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**CIRCLEVILLE MIDDLE SCHOOL**  
*STUDENT HANDBOOK 2019-20*

360 Clark Drive  
Circleville, Ohio 43113  
(740) 474-2345  
(740) 477-6684 – FAX

This agenda belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

# **WELCOME**

We would like to welcome all of you to Circleville Middle School for the 2019-2020 school year. We are most certain that if you put forth great effort during your time at school this year, you will experience positive improvements in your academic growth. It is your responsibility to take the educational opportunities available to you seriously. Your teachers will continue to challenge you as the school year progresses. You will also be asked to complete tasks that will be difficult but rewarding as you navigate through the process.

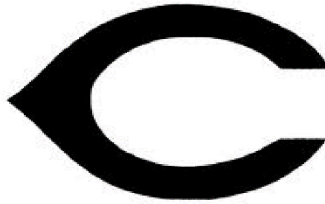
This school year, our goal for you will be to develop the reading, writing, math and critical thinking skills necessary for you to be successful in everyday life. It is our mission to provide you with the educational opportunities that will enable you to show a minimum of one year's growth in your assessment scores. We believe that if you challenge yourself to become more proficient you will accomplish growth in all areas.

Additionally, the staff at CMS believes that all students have the right to learn and teachers have the right to teach. We will make every effort to ensure that a safe environment conducive to learning is available to you.

Accept the challenge this year to improve and be a great contributor to Circleville Middle School and the City of Circleville. We should always strive for excellence. Do this in a way that you are being Respectful, Responsible, and Safe. Be involved in your learning and be involved in the school community.

Always proud to be a TIGER!

The Administration and Faculty of CMS



My parents and I have read and understand the rules and regulations of the Student Handbook and are responsible for my learning and behavior.

Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## CMS Staff

**Jill Anderson**  
*Language Arts – 7<sup>th</sup>*

**Cynthia Braswell**  
*General Music/Choir*

**Michele Brewer**  
*Intervention – 6<sup>th</sup>*

**Kyle Bruner**  
*Language Arts – 8<sup>th</sup>*

**Biff Bumgarner**  
*Custodian*

**Peggy Burns**  
*In-School Restriction/P.L.U. S*

**Evan Callihan**  
*Social Studies – 7<sup>th</sup>*

**Troy Cassidy**  
*Custodian*

**Allison Davis**  
*Language Arts – 8<sup>th</sup>*

**Sheila Dean**  
*Intervention – 7<sup>th</sup>*

**Nathan Elswick**  
*American History – 8<sup>th</sup>*

**Doug Espie**  
*General Music*

**Cheri Farmer**  
*Computer/STEM*

**Abigail Fuhrman**  
*Mathematics – 8<sup>th</sup>*

**Anthony George**  
*Intervention – 8<sup>th</sup>*

**Samantha Gundrum**  
*Mathematics – 6<sup>th</sup>*

**Lance Gibson**  
*Physical Education*

**Bubba Good**  
*Mathematics – 7<sup>th</sup>*

**Alison Gross**  
*Science – 8<sup>th</sup>*

**Lisa Harper**  
*School Psychologist*

**Mary Hampp**  
*Mathematics – 7<sup>th</sup>*

**Angela Hixson**  
*Instructional Aide*

**Erin Horstman**  
*Fine Arts*

**Wendy Jordan**  
*Intervention/Cross-Categorical*

**Sheena Justice**  
*Administrative Assistant*

**Libby Kopec**  
*Guidance*

**Katie Mears**  
*Intervention – 6<sup>th</sup>/7<sup>th</sup>*

**Cindy Moats**  
*Mathematics – 8<sup>th</sup>*

**Suzie Palmer**  
*Media Aide*

**Larry Parsley**  
*Head Custodian*

**Brooke Paxton**  
*Language Arts – 7<sup>th</sup>*

**Lisa Powers**  
*Intervention – 8<sup>th</sup>*

**Trent Roberts**  
*Digital Literacy*

**Mark Schoenbeck**  
*General Music/Band*

**Bill Search**  
*Mathematics – 6<sup>th</sup>*

**Susan Search**  
*Science – 7<sup>th</sup>*

**Eddie Sims**  
*Career-Based Intervention*

**Lisa Sims**  
*Academic Enrichment*

**Leslie Smith**  
*The Counseling Source*

**Traci Smith**  
*Administrative Assistant*

**Joe Stitt**  
*Science – 6<sup>th</sup>*

**Crystal Thornsley**  
*Physical Education*

**Mark Turner**  
*Classroom Aide*

**Karen Valentine**  
*Language Arts – 6<sup>th</sup>*

**Andrea Wallace**  
*Reading Specialist*

**Janet Wastier**  
*Language Arts – 6<sup>th</sup>*

**Evan Whitten**  
*Social Studies – 6<sup>th</sup>*

# CMS Bell Schedules

## Regular Bell Schedule

<b>Students Enter Building</b>	7:30 am
<b>Warning Bell</b>	7:36 am
<b>Tardy Bell</b>	7:40 am
<b>TIGER Home Room</b>	7:40 – 7:45 am
<b>1<sup>st</sup> Period</b>	7:48 – 8:29 am
<b>2<sup>nd</sup> Period</b>	8:32 – 9:13 am
<b>3<sup>rd</sup> Period</b>	9:16 – 9:57 am
<b>4<sup>th</sup> Period</b>	10:00 – 10:41 am

<b><u>8<sup>th</sup> Grade</u></b>	
<b>Tiger</b>	10:44 – 11:03 am
<b>Lunch</b>	11:06-11:36 am
<b>5<sup>th</sup> Period</b>	11:39-12:20 pm
<b>6<sup>th</sup> Period</b>	12:23-1:04 pm

<b><u>7<sup>th</sup> Grade</u></b>	
<b>Tiger</b>	10:44-11:03 am
<b>5<sup>th</sup> Period</b>	11:06-11:47 am
<b>Lunch</b>	11:50-12:20 pm
<b>6<sup>th</sup> Period</b>	12:23-1:04 pm

