Verbally threatening a staff /student/person associated with the District**

Any statement or noncontact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone.

**10. Disrespectful comments directed at a staff /student/person associated with the District**

Students are expected to treat those authority figures associated with the district with the respect their position demands

**11. Extortion**

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

**12. Gambling**

Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

**13. Forgery/Cheating and Plagiarism**

A student shall not, in writing, use the name of another person to falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school. Students shall not copy from the work of another student, use illegal notes, or claim as their own the work of another.

**14. Profanity, Vulgar, and Inappropriate Language**

Students shall not use any form of profanity, written or verbal. Included in this prohibition is the use of obscene gestures, signs, pictures, clothing, or publications, which could be offensive to others. Students shall not use any language or gestures that are demeaning, degrading or harmful to other individuals.

**15. Cutting Classes**

Skipping or cutting class is defined as not being in the assigned classroom or location during a designated time. Students shall not engage in the cutting of library, assembly, study hall, homeroom, cafeteria, class, detention, or other such assignments.

**16. Unauthorized Presence in Halls, Restrooms**

Students shall not be in the halls or restrooms during classes without permission, leave a classroom before dismissal or be in any location other than that to which assigned.

**17. Improper Cafeteria Behavior**

Students shall not leave a messy eating area, fail to return trash and tray to the proper area, take food from another student, throw food, cut a line, etc. **No food or drink will be permitted outside the cafeteria.**

**18. Habitual Tardiness**

Students are expected to report on time to all scheduled classes. The principal is responsible for any disciplinary measure for tardiness at the beginning of the school day. Habitual tardiness will result in Friday School, In-School Restriction, or Suspension.

**19. Leaving School Without Permission**

No student may leave school premises during the school day without permission of the building principal. When students arrive at the school premises, whether walking, driving, or riding a bus, they are not to leave the school premises at any time, without the permission of the building principal.

**20. Lockers**

Students may visit their lockers at the following times: before school, before lunch, after lunch, after school. More frequent use of lockers must be arranged with the building principal. **Book bags are not permitted in the classrooms at any time.**

**21. False alarms and false reports**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

**22. Explosives**

Explosives, fireworks, and chemical reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

**23. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the principal.

**24. Theft**

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the principal. The school is not responsible for personal property.

**25. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

**26. Damaging property**

Vandalism and disregard for school property will not be tolerated.

**27. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to a referral to court and/or revocation of the student's driver's license.

**28. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

**29. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

**30. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

**31. Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

**32. Possession of electronic equipment**

The school supplies most electronic equipment necessary in school. While students are permitted to bring cell phones to school, the devices must be powered off and placed in lockers during school hours. Teachers and faculty have the right to request other electronic devices such as smart watches, headphones, etc, to be put away at any time throughout the school day.

**33. Violation of bus rules**

Please refer to transportation for bus rules.

**34. Disruption of the educational process**

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, all school events, and/or failure to do assigned work.

**35. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

**36. Harassment**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms including but not limited to the following:

## **Sexual Harassment**

### **A. Verbal:**

The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats toward a fellow student, staff member, other person associated with the District, or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

### **B. Nonverbal:**

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 or by a fellow student, staff member, other person associated with the District, or third parties.

### **C. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity, with or by a fellow student, staff member, other person associated with the district or third parties.

## **Gender/Ethnic/Religious/Disability Harassment**

### **A. Verbal:**

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc that are offensive to or by a fellow student, staff member, and other person associated with the District, or third parties.

### **B. Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, other person associated with the District or third parties.

**C. Physical:** Any intimidating or disparaging action such as hitting, pushing, shoving, hissing or spitting on or by a fellow student, staff member, other person associated with the district or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should immediately take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit the report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) who s/he believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in as timely and confidential a manner as possible. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in school restriction, out of school suspension, restriction of privileges, restriction of access, or expulsion.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.



Under no circumstances will the school threaten or retaliate against anyone who raises or files an harassment complaint.

