

Pleasant Middle School

2018 – 2019 Student Handbook

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Marion, OH 43302**

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Student: _____

Alma Mater

Red and Black to thee we sing;
Our praises to your halls we bring
We shall long remember thee,
Our golden youth so young and free.
Memories of High School days,
Our Alma Mater song we raise.
Golden days at Pleasant High;
We sing your praises to the sky.

Words by Jackie Evans 1967, music by Pat Waldeaver, 1965

Fight Song

Fight, fight on for Pleasant High
Our Song goes out to thee
Oh, red and black our colors fly
We'll fight for victory
Our team will fight forever more
Our Spartans brave and bold
Get in tonight and win that fight
Our honor to uphold.

Words by June Danner and Pam Guy

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GOALS AND OBJECTIVES

Pleasant Local Schools endeavor to establish a school environment that will enable each student:

1. To develop and maintain his/her physical, social and emotional health by:
 - a. Developing aesthetic values
 - b. Developing cultural values
 - c. Developing an understanding of the human body
 - d. Developing and maintaining individual physical fitness
 - e. Developing the proper use of leisure time
 - f. Developing an understanding and skill in human relations
 - g. Developing a "sense" of personal worth
2. To develop moral values by:
 - a. Instruction and example of staff
 - b. Guidance and direction of students
 - c. Developing an appreciation of the worth of service
 - d. Developing an appreciation of others
3. To develop understandings, attitudes and academic / personal skills for effective participation in our American way of life by:
 - a. Developing pride of workmanship
 - b. Developing research skills
 - c. Developing a desire for continual learning
 - d. Developing the ability to think critically and independently
 - e. Developing the ability to act responsibly
 - f. Developing an understanding and respect for our cultural heritage

Pleasant Local Schools endeavors to establish an environment that will enable each faculty member to enhance his/her teaching skills.

STATEMENT OF POLICY

The Pleasant Board of Education has provided this policy for implementing and fulfilling the rights and responsibilities of Pleasant Middle School students.

It shall also be the policy of the Pleasant Middle School to encourage student conduct that will promote good health, reasonable behavior, effective citizenship, and a favorable atmosphere for learning. Students on school grounds, or in a place under school jurisdiction, are required to abide by the rules, which are established to achieve their objectives.

Admission to the schools of Pleasant Local School System carries with it the presumption that the student will conduct himself/herself as a responsible member of the school community. This presumption includes the expectation that the student will obey the law, adhere to the policy of the school system, and comply with the rules and regulations implementing this policy. The student is required to safeguard the property of the school and to respect the rights and privileges of others in the school community.

Each student is required to accept responsibility for his/her own conduct. In accordance with this policy, the administration shall implement the rules, regulations, and procedures contained in this document. When a violation of these rules occurs, the school officials are authorized and obligated to take appropriate action designed to insure more responsible behavior on the part of the student. When violations of the law of the United States, and the State of Ohio are involved, the school officials shall refer such matters to parents, legal guardians, or appropriate civil authorities.

NONDISCRIMINATION NOTICE

In accordance with the regulations set forth in Title VI and Title VII of the Civil rights Act of 1964, as amended, Title IX of the Educational Act of 1972, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act, and the Americans with Disabilities Act of 1990, the Pleasant Local School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability, in providing equal opportunity for employment and admission or access to any of the facilities, programs, and activities which it operates.

Any person seeking more information about the district's nondiscriminatory policy or who believes that his or her rights have been violated or that he or she has been discriminated against because of race, religion, color, national origin, sex, age or disability can make inquiries or register a complaint by contacting the District's Civil Rights Coordinator, which is the Superintendent of Schools, 1107 Owens Rd., Marion, Ohio 43302, 740-389-4479.

PUBLICATION OF THE PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, or bullying behavior by any student in Pleasant Middle School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e. internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Any person seeking more information about the district's anti-harassment policy or who believes that there is a reportable case of harassment, intimidation or bullying can make inquiries or register a complaint by contacting one of the district's Anti-Harassment Compliance Officers, Mrs. Jennifer Adams and Dr. Shelly Dason at 1107 Owens Rd., Marion, Ohio 43302, 740-389-4479.

RIGHTS AND PRIVACY ACT

In accordance with the Federal Family Educational Rights and Privacy Act of 1974 (PL93-380), parents of students under the age of eighteen (18) and students of age ten (10) and older are guaranteed the right of access to permanent school records, and the opportunity to challenge any contents which may be inaccurate, misleading, or inappropriate. This includes the right to inspect and review any and all records, files, and data that is directly related to the student such as material incorporated in the cumulative record folders. Materials specifically included are identifying data, academic work completed, level of achievement, grades, standardized achievement test scores, attendance data, intelligence aptitude, psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, verified reports of serious or recurrent behavior patterns.

Procedures have been established for granting parents/guardians access to their child's records. Parents or students of age eighteen (18) or older, are requested to secure an access form from the principal's office of the building in which the student is currently enrolled.

The law (FERPA) also protects confidentiality of the student's records and prohibits releasing with few exceptions. The records may be released to:

- A. Other local school officials including teachers within the same educational unit or agency who have legitimate educational interests.
- B. Officials of other school systems in which the student intends to enroll (upon condition the parents/guardians are notified of transfer, receive a copy of the records if desired, and have an opportunity for a hearing to challenge record contents).
- C. No information shall be furnished, in any form, to any other persons than those listed above unless it is in compliance with a judicial order or subpoena that there is written parental consent specifying the records be released, the reasons for the release, and to whom they are to be released.

COMPLAINT PROCEDURE

PREAMBLE

If any person or persons believes that they have been discriminated against by the Pleasant Local School District or by any of its employees, agents, students or by third parties in any district facility, program or activity in violation of Title VI, or Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Act of 1972, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1993, the Age Discrimination Act in Employment Act, or the Americans with Disabilities Act of 1990, should within thirty (30) business days bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator, the Superintendent of Schools, 1107 Owens Rd. West, Marion, Ohio 43302, 740-389-4479.

GRIEVANCE PROCEDURE

Informal

Any person or persons who believe they have a valid basis for a grievance may, within thirty (30) business days of the alleged discriminatory incident, discuss the grievance with the District's Civil Right Coordinator, the Superintendent of Schools, and attempt to resolve the matter informally.

Formal

Step 1

The aggrieved party may file a written statement of the grievance signed by the complainant and submitted to the District's Civil Rights Coordinator, the Superintendent of Schools, within thirty (30) business days of the alleged discriminatory incident (or within ten (10) business day of the conclusion of the informal procedure). The coordinator shall investigate the matter and issue a report of the findings of fact and conclusions in writing within ten (10) business days to the parties in the dispute.

