

# LaMuth Middle School

2019-2020

“RIVERSIDE PRIDE”



## Riverside Local Schools



Values - Behavior - Outcome

<b>This is Riverside</b> One community pursuing greatness and getting better every day.		
<i>Value</i>	<i>Behavior</i>	<i>Outcome</i>
Better Every Day	<ul style="list-style-type: none"> <li>Do the right thing</li> <li>Own your attitude and choices</li> <li>Be coachable</li> </ul>	Best Version of You
Pursuit of Greatness	<ul style="list-style-type: none"> <li>Act with determination</li> <li>Embrace challenges</li> <li>Seek and provide inspiration</li> </ul>	Excellence
One Community	<ul style="list-style-type: none"> <li>Communicate and Collaborate</li> <li>Be a positive influence</li> <li>Build and invest in relationships</li> </ul>	A great place to live, learn, and work

***THE JOURNEY TO ELITE!***



The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

# 2019-2020 LaMuth Middle School Student Handbook

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LaMuth Middle School  
6700 Auburn Road  
Concord Township, OH 44077  
(440) 354 - 4394  
[www.riversidelocalschools.com](http://www.riversidelocalschools.com)

The handbook has been approved by the Riverside Local Schools Board of Education

The Riverside Local Schools Board of Education reserves the right to modify any section or code in this book as necessary for the health, safety, or welfare of our staff, students, and administration.

Administrators reserve the right of interpretation with regard to policies and procedures herein. Administrators will enforce the Student Code of Conduct when applicable. Penalties for infractions may include suspension and expulsion if warranted.

## LaMuth Middle School Value Statements

This is our definition of **Riverside Pride**: They spell out the standards for how we behave toward each other, our students, and our community.

- We invest in building purposeful and positive relationships
- We invest in programs and strategies that work
- We invest in collaboration and teamwork
- We invest in kids

## LaMuth Middle School Bell Schedule (as of 6/13/19)

Morning Bell	8:10		
First Period Advisory	8:10-8:59		
Second Period	9:02-9:51		
Third Period	9:54-10:43		
	<b>Grade 6</b>		<b>Grade 7</b>
	4 A	10:46 -11:16	4th Period
	4 B	11:20 -11:50	5A
	4 C	11:54 -12:22	5B
	5th Period	12:25-1:14	5C
Sixth Period	1:17-2:06		
Seventh Period	2:09-2:58		
Locker/Advisory	2:58-3:05		
Student Dismissal	3:05		

## Character

At LaMuth Middle School, administrators and faculty members want students to have good values and strong character. Good character doesn't just happen, however, and it is up to each of us to lay a solid foundation for character development by teaching students right from wrong and by acting as positive role models. Character building is most effective when we regularly seize opportunities to strengthen ethical consciousness, enhance ethical commitment, and improve ethical competency.

### **TRUSTWORTHINESS**

Be Honest.  
Don't deceive, cheat or steal.  
Be reliable-do what you say you'll do.  
Have the courage to do the right thing.  
Build a good reputation.  
Be loyal-stand by your family and friends.

### **RESPECT**

Treat others with respect; follow the Golden Rule.  
Be tolerant of differences.  
Use good manners, not bad language.  
Be considerate of the feelings of others.  
Don't threaten, hit or hurt anyone.  
Deal peacefully with anger, insults and disagreements.

### **RESPONSIBILITY**

Do what you are supposed to do.  
Persevere: keep on trying.  
Always do your best.  
Use self-control; be self-disciplined.  
Think before you act- consider the consequences.  
Be accountable for your choices.

### **FAIRNESS**

Our school's anti-bullying statements are the following:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Play by the rules.

Take turns and share.  
Be open-minded; listen to others.  
Don't take advantage of others.  
Don't blame others carelessly.

### **CARING**

Be kind.  
Be compassionate and show you care.  
Express gratitude.  
Forgive others.  
Help people in need.

### **CITIZENSHIP**

Do your share to make your school and community better.  
Cooperate.  
Stay informed; vote.  
Be a good neighbor.  
Respect authority.  
Protect the environment.

## Attendance & Absences

Daily attendance and active participation in each class is a critical part of the learning process. A significant role of today's middle school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. The educational program offered to students at LaMuth Middle School is predicated upon their presence in class every day. Evidence points to the fact that regular school attendance has a positive carryover to the world of work. Our policies and procedures established at LaMuth Middle School are designed to help students learn responsibility and increase their potential for success.

Attendance is primarily the responsibility of students and parents/guardians. It places a priority on compulsory school attendance and encourages students to establish good attendance habits in order to improve and benefit from the learning opportunities made available to them.

On each morning of an absence the student's parent/guardian must telephone the school before 8:45 a.m. Parents should use the following phone number:

LaMuth Office - (440) 354-4394

During the school day, school officials will attempt to contact parents/guardians of students who are absent and unexcused.

If an absence is unexcused, work missed during the absence can only be made-up for course credit per administrative discretion. Work missed due to out-of-school suspensions can be made up for course credit per administrative discretion. If an absence is excused the student must make up the work missed within a period of time equal to the number of days absent, with the exception of a one day absence which will allow two (2) days to complete missed work. The principal may grant additional time if deemed warranted under the circumstances.

If a student is absent only on the day on which a previously announced test was given, and has been present in school for the presentation of materials which is on the test, then the student is expected to take the test on the day (s)he returns to school.

Parents and students are encouraged to access the LaMuth website via [www.riversidelocalschools.com](http://www.riversidelocalschools.com) to check daily assignments when absent. They can also check the Google Classroom for any given teacher with their student issued Chromebook as many if not all of the assignments may be accessed online.

**If a student is absent from school s/he may not participate in or attend any school function that day or evening** and should not come to school at any time during the absence without first contacting an administrator or counselor. **A student shall be present for three (1/2 day) full periods in order to participate in or attend a school function that day or evening.**

Students must be in class more than half a period or they will be considered absent for the period. The teacher will keep the official record in the classroom.

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A doctor's note may be required by the principal to confirm/excuse any future absences. Failure to provide this documentation would result in the absence being considered unexcused. Unexcused absences could result in disciplinary consequences for the student and possible referral to Juvenile Court for violation of compulsory attendance laws.

## Absence and Truancy Policy

### Policy 5200

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the

schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

### Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

### Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least

three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

### Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. notify the Registrar of Motor Vehicles of the student's absences
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. take appropriate legal action

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign a school official to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

### Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Lake County with the parents, guardians, or other persons having care of the students attending school in the District, and with appropriate State and local agencies.

Truancy is considered as any absence not authorized by the school and without the proper authorization of a parent/guardian. A student will receive no credit for any work missed during a truancy from school or class. Truancy from school or class is a violation of the Student Code of Conduct and will be dealt with accordingly and could result in a court referral.

*Habitual truant* refers to a child of compulsory school age who is absent from school without a legitimate excuse for the following number of hours (ORC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or



- 72 or more hours in a school year

## Bus Regulations for Students

The school cannot be responsible for students arriving by non-school means prior to 7:40 a.m. If a bus fails to arrive at a bus stop within 15 minutes of the assigned pick-up time in the morning, the students should return home and a parent should call the Transportation Office at 357-5571.

Violations of the following bus regulations or the Student Code of Conduct may result in disciplinary action determined by an administrator which may include parental conferences, removal from the bus, detentions, Saturday detentions, out-of-school suspensions, and/or expulsion.