### **37. Bullying**

Students will not engage in repeated behavior that is mean or hurtful to another person. This includes aggressive behavior that involves a pattern repeated over time creating an imbalance of power or strength.

### **38. Cyber Bullying**

Students will not use information and/or communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

### **39. Possession of a Firearm**

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

- A. Any weapon (including a starter gun) which will or is designed to or maybe readily converted to expel a projectile by action of an explosive
- B. The frame or revolver of any such weapon
- C. Any firearm muffler or firearm silencer; or
- D. Any destructive device, not including an antique

### **40. Criminal Acts**

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

## **DISCIPLINE**

### **POSSIBLE PENALTIES FOR VIOLATION OF THE STUDENT DISCIPLINE/BEHAVIOR CODE**

The board has established the following penalties in accordance with Ohio law in regard to infractions of the Student Discipline Code.

#### **A. Detention**

Detention before or after regular school hours may be assigned to a student as a penalty for violation of the Student Discipline Code or refusing to participate in assigned class activities. The teachers may assign detention and the assigning teacher will arrange supervision of the detention. Parents of students shall be notified in advance (minimum of one day's notice) so that transportation may be arranged. Detention may not exceed three days duration for a single offense or infraction. Detention will last not more than one hour per day.

#### **B. Suspension of Privileges**

Suspension of privileges may result from failure to comply with the established rules and regulations applicable to those activities. These privileges include, but are not limited to, the following:

1. riding a school bus to and from school
2. driving a vehicle to and from school
3. attending dances and other extracurricular activities
4. attending field trips designed to supplement the regular school program

#### **C. In School Restriction**

At the discretion of the principal the student may be detained on the school premises during the school hours, but denied the right to participate in any regular classes. The student will be responsible for all assignments that are missed. All procedures for restriction will be followed. The student will remain in the area designated by the principal during the course of restriction.

#### **D. Alternative School**

At the discretion of the principal, a student may be assigned to the Alternative School. Students attending the Alternative Center and their parents should understand that the rules of the Center are strictly enforced. Violations of the Rules of the Center may result in the removal of the student to the Juvenile Detention Center; failure to attend may result in the issuance of an arrest warrant for the student and criminal prosecution of the parents. Under Ohio's compulsory school attendance laws, students and parents are jointly responsible for a child's school attendance.

#### **E. Friday School**

Students violating the Board adopted Student Discipline Code may be placed in the Friday School Program. The placement into this program will be by administrative decision and will not necessarily be assigned before out of school suspension or other penalties. This program will be held on Friday afternoons from 3:00-4:30 pm. Specific guidelines governing Friday School will be given to students assigned. Students will not receive a zero grade as in the case of suspension out of school. It is hoped that this action will prevent the need for any other disciplinary measure.

#### **F. Suspension**

Students may be suspended from school attendance for up to ten (10) days in accordance with the Ohio Revised Code. The procedure for suspension shall consist of the following steps:

1. Written notification of the reasons must be given to the student
2. The student must be given an informal hearing
3. If the student has been suspended, the parent, custodian, or guardian will be notified by phone or mail within twenty four hours.
4. Academic lessons and/or tests missed may not be made up.

#### **G. Emergency Removal**

The immediate removal of a student from the school premises may take place if the student's presence disrupts the educational process, endangers other persons, or damages property. The following procedure shall be taken:

1. A hearing must be scheduled to be held as soon as practicable, but not later than three (3) school days after the initial removal and written notice of suspension or expulsion given.
2. The individual who ordered, caused, or requested removal must be present at the hearing.

#### **H. Expulsion**

Ohio law authorizes the Superintendent of Schools to expel any student from school for a period not to exceed the lesser of eighty (80) days or the number of school days remaining in the school year in which the incident that gives rise to the expulsion takes place, and provides that the parents or guardians may appeal the expulsion ruling to the Board.