Step 2 – Formal Procedure

If the complainant or the party who allegedly committed the discriminatory act(s) disagree with the findings or conclusions at Step 1, a written appeal may be made to the Board of Education within five (5) business days of receipt of the report. In an attempt to resolve the grievance, the Board of Education shall meet with all parties and their representatives within twenty (20) business days of the receipt of the appeal. The Board shall provide each party a timely, advance notice prior to the proposed meeting date. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of the meeting.

Inquiries concerning the District's policy of nondiscrimination and matters related thereto under Title VI, Title IX, Section 504, the Age Discrimination Act, or the Americans with Disabilities Act may also be directed to the U. S. Department of Education, Office of Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, Ohio, 44114-2611, 1-216-522-4970 at any time.

ACADEMIC INFORMATION

GRADING SCALE

The following chart represents the percentage values assigned to letter grades:

100% - 93%	A	92% - 90%	A-				
89% - 87%	B+	86% - 83%	B	82% - 80%	B-		
79% - 77%	C+	76% - 73%	C	72% - 70%	C-		
69% - 67%	D+	66% - 63%	D	62% - 60%	D-	59% - 0%	F

Year-end grades will be figured by computing an average of ALL graded assignments from the entire school year.

INCOMPLETE ASSIGNMENTS AND MAKE-UP WORK

Each teacher establishes due dates for assignments depending upon the kind of assignment to be completed. Therefore each teacher will establish the penalty for late assignments and inform students of such penalty prior to the completion date.

A. Make-up Work

1. When a student returns to school following an excused absence, the student will be permitted to make up the work covered during the absence. It is the student's responsibility to take the initiative and make arrangements for this. The student has the same number of school days missed to make up his or her work after an absence. This time period begins upon a student's return to school.
2. Students who will miss class for any school-sponsored field trip (including athletic events) must make arrangements with teachers before leaving concerning the work that will be missed.
3. Parents requesting work during student absences should do so prior to 8:00 am and for no less than two missed days.

B. Incompletes

Any student who receives an incomplete for a Nine Weeks grade will have the appropriate time, as stated above, to finish the assigned work for that particular class. If the work is not made up in the appropriate time, then the student will receive a failing grade for that assignment, which will then be averaged with the other grades to determine the student's final grade.

PARENT/STUDENT INTERNET ACCESS OF POWER SCHOOL

The Middle School would like to inform you about our website that allows you to view your child(ren)'s grades and homework assignments online with the Power School system. Your child(ren)'s grades and homework assignments are available on a daily basis, along with missed and/or late assignments. Power School access may be turned off if all student fees are not submitted to the school by the end of the first semester.

INTERIM PROGRESS REPORTS/GRADE CARDS

Because of the parent's access to student grades through the Power School system, interim progress reports will NOT be sent at the approximate midpoint of each grading period. Parents may request IN WRITING that hard copy interim reports still be sent. Additionally, hard copies of interim reports and grade cards will NOT be sent if school fees are not paid.

PLACEMENT IN ADVANCED CLASSES

Students may be placed into advanced/leveled classes based on performance both in previous classes and on standardized and locally administered assessments. The following criteria will be used to determine if a student will be placed in courses above the typical grade-level course of study for the following school year:

7th Grade - Pre-Algebra:

1. Semester 1 class average, semester 2 class average, and teacher evaluation score – each weighted 10%
2. Pre-algebra readiness assessment – weighted 20%
3. SGM/SLO test OR state AIR assessment and textbook benchmark test – each weighted 25%
 - Students who successfully complete pre-algebra in 7th grade with a final average of "A-" or higher will be placed in algebra for high school credit in 8th grade. Students who do not maintain at least a "A-" average but who score lower than a "4" or "5" on one AIR assessment may be placed in pre-algebra again in the 8th grade.

8th Grade - Foreign Language:

1. Year-end average in 7th grade English AND 7th grade reading (10 pts. Possible):
 - a. A = 5 pts A- = 4 pts B+ = 3 pts B = 2 pts
2. NWEA MAP standardized assessment for 7th grade language arts (5 pts. Possible):
 - a. Percentile Score: 90-100 = 5 pts 80-90 = 4 pts. 70-80 = 3 pts.
3. Ohio AIR assessment for English Language Arts (5 pts. Possible):
 - a. Score category of "Advanced" (5) = 5 pts. Score category of "Accelerated" (4) = 3 pts.

* 12 of 20 points possible required for placement

* Final placement determined by total points accumulated and class size/availability

HONOR ROLL

The honor roll list will be posted at the end of each nine weeks grading period. The honor roll will contain the names of those students receiving all "A's" in academic subjects all "A's" and/or "B's" in the same subjects. Additionally, however, grades of "C" or below in any other subject will keep a student off the honor roll.

RETENTION/FAILURE POLICY

Pleasant Middle School desires to assure the educational development of its students, and the staff will do everything possible to aid the students' academic progress. Communication with parents and students will be conducted during the year in regard to potential retention. Any student who earns failing grades for the year in two or more academic subjects or who fails to meet district and building attendance requirements may be retained at their current grade level.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled during two different time periods (one each semester) according to the board-adopted school calendar. All teachers will request conferences with parents of students doing poorly during the time preceding conferences. Parents may make appointments for conferences with teachers or the principal by telephoning the school secretary at 740-389-5167.

TEXTBOOKS/WORKBOOKS & LAB FEES

Each student is responsible for the condition of his/her textbooks. Students will be assessed fines for the loss or damage to books on loan from the Pleasant Middle School. Workbooks are required in certain courses and the costs are applied to student fees. Students who are financially unable to purchase workbooks should inform the principal immediately so arrangements can be made. Grade cards or records will not be released and parent access to Power School may be turned off unless all fees are paid by the conclusion of the 1st semester (end of 2nd 9-week grading period).

Pleasant Schools Academic Integrity Policy

I. General Statement

The Pleasant Local Schools have a strong tradition of academic excellence. In order to uphold our tradition of excellence, we challenge students to strive for success while not compromising integrity. We have high expectations for student performance, but not at the expense of honesty, respect, and accountability. All Pleasant students are expected to behave as honest and responsible members of an academic community. Students should take pride in their character and therefore there is no tolerance for cheating, plagiarism, or any other form of academic dishonesty. Students must be aware that standards at Pleasant may be different from those in other schools. We challenge our students to continue the strong tradition of pride at Pleasant.

II. Definitions of Academic Misconduct

Students are responsible for following the guidelines of acceptable and unacceptable conduct for graded assignments established by their teachers for specific courses and of the examples of academic misconduct set out below. Academic misconduct that is subject to disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage, in any of the actions described below:

A. Cheating - Using or attempting to use materials, information, or study aids not authorized by the classroom teacher in any academic exercise. This includes, but is not limited to, copying work on tests, quizzes, projects, or homework assignments from others. This includes inappropriate collaboration (violating the spirit of the policy and/or teacher instructions) either with or without permission from the owner(s) of the material.