<b><u>6<sup>th</sup> Grade</u></b>	
<b>5<sup>th</sup> Period</b>	10:44-11:25 am
<b>6<sup>th</sup> Period</b>	11:28-12:09 pm
<b>Tiger</b>	12:12-12:31 pm
<b>Lunch</b>	12:34-1:04 pm

<b>7<sup>th</sup> Period</b>	1:07-1:48 pm
<b>8<sup>th</sup> Period</b>	1:51-2:32 pm
<b>TIGER Home Room</b>	2:35-2:40 pm

## 2 Hour Delay Schedule

<b>Students Enter Building</b>	9:30 am
<b>Warning Bell</b>	9:36 am
<b>Tardy Bell</b>	9:40 am

<b>TIGER Home Room</b>	9:40 – 9:45 am
<b>1<sup>st</sup> Period</b>	9:48 – 10:09 am
<b>2<sup>nd</sup> Period</b>	10:12 –10:33 am
<b>3<sup>rd</sup> Period</b>	10:36 – 10:57 am
<b>4<sup>th</sup> Period</b>	11:00 – 11:21 am

<b><u>8<sup>th</sup> Grade</u></b>	
<b>Tiger</b>	11:24 – 11:54 am
<b>Lunch</b>	11:57-12:16 am
<b>5<sup>th</sup> Period</b>	12:19- 1:00 pm
<b>6<sup>th</sup> Period</b>	1:03-1:44 pm

<b><u>7<sup>th</sup> Grade</u></b>	
<b>Tiger</b>	11:24-11:43 am
<b>5<sup>th</sup> Period</b>	11:46-12:27 am
<b>Lunch</b>	12:30- 1:00 pm
<b>6<sup>th</sup> Period</b>	1:03- 1:44 pm

<b><u>6<sup>th</sup> Grade</u></b>	
<b>5<sup>th</sup> Period</b>	11:24-12:05 am
<b>6<sup>th</sup> Period</b>	12:08-12:49 pm
<b>Tiger</b>	12:52- 1:10 pm
<b>Lunch</b>	1:10-1:44 pm

<b>7<sup>th</sup> Period</b>	1:47 – 2:08pm
<b>8<sup>th</sup> Period</b>	2:11 – 2:32pm

**TIGER Home Room**

2:35 - 2:40 pm



**School Mascot: Tigers**  
**School Colors: Red and Black**  
**District Website: [www.circlevillecityschools.org](http://www.circlevillecityschools.org)**

**Fight Song**

Fight the team across the field  
Show them we are here.  
Set the earth reverberating with  
A mighty cheer... Rah Rah  
Rah!  
Hit them hard and see how they  
fall.  
Never let the that team get the  
ball.  
Hail, Hail, the gang's all here  
and we're in for a fight tonight.

**Alma Mater**

Although Yale has always  
favored the violets dark blue,  
and the gentle sons of  
Harvard, to the crimson rose  
are true. We will own the  
lilies slender nor honor shall  
they lack. While the Tiger  
stands defender of the red  
and the black.

**CMS Master Calendar  
2019-2020**

August 12	6th Grade Open House, 5-7 pm
August 13	6th Grade Orientation
August 13	7th/8th Grade Open House, 5-7 pm
August 14	First Day of School
August 21	Fundraiser Kick-off Assembly
September 2	No School
September 3	School Picture Day
September 18	Interim Grades Due, 3 pm
September 20	Interim Reports Distributed
September 25	Parent Resource Night, 4-7 pm
October 15	End of First Nine Weeks
October 16-18	No School
October 23	Grades Due, 3 pm
October 25	Report Cards Distributed
November 8	Career Day
November 20	Interim Grades Due, 3 pm
November 22	Interims Distributed
November 25	Inview Test, 6th Grade
November 27-29	No School
December 6	Mobile Dentist
December 20	End of Second Nine Weeks, Early Release 12:40 pm
December 23-January 3	No School
January 8	Grades Due, 3 pm
January 10	Report Cards Distributed
January 20	No School
February 5	Interim Grades Due, 3 pm
February 7	Interims Distributed
February 12	Parent Resource Night, 4 - 7 pm
February 17	No School
March 4	8th Grade Orientation for CHS
March 6	End of Third Nine Weeks
March 11	Grades Due, 3 pm
March 13	Report Cards Distributed
April 9 - 13	No School
April 15	Interim Grades Due, 3 pm
April 17	Interims Distributed
May 8	No School
May 12	NJHS Inductions AM, Celebration of Excellence 6 pm
May 15	No School
May 21	Last Day of School, Early Release 12:40 pm

## **CMS CLUB MEETING SCHEDULE**

2019-2020

Regular Bell Schedule 1<sup>st</sup> - 6th/Lunch  
7th Period - 1:07 pm - 1:18 pm  
8th Period - 1:21 pm - 1:32 pm  
Tiger/Meetings 1:35 pm - 2:40 pm  
Session 1 - 1:35 pm - 1:55 pm  
Session 2 - 1:55 pm - 2:15 pm  
Session 3 - 2:15 pm - 2:35 pm  
Tiger - 2:35 pm - 2:40 pm

August 30  
November 15  
February 14

September 13  
December 13  
March 13

October 11  
January 17  
April 8

### **WHAT ALWAYS COUNTS**

1. Capitalize - I, Proper Nouns, Beginning of Sentence
2. Punctuation End Marks
3. Use Complete Sentences

# **TIGER TRAITS**

***BE RESPECTFUL. BE RESPONSIBLE. BE SAFE***

These expectations fit into all aspects of everyday school routines and areas. Specifically, they can apply to common areas with overall, general teaching concepts and they can be applied to each individual teacher's classroom expectations.