1. The student shall be suspended from school, in the manner described above, pending the outcome of a request to the Superintendent for expulsion.
2. The parent or guardian shall be notified by proof of mailing, within twenty four (24) hours, regarding the expulsion request. The reason for the request shall be specified.
3. The Superintendent shall provide a hearing within five (5) days on the request of the student or his/her parent or guardian. The student may state his/her case at the hearing.
4. The Superintendent shall notify, in writing, the parents or guardian of the student being expelled.

#### **I. Permanent Exclusion**

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

1. any possession or involvement with a deadly weapon
2. drug trafficking

3. murder, manslaughter, assault or aggravated assault
4. certain sexual offenses
5. complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents.

**J. Rehabilitation**

Mandatory attendance in a drug treatment program may be substituted by the administration for suspension or expulsion due to a violation of rule 6 "Alcohol and Drugs."

**K. Legal Action**

The student may be turned over to the proper legal authorities. Charges may be filed with Juvenile Court. Southeastern makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. **If a disciplinary action does not result in removal from school, it is not appealable.** Should a student or parent have questions regarding the propriety of an in school disciplinary action, they should contact the principal.

**\* Extra curricular (athletics), school sponsored clubs and activities suspensions are not appealable.**

**General Guidelines for Administering the Student Discipline/Behavior Code**

1. Teachers may suspend privileges or assign detention.
2. Students who don't meet obligations with teacher assigned detentions may be assigned Friday School.
3. Students who do not attend assigned Friday School will be assigned InSchool Restriction , Alternative School, or suspension out of school
4. Generally, the penalties for violation of the Student Discipline Code are presented in an increasingly punitive order. Persistent or continued negative behavior may-be assigned increasingly severe penalties.
5. The principal may assign penalties as determined by the nature of the violation. For example, students who have committed a suspendable offense should not expect a lesser penalty simply because those have not been previously assigned.

**SEARCH AND SEIZURE**

Search of student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. **The school reserves the right not to return items which have been confiscated.**

**STUDENT USE OF LOCKERS**

Each high school student is assigned a locker. Students may not change lockers without permission of the Principal. It is required that students keep their locker locked at all times. We have an ample number of lockers, so that students are not to share a locker. Each student is responsible for everything in his/her locker. **Students are encouraged NOT to bring valuables to school, as the school cannot be financially responsible for their theft or loss.** Lockers are the property of Southeastern Local Schools and may be inspected or searched at the discretion of the Southeastern Administration.

## STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, and banners; and audio and video materials. All items must meet school guidelines.

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar
2. advertises any product or service not permitted to minors by law
3. intends to be insulting or harassing
4. intends to incite fighting or presents a likelihood of disrupting school or a school event

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper entrance and exits to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

## STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government. A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

**\*Extra curricular (athletics), school sponsored clubs and activities are not appealable.**

## SECTION V TRANSPORTATION

### BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live farther than 2 miles from school. The bus schedule and route is available by contacting the Bus Transportation Supervisor at 773-4518.

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

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves. **The principal will then issue a bus pass. No student can ride or get off a school bus without a properly signed bus pass.**

## SCHOOL BUS CONDUCT RULES

In order to ensure the safety of all students who ride the school bus, it is necessary to have regulations regarding the conduct of bus riders. Anything, which distracts the attention of the bus drivers, endangers the life of all students on the bus. We believe the parents should assume some responsibility for getting the student to the correct stop on schedule, assisting young students in crossing the streets, and for supervision to and from the pickup points. We believe the bus is a classroom on wheels; therefore, the driver must be respected as a teacher.

Students are permitted to ride the school bus daily. In return for this privilege, students will respect all rules and regulations of the Board of Education, and instructions of the driver in charge of the bus. Parents and students must expect the privilege of riding on the school bus to be withdrawn if the student finds it impossible to obey these simple rules and his/her conduct becomes unacceptable.

A. All sections of the Student Discipline/Behavior Code as listed in the Board's administrative guidelines Manual and Student waiting for the bus, on the bus, and during loading and unloading.