1. The Student Code of Conduct applies while the student is at the bus stop and on the bus.
2. Students should be at the assigned bus stop five (5) minutes prior to the published time. Busses will depart within five (5) minutes of dismissal time.
3. All students who cross the roadway to board or depart from the bus shall wait for the driver to signal them to cross. The student shall then cross and stay at least ten (10) feet from the front of the bus.
4. Students will enter and depart from the bus side door only unless the bus driver specifically instructs the students to use the emergency exit.
5. Students must exit at their assigned stop.
6. When students exit the bus at school, they must immediately enter the school building. The parking lot and/or cars are out-of-bounds.
7. Respect the driver and others on the bus. Leave other people's property alone.
8. Objects or actions that are safety risks are not permitted on the bus.
9. No talking or other noise at railroad crossings.
10. Sit safely in your assigned seat at all times.
11. Keep the bus clean; no eating, drinking, or littering.
12. Keep your hands, head, feet, and other personal objects to yourself and inside the bus.
13. Possession or use of weapons, drugs, alcohol, and/or tobacco are prohibited.

## Bus Passes

If it is necessary for a student to be transported to another student's home for an acceptable reason, *both parents* must send notes to the office giving their approval for a bus pass to be issued. **BUS PASSES WILL BE ISSUED ONLY IF THEIR IS AVAILABLE SEATING ON THE BUS** (based on bus roster, not ridership).

The Transportation Office must be called by the parent at 357-5571 to request a permanent change in bus stop assignment or to arrange an extended change in bus assignment.

## School-Wide Classroom Rules

1. Be prompt, in your seat, quiet and ready to work when the bell rings at the beginning of class (**Best Version of you**).
2. Be Prepared, bring needed materials (pen, paper, folder and chromebook) to class every day (**Excellence**).
3. Be Polite, show respect to teachers and classmates (**Best Version Of You**).
4. Be Productive, give your best effort at all times (**Excellence**).
5. Be proud of your effort, behavior, and school (**Great Place to Live and Learn**)
6. Keep your hands, feet and other personal objects to yourself.
7. Phone and other electronics are in use only at the discretion of a staff member
8. Promptly follow directions given by your teacher.

9. Proper language, whether written or spoken, is to be used at all times.
10. No food is to be eaten in the hallways or classrooms.
11. Students are responsible for following the specific rules and procedures established in each classroom.

## Code of Conduct

### **Rule 1 - Misconduct**

In order to provide an appropriate climate for learning, LaMuth Middle School will not tolerate any disruption of school, building safety and security, or any actions which disrupt the educational process of a class or school activity. Students will not use force, coercion, violence, threat, harassment, or insubordination which obstructs or disrupts the educational process including all extracurricular activities.

### **Rule 2 - Inappropriate Language/Acts**

The use of profane, obscene, or abusive language is not permitted. This includes written or verbal use, gang signs and symbols, drug signs and symbols, and the use of obscene gestures, signs, pictures, or publications either directly or indirectly.

### **Rule 3 - Truancy and Tardiness**

Being absent from any portion of the school day without authorization is truancy. Leaving the school building and/or grounds without permission of the administration is truancy. All students are to check in and out with the office. After 8:10 am, all students must sign-in and receive a pass to class.

### **Rule 4 - Unauthorized Sale, Distribution or Trading**

Distributing or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted. Students are prohibited from trading or selling any item at school or on school property. Only school sanctioned publications may be distributed at school. The administration must approve any other distributed items. Approval must be granted by an administrator prior to the posting of any written materials, signs, or posters in the lobbies or halls.

### **Rule 5 - Forgery/False Reports**

Any incident involving the falsifying or lying of written information on school forms or any communication is considered a suspendable offense. Cheating or plagiarism is also interpreted as the falsifying and misrepresentation of information and is a punishable offense for which the student may receive no credit.

### **Rule 6 - Loitering**

Loitering is defined as a student's presence in a restricted area at an unauthorized time. Once students arrive at school, they are to remain on school property and enter the building immediately.

### **Rule 7 - Disrespect and Insubordination**

Abuse, verbal or written, to any school employee will not be tolerated. This also includes intimidation, insult, and insubordination. Insubordination is defined as disobedience or not complying to reasonable requests by school personnel for appropriate behavior of students while on school property or at school activities. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections of this book may be dealt with as insubordination.

### **Rule 8 - Use/Possession of Flame Producing Device**

The unauthorized use or possession of matches, lighters, or other flame producing devices or items which are designed to cause disruption on school property is not permitted.

### **Rule 9 - Hazing**

Any attempt or act of coercing another individual to do any type of initiation into a student organization, or any other organization that causes or creates a risk of mental or physical harm to any person, is prohibited.

#### **Rule 10 - Gambling**

Any action of gambling by use of money or materials is prohibited.

#### **Rule 11 - Physical/Verbal /Sexual /Ethnic Harassment/ Bullying**

Students will not be involved in pushing, shoving, and/or verbal abuse to other students. Students will not be involved in harassment of ANY KIND (written, drawn, verbal, etc.) to any employee or student. This includes ethnic and religious harassment. All actions that promote a hostile environment will not be tolerated, such as physical contact or emotional abuse.

Students who engage in sexual harassment during school or at school sponsored activities will be subject to appropriate discipline which may include suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, patting, pinching, verbal comments of a sexual nature, sexual name calling, and pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Ethnic slurs, degrading statements, gestures, symbols, and signs associated with hate groups constitute harassment based on national origin, ethnicity, or on other grounds and are unprotected speech in the school environment. Such symbols and signs include, but are not limited to: Confederate flags, Nazi flags, insignias and salutes and are prohibited in school, at school events, and in school publications. Such prohibited expressions include verbal and written statements, gestures, and electronic and graphic expressions in any form. This includes prohibited expressions being displayed on vehicles driven onto the school property.

It is the policy of the Riverside Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Riverside School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. Harassment, intimidation or bullying means any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability. It would include, but not limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence.

Harassment, intimidation or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA) or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent.

Complaints against the Superintendent should be filed with the Board President.

For purposes of this policy, "school district community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on school district property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the school district community at school-related events/activities (whether on or off school district property).

## **REPORTING HARASSMENT/BULLYING**

Conduct constituting harassment/bullying may take different forms, including but not limited to the following:

### **SEXUAL HARASSMENT**

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

### **GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT**

- A. **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.  
Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- B. **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.
- C. **Physical Contact:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.
- D. **Bullying:** See definition above.

### **DATING VIOLENCE**

Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner.

A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by

another student, staff member, or other person associated with the district should make contact with one of two or three persons selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind. **The report can be made to the student's teacher, guidance counselor, and/or assistant principal.**

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and a copy forwarded to the principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

#### **Rule 12 – Threats**

A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. **A student shall not urge another student or person to threaten or coerce with physical violence by any means any student, teacher, or other school employee or visitor.** Intimidation shall include, but is not limited to, threats used to extort money or any other item of value from another person or student.

#### **Rule 13 - Public Display of Affection**

Students are prohibited from demonstrating a public display of affection at school or at school sponsored events. Included in the prohibition shall be any display of affection, such as kissing, embracing, and fondling.