**Common Areas Teaching Matrix**

	<b>All Settings</b>	<b>Arrival/Departure</b>	<b>Hallways/Stairs</b>	<b>Classroom</b>	<b>Technology</b>	<b>Bathroom</b>	<b>Cafeteria</b>
<b>Be Respectful</b>	Follow adult directions Take pride in your school and respect all property	Use level one voice	Use level one voice Keep hallway clean	Keep desk and personal area clean Be an active listener	Handle all technology with care Access technology at appropriate times Remain on our own device Cell Phones away unless approved by the teacher	Use level one voice Give others their privacy	Use level one voice Find available seat without confrontation Use polite table manners Clean up your messes and any trash
<b>Be Responsible</b>	Use appropriate language Follow dress code	Arrive on time Bring only school materials and keep personal items at home Walk straight to assigned area Use appropriate doors when leaving and entering	Greet don't meet your friends in the hallway Report directly to class	Come to class on time and prepared Give best effort at all time Use agendas if leaving class during the period	Follow school internet policy Access only appropriate websites Return Chromebook at the end of the day	Go directly to and from bathroom Promptly use the restroom and return to class	Use the restroom before or during lunch Keep all food in cafeteria Raise hand if you need an adult
<b>Be Safe</b>	Keep hands and feet to yourself	Walk 2x2 and stay on the right side of the hall Stay in assigned areas Stay on sidewalks and use crosswalk if you are walking to or leaving school grounds	Walk 2x2 and stay on the right side of the hall	Keep pathways clear Remain in assigned location	Carry Chromebook with two hands or in a bookbag Carry Chromebook closed at all times	Report any issues to adults (cleanup/issues) Wash and dry hands	Once released stand in single file line keeping exits open, quickly obtaining food and report to cashier. Wait to be released at the end of lunch

**Voice Levels**

Level 0 – Silence  
Whisper Level 2 –  
Conversation  
Level 3 – Loud



Level 1 –  
Normal  
talk/Yelling

## **BULLYING**

Circleville City Schools takes a strong stance against bullying/harassment of all forms. Policies and procedures follow guidelines that are outlined in ORC 3313.666 and subsequent amendments. To further comply with HB 116, also known as the “Jessica Logan Act,” an anonymous reporting system has been developed and a link is available on district and building websites ([safeschoolhelpline.com](http://safeschoolhelpline.com)). Reports will be investigated and if found valid proper steps will be taken in accordance with the student code of conduct. A link is also available on the district website that defines what bullying is.

## TYPES OF ABSENCES

To make the policy clear for all involved, the following is a list of absences and how the absence will be coded in the student's attendance record:

- A. **Excused/Parent Absence**: Any absence which falls under the state guidelines for absences for the following reasons: personal illness, family illness, quarantine, death of a relative, home working in absence of parents, religious holiday, or other superintendent approved reason. **Parents may excuse the student for any of these reasons up to and including 32.5 Hours.**
- B. **Doctor/Excused Absence**: Absences verified by official notes from doctors or other healthcare providers.
- C. **Planned Absence**: Absences which do not fall under those which are defined by state law and are subject to administrative approval. See Planned Absences.
- D. **Unexcused Absence**: Absences exceeding the 32.5 hours allowed mark other than a doctor/medical excused or school excused or absences under 32.5 hours that are not verified or do not meet state definition.
- E. **School-Excused Absence**: Absences from school for school related activities i.e. class trips, field trips, work externships, etc. Also includes absences for extenuating circumstances approved by the administration.
- F. **Truant Absence**: Absence in which a school employee verifies that the student is refusing to attend or the parent is refusing to send the student to school. This may also include skipping school or leaving school grounds without permission.
- G. **Out-of-School Suspension**: Absence resulting from disciplinary action imposed upon a student
- H. **Excused Tardy**: Late to school with doctor's excuse or other school-excused reason.
- I. **Unexcused Tardy**: Late to school for any other reason including parent excused.

Absences in excess of 32.5 hours during the school year must be accompanied by a written medical excuse from medical personnel or any other lawful excuse previously defined in this section. These lawful excuses must be presented within one (1) day upon returning to school. Failure to present a lawful excuse will result in the absences being recorded as unexcused.

## ABSENCE TERMINOLOGY AND DEFINITIONS

It is necessary that students and parents/guardians understand that any student who accumulates 32.5 hours of absence (excluding doctor excused, school excused, and O.S.S.) will be required to provide medical statements for further absences. If not, the absences will be labeled as truant/unexcused days and truancy charges can be filed on the student and/or parent/guardian under the following definitions and policy.

- **HABITUAL TRUANCY** is defined as a child of compulsory school age who has been absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year.

- **EXCESSIVE ABSENCES** is defined as a child who has missed 38 hours of school in a month with or without a legitimate excuse or 65 or more hours in a school year with or without a legitimate excuse.
- **UNRULY CHILD** is defined as any child that does not subject the child's self to the reasonable control of the child's parents, teachers, guardians or custodians, by being wayward or habitually truant.
- **SCHOOL MONTH** is defined as a strand of school days effective the first of a month from a school calendar and concluding the end of the month (28<sup>th</sup>, 30<sup>th</sup>, or 31<sup>st</sup> where appropriate).
- **DELINQUENT CHILD** is defined as any child who violates any law of Ohio or the United States or any ordinance or regulation of a political subdivision of the state that would be a crime if committed by an adult. (Senate Bill 181 has expanded that definition to include O.R.C. 2151.02). Any child who is a "habitual truant" and who previously has been adjudicated as an unruly child for being a habitual truant and any child who is a "chronic truant" can be defined as a delinquent child.
- **FULL DAY** is defined as the hours in which school is in operation from 7:40 a.m. to 2:40 p.m. In some circumstances such as in home instruction scheduling, a full day may have adjusted hours on a case by case basis.
- **TARDY** is defined as arriving after 7:40 a.m. and before 8:10 a.m.
- **PARTIAL ABSENCE** is defined as when any student arrives after 8:10 a.m. or leaves school any time before regular school hours.

#### **DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES**

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

1. The district will notify the student's parents/legal guardian in writing within 7 days of the triggering absence.
2. The district will follow the district policy for addressing excessive absences; and
3. The district may refer the student and family to community resources as appropriate.

#### **DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT**

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

1. Within 7 school days of the triggering absence, the district will do the following:
  - a. Establish and select members of the student's Absence Intervention Team (AIT);
  - b. Make 3 meaningful, documented attempts to secure the participation of the student's parent or guardian on the AIT.
2. Within 10 school days of the triggering absence, the student will be assigned to the selected AIT.