B. Students will ride on assigned buses. Parents must submit a written past to permit deviation from this rule. Requests must be made in writing to the principal.

C. Students will ride their assigned bus both to and from school unless a written request (signed by the parent) asking permission to be let off the bus at some other stop is presented to the middle school office. He/she will be issued a Bus Pass. Only then will the bus driver let the students either ride or get off the bus at a different stop. Parents will assume responsibility of the child when such a request is made and granted.

D. School buses must operate on a time schedule as outlined by the transportation supervisor. Students shall arrive at the bus stop BEFORE the bus is SCHEDULED to arrive.

E. Students must await the school bus in a proper location clear of traffic and **AT LEAST TEN (10 FEET BACK)** from the bus stop.

F. A student's behavior at the bus stop must not threaten life, limb, or property of any person. Conduct yourself in a safe and appropriate manner at all times.

G. Students must get on the bus, single file, in an orderly manner, without pushing or shoving, immediately after the bus arrives then the student must go directly to an assigned seat. The bus driver assigns the seat.

H. Students must remain seated while on the bus keeping the AISLE and EXIT CLEAR. When leaving the bus, students must remain seated until the bus **completely stops**. Students are to depart the bus in an orderly fashion without shoving or pushing, quietly and without delay.

I. Students must never experiment or tamper with the bus or any of its equipment. Students should treat the bus equipment as fine furniture should be treated in the home and assist in keeping the bus safe and sanitary at all times.

J. Students must not use profane language. Noise on the bus shall be kept to a minimum at all times. Refrain from loud talking, whistling, annoying others, and causing a disturbance or distraction while on the school bus.

K. Students will not be permitted to eat or drink on the bus.

L. Students must not use or have tobacco on the bus. Students must not have alcohol or drugs in their possession on the bus.

M. Students must not throw or pass objects on, from, or into the bus. Littering will not be tolerated.

N. Students may carry on the bus only objects that can be held in their laps. No radios or animals may be transported on the bus. Students may transport musical instruments when space is available.

O. Parents will be responsible for any damage to a bus by their children.

P. Absolute quiet must be maintained by students at railroad crossings and other dangerous areas.

Q. Do not hang arms out of windows. All parts of students' bodies shall be kept inside the bus at all times.

R. Obey the school bus driver and in case of emergency remain in the bus unless otherwise instructed by the individual in authority.

S. The school bus driver has the authority to enforce the above stated rules and regulations. The students shall conduct themselves on the bus as they would in a classroom, except that reasonable visiting and conversation are permissible.

Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any student.

T. When it becomes necessary to refuse a student transportation due to misconduct, the principal shall notify the parents of such refusal with a full explanation for this action. The bus driver then shall not permit the student to board the school bus at his home until the duration of the suspension is completed and the parents have given assurance of future good conduct on the part of the student. When a student is suspended from one Southeastern school bus, that student is suspended from all Southeastern bus transportation.

### **General Guidelines for Administering Student Bus Discipline**

Bus drivers will submit Bus Conduct Reports to the principal when a discipline infraction occurs. The consequences for Bus Conduct Reports are as follows:

1<sup>st</sup> Bus Conduct Report- a warning will be issued by the principal.

2<sup>nd</sup> Bus Conduct Report- the student will have his/her riding privileges suspended for three days.

3<sup>rd</sup> Bus Conduct Report- the student will have his/her riding privileges suspended for ten days.

4<sup>th</sup> Bus Conduct Report- Additional Bus Conduct Reports will result in no less than a ten day bus riding suspension and a possible permanent suspension of bus riding privileges for the remainder of that school year.

These are general guidelines and may not necessarily be followed in order if the discipline infraction is of a serious nature.

**FIGHT SONG**

On Southeastern

On Southeastern

We want you to see  
that we are supporting you  
a victory it must be.

Rah! Rah! Rah!

On Southeastern

On Southeastern

Fight you Panthers true

Fight Panthers, Fight, Fight, Fight

We're all for You.