B. Facilitation - Helping or attempting to help another student violate any provision of the Academic Integrity Policy.

C. Falsification – Manufacturing information, data, citations, credentials or any other material.

D. Plagiarism – Representing the words or ideas of another as one’s own in any academic exercise. This may include direct copying, but it may also be more complex. Plagiarized material may appear in a student’s paper as word-for-word copying, a summation, or a paraphrase of another’s ideas. A student has plagiarized whether the material from another source has been taken in whole or in part without properly citing the source of the material.

E. Electronic Assistance/Devices – The use of any electronic device in a manner that violates the spirit of the Academic Integrity Policy. This includes using online translators to complete writing assignments in a foreign language class or any type of electronic answer generator. It also includes using electronic devices to inappropriately copy or share pictures or other materials and information. Additionally, students are prohibited from using Wireless Communication Devices (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 WCD to receive such information.

F. Other – Any other act that violates the intent of the Pleasant Schools Academic Integrity Policy as outlined in the General Statement in Section I.

III. Responsibilities

Administration

1. Ensure the policy is clearly communicated to all teachers, students, and parents.
2. Consistently enforce the policies with all students at all times.

Teachers

1. Inform students of academic integrity expectations in each class.
2. Provide an atmosphere in the classroom that reduces the ability of students to violate the policy.
3. Consistently apply the policies with all students at all times.

Students

1. Don’t violate the Academic Integrity Standards on any assignment or assessment.
2. Follow academic integrity expectations for each class taken.
3. Don’t help others violate the Academic Integrity Standards.
4. Prepare sufficiently for all assignments and assessments.
5. Accept responsibility for what you know and don’t know.
6. Report Academic Misconduct to teachers and/or administrators.
7. Exhibit integrity at all times.

IV. Consequences of Academic Dishonesty

Violations of the Academic Integrity Policy shall remain on a student’s record for the entire academic year and will not be reset at the semester. Offenses accumulate per-student per-school year and are not based on specific classes in which violations occur.

Level I – Violating the Academic Integrity Policy on any homework or classwork assignments.

1st Offense – Zero on the assignment; One Lunch Detention

2nd Offense – Zero on the assignment; One Saturday School

All Following Offenses - Treated as Level II Violations.

Level II – Violating the Academic Integrity Policy on any quiz, test, exam, paper, lab, or project.

1st Offense – Zero on the assignment; One PM Detention

2nd Offense – Zero on the assignment; Two Saturday Schools

All Following Offenses - Failure for the semester class in which the violation occurred.

In all cases of Academic Misconduct, the teacher will contact the parents/guardians of the student(s) involved and the administration will provide written notification.

The building principal maintains the right to by-pass any of the above disciplinary steps dependent on the severity and circumstances surrounding the student's Academic Dishonesty.

ATTENDANCE POLICIES

ABSENCE CLASSIFICATIONS

All absences from class at Pleasant Middle School will be classified in one of the following ways:

A. EXCUSED ABSENCES

a. Administrative and/or Medically Excused

The following reasons for absence, with proper documented evidence provided, will be considered to be Administrative and/or Medically Excused. The documented evidence (note, etc.) must be turned into the school office within three school days of the absence:

1. Personal illness requiring a visit to a physician
2. Critical illness in the family
3. Quarantine in the home
4. Observance of religious holidays
5. Death of a relative
6. Court appearance
7. Special circumstances with prior approval by the principal

b. Parental Excuses

Parents or legal guardians of a student may write a note, stating the reason for the absence, which will excuse the student from school. This note must be turned into the office within three school days following the absence. (e-mail notification from a confirmed parent account is sufficient)

c. Emergency Administrative Removal

As a last resort students may be removed from any school if the student's continued presence interferes with the ability of the rest of the class to function in an orderly manner, or presents a danger to any other student. ~~The decision of credit earned and/or make-up work is left up to the discretion of the administrator in charge at the time~~

d. Suspension From School

Any student suspended (and/or expelled) from Pleasant Middle School for any reason, will not be permitted on school property during the time of their suspension (and/or expulsion). ~~Credit may not be given for any class work missed during this time.~~

B. UNEXCUSED ABSENCES

Any absence without a notification being submitted to the school office.

Examples Include: Oversleeping, shopping, baby sitting, missed the bus, car trouble, leaving grounds without permission, working, absence from school with no excuse offered, and other absences not covered above, as determined by administration.

ABSENCE NOTIFICATION

Parents should call between 7:00 AM and 7:20 AM if their child will be absent from school that day. Written ~~note~~ communication is still required for the absence to be excused. All notes and/or documented evidence for an absence must be received by the school office **within three school days following an absence**. All parental notes must be signed or emailed by a parent and/or legal guardian of the student.

SEMESTER ATTENDANCE POLICY

To receive passing grades for a semester, a student may not miss any more than sixty-five (65) hours of school in ANY absence classification. Any student who misses more than 65 hours will be considered in violation of the building attendance policy and may be assigned Saturday School for each day in excess of the 65 hour allowance and/or make up days after the school year is completed for any/all absences not classified as administrative/medically excused as previously described. Any exceptions to this rule for extenuating circumstances will be handled on a case-by-case basis by the principal.

ENTERING SCHOOL LATE

All students must sign in the office when they come to school after the school day has started. Any note excusing the student should be also brought to the office at this time. Any student arriving at school later than 2nd period class will be considered absent for ½ day.

LEAVING SCHOOL EARLY

All students must come to the office and be signed out by a parent/guardian or person pre-determined by the parent/guardian before leaving school. Any student leaving school prior to the last 2 periods of the school day will be considered absent for ½ day. Hours missing from school will be counted in overall attendance but s

VACATION DAYS

All vacation days should be approved by the principal BEFORE the vacation. This approval should be sought at least one week prior to the planned vacation. Students must make prior arrangements with all teachers to get available assignments prior to the vacation period and **have work ready to submit upon their return**. Vacation days may be denied by the principal if the student has a prior attendance problem. Vacation days WILL be counted toward the individual student's allowable absence days per the attendance policy listed above.

TARDY POLICY

Any student who is not in the classroom, as defined by the teacher, before the tardy bell rings will be considered tardy to that class. Tardies will be separated into two different categories (tardy to school and tardy to class) and will be dealt with according to the consequences outlined in the misconduct section of the handbook.