3. Within 14 school days after the assignment of the team, the district will develop the student's AIT.
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

#### **ABSENCE INTERVENTION TEAMS**

Membership of each Absence Intervention Team (AIT) will vary based on the needs of each individual student, but each team WILL consist of:

- a. A representative from the school or district;
- B. Another representative from the school or district who has a relationship with the child; and
- C. The child's parent/guardian, custodian, guardian ad litem or temporary custodian.

The district must make and document three good faith efforts to engage the student's parent or guardian. If, after three documented, good faith attempts, the district is unable to ensure participation of the parent, the team should develop the student's Absence Intervention Plan without a parent.

#### **ACADEMIC BOOSTER CLUB (ABC) PARENT CLUB**

You will have an opportunity to attend the monthly meetings of the Academic Boosters Club (ABC Parent Club.) ABC meets the second Tuesday of the month in the Circleville Elementary School library at 6 p.m. This organization supports the academic endeavors for students and staff in Preschool through Twelfth grade.

#### **AEROSOLS**

Students should not bring aerosol spray containers to school

#### **BICYCLES**

Students who ride bicycles to school need to secure them on the bicycle rack. It is important that the bicycles are locked each day as the school cannot be responsible for them. Common sense and bicycle safety are always required. If a student is not following good safety procedures, the privilege of riding a bicycle to school may be lost for a period of time.

#### **BLENDED LEARNING**

The board of education in alignment with O.R.C 3301.35.03 A and the school board policy 2370.01, utilizes a blended learning environment as an educational opportunity for students. Utilizing a digital curriculum adapted to meet the individual needs of each student, the blended learning pathway is implemented at the discretion of the child's teachers, principals and administrators (and approved by the student's guardian) when constructing a plan intended to put the student in the best position to succeed when instances such as behavioral, medical, and academic barriers exist that impede the student's learning process. The goal of the blended learning program, through an alternative placement, is to remove such barriers in

crafting a tailored, academic roadmap for student success and skill mastery in the identified content areas.

Students participating in blended learning shall have the ability to earn credits by demonstrating proficiency of knowledge or skills through competency-based learning models rather than a minimum number of days or hours in a classroom or on a digital learning device. In the event that the school alters the hours that it is open for instruction in order to adapt blended learning that applies to all students, the school shall be released from the school year hourly requirements (O.R.C. 3313.48 (A)). Students may advance from grade to grade based upon credits earned and mastery of the material.

### **BOOK BAGS**

Students will be permitted to carry book bags or backpacks to classes. Every effort should be made to properly store these in a safe manner in classrooms.

### **BUS STUDENTS**

Arrangements have been made for all bussed students to report to an assigned area upon arrival. Students wishing to go to breakfast will be directed to the cafeteria. No student is allowed to leave school property once the bus has unloaded. If a student wishes to get off a bus at a different stop or ride a different bus for that day, a written note from both parents making the request must be turned in to the office for approval. This note will be attached to a bus form completed by office staff. The form shall be presented by the student to the bus driver.

### **CAFETERIA**

The lunch periods at Circleville Middle School are closed which requires all students to remain at the school. Lunch and breakfast will be free for all students. Parents will be able to establish a credit account for their child's a la carte purchases that uses a code entry identification system.

### **CHANGE OF ADDRESS**

If there is a change in home address, telephone number, work telephone number, or custody status, parents or students must the office as soon as possible so that records may be updated.

### **COMPUTER/INTERNET ACCEPTABLE USE POLICY**

The Circleville City School District is now offering Internet access for student use. This document is the Acceptable Use Policy for your use of the computer system. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum and the Circleville City School

District and this school have the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Ohio. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his or her designee and your parents.

The following uses of this computer system are unacceptable:

**1. PERSONAL SAFETY**

- a. You will not post contact information (e.g., address, phone number) about yourself or any other person.
- b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

**2. ILLEGAL ACTIVITIES**

- a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
- b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. You will not use the computer system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

**3. SYSTEM SECURITY**

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading software.

**4. INAPPROPRIATE LANGUAGE**

- a. On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

**5. RESPECT FOR PRIVACY**

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about yourself or another person.

**6. RESPECTING RESOURCE LIMITS**

- a. You will not download large files without permission.

b. You will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).

c. E-mail is allowed as part of classroom assignments.

#### **7. PLAGIARISM AND COPYRIGHT INFRINGEMENT**

a. You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of the work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any question regarding copyright law to a teacher.

#### **8. INAPPROPRIATE ACCESS TO MATERIAL**

a. You will not use the computer system to access material that is profane or obscene (pornography) or that advocates illegal acts of violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.

b. Filtering software is used at all of the buildings. Filtering software is designed to prevent access to pornographic and other inappropriate sites. This software is not 100% effective. If you mistakenly access inappropriate information, you should immediately tell your teacher or other district employee or other person designated by the school. This will protect you against a claim of intentional violation of this policy. c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parents’ instruction in this matter.

#### **9. YOUR RIGHTS**

a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your right to free speech for valid ideational reasons. The district will not restrict your right to free speech on the basis of its disagreement with the opinions you express.

b. Search and Seizure. You should expect no privacy of the contents of your personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to see the contents of your e-mail files.

c. Due Process. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the computer system. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of the computer system, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of your internet account. The district makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruption for service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized

use of the system. When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

CMS students will be issued a technology device for use during the school day and will assume responsibility for its proper use and care per school guidelines and expectations.

### **CONCUSSIONS**

Concussions are a serious issue for a student if they are to suffer from one. There are many things to be taken into consideration for a student's return to school, class, and physical activity. If a student experiences a concussion at any time during the school year, either in school or out of school, parents should notify the school nurse so that protocol can be followed for the student to return to class and any physical activity in a safe and successful manner.

