

McPherson Middle School



Student Handbook 2025-2026

Table of Contents

From the Principal	3	Make-Up Work	16
School Directory Information	3	Admittance to Class After an Absence	16
Foreword	3	Phone Call/Note Policy	17
Mission Statements	3	Miscellaneous Excused Absence	17
Equal Education Opportunity	4		
Student Rights and Responsibilities	4	<u>Section V: Discipline Code</u>	
Student Well-Being	4	Expected Behaviors	17
Injury and Illness	4	General Regulations	20
Final Forms	4	Electronic Devices/Distractions	21
		Dress Code	22
<u>Section I: General Information</u>		Care of Property	22
Enrolling in the School	5	Code of Conduct	22
Scheduling and Assignment	5	Tobacco, Drugs, and Alcohol	23
Transfer Out of the District	5	Trafficking in Drugs	24
Withdrawal from School	5	Self-Referral	24
Immunizations	5	Drug Testing Policy	24
Control of Casual Contact Communicable Diseases and Pests	5	Harassment, Intimidation, Hazing, Bullying and Cyberbullying	28
Control of Non-Casual Comm. Diseases	5	Posturing	30
Individuals with Disabilities	6	Criminal Acts	30
Ohio School Medicaid Program	6	Search and Seizure	31
Student Fees, Fines and Charges	6	Cheating	31
Meal Service	7	Public Displays of Affection	31
Safety Drills	7	Use of Profanity	31
Emergency Closing and Delay	7	Discipline	31
Visiting the School	7	Denial of Privileges	32
Chain of Command	8	Due Process	32
Learning Resource Center (LRC)	8	Discipline of Students with Disabilities	33
Use of School Equipment and Facilities	8	Court Referral	33
Lost and Found	9	Repeated Violations of Directions, Policies, or Rules	33
Student Sales	9	Multiple Offenses 5, 10, 15	33
Advertising Outside Activities	9		
Change of Custody	9	<u>Section VI: Transportation</u>	
Change of Address/Phone Number	9	Bus Transportation	33
Security Recordings	9		
Artificial Intelligence (AI)	9	<u>Section VII: Student Services</u>	
		School Counselor	34
<u>Section II: Academics</u>		School Psychologist	34
Grading/Reassessment Policy	10	Sick Room/First Aid	34
Grading Policy/Honor Rolls/Scholarship	10	School Nurse	34
Course Offerings	11	Taking Medications	34
College Credit Plus	12	Locks and Lockers	34
Textbooks	12	School Records	35
Homework	12	Student Intervention and assistance	35
Homework Rationale	12	LRC Research Help	36
ProgressBook and Grade Reporting	13	Handbook Acknowledgement Form	37
Promotion/Retention	13		
<u>Section III: Student Activities</u>			
Eligibility	13		
Co-Curricular/Extracurricular Activities	13		
Performance, Game, and Contest Conflict	14		
Attendance on Day of Contest	14		
Non-School Sponsored Clubs & Activities	14		
<u>Section IV: Attendance</u>			
Attendance	14		
Tardy Policy	15		
Excused Absence	15		
Advanced Request for Absence Policy	16		
Unexcused Absence	16		
Excessive Absenteeism	16		
Leaving School Grounds	16		
Early Release	16		

From the Principal

The staff of McPherson Middle School is excited to welcome you as you begin the 2025-2026 school year.

Your success at McPherson Middle School depends on your willingness to accept responsibility for your own education. Your teachers and the support staff will assist you in being successful, but it all begins with you. Throughout each of your classes, and during the school year in general, you will be called upon to demonstrate how you have been successful as a student.

Middle school also brings additional opportunities to participate in activities outside of the classroom and the regular school day. We encourage every student to participate in any or all of the athletic, academic, music, and service groups that are available at McPherson Middle School. Participation in these activities is a key element to your maturity as a young adult. These groups and organizations provide additional opportunities for students to demonstrate leadership, sportsmanship, teamwork and personal skills.

As a student, your role is to become involved with the total school program. Challenge your mind by selecting and working hard at your classes. Challenge your spirit by supporting the student activity program, as a participant or spectator. Challenge yourself to do your best for your future.

Ryan Fretz, Principal

School Directory Information

McPherson Middle School
4230 Limerick Road
Clyde, OH 43410
Telephone: (419) 547-9150
Fax: (419) 547-9173
Office Hours: 7:05 AM - 3:05 PM

Mr. Ryan Fretz, Principal
Mrs. Jennifer Chandler, Assistant Principal
Miss Savannah Long, School Counselor
Mr. Joe Scheid, Athletic Director

Clyde-Green Springs Schools Board of Education Office
106 S. Main Street
Clyde, OH 43410
Telephone: (419) 547-0588
Fax: (419) 547-8644
Office Hours: 8:00 AM - 4:00 PM

Mr. Lucas Messer, Superintendent
Mr. Joe Letterhos, Assistant Superintendent
Mr. Tom Jeffery, Treasurer
Mrs. Dana Willey, School Psychologist
Mrs. Kendal Hossler, Director of Special Education

Foreword

This student/parent handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take the time to become familiar with the following information and keep the book available for you and your parents to 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 principal or school counselor.

Clyde-Green Springs Board of Education Mission Statement

We, the Clyde-Green Springs Board of Education, feel a strong commitment to the education of all students. A high priority is the development of each child to his/her full potential, intellectually, physically, socially, and emotionally. Our mission is to provide quality education in an atmosphere conducive to learning so that each student becomes an independent learner and an asset to the community.

To achieve this mission, the Clyde-Green Springs Board of Education commits itself to the following tasks:

1. To emphasize the belief that all students can and will master the basic skills.
2. To make learning the chief priority for all staff members and students.
3. To expect staff members and students to work to their highest potential.
4. To provide an orderly and purposeful atmosphere, which will insure an opportunity for optimum learning?
5. To actively encourage parents to become more involved in their children's education.
6. To closely monitor student progress and to use such information to improve teaching and learning.

Mission Statement, Approved May 1988

McPherson Middle School Mission Statement

McPherson Middle School exists to utilize family, school, and community resources to nurture and educate adolescents, providing them with equal opportunities for meeting the demands and challenges of their futures. *(Approved 1996-97)*

Equal Education 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, Mr. Lucas Messer, Superintendent, 419- 547- 0588.

The complaint will be investigated and a response, in writing, will be given to the concerned person. 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.

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 their 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 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 their educational goals.

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

Student Well-Being

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, they must notify any staff person immediately.

State law requires that all students must have an emergency medical card 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 office. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. No medication or medical treatments are to take place in school without the knowledge of the school office. Students may be considered in violation of the school drug policy if this procedure is not followed.

Injury and Illness

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

Students who become ill during the school day may be dismissed from school only by the office. A parent or guardian must be contacted, by office personnel, and suitable transportation arrangements made. Anyone picking up an ill student at school must come into the office and sign the student out. No student will be released to a person other than the parent or guardian, unless that person's name appears on the emergency medical authorization or is otherwise on file in the school office.

Final Forms

Students will be required to have all emergency contact information filled out and up to date on Final Forms. Final Forms must be completed and submitted electronically at the beginning of the school year. Failure to complete and have this information on file may result in a student being excluded from attendance until such time as the card is on file. Students who are excluded may be considered truant and are subject to disciplinary action.

Section 3313.712 of the Ohio Revised Code pursuant to Am. H.B. 1175 states: Annually, the board of education of each city, exempted village, local, and joint vocational school district shall, before the first day of October, provide to the parent of every pupil enrolled in schools under the board's jurisdiction an emergency medical authorization form that is an identical copy of the form contained in division (B) of this section. Thereafter, the board shall, within 30 days after the entry of any pupil into a public school in this state for the first time, provide his parent, either as part of any registration form which is in use in the district or as a separate form, an identical copy of the form contained in (B).

When the form is returned to the school with PART I or PART II completed, the school shall keep the form on file and shall send the form to any school of a city, exempted village, local, or joint vocational school district to which the pupil is transferred. Upon request of the parent, authorities of the school in which the pupil is enrolled may permit the parent to make changes in a previously filed form or to file a new form. If a parent does not wish to give such written permission, he shall indicate in the proper place on the form the procedure he wishes school authorities to follow in the event of a medical emergency involving his child. Even if a parent gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires medical treatment while under school authority or while engaged in an extracurricular activity authorized by the appropriate school authorities, the authorities of the school in which the pupil is enrolled shall make reasonable attempts to contact the parent before treatment is given. The school shall present the pupil's medical authorization form or copy thereof to the hospital or practitioner rendering treatment. Nothing in this section shall be construed to impose liability on any school official or school employee who, in good faith, attempts to comply with this section.

Section 3321.01 as used in this chapter, "Parent," "Guardian," or "Other Person Having Charge or Care of a Child" means parent as defined in Section 3313.64 of the Revised Code.

Section I: General Information

Enrolling in the School

Students are expected to enroll in the attendance district where their parent or legal guardian resides. Students new to McPherson Middle School are required to enroll with their parents or legal guardian. When enrolling, the parent/guardian needs to bring: an official birth certificate (hospital/baptism certificates are not acceptable)

- court papers detailing parental rights, responsibilities, or custody (must be the final copy with judge's signature and/or court stamp)
- proof of residency
- proof of immunizations
- the student's social security card

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The secretary will assist in obtaining this information if it is not presented upon enrollment.

Scheduling and Assignment

Schedules are provided to students at the beginning of the year or upon enrollment. Students are assigned to classes based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor or the principal. It is important to note that some courses may be denied because of available space or the need to take a prerequisite. Students are expected to follow their schedule, any variation should be approved with a schedule change. It is important to note that some schedule changes may require the permission of the principal, the teachers involved, the parent, or the school counselor. A student's daily schedule may be rearranged within their teachers for short or longer periods of time.

Transfer Out of the District

If a student plans to transfer from McPherson Middle School, the parent must notify the school. School records will be transferred to the new district if all obligations, including fees and fines, have been met.

Withdrawal from School

State law requires all students under the age of 18 to attend school. No student will be permitted to withdraw for the purpose of dropping out without the permission of the principal.

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 with a set deadline. This is for the safety of all students and in accordance with state law. Any questions regarding immunizations should be directed to the school nurse.

Pursuant to the Ohio Revised Code, all students entering the seventh grade must have received a Tdap immunization. Students who have not yet received this shot will be excluded from attendance until such time as they show proof of immunization.

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, ringworm, pinkeye, mumps, measles, rubella, and other conditions indicated by local and state health departments.

Control of Non-Casual Contact Communicable Diseases

In the case of non-contact, communicable diseases, the school still has the obligation to protect the safety of the students and staff. In these cases, the person in question will have their status reviewed by 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 definitive evidence to warrant exclusion.

Non-casual communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, 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 Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA) 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 Clyde-Green Springs School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Act.

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 procedures or programs, a parent should contact the school counselor.

Parents who believe their child may have a disability that substantially limits major life activities of their child, should contact the Director of Special Education at 547-0588.