#### **Rule 14 - Vandalism and/or Destruction of School and Personal Property**

All rooms, books, equipment, computers, and other school items must be used with care. Students and their parents/guardians will be held financially responsible for any damage to school property due to abuse or neglect on the student's part. Students who deface or destroy school property or the property of other people will be responsible for restitution, repair, replacement, and/or restoration. Writing on desks, walls, lockers, computers, or other technology equipment is prohibited.

#### **Rule 15 – Wireless Communication Devices/Electronic Equipment**

##### **Wireless Communication Devices**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, provided that during school hours the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight, unless given prior approval from the building administrator. WCDs may be permitted in buildings where approved WCD zones have been established.

Approval by the superintendent/designee is required before establishing WCD zones.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, iPods, iPads, Wi-Fi-enabled or broadband access devices, wearable technology, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board provided vehicle during school sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach.

Distracting behavior that creates an unsafe environment will not be tolerated. Also, during after school activities when directed by the administrator or coach/advisor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight. The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student has a special health circumstance (e.g., an ill family member, or his/her own special health condition).
- B. The student is using the WCD for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. The use of WCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, and bathrooms.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the

parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Students may use school phones to contact parents/guardians during the school day with permission of the principal.

### **Electronic Equipment**

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal, the classroom teacher, or advisor/coach. Examples of prohibited devices include but are not limited to:

- A. lasers,
- B. laser pens or pointers,
- C. electronic games/toys.
- D. portable speakers

Students may use the following electronic equipment/devices on school property for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision:

- A. cameras (photographic and/or video),
- B. laptops, (with Up-to-Date Anti-Virus/Anti-Spyware Installed)
- C. smart devices, wearable technology
- D. electronic tablets
- E. mobile phones,
- F. GPS Devices.

Students may use the following electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board at the discretion of the bus driver, classroom teachers, sponsor/advisor/coach, or building principal:

- A. electronic tablets
- B. portable gaming devices
- C. smart phones
- D. portable music players with headphones.

Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student).

Further, at no time may a camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

### **Rule 16 - Out-of-Bounds**

Once students arrive at school, they are to remain on school property and enter the building immediately. Out-of-bounds is defined as any place where the student is not supposed to be unless the student has been given an authorized pass. Cutting class is an example of out-of bounds. Specifically, out-of-bounds may include but is not limited to the following:

1. Outside, except with teacher supervision. This includes outside during extracurricular activities held at school (including but not limited to sporting events, dances, plays, and other activities).
2. Entrances and lawn areas.
3. Any unattended classroom(s), office, or storage area.
4. Library during unscheduled times.
5. Loitering in the stairway, entrances to the building, and restrooms.
6. Any hallway area in which the student does not have a class.

### **Rule 17 - Extortion**

While under the jurisdiction of the school, students are prohibited from borrowing or attempting to borrow any money or object of value from any person unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

### **Rule 18 - Theft**

A student shall not cause, attempt to take into possession, or possess the public property or equipment of the school district or the personal property of any other student, teacher, employee of the district, or any other person while under the jurisdiction of the school.

### **Rule 19 - Fireworks/Explosive Devices, etc.**

Possession or use of explosive materials, fireworks, stink bombs, snappers/poppers, or any product that can endanger or harm individuals is forbidden. This also includes possession of items that are related to explosive devices which may instill panic such as, but not limited to, bullets, bullet shells, etc....

### **Rule 20 - False Alarms/Bomb Threats**

Falsely setting off the fire alarm, threats referring to bombs, or other violence toward the safety and security of all in the school (either written, verbal, or electronic media) and/or calling 911 without reason and a valid purpose is prohibited. This behavior endangers individuals and may result in a ten day suspension, court referral, and a recommendation for expulsion.

### **Rule 21 - Dangerous Weapons and Instruments**

Possession, sale, distribution, concealment, conveyance, or use of deadly weapons or dangerous ordinances (as defined in Sections 2923.11-2923.122 of the Ohio Revised Code), including guns, knives, chains, deadly explosives, or anything that may harm someone may result in a ten (10) day suspension, recommendation for expulsion, and/or referral to law enforcement authorities as a felony.

For the purposes of this policy, a "knife" shall mean either of the following:

1. A sharpened object having a blade or similar cutting or penetrating surface three inches or more in length, or
2. A sharpened object which extends mechanically in the nature of a switchblade, regardless of its length.

This definition does not preclude other similar objects from being considered "weapons" for the purposes of the Student Code of Conduct, (Weapon Free Act, 1994/Board Policy 5610). "Look-alike" guns, knives, or weapons are prohibited due to their potentially disruptive and provocative effect and may be subject to discipline consequences under the Student Code of Conduct.

### **Rule 22 - Physical Contact**



A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury. This would include pushing, shoving, slapping, or general horseplay where physical contact is made.

**Rule 23 - Fighting/Assault**

A student shall not intentionally cause or attempt to cause physical injury by fighting or otherwise intentionally behave in such a way as could reasonably cause physical injury to oneself or others. This policy covers students on or near school property, at school activities, or while in transit to and from school. Legal authorities may be notified. If directed at a teacher, administrator, or school personnel, a student may face expulsion along with a possible court referral and suspension.

**Rule 24 - Menacing**

School safety and security are a vital aspect of our educational process. A student faces disciplinary action and possible court referral for actions that incite panic or visibly threaten or endanger the health and safety of anyone at LaMuth.

**Rule 25 - Drug Paraphernalia**

A student shall not possess, use, transmit, or conceal any item which is designed for use with any illegal substance or legal substance used in an illegal way while on school property, in transit to or from school/school sanctioned events, or in attendance at any Board of Education sponsored or supervised activity.

**Rule 26 - Counterfeit/Controlled Substances/Look-Alike Drugs**

A student shall not use, conceal, sell, purchase, accept, or transmit any substances which are reasonably thought by an administrator to be drugs of abuse, sold as drugs of abuse, or inferred by the seller or buyer to be drugs of abuse. (Medication prescribed by a physician must follow the Board adopted policy regarding student medication.)

**Rule 27 - Use and/or Possession of Tobacco**

The use or possession of any tobacco product by students is prohibited. This applies to all extracurricular activities both on school property and away from school or in transit to or from school/school sanctioned events. Use includes possession. Smoking is defined as holding a tobacco product, whether lit or unlit, or having held it and tossed it aside, or any obvious sign, such as exhaled smoke, etc. This includes but is not limited to items such as nicotine gum, e-cigarettes, vapors, jules, etc. Minors may be referred to the authorities according to Ohio law.

**Rule 28 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants/Over-the-Counter Medications (OTCs)**

A student will not possess, use, transmit, conceal, sell, purchase or entice others to use any alcohol, controlled substances, drugs, narcotics, OTCs or inhalants on school property, Board of Education owned vehicles, or at any Board sponsored or supervised school activity. Violators will be subject to the following:

- Legal authorities will be informed.
- The substance will be turned over to legal authorities.
- The student will be suspended and/or expelled from school.
- The student may need to seek an outside agency for an assessment, the cost of which will be assumed by the student and his/her parents/guardians. If this assessment is in conjunction with the 5/10 suspension option, then the student must follow through with the assessment recommendations.

First Offense: Possession, use, enticing others to use, and/or being under the influence of alcohol or other drugs

5/10 option\*

OR

10 days out-of-school suspension

Second Offense: Possession, use, enticing others to use, and/or being under the influence of alcohol or other drugs

10 days out-of-school suspension  
AND  
recommendation for expulsion  
AND  
possible referral to legal authorities

First offense: Sale or distribution of alcohol or other drugs:

Expulsion  
AND  
criminal charges filed

(A police report will be completed by the school official indicating that the school wishes to press charges.)