### **DANCE GUIDELINES**

Students must adhere to the following rules during school dances:

1. Students may dance, sit down along the wall, or hang out and talk to friends on the fringes of the dance floor. NO food, candy or drink permitted in gymnasium.
2. Students may not run around the gym or on the dance floor, be involved in horseplay that would not be acceptable in any other part of the building during school, loiter in the lobbies or stairwells, push/shove or be a part of any unwanted touching to another person.
3. No PDA (Public Display of Affection) of any kind is permitted.
4. Students will be removed to the Music Room and supervised by a staff member for the remainder of the dance for any violation of the rules.
5. Removal from any dance during the school year will prohibit the student from attending any future dances. Students may be prohibited from attending dances for other disciplinary reasons and nonpayment of school fees.

**\*Please note – There will be no refunds on any ticket sales. \***

### **DISMISSAL DURING SCHOOL HOURS**

In cases of illness during the school day, the student is to request permission from his/her teacher to come to the office. The student's parent or guardian will be notified by the office of the illness and that the student is requesting permission to come home. Students are asked not to call home requesting to leave school. We ask that they come to the office so that a secretary may assist them in contacting parents. Students will not be permitted to leave unless the parent or guardian has been reached and has given permission.

Students whose parents or guardians desire them to be dismissed before the end of the day are asked to bring a note to the office during homeroom on the morning of the day he/she desires to be dismissed. Only those individuals who are on the student's emergency contact list are permitted to sign out a student.

Proper ID is required. **If a student has been absent 32.5 or more hours, he/she may be denied permission to leave school.** It is extremely important that all students have an Emergency Dismissal Plan should school dismiss early for any reason.

## **ELECTRONIC DEVICES/CELLULAR PHONES/WATCHES**

Electronic Devices (Including Cellular Telephones and other communication devices such as Apple Watches) Electronic devices have become a management issue in school buildings across the country. Although the issue of electronic device usage in school building has been well debated, incidents of student use may at times disrupt the instructional process and regular operation of the building. Students will not be permitted to receive calls or text messages during the school day (7:30-2:40) nor should student cell phones be seen or heard by any member of the Circleville Middle School staff. In the event that cellular phones or electronic devices are seen or heard without permission of a Circleville Middle School Staff member, the situation will be addressed through the following process: All violations of these expectations will result in the phone being confiscated and placed in the office until the end of the day. Student is responsible for phone pick up.

First violation will result in a verbal warning and phone call home. Second violation will result in an after school detention and phone call home. Third violation will result in one day of in-school restriction. Fourth violation will result in the loss of cell phone privileges and it must be kept at home.

Confiscated student cell phones and electronic devices may be searched by school administration. Students are responsible for all information, pictures, text messages, movies, etc. contained within their electronic devices. Use of cell phones and other devices with camera features are prohibited in locker rooms, restrooms, and other unsupervised areas both before and after regular school hours. Using a cellular phone or an electronic device to film, record, or edit pictures of any student or staff member is prohibited. Posting images on the Internet or any other public forum may be met with immediate school consequences and/or prosecution. Transmission of any illegal or obscene picture, video, or other material will be reported to local law enforcement immediately.

## **ELECTRONIC SURVEILLANCE**

For student safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. Security cameras have been installed on school buses and in and around the building and grounds. Anyone riding the buses or on the premises is hereby advised that they may be included in an audio/visual recording subject to review by the administration. In accordance with FERPA guidelines, such surveillance records are available only to the administration and are not made available to the public.

## **EXTRACURRICULAR POLICY**

Extracurricular activities of the Circleville City Schools are offered and designed to accommodate students of the school system who desire to participate in other than just the regular academic track. These activities consist of athletics, school clubs, choral groups, band (including marching band, flags and majorettes), cheerleaders, publications and organizations. Participation in any of the extracurricular activities is a privilege, not a right. Therefore, students must meet certain minimal standards to retain their membership position.

Athletic Eligibility follows OHSAA guidelines and CCSD guidelines:

- A student who turns 15 before August 1 of the school year in which he/she desires to participate is not eligible for seventh and eighth grade athletics (there are two limited exceptions to this regulation).
- Before the student's first practice (or prior to the student's first participation should he/she join the team after the season has started), each student must have had a physical examination within the past year and an examination form signed by a medical examiner must be on file at your school.
- The minimum scholastic requirement for the OHSAA is students must be enrolled in at least five classes and must have received passing grades in at least five classes the immediately preceding grading period. Exemption: First time fall 7<sup>th</sup> grade student eligibility is not impacted by the preceding grading period (4<sup>th</sup> 9 weeks) in their 6<sup>th</sup> grade school year. Note however that an 8<sup>th</sup> grade student's 4<sup>th</sup> 9 weeks' grades will determine eligibility for fall athletics at CHS. Any participating athlete in the Circleville City School District, who receives any D or F on his or her interim report or report card, will be assigned 1 hour of study session (ZAP session). Interim reports or report cards with all C's or above will remove that athlete from mandatory study session. Failure to attend required study session will cause the student to be ineligible for the coming week's activities. The athletic director or principal will meet with all affected players who must attend study session.
- If a seventh and eighth grade student is ineligible, the district's policy will determine if he/she can practice but not dress during middle school contests. The OHSAA does not stipulate practice regulations.

A seventh and eighth grade athlete cannot practice, compete or scrimmage with or against athletes in grades 9-12 during the school sports season. 6<sup>th</sup> grade students are not permitted to participate in 7<sup>th</sup>/8<sup>th</sup> grade practices or competitions.

Coaches are assigned to all athletic teams, a director is in charge of the band, and advisors are assigned to all clubs and organizations.

Rules and regulations shall be developed for each team, club, organization and group. A constitution for each club must be developed in writing and submitted to the principal for approval. The constitution must indicate definite procedure and include regular meeting procedures. All meetings must be held at the school building unless for special reasons prior approval is granted by the principal to hold the meeting at an alternate location. No meeting or portion of a meeting may be held unless the advisor is present.

Student athletes must attend school on time on the day of an event and the day following the event. Failure to comply may result in the player becoming ineligible.

Refer to the Athletic Code of Conduct Booklet for further details. Parents must attend an annual OHSAA local rules meeting in order for their child to be eligible for participation.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The following student information is designated as directory information under the Family Educational Rights and Privacy Act (FERPA), and may be released in response to requests for public records: name; address; grade; classes/schedule; phone number (unless it is unlisted); and height and weight, if participating in athletics, date and place of birth, major field of study, dates of attendance, date of graduation and awards received. Parents/Guardians not wishing to have this information shared must notify the office of the principal in writing by August 31<sup>st</sup> of each school year.