Ohio School Medicaid Program

The Medicaid Program now allows Ohio School Districts, including Clyde-Green Springs Schools, to receive Medicaid funding for eligible services provided to students with disabilities. The services covered include: occupational and physical therapy, speech/language therapy, audiology, nursing, school psychology, and counselor and social work services. This program is known as the Ohio Medicaid School Program (OMSP) and Clyde-Green Springs Schools is a designated healthcare provider under this program.

If a student is covered by Medicaid health insurance through Ohio Healthy Start, the Medicaid Assistance Program, Healthy Families, or the WIC Program, this notice applies. No action, however, is required on the family's part, and Medicaid insurance benefits are not reduced or affected by this program (per Ohio Administrative Code 5101:3-34-01.2).

Under Federal Education law, the following information must be shared:

1. In order to be paid for the services we provide, we must send the Ohio Medicaid Agency the following information: The student's name, Medicaid number, and birth date, service code (numerical code that identifies the service(s) provided, and service time spent with the student (number of minutes)
2. We need parent/guardian permission to send this information to the Ohio Medicaid agency. If the "One-Time Parent Consent" form has been signed, no further action is needed.

Please be assured that Medicaid benefits and limits are NOT reduced or affected in any way by the Ohio School Medicaid Program. Consent for Clyde-Green Springs Schools to obtain payment for Medicaid services provided to the student is voluntary and can be discontinued at any time. If a parent/guardian withdraws consent, the district is still obligated to provide the services authorized by his/her Individualized Education Program (IEP).

If you have questions about this information, or do not want the district to bill the Medicaid program for services, please contact the Director of Special Education at (419) 547-0588.

Student Fees, Fines and Charges

McPherson Middle School charges specific fees for various courses and activities. Such fees or charges are determined by the cost of materials, freight/handling fees and add-on fees for loss or damage to school property. The school and staff do not make a profit. Failure to pay fines or fees may result in the withholding of grades.

Fees may be waived or a payment schedule established in situations where there is financial hardship. Contact the MMS Office for more information on these issues.

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 damage.

General school fees are \$14.00 for all students.

Computer Applications - \$5.00

Art - \$7.00

Band - \$9 (6th-7th), \$19.00 (8th)

Digital Literacy - \$5.00

Introduction to Business - \$5.00

Technology Fee - \$50.00

Meal Service

Students are expected to conduct themselves as ladies and gentlemen during their lunch period and going to and from the cafeteria. All food and drink must be consumed in the cafeteria. Besides the school rules and regulations, there are also lunch room rules by which all students are expected to abide.

1. All students are required to go to the cafeteria and shall remain in the cafeteria. Students are to clear the main part of the building promptly, do not loiter or wait for friends in the hallways or the restrooms. Permission to go to the restroom, office, or counselor should be obtained from the cafeteria monitors.
2. Students are to follow the directions of the cafeteria monitors. Students are not to cut in line, borrow money, leave trays, trash, or other mess in the cafeteria. Students must remain in the first seat chosen and should not be out of their seats except to purchase food and clean their area. If you do not wish to eat, remain seated in the cafeteria.
3. After lunch, students will be dismissed from the cafeteria by the cafeteria monitors, to return to class.
4. Students are not permitted to charge lunches.
5. Delivery of food to school must be pre-approved by a building administrator.

Every student will receive information regarding free and reduced lunches at the beginning of the school year. Completed applications should be returned to the middle school office and will be forwarded to the food services office for approval. If a student was on free and reduced lunches the previous school year, they may continue to receive them pending approval of their new applications.

Safety 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 tornado season using the procedures provided by the state.

School security drills will be held periodically throughout the year. These may be done in coordination with local law enforcement agencies.

Emergency Closing and Delay

If the school must be closed or the opening of school delayed because of inclement weather or other conditions, the school will use the SchoolMessenger system and notify the local radio and television stations. Parents and students are responsible for knowing about emergency closings and delays. Please do not call the school office for this information, as school phones are needed to make contact with staff members and emergency officials.

Visiting the School

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. All visitors to the building must have a visitor badge. Visitors in the building without the principal's permission will be directed to the office. If a person wishes to confer with a member of the staff, they should **call for an appointment** prior to coming to the school, in order to prevent any inconvenience.

McPherson Middle School discourages visits from friends or relatives of students who are students in another school. No student may bring any visitor to school without the prior permission of the principal.

Chain of Command

MMS Student Problem Reporting Flowchart

General Chain of Command

McPherson Middle School has an established chain of command for addressing questions and concerns that may arise during the school year. By following this process, we can ensure that the situation will be addressed with those closest to the issue(s).

Extracurricular Concerns: Coach/Advisor → Athletic Director (if applicable) → Principal → Superintendent

Classroom Concerns: Teacher → Counselor → Principal → Superintendent

Discipline Concerns: Teacher (if applicable) → Assistant Principal → Principal → Superintendent



Where did the problem occur?		What type of problem is it?	
<i>Location</i>	<i>Report To</i>	<i>Type of problem</i>	<i>Report To</i>
Classroom	Teacher, Counselor if applicable	Academic	Teacher, Counselor if applicable
Cafeteria	Lunch Monitor	Personal issue, schedule, grief, conflict with friends or other students (hurt feelings, drama, etc.)	Counselor
Bus	Bus Driver		
Athletic Event/ Practice	Coach	Discipline issue (physical aggression, repeated bullying, tobacco, drugs, alcohol, weapons, etc.)	Assistant Principal/Principal
Social Media	Police	Building issue	Principal
Other	Nearest Adult	Athletics	Athletic Director

Learning Resource Center (LRC)

Students are strongly encouraged to use the facilities and services of the LRC. Familiarity with the LRC's arrangement, collection and regulations often result in better grades and greater satisfaction from both the required and recreational reading. The librarian is always available to help you. Do not hesitate to ask for assistance when necessary. Please see pg. 29 for more information about research sites available to students.

While in the LRC, students are expected to respect the following regulations.

1. Work quietly at all times.
2. Books are to be checked out at the circulation desk.
3. Return the book promptly.
4. Inappropriate behavior may result in disciplinary action and/or loss of LRC privileges.

Use of School Equipment and Facilities

Students must receive permission from 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 are allowed to use.

Lost and Found

A lost and found area is available for lost items. Students who have lost items may check there and retrieve those items if they can give a proper description. Unclaimed items may be given to charity or disposed of at the end of the year.

Student Sales

No student is permitted to sell any item or service in school or on school property or transportation without the approval of the principal. Violation of this rule may lead to disciplinary action.

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 insure the principal has the opportunity to review the announcement or posting.

Change of Custody

Occasionally, a change of custody takes place for a student during the school year. Parents or guardians must provide the school office with a final copy of the custody papers (including the judge's signature and/or court stamp), even if it does not result in a change of residence or school attendance.

Change of Address/Phone Number

Sometimes during the school year a student moves or changes telephone numbers. Please keep the office informed of these changes so we may contact you in the event of an emergency.

Security Recordings

The Board authorizes the use of video surveillance cameras on District property for the security, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Unless access is otherwise permitted or required by state or federal law, only the members of the Board, the District Superintendent, the District Technology Coordinator, District administrators, and staff, as determined by the District Superintendent, shall have authorization to access and view the District's video surveillance footage. The complete policy governing use of video surveillance can be found in Board Policy 9.34, which is available on our website.

Artificial Intelligence

At McPherson Middle School, we are committed to embracing artificial intelligence (AI) as a supportive tool to enhance teaching and learning. AI will be used to support, supplement, and expand student learning, not to replace students' ability to demonstrate understanding.

We believe in fostering human intelligence, promoting academic honesty, and preparing students to be responsible users of AI. Throughout middle school, students will gradually develop the skills and judgment needed to independently apply AI appropriately in academic settings.

Our approach to AI will continue to evolve to reflect the rapidly changing landscape of technology, while remaining aligned with our district's mission and values.

For more information on our district's AI Usage Policy and AI Usage Chart please see our district's [Technology User Handbook](#).

Section II: Academics

Grading/Reassessment Policy

McPherson Middle School is committed to teaching for mastery and long-term retention. Our grading policy is designed to reflect what students know and can do, based on evidence of learning over time—not just a total of points. At least 60% of a student's grade comes from assessments that show individual understanding of academic standards. The remaining 40% is based on homework and in-class work, which supports the practice of slow, small and daily skill-building aimed at achieving progress over perfection. Teachers use both formative and summative data to guide instruction, provide support, and offer reassessment opportunities when appropriate. Students should always ask their teacher if they have questions about how their grade is determined.

- Grades will be constructed in ProgressBook using a weighted scale.
 - At least 60% of a student's grade must come from assessment items. *These assessments can be tests, quizzes, labs, and/or projects that: assess a standard and show an individual student's understanding/mastery of the standard.*
 - Up to 40% of a student's grade may come from homework and/or in-class assignments. (ALEKS, Quill, Study Island, book reports, etc.)
- All students will have the right to reassess any assessment one time as long as:
 - All homework/classwork is turned in that covers that particular standard.
 - The student has completed remediation work to prove they are ready to reassess.
 - Reassessments should be a different assessment than originally taken by the student.
- Any assignment that is not turned in at the time it is due will be marked "Missing" in ProgressBook and will be equivalent to ZERO until it is completed.
 - 10% of the points will automatically be deducted for every day the assignment is missing.
 - After 5 days, the assignment will remain a zero unless the teacher decides to accept the assignment as late work. The teacher then will determine the amount of points the student will receive based on how late the assignment is and the quality of the assignment.
- Students who are failing 2 or more classes (core/exploratory) either for the trimester or the year may lose the privileges of participating in school activities such as but not limited to reward days, assemblies and field trips.

Grading Scale/Honor Rolls/Scholarship Awards

1. Grades and Definitions

A	93-100	Superior, excellent subject mastery
A-	90-92	
B+	87-89	Above average subject mastery
B	83-86	
B-	80-82	
C+	77-79	Average subject mastery
C	73-76	
C-	70-72	
D+	67-69	Below average subject mastery
D	63-66	
D-	60-62	
F	0-59	Failure to master subject matter

Additional Grades Used

P	Passing, given only with prior building principal approval.
I	Incomplete School work
M	Medical Excuse
W	Withdrawn from class

Student Conduct

1	Acceptable Conduct
2	Conduct Needs Improvement
3	Unacceptable Conduct

2. GPA Calculation (Standard Points)- To calculate GPA, assign a point value for each course and divide by the number of courses.

A	4.00	C+	2.33	D+	1.33
A-	3.67	C	2.00	D	1.00
B+	3.33	C-	1.67	D-	0.67
B	3.00			F	0.00
B-	2.67				

3. Honor Rolls

High Honor Roll: 3.67 to 4.00 GPA, All A or A-, No grade below an A-, or I, M, P, S, U, or W

Honor Roll: 2.67 to 3.99 GPA, No D+, D, D- or F or I, M, P, S, U, or W

Honor Roll Scholarship Awards are given to students who are on the honor rolls for the first two grading periods.

4. Final Grade Determination

At McPherson Middle School, each trimester grade is worth one third of the final grade for classes that meet all year. The final average of all three trimesters must be a 60% or higher to pass the class. In order to pass a grade level, a student must have passing grades in at least 3 of the 4 core academic areas (Language Arts, Science, Math, and Social Studies).