TRUANCY/SKIPPING CLASS

The legal standards for truancy from school are the following: 30 consecutive unexcused hours of school unexcused hours missed in any 30 day period, 72 unexcused hours in one year. Any student meeting these standards without prior approval or proper documentation (ie. Physician's notes) may immediately be referred to the truancy officer for the Marion County Juvenile Court.

Any student leaving school/class without permission will be considered truant and unexcused for the entire time missed. Additionally, further consequences are outlined in the Code of Conduct section of this handbook.

STUDENT DRESS CODE

All students attending Pleasant Middle School must adhere to the following standards of dress, which are intended to promote a positive educational atmosphere.

1. All clothing, make-up, jewelry, and/or hair styles must not disrupt the educational atmosphere of the building.
2. All clothing shall be neat, clean, and well fitting.
3. Clothing must not contain any obscene or inappropriate symbols or inferences, advertisements, and/or language. Any reference to tobacco, alcohol, or other drugs, in any form, is not permitted.
4. All shirts, skirts, dresses, or shorts may not contain holes through which skin can be seen above the acceptable line for shorts.
5. Piercings may only be visible in the ears unless prior approval is given by the principal. If dangling earrings present a safety problem in a class, then the student will be required to remove them for that class. No other visible body piercings are allowed.
6. Dark glasses may not be worn during the school day except under a written doctor's order.
7. Hats may not be worn during the school day.
8. No chains are permitted.
9. Excessively long heels, or any other footwear that may be dangerous are NOT permitted.
10. Student's hair is to be well groomed.
11. Any facial hair must be neat, well-groomed and of a reasonable length. Long beards are not permitted.
12. Jackets and/or coats are not permitted to be worn to "cover up" otherwise inappropriate dress.
13. All shirts must cover the entire midriff area and the complete top of pants/shorts and/or skirt when standing, sitting, or walking. In addition, the shoulder area of the shirt must cover at least three inches of the shoulder (no "spaghetti straps").
14. The neckline of all tops must be cut in a manner that insures modesty.
15. Shorts must be worn around the waist and of reasonable length to ensure modesty. As a general rule, shorts should extend to at least the middle of the thigh when standing.
16. Sagging pants/shorts that allow undergarments to show will not be permitted. Pajama pants or any pants/shorts that are see-through will not be acceptable.

Any student found in violation of the dress code will be sent to the office and expected to make suitable changes. Any class missed will be considered unexcused. Changes may include the student being required to change into clean clothing stored in the office. Calls home for a change of clothes will only be made as a last resort. If appropriate changes are not possible for that particular day, and the violation in the building administrator's opinion constitutes a significant disruption then the student may be sent home for the rest of the school day. These students will not be admitted back to school until the proper changes have been made. Additional punishments may be given, as outlined in the Code of Conduct, by the school administrators.

The interpretation and enforcement of the dress code will be at the sole discretion of the building administrator(s) or designee. Any situations not covered herein will also be at the sole discretion of the building administrator(s).

STUDENT CODE OF CONDUCT

All students at Pleasant Middle School are expected to behave in a manner that is conducive to promoting a positive learning environment for all students. While it is impossible to detail every type of misbehavior, the following behavioral guidelines and appropriate consequences will be in effect at Pleasant Middle School.

DISCIPLINARY MEASURES/CONSEQUENCES

Whereas each individual teacher will establish classroom rules/consequences for their individual classroom, the principal of Pleasant Middle School will primarily use the following types of disciplinary actions as consequences for misbehavior. The principal of Pleasant Middle School has the sole discretion as to the assignment of times/dates for all of the following.

- A. Detention - Detentions will be assigned by the principal to be served either at lunchtime or after school (PM Detention) from 2:30-3:30 in the High School. Students are expected to study during the entire period. In the event school is either delayed or canceled, the detention will be reassigned for a later date. It is the sole responsibility of the student/parent to arrange transportation for the student home from school on assigned PM detention days.
- B. Saturday School - Saturday Schools will be from 8:15 AM to 11:45 AM in the middle school unless otherwise specified. Students will be required to study quietly during this time.
- C. In-School Suspension/In-School Study - Students will independently and quietly work on their assignments for the assigned time/day(s) in a location determined by the principal. This time will not be considered absent from the regular class.
- D. Suspension From School - The student will not be permitted to attend classes, participate in or attend any extra curricular activities, or be on school property during the time of suspension, which may be up to ten school days. Credit given for work missed during this time will be at the discretion of individual teachers.
- E. Expulsion From School - The student, upon action by the Superintendent, will not be permitted to attend classes, participate in or attend any extra curricular activities, or be on school property during the time of expulsion. No credit will be given for work missed during this time, which may be up to one calendar year.
- C. Filing of Criminal Charges - The school administration may file appropriate criminal charges with the appropriate law enforcement officials.

SERIOUS/MAJOR MISCONDUCT CODE

1. NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, AND COUNTERFEIT CONTROLLED SUBSTANCES OR SO CALLED LOOK ALIKE DRUGS

No student is permitted to possess, use, transmit, distribute and/or attempt to distribute, conceal or be under the influence of any of the above listed items while on school grounds, or while connected with any school activity. This means as a part of a group or as a spectator traveling to and from school or any activity.

All medications (including all prescription drugs, over-the-counter drugs, all types of stimulants and/or supplements, and oral medications) to be administered during school hours must be brought to the school office by the student/parent immediately upon the arrival to school. Additional regulations concerning medications may be found in the Safety Information and Policies Section of this handbook. Failure to comply with these regulations will be considered as a violation of this drug policy.

Penalties:

1st Violation - The administration will use discretion in implementing any of the following:

1. Follow due process.
2. Seek emergency medical assistance when necessary.
3. Notify the student's parents/guardian.
4. Notify law enforcement authorities.
5. Suspension (in-school/out-of-school) may be for a maximum of ten (10) days and/or require an assessment by appropriate agency. The violator will be informed that their parents or guardians must make an appointment for a conference with the principal.
6. Expulsion (as recommended by the principal and assigned by the superintendent) may be for a maximum of 90 school days.
7. Inform the student of the behavioral contract program and have the student sign the contract.

2nd Violation (and Beyond) or refusal to sign Behavioral Contract - Violators may be recommended for expulsion by the superintendent subject to approval of the Board of Education and must be assessed by the appropriate agency prior to readmission.

Dealers

Students dealing in alcohol or drugs may be suspended for ten (10) days (in-school/out-of-school) or expelled (as recommended by the principal and assigned by the superintendent) for up to 90 days and must be assessed by the appropriate agency or face possible expulsion. Student must also comply with the Behavior Contract program as above.

Substance Abuse Counseling Program

1. The student must undergo a complete drug/alcohol assessment by an accredited agency and/or certified dependency counselor (cost to be incurred by the student/parent/guardian).
2. A total of three (3) sessions of individual counseling by the school counselor within a period of not less than one (1) month nor more than two (2) months from the time the student returns to school. At least one (1) session is to include both parent/guardian and student.