\*The **5/10 option** is offered at the principal's discretion. This is NOT available if the student is selling/distributing drugs, including alcohol, inhalants, OTCs, or illegal paraphernalia. Should a student and his/her parents/guardians choose the 5/10 option, the student is given five (5) days out-of-school suspension. The remaining five (5) days are held in abeyance pending documentation of a professional alcohol/drug assessment. The assessment appointment must be made, and its cost assumed, by a parent/guardian during the five (5) days of suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or another suspension will be assigned to the student (for failure to comply with school rules) for the additional five (5) days which would have been assigned if the 5/10 option had not been selected.

Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the alternative consequence within the specified time frame will result in another suspension being assigned (for failure to comply with school rules) for the additional five (5) days which would have been assigned if the alternative consequence had not been selected.

**Rule 29 - Computer Technology and Networks Policy**

Any willful damage, destruction, or misuse of computers, sites, databases, files, network, or all other technology will be subject to disciplinary action, fines, and/or legal referral. This includes any school owned technology including PCs, projectors, student issued Chromebooks, etc. Magnets or magnetic devices are not permitted in the computer labs or near any computer equipment. The building administrators may include loss of computer privileges or suspension and expulsion if warranted as they enforce the Student Code of Conduct.

**Rule 30 – Cheating / Academic Dishonesty**

Presenting someone else's work as one's own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers and **plagiarism**. Students who violate this policy may receive academic and/or disciplinary consequences for assignments or work involved and their parents will be notified. Upon the second offense, the student may be referred to an administrator for disciplinary actions. Teachers will discuss the plagiarism policy at the beginning of each course. Teachers will make it clear that plagiarism will not be tolerated.

**Rule 31 - Instigating/Coercion/Complicity**

Instigation, coercion or complicity of any violation of the Code of Conduct is expressly prohibited and subjects the offender to discipline.

**Rule 32 - Repeated Violations**

Repeated violations of student rules may result in suspension, expulsion, and/or Juvenile Court referral. This includes, but is not limited to repeated violations of the handbook rules, dress code, excessive absences, and bus

misconduct.

## Disciplinary Procedures

LaMuth Middle School has a progressive behavioral discipline code. School officials reserve the right of interpretation for all rules. Consequences may vary based on the severity of each infraction or the repeated violations of misconduct. Penalties are cumulative for any offense during the current school year. A violation of any rule may result in disciplinary action, including written assignments, conferences, lunch detentions, after school detentions, Saturday Academy, out-of-school suspension, referral to Juvenile Court, and/or expulsion. The Student Code of Conduct applies wherever the school has authority to regulate student conduct, which includes school property, school transportation, and school activities wherever and whenever held. Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board of Education but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board of Education, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

The behavior management of a student is the teacher's and administrator's responsibility. Referral of a student to the administration is used after teachers have exhausted all other appropriate preventive and corrective measures, including parent contact. Once a student is referred to the office, the administration will reserve the right of interpretation and will take disciplinary action as they see appropriate at the time of misconduct. The case will be dealt with as soon as possible.

When a student is suspended, a parent/guardian will be contacted by mail, phone, or conference by an administrator in order to inform them of the rule violation and suspension hearing results. The duration of the suspension will be determined by the administrator. The student may also be charged in court for any violations of the Student Code of Conduct. With the accumulation of an excessive number of suspensions or other actions in violation of the Student Code of Conduct, the principal shall forward the student's records to the superintendent for review and consideration for expulsion from school for the remainder of the semester/year.

To receive a **detention** means that on the day(s) of the detention(s) a student spends additional time in school past the bell schedule in a specific room at LaMuth. Failure to attend or comply with the detention may result in further disciplinary actions.

During a **Saturday Academy**, the student spends the assigned Saturday morning from 9:00 a.m. to 11:30 am. in an assigned location at LaMuth. Failure to attend or comply with Saturday Academy rules may result in an out-of-school suspension for a duration to be determined by an administrator.

During an **out-of-school suspension**, the student may not attend classes, participate in or attend school activities, or visit the school grounds.

The pupil and his/her parent/guardian may appeal an out-of-school suspension or expulsion. Appeals must be made within five (5) school days to the Central Administration Office.

## Book bag/Backpacks

Due to the limited space in classrooms, student book bags or backpacks are to be kept in the locker. **Drawstring bags are the only carrying method permitted in classrooms** unless specifically authorized by an administrator. Backpacks must be stored in the lockers upon arrival to school and kept there until dismissal. Drawstrings bags are available for purchase in the office if needed.

## Change of Address or Phone

If you have a change of student information, such as phone numbers, email, names, addresses, etc., please contact the school office as soon as possible lest an emergency arise and a parent/guardian need to be contacted.

## Clinic

The clinic is equipped to handle emergency first aid care. According to state law, each student must have on file at school an authorized medical emergency form which states the parent's/guardian's direction regarding medical care for the student. Healthcare providers in Ohio cannot treat children under 18 without parental permission, except in life threatening emergencies.

**Before reporting to the clinic, students need a pass from a teacher or the office,** except in cases of extreme emergency. Should the clinic staff not be in attendance, students should report to the office.

The following steps are necessary when parents/guardians are unavailable or out of town and students are in school:

1. Write a note clearly stating the child's name and address.
2. State that you are authorizing a person of your choice to act in your place to obtain medical treatment for your child.
3. Give dates of your absence.
4. Sign and date the note in the presence of a notary public.
5. Be sure the school has a copy of the note.
6. Be sure a valid emergency medical form is on file for the present school year.
7. Students are not to contact parents via text message or cell phone without notifying the nurse.

## 1-1 Chromebook Program

The focus of the 1-1 Chromebook initiative is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these 21st century students is a Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to educational research, students who use a computing device in a 1-1 education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a next generation device that makes learning more engaging and accessible.

### 1. RECEIVING AND RETURNING A CHROMEBOOK

#### 1.1 Receiving a Chromebook

- a. Each student will receive a Chromebook, case, and charger.
- b. Parents /guardians and students must sign and return the Student Computer Use Policy and Student Pledge documents before a Chromebook is issued to the student.
- c. Chromebooks will be labeled in a manner specified by the School District; this will include the tag number.
- d. **The Chromebook is the property of the Riverside Local School District, and as a result, may be subject to inspection at any time.** The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported cloud service.

#### 1.2 Returning a Chromebook

- a. Chromebooks must be returned immediately when a student transfers out of the School District, is expelled, or terminates enrollment for any reason.

### 1.3 Fines Related to a Chromebook

- a. Chromebooks, cases, and chargers will be turned in to the RLSD staff when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs not to exceed the replacement cost of the Chromebook. The IT Department will make the final determination of any fees assessed.
- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the Lake County Sheriff's Department.
- c. In the case of accidental damage to the Chromebook throughout the year, the student/parent/guardian will be charged a damage fee.

## 2. TAKING CARE OF A CHROMEBOOK

### 2.1 General Precautions

- a. Chromebooks must be charged for school each day. This is the student's responsibility.
- b. Avoid applying liquids to the Chromebook. The Chromebook screen can be cleaned with a soft, slightly water-dampened, lint-free, cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not lift, carry, or otherwise grab the Chromebook by the screen.
- d. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the LaMuth Office.
- e. There is no altering of system software (known as "jailbreaking") of this device.
- f. Never throw or slide a Chromebook.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- h. Chromebooks and district provided cover must remain free of any writing, drawing, stickers, or labels that are not the property of the School District.
- i. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- k. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- l. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person.