5. Special Education Grading Policy

Self-Contained Special Education Classes - Grading Criteria for these classes shall be:

1. Individual Ability
2. Individual Achievement
3. Individual Effort
4. Cooperation
5. Participation

In assigning grades, the special education teacher shall use letters (A, B, C, D, F, P, I, M, W) and other symbols (+,-)

Inclusion Classes - Special education students will be placed in a regular class when there is a reasonable expectation of success or when the regular class experience is expected to be of benefit to the student. If, in a regular classroom, a special education student is meeting continued failure and frustration, consideration will be given to his/her withdrawal. Such action will be done only in accordance with this District's Special Education Procedure Guide. The following criteria will be used to grade special education students in Inclusion situations.

1. If the student passes the Inclusion class they will receive the grade earned.
2. If the student's achievement is not sufficient to pass the class on the regular grading scale, they will receive a "P" or an "F" only upon collaboration of the regular classroom teacher, special education teacher, and the building principal. Individual ability, individual achievement, individual effort, cooperation, and participation will be determining factors in assigning the "P" or "F".

Special Education Tutoring - Since tutoring services are supplemental instruction, special education tutors do not assign grades. However, because the tutored student has been identified as needing special education services, it may be determined that some variance from the regular grading policy is necessary. These students will be assigned grades the same as listed in Inclusion Classes above.

6. Other: All classes count on GPA and Honor Roll Calculation.

7. Scholarship Award: A scholarship awards program is held at the end of each year. In order for students to receive the scholarship award they must have achieved honor roll status for each of the first two grading periods.

Course Offerings

Sixth Grade

Language Arts
Math 6
Science
World Studies
Art
Digital Literacy
General Music
Health
Physical Education
Band
Choir
Career Connections
STEAM
VOAG

Seventh Grade

Language Arts
Math 7 or Pre-Algebra
Science
World Studies
Art
Computer Applications
General Music
Health
Physical Education
Band
Choir
Career Connections
STEAM
VOAG

Eighth Grade

Language Arts
Math 8 or Algebra I
Science
American Studies
Art
Introduction to Business
General Music
Health
Physical Education
Band
Choir
Career Connections
STEAM
VOAG
Social Media Marketing
Computer Foundations

College Credit Plus

Students may take advantage of the College Credit Plus Program. This program is designed to allow students to take college courses while still in 7th and 8th grade to earn high school and/or college credit. Using the appropriate option, it is possible for students to receive this credit without cost. Please note that MMS students will still be required to complete the normal course offerings. Participation in College Credit Plus will occur outside the regular school day.

There are a number of advantages and consequences in the program as well as a number of restrictions and requirements. For a complete explanation, contact the school counselor.

Textbooks

All textbooks belong to the Clyde-Green Springs Board of Education. They are purchased from public tax funds and are only loaned to pupils. Students must sign a book list for each textbook loaned to them. All textbooks must be returned in good condition. If a textbook is missing, students should check the lost and found. If a book is lost, misplaced or stolen, it is the responsibility of the student to whom it was issued and must be paid for by that student. Another textbook will be issued when the student pays for the original book.

Homework

Students in middle school do more advanced work than in elementary school and therefore should plan to do some work at home. Assignments are given far enough in advance and will be carefully reviewed by the teaching staff, so as to give students ample time to plan and complete their assignments.

On an average day, students should plan to spend one to one and a half hours of study outside of the regular classroom work. Students who regularly complete their homework earn higher grades. Those who do not complete assignments, risk lower grades, failure, and/or disciplinary action.

McPherson Middle School students are expected to record homework and assignments daily. Students could use a variety of resources to do this, such as Google calendar, task list, or an assignment book/planner. Parents are encouraged to ask to see these assignment logs on a regular basis.

Teachers have developed a policy and procedure for students who do not complete or turn in assignments. If a student continues to violate these policies and procedures, in spite of intervention attempts by the teachers, they may be referred to the office. Students referred to the office may be considered to be insubordinate and may face appropriate disciplinary action. Disciplinary action may include but is not limited to: lunch detention with the teacher, assigned to Study Table, assigned to after school detention, assignment to Friday Night School, assignment to In School Restriction, or Out of School Suspension.

Homework Rationale

Homework should:

1. provide students with opportunities to demonstrate, reinforce and extend learned skills without direct teacher support.
2. provide students with opportunities to assume responsibility and establish strong work habits.
3. provide opportunities for self-directed study that will encourage students to become independent learners.

Teachers will provide accommodations responsive to individual student needs as appropriate. It is the responsibility of the student to inform the teacher when there is a lack of understanding so that the teacher can provide more instruction.

ProgressBook and Grade Reporting

Homework will be posted in ProgressBook. Parents are encouraged to use this website to check on student assignments or to get assignments when a student is absent from school. Teachers often place advanced notice of tests, quizzes, projects, or needed materials for school here as well.

Grade cards are issued every twelve weeks. Grade cards will be issued during the week following the end of the grading period. Contact the school office if your child does not bring home a grade card. At the midpoint of the grading period, an alert will be sent to parents as a reminder to check grades on ProgressBook. If a parent would like to request a printed copy, please contact the office at that time.

Promotion/Retention

Middle school students who make satisfactory progress in at least three of their four academic subjects (Language Arts, Math, Science, Social Studies) may be promoted to the next grade level.

Students who do not make satisfactory progress in at least three of the four academic subjects have failed the year. In order to pass a class, a student must have a passing grade when all 3 trimesters are averaged together. This student will be considered for the following options.

1. Retention in the current grade level
2. Placement in the next grade level, despite unsatisfactory progress

Section III: Student Activities

Eligibility

A student shall be deemed eligible to represent McPherson Middle School in an athletic or non-athletic extracurricular activity if the student meets the following specific requirements.

1. In the judgment of the principal, the student is representative of the school's ideals in matters of conduct and sportsmanship.
2. In order for a student to be eligible to participate in athletics or other extra curricular activities each grading period, a student has to achieve a 1.50 GPA or greater in the preceding grading period and pass a minimum of 5 classes (**per OHSA rule**). Fall eligibility for eighth grade students will be determined by the 3rd trimester grades from the previous year. The 3rd trimester grades for outgoing eighth graders will determine their eligibility for fall sports as they enter ninth grade.

Student/athletes are expected to maintain a high standard of conduct at all times. This is especially true in the classroom. Any student receiving discipline in the classroom could receive consequences toward their eligibility.

3. At least one-half day of school attendance is necessary before a student may participate in any activity or practice that day.
4. When a student enters the 7th grade for the first time, the student shall be eligible for a period not to exceed four semesters taken in order of attendance, whether the student participates or not.

A student's participation and eligibility on any McPherson Middle School athletic team or other McPherson Middle School extracurricular activity is a privilege and not a right. Students may be denied participation or eligibility for their actions or activities beyond the student day or school year, as well as during the student day or school year. A student participating on a McPherson Middle School athletic team or other extra-curricular activity as a representative of the school district must always conduct his/herself in a manner that does not reflect negatively upon the school district. Therefore, a student shall never be involved in the use of alcohol, drugs, or similar stimulants, nor should a student be involved in criminal, assaultive or dangerous behavior. The administration of the school district shall be the sole arbitrator of what actions or activities of the student reflect negatively upon the school district.

All school rules are in effect during any school sponsored activity, home or away.

Co-Curricular/Extracurricular Activities

The following co-curricular activities are offered at McPherson Middle School: Choir and Band. The following extracurriculars are offered: Yearbook, Jazz Band, Student Council, Academic Challenge, Drama Club, Music Solo and Ensemble, Game Club, Science Club, ASL Club, Baking Club, Power of the Pen and interscholastic athletics. Any student who participates in an extracurricular activity must sign a drug policy Informed Consent Agreement.

A program of interscholastic athletics, under the rules and regulations of McPherson Middle School and the Ohio High School Athletic Association is offered for students. Students may participate in the following:

- Boys - Cross Country, Football, Cheerleading, Basketball, Wrestling, Track
- Girls - Cross Country, Volleyball, Cheerleading, Basketball, Wrestling, Track

To be eligible to participate in athletics a student must do the following:

1. Complete and return a physical examination card.
2. Read and complete a player contract form.
3. Pay a participation fee that is required for each sport and includes a charge for insurance.
4. Meet the eligibility requirements.
5. Sign a drug policy Informed Consent Agreement.

In addition, students may be asked to volunteer their assistance in maintaining a courteous and smooth running school. Students who volunteer to be office helpers, student librarians, peer tutors, and the like, practice an important principle, that of service to others. To be eligible to participate in any of these activities or volunteer roles a student must meet the academic eligibility requirements.

Performance, Game and Contest Conflict

When a student who participates in more than one school activity encounters a conflict in the scheduling of school events, which is beyond the control of the student, the following procedures will be used.

1. The athletic director, advisor, or coach of the conflicting activities shall meet and attempt to reach a mutually agreed upon decision regarding the student's participation. The student will not be penalized in the activity they miss.
2. If the director, advisor, or coach of the conflicting activities cannot reach a mutually agreeable decision, the principal will make a determination based on the level of performance listed below.
 - A. State (Highest Priority)
 - B. District/Regional
 - C. Sectional
 - D. Conference
 - E. Combined Performances (relays, music festival)
 - F. Regularly schedule performance
 - G. Practice or rehearsal (Lowest priority)

The decision of the principal will not subject a student to penalty in the activity missed.

3. Should the student and/or the parent choose to ignore the principal's decision, based on the level of performance, and participates in an activity of lower priority, that student will be subject to the disciplinary action from the director, advisor, or coach of the activity of higher priority according to the stated guidelines or policies for that activity.
4. Students who fail to participate in a scheduled activity due to their personal scheduling difficulties will also be subject to disciplinary action based on that activity's stated rules or policies.

Attendance on Day of Contest or School Event

School policy demands that a student must be at school before 11:00 am or until 11:00 am to participate in practices, contests or events scheduled for that day or night. If the absence occurs on a Friday, school policy will apply to contests and practices scheduled for the weekend. Exceptions can only be made with the approval of the principal.

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 the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide an equal opportunity to participate. No non-district sponsored organization may use the name of the school or school logo.

Section IV: Attendance Policy

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence which may include but is not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and referral for truancy if applicable.

Definition of Truancy and Excessive Absences

2. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one month without a legitimate excuse;
 - c. Absent 72 or more hours in one year without a legitimate excuse.
3. Includes 'excessive absences':
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

When a student is excessively absent from school the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

Districts will take several steps to engage the student and family before filing a complaint with juvenile court (including parental notification, an absence intervention team and an absence intervention plan detailed below):

1. A complaint cannot be filed until 61 days after failed implementation of an absence intervention plan or unless; or
2. If a child has been absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours in a month during the implementation of an absence intervention plan.

Tardy Policy

Students should plan to arrive at school no later than 7:25 AM. Students are expected to be in their first period class prior to the bell at 7:30 AM. Habitual tardiness can lead to poor attendance patterns and disciplinary action. Students arriving to their first period class after 7:30 AM are tardy to school and must come to the office to sign in. Students arriving after the 7:30 bell and before 9:00 will receive a tardy for that day. On a school day with a 2-hour delay, students arriving after 10:00a.m. will no longer be considered tardy. At 3 tardies, the student will receive a warning. Tardies 4-8 will result in detentions. Tardies after 9, students will receive an ISR. Since MMS is on trimesters, student tardiness will start back at zero after the Winter Break, however all consequences for tardies are subject to change based on administrative decisions. In order for a tardy to be excused, the student must have a note from their parent or guardian with an acceptable reason for the tardiness (up to 3 tardies) or they must have a note from a doctor or dentist. Such a note must be submitted no later than 8:00 AM the next day following the absence.