2. TOBACCO/SMOKING

Use or possession of tobacco and/or the smoking of any product in any form (including inhalant products that emit no smoke) by students is not permitted at Pleasant Middle School. This applies to the interior and exterior of the building and on school property (including school buses or rented carriers, either during school, after school, or at extracurricular events whether home or away).

Penalties:

- 1st violation - Three day suspension and parent conference
- 2nd violation - Five day suspension and parent conference
- 3rd violation - Ten day suspension and a recommendation of expulsion

3. BOMB THREAT/INDUCING PANIC

A student shall not cause disruption or obstruction of the school's educational process. Bomb threats and false fire alarms are violations of state laws and also will be referred to the legal authorities. This would also include any unauthorized use of any safety equipment that causes a disruption of the school day.

Penalties:

- 1st violation - Ten-day suspension and recommendation to expel

4. VANDALISM/THEFT/DESTRUCTION OF PROPERTY

A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. Students and their parents will be responsible for any vandalism the student commits. Remuneration for the complete restoration of the damage will be required. Court referral will be made in cases where parent cooperation is not forthcoming. In theft situations, the complainant will be encouraged to file charges against the individual who committed the theft. In the event school property is stolen, the theft will be reported to legal officials and charges will be filed unless special circumstances warrant a different action.

Penalties:

- 1st violation – Remuneration for damages, three day suspension, parent conference.
- 2nd violation – Remuneration for damages, five day suspension, parent conference.
- 3rd violation – Remuneration for damages, ten day suspension and recommendation to expel.

5. DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any objects that could harm students or school personnel or make any threat, verbal or written, of the use of such instruments. Firearms, knives, and other dangerous weapons are of a more serious nature. Bringing these items onto school grounds whether at home or away events, in a school vehicle, or to any school sponsored activity may result in an expulsion for a period of one calendar year.

Penalties:

- 1st violation - Dependent upon the nature of the situation, but in most cases, a ten day suspension with a possible recommendation to expel for up to one calendar year.

6. FIGHTING/ASSAULT/BATTERY & DANGEROUS HORSEPLAY

Student respect to others is an important value, which will be strongly encouraged. Shoving, pushing, and general dangerous horseplay, which results in a disruption of the educational process and/or building atmosphere or threatens the safety of others will not be tolerated. A student is prohibited from fighting, hitting, kicking, or excessive behavior, or the unauthorized touching of any student or school personnel.

Penalties:

Minor Fighting/Dangerous Horseplay - Saturday School

- 1st violation – Three-day suspension
- 2nd violation – Five-day suspension
- 3rd violation – Ten-day suspension

In incidents where weapons are used a recommendation to expel for one calendar year will occur.

7. BULLYING/HARASSMENT

Harassment, intimidation, or bullying behavior by any student in the Pleasant Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act occurring more than once, including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

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

Penalties:

1st violation – Two detentions and letter on file. Parent notification.

2nd violation - Saturday School and letter on file with possible criminal proceedings. Parent Notification.

3rd violation – Three-day suspension and letter on file with possible criminal proceedings. Conference with parent.

After the third offense, each case will be handled individually

8. INDECENT EXPOSURE

Students will not expose themselves or cause any other person(s) to be exposed while on school grounds or during a school activity, function, or school event off school grounds.

Penalties:

1st violation: Depending on the severity of the action, Up to ten (10) day suspension.

9. INSUBORDINATION/DISRESPECT OF STAFF

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is under the authority of school personnel. Likewise, a student shall not demonstrate any disrespect or intimidation toward school personnel.

Penalties:

1st violation - One detention

2nd violation - Two detentions

3rd violation - Saturday School

4th violation - Two Saturday Schools

5th violation – Three-day suspension

After the fifth offense, each case will be handled individually.

10. DRESS CODE VIOLATIONS

All students at Pleasant Middle School will be expected to conform to the school's dress code, as outlined in the handbook. When student dress is deemed inappropriate he/she will be provided with a clean garment to correct the issue and sent back to class. Students will **not** be permitted to call home for dress code issues unless an appropriate garment is not available.

Penalties:

1st violation - Make appropriate changes

2nd violation - One detention and appropriate changes

3rd violation - Two detentions and appropriate changes

4th violation - One Saturday School and appropriate changes

5th violation - Two Saturday Schools and appropriate changes

6th violation – Three-day suspension and appropriate changes

After the sixth offense, each case will be handled individually

11. VIOLATION OF CLASSROOM RULES

All students will obey all specific classroom policies established by the teacher.

Penalties:

1st – 3rd violations - One lunch detention

4th – 5th violations – One PM detention

6th – 7th violations – Saturday School

After the seventh violation, each case will be handled individually.

12. PROFANITY/INAPPROPRIATE SPEECH

Students shall not use any profane or offensive language anywhere on school property or while attending any school functions. This includes bringing or using any offensive written or auditory materials or intentionally saying things with a double meaning or inference.

Penalties:

1st violation - One detention

2nd violation - Two detentions

3rd violation - Saturday School

4th violation - Two Saturday Schools

5th violation – Three-day suspension

After the fifth violation, each case will be handled individually

13. INAPPROPRIATE DISPLAY OF AFFECTION

Students at Pleasant Middle School are asked to maintain a dignified relationship with each other. Students are not to be kissing or showing other forms of affection inappropriate for the school setting.

Penalties:

1st violation - One detention

2nd violation - Two detentions

3rd violation - One Saturday School

4th violation - Two Saturday Schools

5th violation - Three day suspension

After the fifth violation, each case will be handled individually

14. CELL PHONES/WCD'S (Wireless Communication Devices) – Students in grades 6-12 may use WCD's before and after school as long as they do not create a distraction or disruption or otherwise interfere with the educational environment. Students in grades 6-12 are also permitted to use their WCDs during their respective lunch period and passing periods and to keep such devices on his/her person. However, they must be "powered off" and/or silenced before entering any classroom or study hall period. The penalties for using these devices in any way that causes a disruption to the school environment or at a time not permitted for use is as follows:

Penalties:

1st violation – Verbal Warning & Device Taken (returned at the end of the school day)

2nd violation – One Detention & Device Taken (returned only to parent/guardian)

3rd violation – Two Detentions & Device Taken (returned only to parent/guardian)

4th and following violations – Each case handled individually

15. GAMBLING AND GAMES - A student shall not gamble or possess any gambling devices on school grounds or during school activities. This includes all types of cards, board games, and electronic games used for the purpose of gambling activity.