2.2 Screen Care: The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- a. Do not place anything near the Chromebook that could put pressure on the screen.
- b. Do not place anything in the carrying case that will press against the cover.
- c. Clean the screen with a soft, dry cloth or anti static cloth.
- d. Do not "bump" the Chromebook against lockers, wall, car doors, floors, etc. as it will eventually break the screen.

## 3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher. When not being carried to class, the Chromebook should always be stored in a secure (locked) location.

3.1 Chromebooks Left At Home: If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

3.2 Chromebook Undergoing Repair: Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of "loaner" Chromebooks are available, so having a "loaner" is not guaranteed.

3.3 Charging Your Chromebook's Battery: Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations will result in students losing at home privileges.

3.4 Screensaver/Background Photos: Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

3.5 Sound, Music, Games, and Apps: Each student will have a Google for Education account managed by the Riverside Local School District. This account will be the conduit through which apps are downloaded to the Chromebook.

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds or headphones must be purchased by the student and use is subject to individual classroom rules.
- b. Appropriate music is allowed on the Chromebook. Earbuds/headphones may be used in the classroom based upon individual teacher approval. The use of streaming music apps is prohibited. During passing periods, students may not use earbuds/headphones.

3.6 Home Internet Access

**THE CHROMEBOOK DOES NOT HAVE A FILTER FOR THE INTERNET!** Parents/guardians, please take the necessary precautions for internet safety with your student! Reminder: The School District provides internet filtering on the district's network. **These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.**

- a. While at school students are required to be connected to "RLSCHROME" for filtered internet access.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

#### **4. MANAGING YOUR FILES & SAVING YOUR WORK**

4.1 Saving To The Chromebook/Cloud Storage: Students should save work to the district provided Google Drive account. In the event an Chromebook has to be reimaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

#### **5. SOFTWARE ON Chromebooks/Student Google Accounts**

5.1 Originally Installed Software: The apps and operating system originally installed by the School District must

remain on the Chromebook/Student Google Account in usable condition and be easily accessible at all times. From time to time the school may add additional apps and upgrades. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or installed inappropriate material.

5.2 Additional Software: Other apps may be added by the school or the student throughout the school year.

5.3 Inspection: Students will be selected at random to provide their Chromebook for inspection. Chromebook use and contents will also be monitored remotely.

5.4 Procedure For Reloading Software: If technical difficulties occur, the Chromebook will be reset to factory settings. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or reimage.

5.5 Mobile Device Management (MDM) Profiles Installed by the District: MDM Profiles installed on Chromebooks are not to be removed. Students who do not have active profiles on their machines or who removed profiles will be subject to appropriate disciplinary consequences.

## Computer Technology and Networks Policy

We are pleased to offer students of the Riverside Local Schools access to the district computer network for the Internet. To gain access to the Internet, a student's parent/guardian must sign the Network Use Consent Form and return it to the library media specialist. The forms are available in the office.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Although there is a filter in place, families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further education goals and objectives, students may find some way to access other materials as well.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Riverside Local Schools support and respect each family's right to decide whether or not to apply for access.

The district network resources are limited and material is governed by copyright laws. Students are not to bring in and install or use personal programs or software on the district network, nor are they permitted to download shareware, programs, or files from outside sources without specific written permission of the library media specialist or technology director.

Access is a privilege, not a right. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just like they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. (Riverside Local Board of Education Policies, 7540 F1)

The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned property. Any willful damage, destruction, or misuse of computers, sites, databases, files, network, or all other

technology will be subject to disciplinary action, fines, and/or legal referral. The building administrators may include loss of computer privileges, suspension, and/or expulsion if warranted as they enforce the Student Code of Conduct. Legal action may also ensue.

If a student, through failure to abide by the following rules, causes harm to the network and/or computer hardware or software, the student will be held liable for any and all such damage and the cost of restoration. Exercising one's privilege responsibly can eliminate this liability.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff and/or administration.

1. Network users must complete a Network Use Consent form, which must be approved before using the network.
2. Use of all telecommunications is restricted to school-related projects and must be supervised by the teacher or network administrator.
3. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
4. Network storage may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers or computers will always be private.
5. No student shall establish, or attempt to establish, computer contact into restricted school district computer nets or any other unauthorized databases.
6. Students shall not copy (without authorization), damage, or alter any hardware or software.
7. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
8. All non-school software and media must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
9. Students shall not use or alter another person's password, files, or directories.
10. Network password security is the responsibility of the student.
11. Students aiding teachers are restricted to using only the program selected by the teacher.

The following are typical activities that are not permitted:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting, or attacking others
- damaging computers, computer systems, or computer networks
- violating copyright laws
- using another's password or representing another person
- trespassing in another's folders, work, or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- intentionally copying inappropriate or restricted material
- using the district network to purchase items
- use of magnets / magnetic devices near computers or monitors

## Dances, Carnival, Assemblies, etc.

Participation in non-academic activities at LaMuth including but not limited to dances, carnival, assemblies, and end of year celebrations is open to all students. Participation in these events requires good citizenship. Students who have earned an after-school detention (within two weeks or the date) or Saturday Academy (within the month of the event)



Out of School Suspension (within the quarter of the event) are not permitted to attend. Administration reserves the right to prevent students from attendance at an event due to poor behavior.

## Dress Code

Clothes and hair are expected to be neat, clean, and not create (or have the potential to create) a disturbance or health/safety hazard.

**School officials reserve the right of interpretation of the dress code and will make the final decision on inappropriate clothing and appearance. All judgments may be based upon, but not limited to, health, safety, modesty, and general appropriateness.**

1. Current clothing styles, except for extremes, are acceptable. Inappropriate styles include, but are not limited to: bare midriffs, bare backs, bare shoulders, tank tops with less than 2" shoulder straps, tops with low side cuts, see-through clothing, saggy pants, and underclothes and sleepwear worn as outer garments. Pajama pants may not be worn in school.
2. Waist portion of the pants, shorts, or skirt must be worn at the student's appropriate waist level. No underwear is to be shown.
3. Footwear must be worn at all times. Flip flops, strapless sandals, heelies or other types of roller skating shoes are not permitted in school for safety reasons. **ALL SHOES MUST HAVE A BACK.**
4. All buttons, except the top two (2), should be buttoned on shirts and blouses. All shirts, regardless of style, should provide appropriate coverage. Undergarment straps may not be visible.
5. Girls' dresses, skirts, culottes, shorts, and other such attire should be of reasonable length and properly fitted. HALF SHIRTS ARE NOT PERMITTED. Shirts must cover the student's bottom if wearing leggings. Proper length of shorts/skirts will be measured by having the student stand at attention with her arms at her side. The length of the garment should not be above the student's fingertips.
6. Cutoffs, skin-tight pants (including yoga pants), boxer shorts, and skin-tight shorts such as cycling shorts or spandex are not appropriate attire and may not be worn.
7. Coats and jackets designed for outdoor wear may not be worn in class or hallways. Hats, hoods, sunglasses, and any other head coverings must remain in the locker during the school day. Coats and hats will only be in the student's possession upon entering or leaving the school grounds.
8. Distressed pants or jeans may be worn if the following guidelines are met: Holes may not be above the knees. If distressed areas are above the knee area – the area must have a patch underneath, no skin or underwear can be visible. Holes are inappropriate for school in all other articles of clothing. Patches in suggestive places are prohibited.
9. No offensive, vulgar, violent, or obscene painting, pictures, adhesive materials, bandanas, gang-related signs (written or the physical use of gang-related signs), or slogans are to appear on articles of clothing. Pins, patches, jewelry, chains, or articles of clothing with drug/alcohol/tobacco related symbols are not to be worn and will be confiscated. Students are not permitted to write or draw on their skin or clothing articles (or on other individuals).
10. A student shall not intentionally attempt to cause a disturbance by wearing items which may be considered provocative (i.e. extreme theatrical items, make-up, or discriminatory articles). Any jewelry (necklaces, piercings,...) that is worn should be school appropriate and not cause a disturbance to the educational process.
11. School approved uniforms worn on designated occasions are not in violation of the dress code.
12. All dress code guidelines apply to any school sponsored event (dances, concerts, sporting events, ...).
13. Repeated failure to comply with the dress code will result in disciplinary action under our progressive discipline plan.