Excused Absence

It is the responsibility of the parent or guardian to contact the school office when their student will be absent. A parent or guardian must call the school office prior to 8:30 AM on each day of an absence. The school office opens at 7:05 AM. Messages can be left on the school answering machine.

Students **may not** call themselves in sick. In addition to the phone contact, students must bring in a note signed by their parent/guardian the day they return to school. The note should list the dates and reason the student was absent. If a student has been seen by a physician or a dentist, they should bring a note from the doctor's office within one week of the absence for the absence to be counted as excused.

The Ohio Revised Code mandates that schools make contact with the parent or guardian of children absent from school. If the school does not receive a phone call on the morning of a student's absence, we will call the parent/guardian at home or at work.

When the student knows that they will be absent from school, they should obtain an Advance Request for Absence and Assignments form from the office.

The Ohio Revised Code lists the following as the only legal excuses for absence from school:

1. Personal illness: the school may require a certificate from a physician upon return to school.
2. Illness in the family.
3. Quarantine in the home: absences arising from this condition are limited to three (3) days, unless reasonable cause is shown by the parent/guardian as recommended by health officials.
4. Death of a relative: absences arising from this condition are limited to three (3) days, unless the parent/guardian can show reasonable cause for a longer period.
5. Observance of a religious holiday: a student may be excused for observance of religious holiday consistent with his/her creed.
6. Any other reason approved by the school **prior** to the absence.

Advanced Request for Absence Policy

Miscellaneous Excused Absences

Students should obtain an Advanced Request for Assignments form for the following: out-of-town vacations, business trips, hunting trips, to attend athletic events in which Clyde High School is participating, college visits, educational field trips, or any other absence which they know about in advance.

Family Vacations

Students may be excused for family-oriented vacations, not to exceed five days per school year, if the absences are within the first 65 hours of absence for the school year. Such an absence requires a written note from a parent/guardian **AT LEAST FIVE DAYS PRIOR** to the absence if you would like assignments beforehand. The following absences will be considered unexcused:

- Days past the first 65 hours of absence for the school year
- Days in excess of the five allowable days

Unexcused Absence

Unexcused absences are those not approved by the school or the state code. Unexcused absences usually consist of but are not limited to: truancy, cutting class, oversleeping, out of school suspension, missing a ride, shopping, car trouble, non-medical appointments, babysitting, and jobs. Needed at home **is not** an acceptable excuse for missing school, personal business must be specified to the building principal. Any student absent from school who is considered unexcused or truant shall be subject to disciplinary consequences and possible referral to juvenile court.

Excessive Absenteeism

Students are permitted to miss no more than **65 hours**, excused or unexcused, in a given school year. Any absence beyond the **65 hours** limit for the school year must meet the following criteria in order to be considered excused:

1. Absence is verified with a note from a doctor or dentist upon return to school.
2. The parent/guardian makes a direct contact with the building administrator who will determine if the absence is excused. This contact, by phone or in person, should be made prior to the absence.

Failure to meet either of these criteria will result in the student being considered truant. Truancy may result in one or more of the following consequences: Friday School, In-School Restriction, and/or charges filed in juvenile court against the student and/or parent/guardian.

Students who are considered excessively absent/habitual truant may also lose the privileges of participating in school activities such as but not limited to reward days, assemblies and field trips.

Leaving School Grounds

Students are not to leave school grounds after their arrival without the express permission of the school. Such permission cannot be given after the fact. If it is necessary for a student to leave, they must sign out in the office. Only school personnel may call the parent/guardian to secure permission for a student to leave.

Students who leave school grounds without permission and/or without signing out in the office are subject to disciplinary action and may be considered truant. Students riding a school bus must remain on school grounds after arrival and prior to departure, failure to do so may result in denial of bus privileges as well as disciplinary action.

Early Release

Students may obtain permission to be released from school for doctor's or dentist's appointments by presenting the appointment card in the office or bringing a note from a parent or guardian. This request for release must be presented in the office prior to 7:30 AM.

Parents are encouraged to make every effort to schedule these appointments outside of school hours. Students released, are expected to return to school after their appointment if time allows.

Make-Up Work

When a student is absent from school, it is their responsibility to contact their teachers to get assignments they may have missed. The number of days allowed is determined by the number of days approved as excused absences. Assignments made on the day of an absence should be submitted to the teacher by the end of the school day immediately following the day the student returned to school. A grade of zero may be recorded for all incomplete required class work. Exceptions are made only with the approval of the principal.

Admittance to Class After an Absence

Students must have a note from their parent/guardian in order for the absence to be excused. Students should arrive at school in time to bring the note to the office and still be in their first period class on time. Students will be unexcused until the note is turned into the office.

Phone Call/Note Policy

The Ohio Revised Code requires that contact be made by the school with the parent/guardian whenever a student is absent. If the parent/guardian does not contact the school by telephone or in person by 8:30 AM the morning of the absence, the school will call the parent/guardian at home or at work.

The student should also bring a note from a parent/guardian, which includes the date and reason for the absence. Students should bring a note from the dentist or doctor whenever possible, this note should include the dates the student was unable to attend school, the date the student may return to school and/or the reason for the absence.

Miscellaneous Excused Absence

Absences not covered by other sections of this policy will not be excused unless the parent/guardian contacts the principal in advance of the absence. Parents/guardians are encouraged to contact the school office well in advance with questions regarding whether or not an absence will be excused. By doing so, you will allow the principal time to review the circumstances of the absence and allow the student ample time to complete any assignments if the absence is excused.

Perfect Attendance

Perfect attendance is based on both absence from school, as well as tardies. Time students are not present at school results in a loss of instruction and interaction with teachers and peers. In order to receive the award for perfect attendance, a student must be in school the entire school day.

Section V: Discipline Code

Expected Behaviors

A major component of the educational program at McPherson Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. In general, good common sense, good manners, and respect for property and the rights of others will keep students in good standing at school.

McPherson Middle School emphasizes Positive Behavioral Interventions and Support (PBIS) as a proactive approach to classroom management and discipline. PBIS is a framework that promotes rewarding positive behaviors in the classroom and throughout the school in order to deter negative behaviors. At MMS, we focus on the following four behavior expectations that align to our Focus 3 Flight Plan; Own It, CommUNITY and My Story Counts. We hope to create a positive physical and emotional environment by establishing routines, lessons, and disciplinary strategies that teach students self-control. Staff incorporate social skills lessons into their daily activities and model the qualities they want to develop in their students. As students take more responsibility for their learning and behavior, teachers spend less time correcting misbehavior. Less attention to discipline concerns translates into more time for teaching and learning.

MMS Building Matrix			
	Own It	CommUNITY	My Story Counts
Arrival	<ul style="list-style-type: none"> * Be on time to school and class * Wear clothing that meets the dress code 	<ul style="list-style-type: none"> * Use a #2 voice * Keep hands, feet, and objects to yourself * Stay on the concrete in front of building, leaving space for staff and visitors to enter * Wait for your turn to enter the building * Help keep the door open when coming into the building * Lend a hand if someone needs assistance * Choose your words wisely * Have positive conversations 	<ul style="list-style-type: none"> * Immediately tell staff about any safety issues * Communicate individual correspondence with office staff between 7:45 an 8:00 am * Walk directly to your destination
Hallways	<ul style="list-style-type: none"> * Walk on the right side of the hallway * Walk facing forward and be aware of your surroundings * Use trash cans to dispose of garbage 	<ul style="list-style-type: none"> * Use a #2 voice * Keep hands, feet, and objects to yourself * Help others who drop items * Use please, thank you, and excuse me 	<ul style="list-style-type: none"> * Walk directly to your destination * Maintain the flow of traffic * Pick up after yourself
Pod/Locker	<ul style="list-style-type: none"> * Use only your assigned locker * Store all materials in your locker and shut the door 	<ul style="list-style-type: none"> * Use a #2 voice * Keep hands, feet, and objects to yourself * Take turns accessing your locker * Share space with locker neighbors * Be polite to locker neighbors * Choose your words wisely * Have positive conversations 	<ul style="list-style-type: none"> * Seek help from the nearest teacher when needed * Keep your combination private * Pick up after yourself * Manage your time wisely between classes
Restrooms	<ul style="list-style-type: none"> * Wash your hands * Use trash cans to dispose of garbage * Keep the floors and walls dry and clean * Place restroom pass in designated area 	<ul style="list-style-type: none"> * Use a #1 voice * Be private and allow others to have privacy * One person in the stall at a time * Knock before entering * Keep electronics out of sight * Wait your turn patiently * Flush the toilet 	<ul style="list-style-type: none"> * Tell staff about any issues * Return promptly to your destination when done
Cafeteria	<ul style="list-style-type: none"> * Work together to keep your area clean * Walk at all times * Be cool with your place in line * Stay in the seat that you chose at the beginning of the lunch period * Use restroom passes and return promptly when done 	<ul style="list-style-type: none"> * Use a #2 voice * Keep hands, feet, and objects to yourself * Follow the directions of adults in the lunchroom * Welcome others to your table * Use please, thank you, and excuse me * Take turns washing the table each day * Choose your words wisely * Have positive conversations 	<ul style="list-style-type: none"> * Tell the closest adult about any issues * Allow 4 students at a time in the serving area * Stay seated at your table until dismissed

Dismissal	<ul style="list-style-type: none"> * Take home materials needed for homework * Take home Chromebook to charge * Leave on the appropriate bell * Exit the building promptly 	<ul style="list-style-type: none"> * Use a #2 voice * Keep hands, feet, and objects to yourself * Lend a hand if someone needs assistance * Choose your words wisely * Have positive conversations 	<ul style="list-style-type: none"> * Tell staff about any issues * Walk directly to your destination * 2nd round bus students report to the cafeteria * After School Program students report to your classroom
Bus	<ul style="list-style-type: none"> *Take care of your belongings. *Stay in your assigned seats. *Follow bus safety rules. 	<ul style="list-style-type: none"> *Use a #2 voice. *Follow the driver's directions. *Keep hands, feet, and objects to self. *Use appropriate language. *Use polite, kind words and gestures. 	<ul style="list-style-type: none"> *Report problems to the driver.