### **FEES**

There is no general fee for the school years but realize there may be a carryover balance from previous years that needs to be paid. All fees accounts must be paid in full or students may not be permitted to participate in extracurricular activities, attend dances, or field trips. An elevator key deposit of \$5.00 must be paid before keys are issued. Students in need of an elevator key must bring a written statement from the physician.

### **FIRE DRILLS**

In case a fire alarm sounds, students are to stop working and quietly follow the teacher in a rapid and orderly way, single file from the building. The first two students to reach an exit door are to open it and hold it open until all have exited the building. The last student out of the classroom is asked to close the door. Upon leaving the building, students are to move far enough away to allow all to get out without crowding at the outside door. Attendance will be checked when outside position is reached. Students should remain quiet until the signal to return to the building is given.

### **FOOD GUIDELINES**

In regards to any food in classrooms the following guidelines are used: 1. No candy for rewards; 2. No homemade food permitted; 3. Ingredients lists will be sent home prior to any food being available in a classroom; 4. If notified, every effort will be made to provide a safe food option for any student with an allergy concern. Also – No energy drinks or soda pop may be brought into the cafeteria. Students are permitted to bring and use a clear water bottle that can be filled at the available water stations at drinking fountains. Contents may be checked at any time.

## **GUIDANCE SERVICES**

Guidance services play an integral part in the development of the individual student for effective living in the modern world by striving to accomplish the following goals with each student:

1. Help each student to understand themselves.
2. Help each student to understand and make the most of their abilities, aptitudes and interests.
3. Help each student to develop as a contributing member of society.
4. Help each student to develop the confidence needed to think critically about problems and select an appropriate course of action. Included in the counselor's responsibilities are assistance with course selections, interpretation of test scores, high school and post-secondary educational planning, occupational and career information, and study skills.

Our Guidance Counselor serves as a resource person for all students, their parents, and staff members. At any time that a student feels the need to discuss a concern, whether it be academic or personal, the counselor is available.

## **HAZING**

It is the policy of the Circleville City Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No students, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does NOT lessen this prohibition contained in this policy. Students who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

## **HOMEWORK ASSIGNMENTS**

Homework is a very important part of the educational experience for middle school students. Each child is given a Daily Agenda Book to record upcoming assignments. The Agenda also provides excellent information on a number of topics that both the student and parent should benefit from. Parents are urged to check this book on a daily basis and to use it to communicate with teachers if needed. We ask that students who are absent for one or two days get their assignments from friends. For longer absences, please call the office for homework assignments (please anticipate the entire length of time the student will be absent). These calls should be made before 9:00 a.m. to ensure pick-up by 3:00 p.m. Calls after 9:00 a.m. will be for pick-up the next day.

## **HOME INSTRUCTION**

The Circleville City Board of Education does not discriminate between other students and those who are married, pregnant, or those with some type of mental or physical problems. Students who need to be exempt from the standard educational program or activity must furnish the principal of the school with a written request for exemption from a licensed physician, a licensed

psychologist, or a certificated school psychologist, as specified in ORC 3321.04. Such request shall include the reason for exemption.

### **HONOR ROLL**

All subjects are included in determining the Honor Roll. In order to be eligible, a student must have no grade lower than a "B" in any academic subject and a satisfactory in conduct and effort in all subjects. We regret that we will not be able to publish any incompletes in a supplement to the Honor Roll in the local paper.

### **INTERIM REPORTS**

In an attempt to involve parents in the educational process, all students will be given an interim report for their progress at the midpoint of the grading period. These reports will come home with the student for your information. Please expect these updates and ask your children for them. If a child is receiving grades of D or F or experiences a two letter grade drop, you may be asked to sign the report and have your child return it to the appropriate teacher. Please understand that grades may vary widely in the span of 4 1/2 weeks. The interim is designed to give you an indication of the current progress at the time of issue.

### **LOCKDOWNS**

If a situation is warranted the building can be placed in a lockdown. This can be from an administrative directive over the P.A. or alarm being sounded. In the event of the Lockdown, it is extremely important to follow the directions of staff members. Procedures will be reviewed and practiced throughout the school year.

### **LOST AND FOUND**

Students are responsible for all items that they bring to school. In the event that an item is misplaced students can check with the office and/or the day custodian.

### **LUNCH**

Students will have a 30-minute lunch each day. Upon dismissal to lunch they should report directly to the cafeteria. No items other than what is accepted by the grade level teachers and the cafeteria teachers on duty shall be permitted. Hallways should be at a level 1 voice. Lunch cost is FREE. No fast food may be brought in for students to consume in the cafeteria during lunch. Also, no energy drinks are permitted in school.

### **MEDIA CENTER**

The mission of the Circleville City Schools' library media program is to ensure that students and staff are effective users of ideas and information. The library media center is open Monday through Friday from 7:30 am to 2:30 pm. Teachers may reserve the library for class

research. Students may also visit the media center during their study hall or on a 10-minute pass from their teacher. Students are allowed to check out three books for three weeks. Each student is responsible for the library media center materials he/she borrows. If an item is lost or damaged, the student is expected to pay for the item. Students having overdue materials will not be permitted to borrow new materials. Students are expected to be respectful of library staff, fellow students, library materials, and furnishings. Students may work on class assignments, do work on the computers, or read while in the library.

### **MEDICATION**

The Ohio Revised Code does not permit the school personnel to dispense oral medication to students (such as aspirin, etc.). If a student is required to take medicine during the school day, there must be a form signed by the parent and by the doctor. The drug must be brought to the office in the original container to be dispensed by the office personnel as indicated. Students are not permitted to carry medications (prescriptions or non-prescriptions) with them during the school day. (Exception: inhaler or epinephrine auto-injector with written physician and parental permission)

### **NATIONAL JUNIOR HONOR SOCIETY**

Students in 7th and 8th grade may be selected for membership in the NJHS based on their cumulative grade point average, honor roll standing, community service, leadership, and character. Eligible students will be notified by the chapter advisor during the second semester of the year with inductions in May.