## Early Dismissals

Early dismissal for appointments must be arranged through a phone call prior to departure. A parent/guardian/parent designate must report to the office when picking up a student for an early dismissal and sign him/her out. Students are not allowed to leave school on their own for an early dismissal. Parents are encouraged to plan appointments, whenever possible, so that their students will not miss out on the educational opportunities available to them at LaMuth Middle School.

## Fees

6<sup>th</sup> and 7<sup>th</sup> grade school fees are \$68.00. School fees are payable to Riverside Local Schools. Additional fees include:

- Locker Damage: \$6.00+
- Lost Gym Lock: \$8.00
- Book Damage: \$5.00+
- Chromebook Damage: \$50.00+
- Pay to participate in athletics and other activities (TBD)

Fees subject to change based on cost increase of materials

## Field Trips

1. A student must turn in a field trip form signed by a parent/guardian and have a completed emergency medical form on file before s/he may leave on a school approved field trip.
2. A student who misses part of a school day due to illness prior to the departure time for a school approved field trip will not be permitted to attend the field trip for that day.
3. Proper attire as specified by the teacher in charge is required on field trips.

## Free and Reduced Lunch Program/Cafeteria Guidelines

Breakfast and lunch are served at LMS cafeteria. Breakfast is \$2.00 and Lunch is \$3.25 (subject to change). Free and reduced price meal plans are available to any student whose family income qualifies according to the guidelines established by the Federal School Lunch Program. Application for free and reduced meal plans can be made on the District website under Nutrition Services. The cafeteria uses a computerized point of sale system in which students may scan their student I.D. card or manually punch in their 6 digit pupil I.D. (PIN) number into a keypad. The pupil I.D. number is found in the upper right corner of the student schedule and should be memorized. After scanning the card or inputting the PIN, the student's account is displayed to the cashier. Money may be put "on account" so meals or a la carte food may be purchased, or for "meals only" which consist of an entrée, milk, and 2 different sides of fruits or vegetables (one side at breakfast). The cafeteria does not allow "charging." All food must be consumed in the cafeteria. Students must wait their turn in any line to select food. After eating, students should leave the table clean, slide their chair under the table, place all paper and rubbish in the receptacles, and place their tray in the tray return. Students are not permitted to bring in and consume energy drinks at school (this includes but is not limited to: Red Bull, Monster,...) Students may not share beverages with other students in the cafeteria or other areas of the school during school hours or school sponsored events.

## Meal Charging Policy:

- There is no charging of breakfast or a la carte (snack) items in any of our cafeterias.

- We understand that extenuating circumstances occur, and a lunch or money may be forgotten. We will extend a courtesy meal to your child with the expectation that those monies would be repaid the next day.
- Students in grades 6-12 are only permitted to charge 3 lunches in a row. Re-payment is required before they can charge another meal.

## Food, Drink, & Snacks

Food and drinks should only be consumed in the cafeteria area unless special permission is provided by the building staff. Food and drinks may not be purchased and stored in lockers (Example: If a bottled drink is purchased at lunch, the drink must be finished during the student's lunch time).

## Hallway Conduct

1. Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission, a pass, or special duties that require them to be there.
2. Between classes, students will have ample time to pass from one class to another.
3. During class time, students are required to have teacher permission before entering the halls, and should carry a hall pass provided by the classroom teacher. Students will not be permitted to go to their lockers during class time unless special permission has been granted.

## Honor Rolls

Honor roll lists are prepared at the end of each report period. In order to qualify for the honor roll, the following is necessary:

- High Honors requires a 4.00 (no rounding) grade point average.
- Honor Roll requires a 3.50-3.99 (no rounding) grade point average.
- Merit Roll requires a 3.0-3.49 (no rounding) grade point average.

## Insurance

Insurance is offered to students during the first week of school and may be purchased through the school only during the initial enrollment period. You may select one of two plans which gives medical and hospital coverage to certain limits. You may purchase coverage that will offer protection during school hours and all school activities including sports, or you may purchase 24 hour protection. All claims must be reported immediately to the school, but final transactions are between the parents/guardians and the insurance company. Claim blanks are available in the office.

## Lockers

1. Lockers should not contain valuables and should be locked at all times. The school is not responsible for lost or stolen items. Students should, however, report all losses to the office.
2. Lockers are the property of the Board of Education and school officials reserve the right to examine lockers and the contents thereof at any time. Periodic random checks of lockers may be made during the course of the year. Lockers and their contents may also be checked upon reasonable suspicion that the contents may contain evidence of criminal or school rule violations.
3. Lockers must be opened by using the combination each time and should not be pre-set. Opening the locker in other ways may destroy the lock. A fee of \$6.00 or more will be charged if the lock of a child's hallway locker is damaged. A fee of \$8.00 will be charged if a gym lock is lost. Students must notify the gym teacher immediately if their lock is missing or damaged.
4. Students are not permitted to trade lockers. Don't share your combination with anyone.

## Lost and Found

A lost and found is located in the office, locker room and in the cafeteria. Valuables that are found should be turned into one of these locations. All thefts must be reported to the office.

## Medication Dispensation

It is the policy of the Board of Education and the administrative staff to require written physician verification of student need for medication during the course of the school day. In turn, written parental permission for school personnel to supervise the consumption of the medication is also required. This policy includes both prescription and over-the-counter medications. Both parents must sign the written release form if they are living with or have custody of the child. If parents are separated and both still retain legal custody of the child, both parents must sign. If students are in a foster home and placement is by an agency that holds custody, the agency must sign. If the student is a ward of the court, the court-appointed guardian must sign. These medication forms may be obtained from the clinic staff.

If it is necessary for a student to take medication during school hours, the medication must be left with the school nurse and taken under her supervision. Students should contact the clinic staff to obtain permission to carry prescribed medication dispensed by an inhaler, an emergency anaphylaxis kit (EpiPen), or to carry diabetic equipment. The school will not assume responsibility for application of ointments, change of dressings, or injections except in certain emergency situations. The school will administer oral medication in pill form only. Each student's medication must have affixed a prescription label including his/her name, the name of the drug, directions concerning dosage, and duration of the period of medication.