MMS Classroom Matrix			
	Own It	CommUNITY	My Story Counts
Arrival	<ul style="list-style-type: none"> * Be on time to class * Have all supplies needed for class * Follow opening directions from teacher 	<ul style="list-style-type: none"> * Use a #2 voice * Keep hands, feet, and objects to yourself * Lend a hand if someone needs assistance or supplies * Choose your words wisely * Have positive conversations * Wait your turn patiently 	<ul style="list-style-type: none"> * Take care of individual concerns prior to the bell (sharpen pencil, use restroom, speak with teacher) * Ask teacher for absent work
Chromebooks	<ul style="list-style-type: none"> * Have charged * Use only for classroom related activities * Supervise and keep in the case at all times 	<ul style="list-style-type: none"> * Use only when and as directed by teacher * Use proper grammar * Do your own work * Use courtesy when emailing others 	<ul style="list-style-type: none"> * Use the LRC help desk to solve problems
Supplies	<ul style="list-style-type: none"> * Store in appropriate location * Use for intended purpose 	<ul style="list-style-type: none"> * Use only when and as directed by teacher * Return borrowed supplies to the owner * Share 	<ul style="list-style-type: none"> * Tell staff about any issues * Pick up after yourself
Teacher Led Instruction and/or Discussion	<ul style="list-style-type: none"> * Follow directions the first time they are given * Complete class activities and assignments 	<ul style="list-style-type: none"> * Use a #0 voice * When called on by the teacher, use a #3 voice * Use eye contact and listen to the speaker * Be open to others answers and opinions * Keep electronics out of site unless directed by the teacher * Wait your turn patiently * Minimize distractions to others around you (movements and noises) * Think before you speak or act 	<ul style="list-style-type: none"> * Raise your hand to participate in discussion and ask questions

Cooperative Work	<ul style="list-style-type: none"> * Be on task * Be an active participant * Follow directions the first time they are given 	<ul style="list-style-type: none"> * Use a #2 voice * Keep hands, feet, and objects to yourself * Be open to others answers and opinions * Keep electronics out of site unless directed by the teacher * Choose your words wisely * Have a positive attitude and conversations 	<ul style="list-style-type: none"> * Discuss questions and issues within the group before asking the teacher
Independent Work	<ul style="list-style-type: none"> * Be on task * Complete your own work * Follow directions the first time they are given 	<ul style="list-style-type: none"> * Use a #0 voice * Keep electronics out of site unless directed by the teacher * Minimize distractions to others around you (movements and noises) * Have a positive attitude 	<ul style="list-style-type: none"> * Raise your hand and wait patiently to ask questions
Dismissal	<ul style="list-style-type: none"> * Follow end of class directions * Write down your assignments * Organize supplies * Wear Chromebook over your shoulder, carry books with 2 hands 	<ul style="list-style-type: none"> * Use a #2 voice * Keep hands, feet, and objects to yourself * Wait for the teacher to dismiss you before packing up * Lend a hand if someone needs assistance or supplies * Return borrowed supplies to the owner * Work together to keep the classroom clean and organized 	<ul style="list-style-type: none"> * Take care of individual concerns before leaving

Each student will be expected to:

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 toward 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.
9. Meet the academic and behavioral expectations of the teachers and school.

General Regulations

1. **Bicycles** - It is necessary that all bicycles and mopeds be properly parked in the bike stands provided. Do not park bikes in other locations. It is strongly urged that a lock be placed on all bikes. No student should be on or near the bike racks during regular school hours.
2. **Candy, Food, Gum** - Students are not permitted to have candy, gum or other food without direct permission.
3. **Open Containers** - Students shall not have open beverage containers in their lockers or in their possession at any time in the building. Students may bring beverages in sealed containers for special class activities. These beverages must be consumed in class under the supervision of a teacher.
4. **Hall Conduct** - Students should not run, shout, or engage in horseplay in the building. Students are to move promptly to their next class in an orderly fashion. There shall be no public displays of affection.

5. **Hall Passes** - Students out of class during class time must have a hall pass from a staff member. A teacher may refuse a hall pass request at any time.
6. **Disruptive Devices** - Students are not permitted to possess or use items such as, but not limited to, cell phones, laser pointers, pagers, water guns, stink bombs, fidget spinners, paintballs, or fireworks. These items are disruptive and/or potentially dangerous. Students are subject to disciplinary action for use or possession of these items.
7. **Gambling** - Students are not permitted to engage in gambling on school property.
8. **Playing Cards and Trading Cards** - Students shall not possess or use playing cards while at school unless as part of an activity supervised by a teacher. Students should not bring trading cards to school at any time.
9. **School Property** - Students are not permitted to sit on tables, desks, or window sills, or to place their feet on chairs. Students will be held responsible for defacing school property.
10. **Fire Alarm Equipment** - The fire alarm equipment in the building is essential for the safety of all students and staff. Unauthorized tampering or setting off of the alarms is a violation of the law and is dangerous to all. Students who tamper with this equipment or set off an alarm in a non-emergency situation are subject to restriction, suspension, recommendation for expulsion, and/or referral to juvenile court.
11. **After School** - Students are not to loiter in the building or on school grounds after school. Students must have the hallways cleared by 2:45 PM. An exception to this would be students involved in activities or athletics and under the direct supervision and authority of a teacher, coach, or advisor.
12. **Borrowing Money** - Students are not permitted to borrow money from other students, teachers, or cafeteria workers. If a student needs money for lunch, a lunch loan program is available in the office.
13. **Parent Cooperation** - The middle school staff strongly believes in working closely with parents/guardians. Parents/guardians generally will be informed when students appear to have difficulty in maintaining proper school behavior. If actions taken by the teachers and the administration along with the help and cooperation of the parents/guardians do not correct the misbehavior, suspension, restriction, expulsion or court action may follow.
14. **Book Bags** - Students may use a bookbag or backpack to carry books and other materials to and from school only. Students are not permitted to have a book bag or backpack in the classroom with the exception of the school-issued Chromebook protective carrying bag. Any book bag, backpack, or duffel bag used to carry books or athletic equipment to and from school must be of a size and style that will fit into a student's locker without jamming the door or lock mechanism. Oversize bags of any style are not permitted.
15. **Skateboards** – Skateboards are not permitted at school.
16. **Office Access** – Students are not to be in the office in the morning until 7:15 AM.
17. **Office Phone Use** – Student use of the office phone is for emergencies only. Forgotten homework, lunch money and forgotten items do not constitute emergencies.
18. **Bus Passes** – Students should bring notes for bus passes to the office first thing in the morning. These notes must include the student name, parent name, destination address and the date.
19. **Personal Property** - The school is not responsible for any damage, loss or theft of personal property that students bring to school.

Electronic Devices/Distractions

Students should not bring distracting items such as, but not limited to, cell phones, smart watches, radios, cameras, laser pointers, other electronic devices, fidget spinners, trading cards, toys, etc. to school without the permission of school personnel. All electronic devices, including cell phones, shall be turned off and kept in a student's locker/backpack or otherwise out of sight during the school day unless otherwise instructed by school personnel. The school day is considered to be 7:25 AM until 2:45 PM. All items that disrupt the educational process will be considered distractions and may be confiscated. Return of the confiscated item will go as follows: first offense, student will receive a warning and the item will remain in the office for the day and the student may pick it up before leaving school, second offense will result in the item being held in the office until a parent/guardian can pick up the item from the office and the student will receive an after school detention, third offense will result in the item being held in the office until a parent/guardian can pick up the item and the student will receive a detention. A fourth offense will result in the item being held in the office until a parent/guardian can pick up the item and the student will receive In-School Restriction.

Dress Code

Personal attire must be in good taste and in keeping with community standards. Hair is to be clean and well groomed. Clothing that tends to draw attention to the individual, clothing that is excessively worn, and clothing that distracts students or otherwise disrupts class is not permitted. Students must be reasonably dressed at all times. The middle school administration shall determine if a student meets this requirement.

Clothing items not permitted to be worn in the building at McPherson Middle School include; hats or other types of head coverings (such as bandanas or hoods), chains other than those worn around the neck, sunglasses, or coats and jackets. Shoes or sandals must be worn at all times. Wallet chains, or other long chains are not permitted. Clothing or accessories that advertises or promotes the use of alcoholic beverages, tobacco or tobacco products, and/or drugs is not permitted. Clothing, which contains pictures, or statements that are obscene, suggestive, even by implication or double meanings, or contain profanity are not permitted. Clothing items or accessories, which are representative of a gang or gang membership, are not permitted. Items intended to be worn as pajamas or underwear (such as boxer shorts) may not be worn as outerwear at school. Costumes are not permitted unless students receive permission from the principal.

All dresses, skirts, and shorts must extend below the fingertips when arms are held straight down. A student's midriff, chest, and back must be covered. Shirts and/or dresses with straps may be worn if the straps are no less than 1-1/2" wide and the shirt or dress is reasonably tight under the arm.

All pants or shorts worn by students must be of such a size and style that they will remain about the hips unassisted. Pants and jeans must be free of holes (above the fingertip length requirement) and in good repair. Shirts, blouses, and sweaters worn by students must be of such a length as to be able to be tucked in and remain tucked in.

Additional guidelines may be imposed by the advisor or sponsor of any specific activity, function, or class.

Care of Property

Students are responsible for the care of their own personal 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 taxpayer's money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parent/guardian will be required to pay for replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

Code of Conduct

In accordance with the Revised Code, any student enrolled in the school who is found to be in violation of any of the following rules shall be subject to disciplinary action which may include; detention, Friday School, restriction, suspension, expulsion, emergency removal, police contact, or other disciplinary action.

1. **Disruption of School** - a student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated violations of the code of conduct, cause disruption or obstruction to the educational process, including lunch periods, as well as all curricular and extracurricular activities. Examples of disruption would include, but is not limited to; unusual dress and appearance, bomb threats, the setting of fire alarms, strikes or walkouts, impeding free traffic to or within the school.
2. **Damage to School or Private Property** - A student shall not cause or attempt to cause damage to school or private property as it affects the good order and welfare of the school. Such examples of school property include but are not limited to; landscaping, athletic facilities, buildings, and contents. Such examples of private property include but are not limited to; vehicles, building, landscaping, clothing or other possessions.
3. **Assault** - A student while under the jurisdiction of the school, shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school staff, other students, or visitors. Jurisdiction includes the school day as well as any school activity
4. **Dangerous Weapons/Instruments** - A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument of violence. Examples of these weapons or instruments include but are not limited to; guns, rifles, knives, ice picks, switchblades, and brass knuckles. Included in this provision would be the use of chemicals, gasses, and/or explosives.
5. **Theft (Unauthorized Possession)** - A student shall not cause or attempt to take into possession the public property or equipment of the District or the personal property of another student, teacher, visitor, or employee of the District during school.