### **PASSES**

Students must use their Agenda Books as their hall pass. Office passes will be color coded. Pink will designate a tardy to school. Yellow will permit a student to leave school before the end of the day. White will designate a hall pass.

### **PHYSICAL EDUCATION LOCKERS**

Students will be assigned a locker for storing their gym clothes. It is to your advantage NOT to tell anyone the combination and to be sure your locker is shut before leaving.

### **PHYSICAL EDUCATION - MEDICAL EXCUSES**

The school must receive a statement from a doctor stating that a student is to be excused from Physical Education. It is to include the length of time for which a student is to be excused. Without such a statement on file, the absence will be unexcused. If a student is medically excused:

1. For less than half of a grading period, the student will be required to make up the class.

2. More than half of a grading period, there will be no make-up required. The student will receive a grade based upon the amount of participation.

### **PHYSICAL EDUCATION RULES**

In order to physically develop each child to their fullest, each student will be expected to participate every day of class. Students are to make up a class period that they have missed due to illness or an excused absence from school.

A student wishing to make up a class should see the instructor before school or at lunchtime for a pass excusing them from study hall.

DRESS - All students must be dressed in the following attire in order to participate: Tennis shoes and socks - white on bottom. T-shirt (no blouses) or sweatshirt, shorts or sweatpants. A dress cut will NOT be permitted to be made up. For every two dress cuts, the student's final nine weeks' grade will be lowered one letter grade.

### **POSTERS AND SIGNS**

All posters and signs must be approved by the principal and placed only in designated areas.

### **HONORS/ACCELERATED CLASSES**

CMS offers Honors Classes in 6<sup>th</sup> – 8<sup>th</sup> grade Language Arts, 7<sup>th</sup> and 8<sup>th</sup> grade Science, and Accelerated course in Math 6, Pre-Algebra, and Algebra.

Student Selection in Honors/Accelerated courses follow guidelines as outlined in Honors/Accelerated Handbook.

Students enrolled in honors/accelerated classes are challenged to excel. If, at interim report time or the end the 1st or 2nd grading period, a student is receiving a grade of C or below, a conference may be held to determine the best overall placement for the student. The student, teacher, parents, and guidance counselor will all be involved if a conference is deemed necessary. A plan of action will be developed at this conference and reviewed during the course of the year to ensure the best possible educational experience for the student. Please note that a final course average of a C will require additional requirements for enrollment in the next grade level course and a final course average of a D or an F will result in disqualification for enrollment in the next grade level course.

Additionally, each individual course may have requirements for continued enrollment in the course for the year. For example, Science Fair participation in Honors Science 7 and Honors Science 8.

### **PROGRESSBOOK**

Progress Book is an online grade book that can be accessed by students and parents using the district website link and an assigned username and password. Keep in mind when using this that it is not updated daily and a general rule of thumb would be to check it every two weeks for updates.

## **PROMOTION REQUIREMENTS**

Students may be retained if they fail two or more academic subjects for the year. Students must earn four quality points in each academic subject area to be considered passing for the year.

## **SCHEDULE CHANGES**

Schedule issues can be discussed with guidance, realizing that considerable time and effort is put into completing student schedules and schedule changes are seldom necessary. **Classes may not be dropped.**

## **SCHOOL ARRIVAL**

Pupils are asked to time their arrival at school in the morning so that they will not arrive until 7:20 a.m., at which time they are permitted to enter the building and report to cafeteria for breakfast or gymnasium until the 7:30 bell. The students are not allowed to leave the school premises after arrival.

## **SEARCHES**

General searches of students and personal items such as briefcases, purses, book bags, sack packs, pockets and any electronic equipment: Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student's possessions if such official has reasonable suspicion that such a search will find any object or thing which violates the law or school regulations. If a student is asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by school officials and appropriate law enforcement officials contacted. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for insubordination. Canine searches of school grounds conducted by law enforcement may also occur during the school day.

## **SOCIAL PROBATION**

The Social Probation List is a list of students not permitted to attend dances, field trips, assemblies, participate in extracurricular, or other events at administrator's discretion. Students are placed on this list due to various reasons including disciplinary issues, attendance and tardies, library fines, and unpaid school fees. This list will be reviewed at the start of every new grading period.

1

## **SPORTSMANSHIP**

Next time you attend a game, remember...

### **BEST TIME TO APPLAUD OR CHEER:**

1. When your team comes on the playing area.
2. For a player who has been replaced in a lineup.
3. When an injured player seems to need encouragement.
4. When an opponent or a member of your own team has made an exceptionally good play.
5. For an exceptional act of good sportsmanship.

### **BEST TIME TO REMAIN SILENT:**

1. When your team is penalized. The official is closer to the play than you are and has expert knowledge of rules under which the game is to be played.
2. When the opponents are penalized. They are guests and should be treated with respect and courtesy.
3. When you are tempted to be critical of an official, player, or coach or are tempted to be sarcastic, abusive, or profane.

### **BEST RULES TO REMEMBER:**

1. Two wrongs don't make a right.
2. The less you say, the less you have to apologize.
3. When in doubt...Don't say anything at all.



# **S.T.A.R.S. CARD**

*Students That Are Really Special*

## **RED S.T.A.R.S. CARD**

Requirements:

1. 3.75 - 4.0 GPA from previous grading period in all classes.
2. No office referrals greater than a detention.

## **BLACK S.T.A.R.S. CARD**

Requirements:

1. 3.50 - 3.74 GPA from previous grading period in all classes.
2. No office referrals greater than a detention.

## **PURPLE S.T.A.R.S. CARD**

Requirements:

1. 3.00 - 3.49 GPA from previous grading period in all classes.
2. No office referrals greater than a detention.