## Outdoor Education Program

Participation in the Outdoor Education Program is offered to all new 6<sup>th</sup> graders. Students sign up in the spring and attend camp in May. The requirements for the Outdoor Education Program are:

1. Student must be a first time 6<sup>th</sup> grader.
2. Good school attitude and citizenship.\*
3. Acceptable attendance record.
4. Payment of fee.

\*Good citizenship is required for all 7<sup>th</sup> grade trip participants, especially in consideration of the trip's itinerary, distance from home, and safety concerns. If a student receives multiple disciplinary consequences throughout the course of the year (Saturday Academies, in-school suspensions, or out-of-school suspension), they may be prohibited from participating in the trip. Any infraction resulting in a three day or greater out of school suspension at any point in the school year will preclude the student from participating. Students may be precluded from participating per administrator/ trip director discretion. An effort will be made by administration/trip director to notify students and parents when a student is in jeopardy of not participating in the trip due to behavior or attendance. Any monies paid will not be reimbursed.

## Personal Items

All personal items (binders, purses, brushes, combs, toys or any kind,...) are to be stored in the student's locker or kept under their desk / table during class time. Items that are needed for class must be taken out prior to the start of the class period. Personal grooming items such as: brushes, combs, makeup, cologne, perfume and other items may not be used in the classroom. If a violation occurs, items may be confiscated by the teacher or administrator, disciplinary actions may occur, or restrictions may be placed on an individual student (items not permitted at school or items must be stored in a locker).

## Physical Education Class Attendance

A doctor's note is required if a student is to be excused from gym class. To resume participation after the excused absence period is over, a doctor's note is again necessary.

## Report Cards, Grading Scale, Promotion

Report cards are issued four (4) times per school year at the end of each nine-week grading period. Grades will be determined according to the following scale:

- A 90% and up - Demonstrates mastery in most standards
- B 80% - 89% - Demonstrates mastery in some standards, proficiency in all standards
- C 70% - 79% - Demonstrates proficiency in most standards
- D 60% - 69% - Demonstrates proficiency in few standards, progressing in other standards
- F Below 59% - Lacks proficiency in most standards.
- I Indicates incomplete work or insufficient evidence to determine proficiency. A failing grade is given for an incomplete that is not made up.
- W Indicates the student has withdrawn from the course

Year-end grades are determined by an average of each quarter grade percentage. Each quarter grade will count for 25% of the final grade. If during the course of a year or semester course, a student shows marked improvement, a teacher may determine a final grade by using an alternative measure of central tendency and professional judgment of a student's level of mastery. A student cannot fail more than one (1) core subject (math, language arts, science, social studies) to be promoted. Students are required to clear up all debts and obligations prior to the end of the school year in order to receive final grades and credit.

## Scholarship Club / LaMuth Hall of Fame

The Scholarship Club's purpose is to recognize high academic achievement. In order to qualify, a student must have a GPA of 3.50 (no rounding) for each of the first three grading periods of the current school year. There is an annual awards assembly in the spring where certificates are given to members to commemorate their achievement. A "D" or an "F" in any subject eliminates a student from membership.

The LaMuth Hall of Fame is composed of LaMuth's top scholars. Sixth grade Scholarship Club recipients who maintain a 3.75 (no rounding) or higher GPA for each of the first three grading periods of their seventh grade year will be inducted into the LaMuth Hall of Fame at an awards assembly in the spring. Also inducted into the LaMuth Hall of Fame will be the most valuable player from each seventh grade sport as selected by the head coach. The top seventh grade participant in each extracurricular activity will also be selected by the advisor.

## School Closings/Snow Days

Should it become necessary to close schools due to inclement weather, the closing will be broadcast on local radio and television stations. If schools are closed, all school activities including athletic contests and practices are canceled. If schools are closed there will be no latchkey services. There will be no use of buildings by outside groups on days schools are closed. If the Riverside Local Schools are closed, there will be no bus transportation to any school facility. Please make sure parent/guardian phone numbers and emails are up to date to receive notifications.

## School Counselor

The school counseling department offers assistance to students in areas of social, personal, vocational, and educational situations. Should a student wish to see his/her counselor, an appointment is suggested, although

emergency items will be handled at any time. Forms are available in the office to list reasons to meet and request a time. The counselor is available for parent/guardian conferences **by appointment**. It is suggested that any student needing help or personal counseling see his/her school counselor. When a topic is of concern to a number of students, a group may be formed and the problem discussed.

## Seventh Grade Out of Town Field Trip

Participation on the 7<sup>th</sup> Grade Trip is a privilege considered for all new 7<sup>th</sup> graders. Students sign up in advance for the trip. Participants need to pay their own way for the trip and are required to complete written paperwork relating to the travel experience prior to departure. Payment must be made online through the tour company. The requirements for the 7<sup>th</sup> Grade Trip are:

1. Student must be a first time 7<sup>th</sup> grader
2. Good school attitude and citizenship\*
3. Acceptable attendance record
4. Payment of fee
5. Completion of pre-trip paperwork

\*Good citizenship is required for all 7<sup>th</sup> grade trip participants, especially in consideration of the trip's itinerary, distance from home, and safety concerns. If a student receives multiple disciplinary consequences throughout the course of the year (Saturday Academies, in-school suspensions, or out-of-school suspension), they may be prohibited from participating in the trip. Any infraction resulting in a three day or greater out of school suspension, at any point in the school year, will preclude the student from participating. Students may be precluded from participating per administrator/ trip director discretion. An effort will be made by administration/trip director to notify students and parents when a student is in jeopardy of not participating in the trip due to behavior or attendance. Any monies paid will not be reimbursed.

## State Testing

In accordance with state law, all 6<sup>th</sup> and 7<sup>th</sup> graders at LaMuth Middle School will participate in the statewide Reading and Math Achievement Assessments on the yearly, predetermined testing dates.

## Tardies

A student is considered tardy to school if s/he arrives to class or school after 8:20 a.m. Upon arrival, students should sign in at the office and receive an admittance pass to class from office personnel. Sign-in and sign-out sheets will be a part of the official attendance record. Excessive unexcused tardies will result in progressive discipline including, but not limited to, the assignment of an afterschool detention or Saturday Academy. If the student arrives after noon, the day counts as an absence. It is the responsibility of Open Enrollment parents/guardians to see to it that their child arrives to school on time.

If a student accumulates five unexcused tardies to school during a nine-week grading period, a detention will be assigned. An additional detention will be assigned for each subsequent 2 unexcused tardies. Once three detention have been assigned for tardiness in a nine week period, additional unexcused tardies (10+) will result in a Saturday Academy. Discipline will be assigned for each additional tardy. Students excessively tardy to any class are subject to progressive discipline.

## Vacation

A student should be passing all courses for the current grading period to qualify for an excused vacation absence. Failure to comply with the following procedure will result in the vacation being considered unexcused and no course credit will be given for any work missed during the vacation.

1. Students must have a written request from a parent/guardian stating the reason and length of the extended absence.
2. The student should obtain a vacation request form from his/her guidance counselor in the office before the vacation. The student should also email all teachers requesting assignments well in advance of leaving.
3. Assignments are to be completed during the vacation and handed in on the day the student returns to school.

## Vending Machines

Several snack and drink machines are located at LaMuth for student use. The snack / milk machine in the gym lobby may be used before school, during lunch hours, and after school. The drink machines in the gym lobby are for after school use only or may be used with district staff permission. The school is not responsible for lost money.