6. **Tobacco, Drugs and Alcohol** - A student shall not possess, use or abuse tobacco, alcohol, drugs and/or paraphernalia while at school. It is unlawful to deliver, attempt to deliver, or cause to be delivered any form of alcohol, drugs, narcotics, non-controlled substances, or substance which resembles a controlled or noncontrolled substance which may be considered harmful to health or morals of oneself or others. This includes counterfeit controlled substances or “look alike” drugs. A student shall not appear at school or school related events after having consumed any of the above.
7. **Insubordination** - A student shall not disregard or refuse to follow reasonable directions given by school personnel.
8. **Violations of the Law** - A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.
9. **Frightening, Degrading, Disgraceful Acts** - A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace a teacher, student, employee of the district, or visitor by written, oral, verbal or gestural means.
10. **Truancy and Tardiness** – Truancy is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Tardiness to school and between classes is also prohibited.
11. **Extracurricular Activities** - The code of conduct rules apply equally to situations involving any district sponsored clubs, organizations, or sporting activities. At sporting events, student spectators must remain in their seats and respect student behavior expectations in the school code of conduct. Members of extracurricular groups or student spectators who violate the code of conduct may be denied participation in the club, organization, or activity in which they participate as well as other school disciplinary action.
12. **Publications and Organizations** - Publishing or distributing any printed material or promoting organizations or joining any club or organization, which has not been approved by the building administration, is prohibited.
13. **Forgery and Cheating** - All forms of cheating on schoolwork are prohibited. Any kind of forgery is prohibited.
14. **Power of School Authorities** - The power of school authorities over students does not cease absolutely when they leave the school premises. Conduct outside of school hours and school property shall subject the student to school discipline if it directly affects the good order and welfare of the school.
15. **Collusion** - No student shall assist or aid in any way another student in violating either school rules or any law or ordinance when either student is properly under the authority of school personnel.
16. **Physical Examinations and Immunizations** - Failure to comply with Board policy regarding physical examinations and in accordance with the Revised Code regarding immunizations may result in exclusion from school.
17. **Unauthorized Sales** - No student shall sell or cause to sell anything during school hours, anytime on school property, or at school sponsored events without the prior approval of the building administrator.
18. **Unauthorized recording:** No student shall record (audio or video) another person during the school day, while on school grounds, while in District-provided transportation, or at a school-sponsored event or activity, without the consent of the person being recorded.
19. **Gang membership and/or gang activity.** For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.

Tobacco, Drugs, and Alcohol

The Clyde-Green Springs School District recognizes that the use and abuse of tobacco, alcohol, and drugs has a negative effect on the behavior, learning, and development of the student. We are committed to achieving a school environment free from tobacco, alcohol, and non-medical drug use and abuse. We may provide students, through our curriculum, the information necessary to make proper decisions concerning tobacco, alcohol, and drug abuse. We will assist and support students with tobacco, alcohol, or drug problems in seeking appropriate evaluation and/or treatment. We will try to achieve this through policy and procedure guidelines, prevention and intervention methods.

Drugs are defined as any chemical substance, which affects a person in such a way as to bring about psychological, emotional, or behavioral change. Thus, alcohol and tobacco shall be considered drugs within this policy. It shall be the responsibility of all school personnel to report all reasonably suspected incidents of non-medical use of drugs or the use of alcohol to the appropriate administrator.

This policy prohibits students to use or to have in their possession tobacco, alcohol, or drugs on school property or at school-sponsored activities. It is the policy of the Clyde-Green Springs Schools to prohibit students from the non-medical use, abuse, or possession of drugs, counterfeit or look-alike drugs (including electronic cigarettes), tobacco, alcohol, and/or paraphernalia on Clyde-Green Springs School property and at school sponsored activities off of school property.

Counterfeit or Look-alike Substances:

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or another identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed, or distributed by a person other than the person who manufactured, processed, packed, or distributed it;
- c. Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical;
- d. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size, and color of its markings, labeling packaging, distribution, or the price for which it is sold or offered for sale.

Whenever there is a reasonable suspicion that a violation of this policy has occurred the following steps may be taken:

FIRST OFFENSE

1. Notification of parent/guardian when this policy is violated by the student.
2. Ten (10) days OSS. However, up to five (5) days will be removed if the student and parent/guardian agrees to an assessment and to follow the recommendation of the assessment.
3. Referral to the school's IAT Team, which may result in an out of school assessment.
4. The possible notification of law enforcement officials.
5. Possible loss of driver's license. (ORC 3313.66)

SECOND OFFENSE

In the event this is the second time that a student has been involved in an alcohol/drug related offense, the school administrator shall notify the parent/guardian and a conference shall be arranged. The student shall be suspended and recommended for expulsion. In addition, the student shall be encouraged to seek professional evaluation at an appropriate agency.

Trafficking In Drugs

It is unlawful to deliver, attempt to deliver or cause to be delivered a drug or non-controlled substance, which substantially resembles a controlled substance. The sale of any drug, which is not in a properly labeled and sealed package, is unlawful. Guidelines in accordance with the Ohio Revised Code make it a clear violation of the law, and police authorities may be notified. Students in violation of this policy shall be suspended and recommended for expulsion and possible exclusion.

Self Referral

In the event that the Clyde-Green Springs School District has followed the appropriate procedure and the family and/or student refuses to cooperate in the intervention and student's negative behavior(s) continues, that student's status in school may be in jeopardy and the school may take appropriate action.

Students who wish to refer themselves to this program will not be subject to discipline by school authorities provided that the student has not been previously identified as having committed an alcohol/drug offense. This policy concerns alcohol/drugs on school property as well as school sponsored activities off school property. Unless specifically agreed to by the Superintendent and/or the Board of Education, any cost of outside referral for diagnosis or treatment must be assumed by the student and their family.

**DRUG AND ALCOHOL TESTING POLICY FOR ELIGIBLE STUDENTS
CLYDE-GREEN SPRINGS SCHOOL DISTRICT**

The Clyde-Green Springs School District drug testing policy acknowledges that the student athletic program, extracurricular programs and driving to school are an integral part of the entire educational program. Through participation in these programs, students are provided an opportunity for education and character-building experiences. The Clyde-Green Springs Board of Education desires to implement a policy, which will attempt to provide this district with a safe and healthful educational environment. This policy reflects the Clyde-Green Springs Board of Education and the community's strong commitment to establish a truly drug and alcohol free educational environment. This policy applies to all student-athletes, all students participating in extracurricular activities and student drivers from grades 7-12.

PURPOSE OF THIS POLICY SHALL BE

1. To provide a healthy and safe environment to all student-athletes participating in the athletic program, students participating in extracurricular activities and those wishing to drive to the high school.

2. To encourage those students who participate in athletic programs, students participating in extracurricular activities and drive to school to remain drug free and alcohol free.
 - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide student-athletes, students participating in extracurricular activities and student drivers with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the students in the above activities or groups who do use drugs and alcohol.
5. To provide the athletic department and school with positive guidelines and disciplinary policies for violations of the drug free policy.

DEFINITIONS

1. **STUDENT ATHLETE:** Any student participating in the Clyde-Green Springs School District athletic/cheerleading program and/or contests under the control and jurisdiction of the Clyde-Green Springs Schools and/or the Ohio High School Athletic Association (OHSAA).
2. **EXTRACURRICULAR ACTIVITY:** Any student participating in a Clyde-Green Springs School District extracurricular activity, which include but are not limited to, the following: Marching Band, Concert Band, Pep Band, Jazz Band, Flag Corps, Symphonic Choir, Concert Choir, A Cappella Choir, Swing Choir, Solo/Ensemble Contests, Future Farmers of America, Family Careers and Community Leaders of America, Spanish Club, American Sign Language Club, French Club, Art Club, Science Club, Drama Club, Drama Productions, Musical Productions, Student Council, Varsity C, Quiz Team, SADD, Key Club, Poetry Club, Photography Club, and Fitness.
3. **STUDENT DRIVER:** Any Clyde-Green Springs School District student granted a parking permit.
4. **ATHLETIC SEASON:** Clyde-Green Springs Schools have a twelve-month athletic policy.
5. **RANDOM SELECTION:** A system of selecting students for drug and alcohol testing in which each student shall have a fair and equitable chance of being selected each time selections are required.
6. **ILLEGAL/ILLCIT DRUGS:** Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.
7. **ALCOHOL:** Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.
8. **ASSESSMENT:** A program operated by a certified chemical dependency counselor or at an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency.
9. **POSSESSION:** Having control over an item.
10. **TRAFFICKING:** To sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture, or otherwise engage in any part of the production of a controlled substance.
11. **CONTROLLED SUBSTANCES:** A drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV, or V established pursuant to the Ohio Revised Code.
12. **MOOD-ALTERING CHEMICALS:** Include, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, and any common substance "white out," glue, gasoline, aerosols, cleaning solutions, etc..., used for its mood-altering effect. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container, which the container shall state the student's name and directions for proper use.
13. **PARAPHERNALIA:** Instruments such as pipes, roach clips, syringes, e-cigarettes, hypodermic needles, cocaine spoons or kits, and any other items normally or actually used for the packaging, conveyance, dispensation, or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance.
14. **TOBACCO:** All types of tobacco products, including smokeless tobacco.

15. COUNTERFEIT SUBSTANCES:

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or another identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed, or distributed by a person other than the person who manufactured, processed, packed, or distributed it;
- c. Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical;
- d. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size, and color of its markings, labeling packaging, distribution, or the price for which it is sold or offered for sale.

TYPES OF TESTING

1. **RANDOM TESTING:** At the beginning of each athletic season or the school year, all student-athletes, students participating in extracurricular activities and student drivers will be eligible for the random urine drug and alcohol testing. The collection process will take place on school property or at a Board of Education approved testing facility. The head coach, advisor for each extracurricular activity and school administrator are responsible for ensuring that all student athletes, students participating in extracurricular activities, student drivers and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the district during the year, wishing to participate in athletics, extracurricular activities or driving to school will also be part of the testing group. Random testing shall be done throughout the school year. Students may be tested more than once per year. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results.

a. Random selection of students involved in extracurricular activities, athletes and student drivers: The Athletic Director, under the Principal's supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes, including cheerleaders, students participating in extracurricular activities and student drivers.

b. Scheduling of random testing: Random testing will be unannounced. The day and date will be selected by the Athletic Director and confirmed with the building administrator. Random testing may be done weekly. Testing may be done on the weekends as well as during the week.

2. **REASONABLE SUSPICION TESTING:** School officials will have the right to have a student tested for use of illicit or banned substances when there is "reasonable suspicion" surrounding the particular student or athlete. This reasonable suspicion will be left solely to the judgment of the school official (Coach, Director, Advisor, Athletic Director, or Principal).

3. **DRUGS FOR WHICH STUDENTS MAY BE TESTED:** LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon) or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

4. **REFUSAL TO TEST:** Refusal to submit to a random or reasonable suspicion test will constitute a violation of the drug testing policy and will be treated as a positive test result.

5. **COLLECTION PROCESS:** The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.

- Drug testing area must be secured during the testing.

- Only lab technicians and students will be present during the test.

- Privacy must be kept for all students.

- The Athletic Director is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms are completed and proper ID has been presented.

- When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate. Students who are unable to provide a sample will be allowed to use the remaining test time to provide one. Students who are still unable to provide a sample will then be given 24 hours to report to the testing agency to provide that sample or they will be listed as refusal to test and face the appropriate consequences.

- No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

- Students processed by the lab technician who cannot produce a sample, will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test and this will be considered a refusal. They are not to have contact with anyone until after the sample is given.

- Students will be asked to hold out their hands and a sanitizer will be put on their hands. The bathroom personnel will add a dye to the toilet.

- Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

- Any and all adulteration of the specimen will be detected and considered the same as a test refusal or first time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.

- Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be sent to the lab for immediate confirmation of tampering.

- The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.

- Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

- With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or walks out to talk with anyone, the sample will be invalid and the student will have to give another sample.

- This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

6. RESULTS OF A POSITIVE TEST: Any positive urine drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student. The Building Principal will be responsible to determine if the urine testing positive for drugs is the result of illicit use or from prescribed medications showing up in the urine.