Penalties:

1st violation - One Detention

2nd violation - Two detentions

3rd violation - One Saturday School

4th violation - Two Saturday Schools

5th violation - Three day suspension

6th and following violations – Each case handled individually

16. TRUANCY/LEAVING CLASS

Truancy is when a student should have been in school/class and was not. Charges may be filed with the County Attendance Officer in all cases of truancy in addition to the following consequences.

Penalties:

1st violation - Time missed from school/class to be served using Saturday Schools (Minimum - One Saturday School)

2nd violation - Double the time missed from school to be served using Saturday Schools (Minimum – Two Saturday Schools)

3rd violation – Three-day suspension

4th violation – Five-day suspension

5th violation – Ten-day suspension

18. TARDY TO SCHOOL

The following consequences will result from tardiness to school. This policy begins anew each semester.

Tardiness is defined as a student arriving at school too late to be in their 1st period class before the tardy bell and will include ALL forms of tardiness, both excused and unexcused unless pre-arranged with the principal/designee.

Penalties:

3rd violation – One lunch detention

5th, 8th, 10th violations – One PM Detention

12th and every 2nd following violation - Saturday School

19. TARDY TO CLASS

The following consequences will result from tardiness to class. This policy begins anew each semester.

Penalties:

3rd and 5th violations – One lunch Detention

8th, 10th violations – One PM Detention

12th and every 2nd following violation – Saturday School

20. GENERAL MISCONDUCT/DISRUPTION OF CLASS/SCHOOL

No student shall disrupt the educational environment in or out of classrooms in any way.

Penalties:

1st violation – One detention

2nd violation - Two detentions

3rd violation - Saturday School

4th violation - Two Saturday Schools

5th violation – Three-day suspension

After the fifth offense, each case will be handled individually.

21. MISSING ASSIGNED DETENTION/SAT. SCHOOL

A student shall not fail to attend assigned detentions and/or Saturday Schools. Students must be on time to serve the Detention/Saturday School or it will not be counted.

Penalties:

All Violations – Make-up of assigned consequence plus one additional

22. ACCUMULATION OF CONSEQUENCES

If a student accumulates multiple PM Detentions and/or Saturday Schools prior to serving them, the consequences will convert in the following ways in order to expedite their completion:

3 Detentions Accumulated – One Saturday School

3 Saturday Schools Accumulated – 2-day suspension

23. VIOLATION OF ATTENDANCE POLICY/EXCESSIVE ABSENCES

A student shall not accumulate absences in excess of the 12 days allowed during either semester unless extenuating circumstances exist and the principal has granted prior approval.

Penalties:

All violations – One Saturday School for each day missed

In situations where the number of days absent over 12 in a semester exceeds the number of Saturday School detentions available to assign, students will be assigned make-up days in June after the school year has ended.

24. CHEATING

Any student caught cheating, as defined by the academic integrity policy, will be subject to the consequences as defined in the policy as adopted by the Pleasant Local Schools Board of Education.

25. REPEATED AND/OR OTHER VIOLATIONS

Other possible student conduct reaching the gravity of the afore mentioned examples, in terms of persistent disobedience or gross misconduct as elsewhere defined (as interpreted by the administration), may also serve as grounds for disciplinary action.

BOARD POLICY TO ENSURE DUE PROCESS

SUSPENSION PROCEDURE

1. When the student is brought to the attention of the principal, the accused student is separated from the area of conflict and given an opportunity to explain his action. The charge is presented to the student.
2. Information is collected concerning the alleged wrong doing. Consideration is given to the statements of the accused and those of the witnesses to the violation.
3. If the student is found in violation of school rule, which leads to a suspension penalty, the student may be sent home as soon as it is feasible or may be assigned to a quiet area. The problem will be discussed with parents in a conference or by phone as soon as possible. If the parent desires, a conference will be arranged on all suspensions. The parents will receive a written notice of the suspension.
4. If faculty members are involved, they will be present during the parent conference. The parents of the student involved will be given background information on the problem. The purpose of the parent conference is not only to acquaint the parents with the background of the problem, but also to assure the school that they will assume the personal responsibility of their own son or daughter's misconduct.

Appeal of Suspension

1. A conference may be scheduled by the parent(s) of the concerned student with the principal in order to appeal a suspension or to register other complaints.
2. If further appeal is desired, a conference may be arranged with the Superintendent.

EXPULSION PROCEDURE

When the intention is to expel a student, the parent, guardian, or custodian of the student will be notified by the superintendent of his intentions. The parent, guardian, or custodian will be notified of the date, time, and location of a hearing. The specific charge will be given in writing. They will be notified of their right to challenge the reasons for expulsion or to explain the student's actions. They may also have a representative of their choosing at the hearing.

Appeal of Expulsion

If a decision of expulsion is made, the parent, guardian, or custodian is notified in writing. Their right of appeal to the Board of Education is also stated in the notification.

STUDENT ACTIVITIES

Students are encouraged to participate in extracurricular activities offered at Pleasant Middle School. Scholastic requirements and good citizenship are necessary for participation.

EXTRA-CURRICULAR ACTIVITIES

Pleasant Middle School offers various sports sanctioned by the Ohio High School Athletic Association (OHSAA) as extra-curricular activities. All students wishing to participate in ANY extra curricular activity must consent to enter the board-adopted Drug Testing Program.

Specific academic/extracurricular activities requirements may be obtained from all extracurricular supervisors, coaches, and the athletic director. While all school-sponsored activities are subject to all school regulations and participants are subject to the district's athletic handbook, coaches/advisors may set academic and behavioral goals and/or expectations for their team members that are in addition to handbook policies. These goals must be met to remain eligible for the activity.

The following sports/activities are available for student participation as extra-curricular activities during the seasons indicated:

Fall: Cheerleading, Cross Country, Football, Volleyball

Winter: Basketball, Cheerleading, Wrestling

Spring: Track and Field

ATHLETIC CONTESTS

Spectators are welcome at all middle school athletic contests. It is very important, however, that spectators exhibit good sportsmanship to teams participating, officials, coaches and also to other spectators. Any spectator, student or otherwise, who fails to do so may be asked to leave at any time. All students must be in the gym or the concession area during the athletic event.

DANCES

All dances will be subject to approval by the student council and advisors. No middle school students are permitted to attend high school dances and no high school students are permitted to attend middle school dances. All dances are closed to all except Pleasant Middle School students.

STUDENT COUNCIL

The student council is an elected representative group open to any student who is interested in participating in a variety of activities at the school. The student council will be made up of two representatives from each homeroom, and will elect officers from the elected representatives. The goals of this group are to promote leadership, involvement and responsibility in school activities.

PLEASANT MIDDLE SCHOOL YEARBOOK

The purpose of the school yearbook is to provide a written and pictorial history of the school year. The price of the yearbook will be announced during the school year and orders will be taken at that time.