## Visitors

Parents/guardians of a student at LaMuth are welcome to visit the school at any time during the school year. It is required that all visitors report to the office to sign in and receive a visitors pass. State Statute 3313.20 of the Ohio Revised Code states, "No person shall trespass, loiter, or remain in the building or upon the grounds of any school, in violation of the rules and regulations of the Board of Education or other authority of the school district in which the school is located." This applies between the hours of 7:30 a.m. and 5:00 p.m.

## Withdrawals

The office should be notified ahead of time of the date of withdrawal from school. A withdrawal form must be obtained from the office. A parent/guardian must sign the form in person in the office. The student who is withdrawing must take the form to each teacher for a signature and to return textbooks. This form is then to be returned to the office prior to leaving. All outstanding fees must be paid in order for the withdrawal to be processed. Students who are withdrawn during the summer must have their parent/guardian notify the office. Records will not be forwarded to a new school if there are outstanding fees.

## Student Activities

The Riverside Local Board of Education recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom. Participants and responsible adults involved in Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. For a complete listing of extracurricular activities offered at LaMuth, please consult the school website. The Board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and booster groups. Students may be required to meet academic or citizenship standards to become or maintain membership in an activity. Likewise, a participation fee may be required for membership in an activity.

## Athletic Eligibility

1. The Athletic Director will determine eligibility each grading period.
2. For grades 7 and 8, a student who is fifteen (15) years of age prior to August 1 is ineligible to participate in athletics for the school year. This includes ineligibility for participation in contests prior to the opening of the school year.
3. For grades 7 and 8, a student must receive a 1.75 grade point average or higher each grading period and receive passing grades in a minimum of five subjects in which enrolled the immediately preceding grading period..
4. The eligibility of a student continues until the fifth day of the next grading period. At this time, eligibility is

determined by the grades earned during the preceding grading period. An ineligible athlete may not compete in any athletic contest during the period of ineligibility.

5. Every student who is on a team must have passed a physical examination by a doctor. Physical cards may be picked up in the school office. The cards must be filled out by a doctor and returned to the office before the opening day of the sport.
6. Athletic participants must carry either school insurance or have a waiver form signed by a parent/guardian.
7. Students in grades 7-12 participating on a team sport must pay a Board of Education approved participation fee before the first contest. Fees are subject to change by act of the Board of Education.
8. Students must follow all rules and regulations set up by OHSAA, the LaMuth administrators and staff, co-curricular code of conduct, and the Board of Education.
9. Students must demonstrate sportsmanship, ethics, and integrity as a representative of LaMuth Middle School.  
**Extra-curricular participation is a privilege, not a right.**

## Loss of Privileges

Failure to follow school rules, team rules, or organizational rules may result in non-participation in the sport or activity, and/or progressive disciplinary action. Any type of suspension or expulsion will also result in loss of privileges.

**Co-Curricular Code of Conduct:** Any student participating in co-curricular activities is subject to the guidelines and regulations as described in Riverside Local School District Co-Curricular Code of Conduct.

## Fire Drills

1. Students must find out which exits to use for each of their classrooms. Teachers will explain the proper location, but exit and location signs are also posted in each classroom on campus.
2. When the fire alarm sounds, students are to leave the classroom in a single file line and remain with their teacher.
3. Students are to leave books, backpacks, and coats in the building.
4. The teacher must see that all windows are closed, lights are out, and the door is closed.
5. Students should walk quickly, quietly, and calmly out of the room at the direction of the teacher.
6. If an exit is blocked, the students should be directed by the classroom teacher to another exit from the building.
7. The class should stand together at a safe distance from the building.
8. Faculty members are to check attendance and report all discrepancies to the administration.
9. Students are to reenter the school in an orderly fashion after the return signal is given.

## Tornado Drills

1. Students must be aware of which shelter area to use for each of their classrooms. Exit routes and shelter areas are posted near each classroom door.
2. When the tornado alert sounds, students are to silently leave the classroom in a single file line and proceed to their assigned shelter area with their teacher.
3. All books and other personal belongings are to remain in the classroom.
4. When instructed, the students should assume the tornado safety position - a crouched position with head facing the wall and hands finger-locked behind the neck.
5. Faculty members are to check attendance and report all discrepancies to the administration.
6. Students are to return to the classroom in a quiet, orderly fashion after the return signal is given.

## Tornado and Emergency Disaster Procedures

A security drill will be implemented in the face of an outside threat such as a tornado, severe storm, or possible civil



defense action. The safest locations in the building will be utilized for the protection of all personnel. These areas are marked "Shelter Areas." During a security drill pupils, teachers, and other personnel will follow the directions on the tornado and emergency disaster procedure cards posted in each room.

1. Pupils are to be escorted to the assigned shelter area.
2. Quiet is to be maintained at all times.
3. Lights are to be turned off and equipment must be unplugged.
4. All individuals are asked to move quickly.
5. In the event of impending danger to LaMuth, instructions will be given by the administration via megaphones.
6. Faculty members are to check roll and report any discrepancies to the administration.
7. Everyone is to keep away from any outside glass area and face towards the wall inside the building.
8. When the all clear bell is sounded, everyone will report back to their assigned rooms.

## Earthquake Disaster Procedure

In the event of a tremor:

1. Evacuate immediately if possible, following the fire drill procedures as directed by the classroom teacher.
2. During an evacuation, be on guard for falling material.
3. Stand clear of the building once outside.
4. Students should return in an orderly manner to the school when the all clear signal is given.

Should evacuation be impossible due to falling debris, etc., take the following action:

1. Move toward interior supporting walls of masonry construction.
2. Do not stay in rooms with high ceilings (e.g. the gyms, auditorium, etc.)
3. If possible, take cover in archways of doors or under desks and tables, away from outside walls.
4. Use books or hard notebooks to cover heads.
5. After the tremor is over, and assuming debris has fallen, wait momentarily until things settle, then exit the building following fire drill procedures as directed by the classroom teacher.
6. Wait for the all clear signal before returning to the building.

## Shelter-In-Place Procedure

In the event of a hazardous chemical spill or a local industry explosion resulting in toxic chemicals becoming airborne, building administration will receive the instruction to Shelter-In-Place (SIP). During SIP procedures:

1. Teachers will close all windows, and escort their class to the assigned SIP location.
2. Quiet is to be maintained at all times.
3. Students, teachers, and all building staff will remain in the SIP location until the all clear is given.
4. Return to class once the all clear is given.

## Lock Down Procedure

In the event of an unwanted visitor or stranger in the building, an announcement will be made to all students and staff that the building is in "Lock Down". Students and staff will remain in classroom areas, behind locked doors and away from visible sight and windows until the all clear signal is given by office personnel. If directed by teacher, students will be expected to evacuate the building during a Lockdown/Rapid dismissal drill.

## Emergency Evacuation Procedure

In the event of a building emergency (power failure, water main break, heating problems, etc.) students will be bussed to the Riverside Field House. There, they will be supervised by the LaMuth staff, and bussed home as normal.

In the event of a nuclear emergency situation, pupils will follow the instructions given by the principal. Depending on the nature of the emergency, students will:

1. be sheltered in the building.
2. be bussed home following normal daily dismissal procedures.
3. be transported to Mentor High School located outside of the disaster area. Parents would pick up students from this site.