Whenever a student's test result indicates the presence of illegal drugs or banned substances, the following will occur: The parent/guardian/custodian will be notified. Any student who is taking a medication must bring the bottle to the building administrator's office. It must be a current prescription in the student's name. We must see the bottle with the current date of prescription (exception: most over the counter, birth control, normal aspirin, Tylenol, Excedrin, Advil, etc.)

7. SELF-REFERRAL: If a student-athlete, student participating in extracurricular activities or student driver asks a coach, advisor, director, counselor, administrator or other school personnel for help and an assessment prior to any known violations of this policy, they will not be subject to any disciplinary action provided that they follow the recommendations of the assessment. Students must also agree to submission of five follow-up drug tests and will only be allowed to use self-referral one time. (Note: Students will not be able to use self-referral if it is determined that an infraction would have eventually come to the attention of school personnel. For example: On Saturday night, the police are called to a residence on a complaint of loud noise. At which time they find students involved in underage drinking. Since this incident would eventually be reported to the school, a student would not be allowed to contact a coach on Sunday to initiate a self-referral.)

Great Lakes Biomedical is pleased to provide access to student drug testing at the request of the parents or legal guardian. With our Opt-In student drug testing program, we allow students, not currently involved with extracurricular/co-curricular activities or student drivers, if requested by parents within our school district, to participate in the district's random student drug testing program. We only want to provide another tool to parents and guardians in making informed decisions on what might be needed to help their children.

8. CONSEQUENCES FOR VIOLATIONS OF DRUG POLICY

Possession of Alcohol, Controlled Substances, or Mood-Altering Chemicals Or Positive Test Result (Drugs or Alcohol)

The first violation

a. A letter shall be mailed to the parent/guardian/custodian that alerts the student of the violation and informs the student of the consequences of this offense and any future violations.

b. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for providing the school principal with documentation that the student completed all recommendations of the counselor. (Tobacco violations will not require an assessment)

c. The student will be denied 20% of participation in each of the following: athletics, all extracurricular activities and driving privileges. For Example:

Athletics – Denial of 20% of the current season, with any remaining percentage of the denial of participation to be applied to the next season of participation AND denial of 20% or 36 school days of all extracurricular activities. AND denial of 20% or 36 school days of driving privileges.

d. In order for participation and privileges to be reinstated after the 20% penalty, the student must agree to submission of five follow-up drug tests.

e. Failure to complete 8-B, 8-C, and 8-D will result in denial of participation and privileges for one calendar year.

The second violation

a. The student is denied participation in athletics and extracurricular activities for one calendar year from the date of notification of the violation. Student drivers will be denied driving privileges for one calendar year from the date of notification of the violation.

b. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for providing the school principal with documentation that the student completed all recommendations of the counselor.

c. In order for participation and privileges to be reinstated after the one calendar year penalty, the student must agree to submission of five follow-up drug tests, at the expense of the parent/guardian/custodian.

The third violation

a. The student is permanently denied participation in athletics, extracurricular activities, and driving to school in the Clyde-Green Spring School District.

Violations are cumulative throughout the student's secondary school career. (Grades 7-12)

Selling, Attempting to Sell, or Trafficking a Controlled Substance, Mood-Altering Chemicals, or Alcohol

The first violation

a. A letter shall be mailed to the parent/guardian/custodian that alerts the student of the violation and informs the student of the consequences of this offense and any future violations.

b. The student is denied participation in athletics and extracurricular activities for one calendar year from the date of notification of the violation. Student drivers will be denied driving privileges for one calendar year from the date of notification of the violation.

c. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for providing the school principal with documentation that the student completed all recommendations of the counselor.

d. In order for participation and privileges to be reinstated after the one calendar year penalty, the student must agree to submission of five follow-up drug tests, at the expense of the parent/guardian/custodian.

The second violation

a. The student is permanently denied participation in athletics, extracurricular activities, and driving to school in the Clyde-Green Spring School District.

9. TOBACCO VIOLATIONS: Student-athletes, students participating in extracurricular activities, and student drivers shall not use, abuse, possess, transmit, or conceal tobacco or any tobacco products. A 20% denial of participation will be enforced for each offense.

Harassment, Intimidation, Hazing, Bullying, and Cyberbullying

Harassment, intimidation, or bullying by any student/school personnel in the Clyde-Green Springs Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

The law defines "harassment, intimidation, or bullying" as any **intentional** written, verbal, electronic, or physical aggressive behavior that a student has exhibited toward another particular student **more than once**. In order to be considered bullying, and the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Such behaviors originating from any location are prohibited.

Sexual Harassment

Verbal: the making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

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 a fellow student, staff member, or other person associated with the district.

Physical Contact: threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the district.

Gender/Ethnic/Religious/Disability Harassment

Verbal: written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.

Nonverbal: placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

Physical: any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Any student who believes that they are a victim of any of the above situations or has observed such actions taken by another student, staff member, or other person associated with the school district should contact an administrator immediately.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). Report forms are available in the office and on the MMS website. The report shall be investigated in a timely and confidential manner.

If the investigation reveals that the complaint is valid, the appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

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. Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may subject to a full range of disciplinary consequences.

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

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

Hazing

It is the policy of the Board of Education that hazing activities of any type is consistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the 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 codes does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the district shall be particularly alert to possible situations, which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported to the principal and the superintendent immediately.

No person shall recklessly participate in the hazing of another. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institute, public or private, shall recklessly permit the hazing of any person. Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree (ORC 2307.444;2903.31)

Cyberbullying

Cyberbullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers, PDAs, etc.) and/or cell phones. Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

Hazing, bullying, cyberbullying, and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyberbullying”), such as the following:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening emails, web site postings or comments and instant messages;
 - C. using electronic devices to take unauthorized photographs or videos of students/staff and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Posturing

No student shall engage in any confrontation either by verbal or nonverbal means that causes another student or staff member, or other employee of the district to feel intimidated, threatened or harassed.

Posturing is defined, but is not limited to the following: trash talking; insults directed at a student/staff member or a member of a student’s/staff member’s family; threatening physical harm, threatening future physical confrontations, name calling, indicating a willingness or a desire to fight, body language that indicates the same.

Students that engage in posturing are subject to disciplinary action, which may include restriction, suspension, or removal from school. Students that willingly engage in posturing behavior that subsequently results in a physical confrontation can be held responsible for the physical confrontation and may be suspended for fighting.

Criminal Acts

Any criminal act 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 the school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

Search and Seizure

Search of a student and their 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 the 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.

If there is a reasonable basis for suspecting that a particular student has committed, or is committing, a violation of a law or District rule, a properly trained canine may be used to detect evidence of that violation by sniffing that student. If a canine

indicates the presence of evidence of the violation of laws or District rules on the student's person, the student may be searched for evidence of the suspected violation. Any such search must be reasonably related to the objectives of the search and must not be excessively intrusive in light of the age and sex of the student, as well as the nature of the suspected violation.

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 to not return items, which have been confiscated.

Cheating

Presenting an assignment to a teacher for a grade or as part of a requirement for a class that is not a reflection of one's own work is prohibited. This would include, but is not limited to; copying a test, quiz, homework assignment, workbook, using someone else's paper or report, improper usage of AI, or plagiarizing another's work.

Plagiarism is defined as passing off as one's own work the words or ideas of someone else without giving credit to the source of the material. Students should not copy word for word, or paraphrase material without giving credit to the source through the use of proper footnotes. The student will be expected to redo the assignment within a specific time frame set by the teacher, and the parent(s)/guardian(s) will be contacted. Study table may be assigned to redo or finish the assignment. Students may be subject to further disciplinary action.

Public Displays of Affection

The school encourages proper student relations but at the proper place and time. Kissing, holding hands, or having the arm of one partner about the other is strictly unacceptable in the school setting. Dating is a socially accepted act, but not during school hours. Students are subject to disciplinary action and refusal to abide by the rule may be considered insubordination.

Use of Profanity

The use of profanity is prohibited. The use of profanity is prohibited by the Student Code of Conduct and will be enforced as follows:

If directed at a teacher or other adult: a student may be restricted or suspended. The length of the restriction or suspension and its type is at the discretion of the administration.

Directed at another student or non-directed: a student will be disciplined. The type and severity of the action is relevant to the student's previous disciplinary record and is at the discretion of the administration.

Discipline

It is important to remember that the school's rules apply going to and coming from school, on school property, at school sponsored events home or away, and on school transportation. In some cases, a student can be denied school transportation for infractions of bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

- Writing assignments
- Change of seating or location
- Lunch Detention: Teachers may assign a student a lunch detention during the student's lunch if the student fails to do his/her school. This will give the student an opportunity to complete the assignment that was assigned.
- Study Table: Students may be required to attend Study Table due to incomplete or missing work. This would be an extension of the school day. It is the student's and/or parent/guardian's responsibility to provide transportation after a student completes Study Table. Missed Study Table may result in disciplinary consequences.
- Additional class work

FORMAL DISCIPLINE

Detention: Students may be required to be in school outside of the regular school day with the notification of parents. It is the student's and/or parent/guardian's responsibility to provide transportation after a student serves detention. Forgetting or not having a ride are not acceptable reasons for missing a detention. Missed detentions may result in further consequences.

Friday Night School: Students may be assigned to serve Friday School at McPherson Middle School immediately after school until 4:45. Students who fail to serve or follow instructions may be assigned ISR. Offenses for which students will be assigned Friday School include, but are not limited to: excessive tardiness, truancy, leaving school without permission, failure to serve detention, insubordination, disruptive or unruly behavior, incomplete assignments, and multiple repeated offenses.

In-school restriction (ISR): the temporary assignment of a student to a special room located at Clyde High School, for disciplinary reasons. Students are expected to complete assignments and tests. Students may not participate in student activities for the duration of the restriction. Offenses for which students will be assigned ISR include, but are not limited to: excessive tardiness, truancy, smoking/possession of tobacco, leaving school without permission, failure to serve detention, insubordination, disruptive or unruly behavior, and multiple repeated offenses.

Emergency Removal: A student may be removed from school property for up to 24 hours if the student's continued presence poses a risk to the safety or security of others or their property or disruption of the educational process.

Out of School Suspension (OSS): the removal of a student for up to 10 school days. These days will be counted as unexcused absences. No student while on OSS shall be on school property or at school sponsored activities without prior administrative approval. Students may not participate in student activities for the duration of the suspension. Students are expected to complete any work missed during a suspension. Offenses for which students will be assigned OSS include, but are not limited to: disruption of school, forgery/cheating, violations of the law, frightening/degrading/disgraceful acts, truancy/tardiness, fighting, assault, theft, consumption of an alcoholic beverage, possession/use/sale/ transmission of drugs, alcohol, controlled substances, look alike substances, and/or paraphernalia, use/possession of a weapon or dangerous instrument, extreme acts of vandalism, gross insubordination, any act which threatens the wellbeing of students or staff.

Expulsion: the exclusion of a student from school for up to eighty days by the superintendent for violation or repeated violations of the code of conduct. If the incident involves a deadly weapon, the expulsion may be up to for a period of one year. Students who are expelled will lose credit for the semester in which they are expelled. No student while under expulsion shall be on school property or at school activities.