FIELD TRIPS

Field trips are often planned as an extension of the educational experience in the classroom. Parents will be provided information prior to the trip. Each student must have a general field trip permission form signed by a parent or guardian at the beginning of the school year before being permitted to attend any field trip. Verbal permission over the phone will not be accepted. All students are encouraged to participate whenever these opportunities are made possible. However, he/she must meet the guidelines as set up by the supervising teacher(s) and the principal for that particular field trip. Each field trip's requirement(s) for discipline, attendance, completion of assignments, etc. is different based on the age of the child and the distance of the field trip. Information stating the requirements will be sent home prior to each trip. Field trips are a privilege and students are reminded of their responsibility to reflect a positive image of the Pleasant Middle School community whenever and wherever they visit.

ASSEMBLIES

School assemblies are a privilege. Assemblies may be held at intervals during the school year. Prompt arrival is required of all students and students will not be permitted to leave the assembly until dismissed by the person in charge. Students are expected to be gracious enough to give your full attention to the entertainers and speakers. Students not wishing to attend may be asked to report to a designated classroom. Any student misbehaving during an assembly will also have to report to the designated classroom. Students going to the designated classroom MUST bring work with them for quiet study for the duration of the assembly time.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

It has been affirmed by Ohio courts and therefore shall be recognized that each student's rights will be guaranteed so long as the student does not disrupt the educational process or impose upon, endanger, or deprive others of their rights. The following list, while not comprehensive of all specific student rights within the school, is consistent with an individual's constitutional freedoms:

Free Appropriate Public Education (FAPE), freedom from discrimination, freedom to participate in school government, freedom of expression, assembly, viewing of educational records, freedom from unlawful searches and seizures, and freedom of due process.

STUDENT RESPONSIBILITIES

Pleasant Middle School students are responsible for the appearance and reputation of our school. It has been obvious from past performance that our middle school students take great pride in their school and community. It is with pride and care that the school staff promotes and supports the continued effort to generate this spirit.

Admission to the Pleasant Middle School requires that the student conduct himself/herself as a responsible member of the school community. Each student is required to accept responsibility for his/her own conduct and, in doing so, accepts responsibility for the consequences of his/her choice. The student may recognize that, to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary.

Some specific student responsibilities include regular school attendance, conscientious effort in classroom work, maintenance of school property, and obedience to school rules and regulations. Most of all, students must share with administrators and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living.

SAFETY AND HEALTH PROCEDURES

FIRE PROCEDURES

1. When the fire alarm sounds, all students are to proceed quietly and quickly to assigned exits. **DO NOT RUN!**
2. Proceed to a safe distance from the building until you are notified to return to the building.
3. No rowdy conduct will be permitted at any time during a fire drill, which includes the time waiting to return to the building.
4. All teachers should assign students in each class to close all windows and turn out lights.
5. The teacher is to follow the students out and close all classroom doors. The teacher should take the class roster with him/her to enable him/her to check attendance.
6. Teachers closest to the restrooms will check them before leaving the building.

TORNADO PROCEDURES

1. When the tornado drill alarm sounds students should take the largest book they have with them to the assigned area to protect head and face.
2. Sit on the ground in designated location.
3. Sit with backs against the wall and the book covering the head.

LOCK-DOWN PROCEDURES

During any Lock-Down all students will immediately proceed to the NEAREST room. Staff members will lock the doors and turn off the lights as soon as all students are in the room. **Lock-Down will be categorized in one of two ways: "Green Lock-Down" indicates a drill or other pre-planned event resulting in students and staff being restricted to classrooms. Class may be conducted as usual during a 'GREEN' lock-down. "Red Lock-Down" indicates an active/imminent situation during which there is an immediate threat of danger. In this situation students will position themselves away from the doorway and behind any available furniture as low to the floor as possible.**

*** During the 2018-2019 school year the district will continue to be implementing procedures associated with A.L.I.C.E. Training (Alert, Lockdown, Inform, Counter, Evacuate) as described in the Board-approved revised district safety plan. These procedures will effectively enhance/replace simple lock-down.**

SCHOOL VISITORS

Visitors are not permitted during the first and last week of school, or any other time not conducive to visitors. In accordance with the Ohio Revised Code, persons visiting the middle school are to report to the office, sign the visitor's log, and obtain an identification badge.

Persons wishing to contact a student are to report to the office and request permission. If it is necessary to talk to a student immediately, the office staff will contact the student. Whenever possible, visitors should plan to leave notes for students that may be passed from office staff to the student without undue disruption of class.

Any student from another school wishing to visit with a relative, or to observe classes, must have permission from the principal and such visitations may only take place when their attended school is not in session. Such requests must be made in writing at least one day in advance or they may be refused.

Parents wishing to visit a classroom with their child must submit a request in writing to the building administrator(s) at least 2 school days in advance of the requested date and have express permission by the administrator prior to the visit time.

MEDICATION POLICY

In order to protect our school personnel and the students receiving medication, the Pleasant Local Board of Education has adopted a policy regarding this matter. To comply with Board policy the following guidelines will be used:

All prescription drugs, over-the-counter drugs, and oral medication (including analgesics, antacids, and cough drops) to be given by school personnel to a student will be given only if written instructions signed by parent and physician are on file in the school office. Forms are available in the office upon request. This form will include:

- A. Child's Name
- B. Name of medication
- C. Purpose of medication
- D. Time to be administered
- E. Dosage
- F. Possible side effects
- G. Termination date for administering the medication

Medication will NOT be given without a signed request from the parent and the physician. Parents must assume responsibility for informing the principal or office of any change in the child's health or change in medication. Prescription medication must be kept in the original prescription bottle and over-the-counter meds must be sealed until opened in the office.

ASPIRIN WILL NOT BE GIVEN UNDER ANY CIRCUMSTANCES BECAUSE OF THE DANGER OF RYE'S SYNDROME.