Permanent exclusion: When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that they may be never 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:

- any possession or involvement with a deadly weapon
- drug trafficking
- murder, manslaughter, assault, or aggravated assault
- certain sexual offenses
- complicity in any of the above crimes

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

Denial of Privileges

Students may be denied privileges for violation of the code of conduct as follows:

- Bus denial - students who violate the code of conduct on the bus may be denied busing privileges.
- Participation denial - students who violate the code of conduct or athletic/activity rules may be denied participation.
- Withholding privileges - special privileges such as LRC passes, computer/technology privileges, hall passes, lunchtime privileges, field trips, and others may be withheld.
- Activity denial - students may be denied the privilege of attending school activities such as dances, concerts, athletic contests, and other events.

Due Process

Due process is a procedure to assure that students have a fair opportunity to challenge or defend charges against them which result in the assignment of out of school suspension or expulsion. The elements of due process are as follows:

1. Student has been informed of school rules and regulations.
2. Student has received written notice of intent to suspend/expel and the reasons for that intent.
3. Student has the opportunity for an informal hearing to challenge the charges.
4. Student and the parent/guardian are notified by mail within 24 hours of the suspension or expulsion.
5. Student and the parent/guardian have the opportunity to appeal the decision.
6. Student and the parent/guardian are entitled to representation of their choice.

The suspension appeals procedure is as follows:

Step 1: Notify the building administrator within five (5) days of the effective date of the suspension.

Step 2: Student and the parent/guardian may meet with the building administrator

Step 3: Student and the parent/guardian may appeal the building administrator's decision to the superintendent or his designee. A written decision will be issued to the appealing party.

Step 4: Student and parent/guardian may appeal to the Board of Education or its designee. A written decision will be issued to the appealing party.

The expulsion appeals procedures are as follows:

Step 1: Student and parent/guardian are permitted to attend a pre-expulsion hearing with the superintendent.

Step 2: Student and parent/guardian will receive written notification of the expulsion form or re-admittance to school from the superintendent.

Step 3: Student and parent/guardian are permitted to appeal to the Board of Education or its designee. A written decision will be issued to the appealing party.

Discipline of Students With Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities (ADA) or Section 504 of the Rehabilitation Act of 1973.

Court Referral

Students may be filed into court for chronic or habitual misbehavior, poor attendance, or for violations of the law when properly under the authority of school personnel.

Repeated Violations of Directions, Policies, or Rules

A student shall not repeatedly fail to comply with directions, policies, or rules of teachers, student teachers, substitute teachers, teacher's aides, administrators, counselors, or other authorized adult school personnel, during any period of time the student is properly under the authority of any school personnel.

Multiple Offense 5, 10, 15

Any student who accumulates five or more discipline referrals, which have not resulted in restriction or suspension, may be restricted or suspended for one (1) day. This day may be in addition to days received for a restrictable or suspendable offense.

Any student who accumulates ten or more discipline referrals, which have not resulted in restriction or suspension, may be restricted or suspended for two (2) days. These days may be in addition to days received for a restrictable or suspendable offense.

Any student who accumulates fifteen or more discipline referrals, which have not resulted in restriction or suspension, may be restricted or suspended for three (3) days. These days may be in addition to days received for a restrictable or suspendable offense.

Days of restriction or suspension may be ISR or OSS and is at the discretion of the administration. Students may also be assigned these consequences for repeat violations of school rules.

Section VI: Transportation

Bus Transportation

Students who are riding to and from school on buses provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

1. Be on time at the designated loading zone.
2. Wait until the bus is completely stopped before moving forward to enter.
3. Refrain from crossing a highway until the driver signals it is safe.
4. Go immediately to a seat and be seated.
5. Remain seated while the bus is in motion.
6. Keep heads, hands, arms, and legs inside the bus at all times.
7. No littering in the bus or throwing anything from the bus.
8. No eating or drinking beverages on the bus.
9. Do not tamper with the bus or any of its equipment.
10. No playing of radios while on the bus.
11. Remain seated until the bus is stopped.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from the principal.

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the student code of conduct and may be denied the privilege of riding the bus. Students denied bus privileges that fail to attend school will be considered truant.

Section VII: Student Services

School Counselor

The school counselor is available to provide counseling services to our students and parents/guardians on a short-term basis and to make referrals to outside counseling agencies. These services could include individual and/or group counseling depending on the needs of the student and/or parent/guardian. Since it is in the best interest of the student for the student, parent, and counselor to work together to resolve the student's concerns, we encourage students to share their counseling experiences at school with their parent/guardian at home, even though permission from the parent/guardian for the school counselor to counsel a student is not required by law. Parents are encouraged to contact the school with any concerns that they may have in order to work together as best we can.

School Psychologist

A licensed and certified school psychologist is available each week. A psychologist is on staff and is scheduled to be in the middle school building two days per week, but is available on an as needed basis. The school psychologist provides testing and interpretation of psychological test results as well as limited individual counseling.

Sick Room/First Aid

Students who become ill during the school day must get a pass from their teacher before reporting to the office. If a student becomes ill between classes, they should go to their next period class and get a pass. Office personnel will determine if the student needs to be sent home and will call the parent/guardian when necessary. **Students are not permitted to call or text parents to pick them up without permission from the office.** Students must register any prescription medication in the office.

All students are required to fill out an Emergency Medical Authorization card and have it signed by their parent/guardian. Students may be excluded from school attendance and considered truant if they do not return this card.

When a student is injured or seriously ill, every attempt will be made to contact the parent/guardian. If the school cannot make this contact, we will follow the instructions on the Emergency Medical Card. Parent/guardians should note that unless the injury is life threatening, most emergency rooms will not treat a minor without parent/guardian permission. The Emergency Medical Card will enable your child to be treated in the event you cannot be contacted.

Any student with a chronic medical problem or who takes medication should have it noted on the Emergency Medical Card so that the condition may be included on a list distributed to teachers as a special precaution.

School Nurse

A registered nurse is on call for special situations that arise that require professional attention.

Taking Medications

If it becomes necessary for a student to take medication (defined as those prescribed by a physician and non-prescribed or over the counter drugs, preparations, or remedies) during school hours, parents/guardians must file an Authorization for Medication form in the school office. This form must be filled out by the parent/guardian and signed by the student's physician. All prescription medication must be kept in the school office.

Only medication in its original prescription bottle, labeled with the date of the prescription, student's name, the name of the medication, time and route of administration, and the exact dosage will be administered and only in the presence of another adult. **No medication will be given that is improperly labeled or in the wrong container.**

Students with a history of asthma shall be permitted to keep their inhalers on their person and use them when needed. The **Inhaler Use Release Form** shall be completed by the parent/guardian, signed by a physician and kept on file in the school office.

Middle school students are allowed to use cough drops at their own discretion.

Locks and Lockers

Each student is assigned a locker for the storage of books and supplies. Students are to use only the locker assigned to them and should not share or change lockers. It is the responsibility of each student to keep his/her locker neat and clean.

Students should not reveal their combination to any other student. Whenever a lock is not working properly or if a student has reason to believe that another student knows their combination, they should report it to the office immediately. The student will be given a new combination or assigned a new locker.

Tampering with the installed combination locks or with the lockers in such a way as to bypass the combination is prohibited. Students will be subject to disciplinary action and will be held financially responsible for damages to the lock or locker. Students are encouraged to not leave valuables or money in their lockers.

It shall be clearly understood that the lockers are the property of the Clyde-Green Springs Schools. School officials, with or without notification or consent, may search lockers and their contents anytime.

School Records

Many records are kept by the teachers, counselors and administrative staff. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act and Ohio law. This information can only be released with the written consent of the parent/guardian, 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 parent/guardian's written consent to obtain records from an outside service provider or professional agency. Confidential information that is in a student's record that originates from an outside service provider or professional agency may be released to the parent/guardian through the originator and parent/guardians should keep copies of records made by non-school professional agencies or individuals.

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

Student Intervention and Assistance

Intervention Assistance Team (IAT) - IAT deals with student academic and behavioral concerns. The IAT will be composed of one teacher from a student's core academic team, one other core academic teacher, the principal or guidance counselor, a special education teacher, and the school psychologist. Referrals are made to the team and information is collected and evaluated. A plan of action is developed and the parent/guardian and student are often invited to a conference with the IAT and the student's other teachers. As a result of this conference a student may be referred to one of several in school support groups, to the school psychologist for further testing, or to an outside professional or agency for assistance.

Learning Resource Center Research Help

Any student who has been assigned a research project may access the following databases. The username and password may be required when used off school grounds. See Mrs. Shetzer in the MMS LRC for assistance.



This excellent collection of research databases geared for students and school use may be found at www.infohio.org.

	<p>Biography Reference Bank. Articles about more than a half-million people, most in full text, from around the world, both living and dead.</p>	<p>Username: clyde Password: fliers</p>	
	<p>The Ohio Area Instructional Media Centers Digital Video Collection includes hundreds of digital videos that have been made available at no cost to Ohio K-12 districts.</p>	<p>Username: clyde Password: fliers</p>	
	<p>EBSCOhost. Articles from more than 6,000 magazines and newspapers are indexed, most in full text, from children's magazines to professional research.</p>		<p>LearningExpress Library. More than 100 programs to learn, practice and prepare for tests on a variety of subjects in elementary, middle and high school.</p>
	<p>Enciclopedia Estudiantil Hallazgos. Online Spanish language encyclopedia that is appropriate for younger Spanish-speaking students and students just learning the Spanish language.</p>		<p>Literature Online From Chadwyck-Healey. Full-text, searchable works available online to supplement your library's print collections. Poetry, drama and fiction are included.</p>
	<p>Gran Enciclopedia Hispanica. Comprehensive Spanish-language encyclopedia from World Book Inc. and Hispanica Saber. It is written from a Latin American perspective and the content updated monthly.</p>		<p>ProQuest Ancestry Library Edition. Billions of records in census data, vital records, directories, photos and more. Access to this database is available within a school building only</p>
	<p>L'Encyclopédie Découverte. Online French language encyclopedia that is appropriate for younger French-speaking students and students just learning the French language.</p>		<p>Science Online. Thousands of essays on major topics and issues in science, math and technology, along with illustrations, experiments, activities and biographies.</p>
	<p>World Book Early World of Learning. Resources to help preschoolers and children in the early grades grasp critical early childhood themes while developing reading and oral language skills.</p>		<p>World Book Web. Encyclopedias with three interfaces: World Book Kids (K-5), World Book Student (6-8) and World Book Advanced (HS and college)</p>



Remember

to search the MMS LRC catalog, go to:

<http://sirsi.noeca.net/opac/CLYD/CLMS>

MMS Handbook Acknowledgement

2025-2026

Student Name : _____ Grade: _____ SOAR: _____

I have read the McPherson Middle School Student Handbook in its entirety, and I know where to find a copy. I am aware of the consequences should I fail to live up to the standards as prescribed throughout. I agree to work within the framework of school rules to ensure that I am provided the best opportunity for educational growth.

I have read and understand the guidelines of the 2025-2026 McPherson Middle School Student Handbook.

Parent Signature _____ Date _____

Student Signature _____ Date _____