All medications to be administered during school hours must be brought to the school office by the student/parent immediately upon the arrival to school. Failure to comply may result in enforcement under the drug policy cited under the "Serious/Major Misconduct Code"

TRANSPORTATION/BUSSING

BUS BEHAVIOR

It is in the intent of the Board of Education that pupils be transported as efficiently and safely as possible. The following rules will help accomplish this purpose:

1. While riding the school bus, students are directly responsible to the driver and shall adhere to the request of the driver. The driver has complete authority on a bus.
2. Pupils shall meet the bus promptly at the assigned stop.
3. Drivers may assign seats to bus students.
4. Normal discussion is permitted while riding. However, pupils are not permitted to engage in rowdiness. They are not to throw articles, have arms out of windows, yell at persons outside the bus, or use loud or indecent language. They are not to take belongings of others and/or cause annoyance or discomfort to other pupils on the bus.
5. No food or drinks of any kind is permitted while riding the bus. Pupils shall refrain from littering the floor with paper or other items, or from causing damage to the bus by writing or otherwise marking or tearing of seats or other surfaces.
6. All students are expected to board and disembark the bus only at their REGULAR bus stop location. When students must get off at a different location the following procedure must be followed:
 1. A written note (email is sufficient) from the parents, must be turned into the office explaining why the student must ride to/from a different location.
 2. In such situations, the office will then issue a bus pass, which the student will give to the driver. Students will not be permitted to ride any different bus without an official bus pass.
7. Pupils who must cross a highway in either getting on or off the bus shall cross the highway approximately ten (10) feet in front of the bus and while the bus and other traffic is completely stopped.
8. Continuing disorderly conduct or persistent refusals to submit to the authority of the driver will result in the loss of the privilege to be transported by the bus to/from school.

BOARD POLICY

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension period will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

OTHER SCHOOL SERVICES

GUIDANCE COUNSELOR/SCHOOL PSYCHOLOGIST

Pleasant Middle School provides a guidance counselor to assist students. Students are invited to talk with the counselor to help avoid conflicts which may develop during the school year and to help answer any questions students may have in the following areas:

1. Understanding their abilities, achievements, interests, and personality traits.
2. Learning of educational and vocational (job) opportunities and planning career goals.
3. Resolving misunderstandings with other students or teachers and problems that arise between school and home.
4. The counselor is available to help students solve personal problems.

A Psychologist is also available to help students and their parents.

STUDY HALL AND LIBRARY

The study hall is the place for individual study. Each student should know his/her assignments before coming to study hall and must bring all necessary material with him/her. If the student has no assignment to complete he/she should have a book to read quietly. In order to be excused from study hall, a student will present an excuse signed by another teacher who desires to have the student excused.

All students must follow procedures set by the district librarian for use of the library materials. All books must be checked out and checked in by the borrower. Reference material is not to be taken from the library at any time unless permission is granted, by the staff member on duty. No talking or moving from seat to seat will take place in the library. The library must be quiet at all times.

CAFETERIA/STUDENT LUNCH ACCOUNTS

The privilege of eating in the cafeteria and/or with other students may be lost through improper lunchroom conduct and may be regained only by special arrangement with the principal or cafeteria supervisor(s). All students are to eat their lunch in the cafeteria, and no food is to be removed unless instructed otherwise. Teachers are permitted to go to the head of the line, and any organization members needing to eat early may do so by securing permission from the supervising teacher, but there will be absolutely no cutting in line by students. Permission must be given to leave the cafeteria during the lunch period by the cafeteria supervisor(s). Only the principal may grant permission for food to be delivered to the school during the lunch hour and parents wishing to do so should seek permission at least one day in advance. Parents may only bring food for their own children.

Each student will be issued a four-digit code that will be used for all cafeteria purchases. Students will NOT be permitted to "charge" lunch and must have sufficient funds in their account to cover the cost of all items purchased. Parents may send additional funds with students to be deposited in lunch accounts by cafeteria cashiers. All funds sent will be deposited and change will NOT be issued back.

LOST AND FOUND

Lost and found articles are kept in the office. Students should always check the office to see if the article is there. Any article, not claimed within a reasonable length of time will be disposed of discreetly by the office.

OTHER GENERAL INFORMATION

BEFORE/AFTER SCHOOL PROCEDURES

All students arriving at school before 7:20 a.m. are to go to the cafeteria and sit down. After 7:20 a.m. students **will be dismissed** to their lockers and/or their first period classes.

All students arriving or leaving school in private vehicles, before 7:30 a.m. and after 2:15 p.m., are to enter or exit the school through the west entrance - the doors by the large gym. During school hours use the entrance by the office.

LOCKERS/LOCKER BAYS

Every student is assigned a locker at the beginning of the school year. There will be no sharing of lockers with friends. Students are responsible for the security of lockers, personal property, and school materials. Students should not rig lockers with pencils, etc. to prevent them from locking. The lockers are the property of Pleasant Middle School and are subject to inspection by authorized school personnel. Periodic checks will be made to assure lockers are kept neat and clean.

PERSONAL VALUABLES

Students are advised to keep money, pens, pencils, watches, and all valuables on their person at all times. When taking PE class or participating in sports, students should lock their valuables in a locker for safekeeping.

TELEPHONE

The office phones are for school purposes only but may be used by students in case of illness/emergency.

STUDENT BICYCLE RIDERS

Students must submit a written permission slip from their parents to the office before they may ride a bicycle to school. All bicycles ridden to school by students must remain parked in the designated area from the time the student arrives at school until they leave at the close of the school day. The rules of good conduct and safe riding shall be observed at all times. Bicycle riders are to wait until the buses have gone before they leave. The permit to ride a bicycle to school may be revoked at any time if the above regulations are not observed.

SCHOOL CLOSINGS

Plan to attend school every day. If the weather is questionable, please listen to one of the local radio stations. **DO NOT CALL THE SCHOOL.**

WMRN 1490 AM

WMRN 106.9 FM

Each household of students in Pleasant Local School District will be notified of delays/cancellations via the automated phone calling system. This system uses only the numbers provided by parents on enrollment and/or verification paperwork so please keep the information current.

REMOVAL OF STUDENTS FOR NON-DISCIPLINARY REASONS

A student may be removed from school for any of the following reasons:

1. Any student who has a dangerous communicable disease that poses a threat to the health and safety of the school community shall be removed from school by the principal until the student no longer poses such a threat.
2. A student who fails to qualify for admission to the Pleasant Middle School shall be removed and barred from attendance until such admission deficiencies are remedied. All such deficiencies shall be reported to the student and his/her parent/guardian. As soon as admission requirements have been met, the student shall be reinstated by the principal. Failure to comply with admission requirements shall be reported to the appropriate authorities.

PRIOR INCONSISTENT REGULATIONS

If the provisions of the Student Rights and Responsibilities document are inconsistent with provisions of the Pleasant Local School Board of Education Handbook and Policy of the Pleasant Local School, as amended, the latter are hereby repealed.

If any provision of these rules, regulations, and procedures, or the application thereof are held invalid, the remainder of these rules, regulations, and procedures and the application thereof shall not be affected thereby.

HANDBOOK INTERPRETATION AND/OR ALTERATIONS

The policies and information contained in this handbook are subject to the interpretation and implementation of the administration of Pleasant Middle School as deemed appropriate. The administration also retains the right to change or alter any and all parts of this handbook at any time during the school year if such changes are deemed necessary for the school to function and operate efficiently or due to board policy, administrative decision or statutory regulations.