## **GREEN "I CAN" S.T.A.R.S. CARD**

Requirements:

1. An increase of .5 on the student's GPA with no decrease in grades from the previous grading period.

## **BLUE S.T.A.R.S. ATTENDANCE CARD**

Requirements:

1. Excellent Attendance as defined as 8 or fewer excused absences for year.
2. Excused tardies are NOT counted against excellent attendance. The student must be present by the beginning of 4th period. Students will be permitted one unexcused tardy per year not counted against their perfect attendance NOTE: The benefits of each card will be clearly stated on the reverse side of the card.

## **ORANGE S.T.A.R.S. ATTENDANCE CARD**

Requirements:

1. No office referrals in from previous grading period in all classes or common areas.

## **STUDENT NON-DISCRIMINATION**

All students of the Circleville City School District will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, citizenship status, handicap, criminal record, political activity, religion, creed, opinion, or other human differences, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities, distribution of funds, academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity. Inquiries concerning the application of this policy may be referred to Mr. Jonathan Davis, Superintendent. This policy shall prevail on all Board policies concerning students.

## **STUDENT NOTIFICATION OF TITLE IX**

As required by Federal law, you are hereby notified that the Circleville City Schools do not discriminate on the basis of sex in the educational programs or activities which it operates and is further required by Title IX not to discriminate in such a manner. If you have any questions about Title IX or a complaint of sex discrimination, please contact:

Mr. Jonathan Davis, Superintendent  
388 Clark Drive  
Circleville, Ohio 43113  
Phone 474-4340 ext. 41303

## **STUDENT PROGRESS AND GRADING POLICY**

The Circleville City School System believes that it is the responsibility to report meaningful and honest information to parents regarding the extent of student progress according to the adopted policy of the school system. It is recognized that individual differences and different capabilities exist among the student population and, therefore, necessitates that student achievement be measured in accordance with individual ability and the quality of performance etc. Specifically, consideration will be given to the following as they apply to each grade level:

Daily and written work  
Daily preparation of assignments  
Daily class participation  
Daily effort  
Level of achievement  
Test results  
Homework assignments

9 weeks Grade Weighting – 80% Summative (projects, test, etc. with a 50% bottom on lowest grade), 20% Formative (homework, classwork, quizzes, etc.) The format of the interim report will vary according to elementary and secondary level but should consistently be designed to facilitate record keeping and parental understanding. It should additionally encourage teachers to report strengths without ignoring weaknesses. Parent-teacher conferences are utilized to supplement the written report and are expected to be held as prescribed by the administration.

Procedure:

1. The written report will have the following information.

Nine weeks' achievement grade:

- A – Advanced:** Level of achievement is significantly above state content standards
- B – Accelerated:** Level of achievement is consistently above state content standards.
- C – Proficient:** Level of achievement is at state content standards
- D – Basic:** Level of achievement is below state content standards.
- F – Limited:** Student struggles with or is unable to do tasks related to state content standards.

Comments will have grades for Effort and Behavior.

*Effort includes work on homework, in class work and class participation.*

- A - Excellent Effort** – Always on task, 90-100% completion, regular participation.
- B - Effective Effort** – Majority on task, 80-89% completion, regular participation.
- C - Good Effort** – Most of time on task, 70-79% completion, participates in class.
- D - Little Effort** – Rarely on task, 50-69% completion, rarely participates.
- F - Poor Effort** – Never on task, less than 50% completion, never participates.

Behavior: Follows Tiger Traits to BE Respectful, Responsible, and Safe.

- Excellent** – Always follows Tiger Traits
- Good** – A majority of time follows Tiger Traits
- Inconsistent** – Inconsistently follows Tiger Traits
- Poor** – Rarely follows Tiger Traits.

2. In order for a student to pass a yearlong course, he/she must earn four (4) quality points. The points earned are a result of the following value: A=4 B=3 C=2 D=1 F=0. Of the four (4) earned points needed for successful completion of the course, a student must earn at least one (1) point during BOTH semesters.
3. Plus or minus symbols are not to be used with any code.
4. Interim reports are to be issued each nine weeks as established by adopted calendar.
5. Interim reports for all middle school students will be sent home each grading period.
6. Parent-teacher conferences shall be conducted on scheduled days as afforded by released time and additionally as often as necessary and possible at the secondary level.
7. Honor Rolls to consist of all students, grades four through twelve, receiving no

grade lower than B in subjects graded by A, B, C, D, and F.

Final course average grades are determined by the following scale based on point average:

A=3.51 to 4.0 B=2.51 to 3.5 C=1.51 to 2.5 D=1.0 to 1.5 F=below 1.0

The adopted district percentage scale is: A=90-100% B=80-89% C=70-79% D=60-69% F=0-59%

8. Interventions – CMS will offer several intervention strategies to help students increase their achievement. One option for all students is being assigned to ZAP/After school study session for not completing work. A student will be assigned until work is completed. Not serving ZAP (Zeros Aren't Permitted) can result in disciplinary action and being placed on Social Probation list. Another intervention will be a chance to "Re-do" an assignment. Guidelines for these "re-do's" will be established by each individual teacher. Please note students in Accelerated classes are expected to work at a faster pace with more rigorous material. "Re-do's" in the Accelerated courses will be up to each individual teacher's discretion. Students may also be placed in Academic Enrichment during the school day in effort to increase academic standing. Placement is not optional

### **TELEPHONE**

Students will not be called to the telephone during the regular school hours unless it is an emergency. Only messages of extreme importance will be delivered during school hours. If a student must make an urgent call home during the school day, the student must have his/her agenda book signed by his/her classroom teacher permitting him/her to come to the principal's office where the call may be made by the office staff.

### **TITLE**

Circleville Middle School is a Title school and receives Title funding in order to provide additional educational resources and services for students. These resources may include additional remediation classes, alternative methodology classes, or in-school tutoring. Circleville City Schools implements a school-wide Title program which means every student will have access to these resources. For further information, see the board policy about Title services by clicking on the link and putting in the search box Title (<http://www.neola.com/circleville-oh/>). Your signature on the signature page, serves as acknowledgement of our district being a Title district.

### **TEXTBOOKS**

All textbooks are provided free of charge. Most courses will only have textbooks for use in class. If necessary, textbooks will be issued to students by their teachers and must be returned at the end of the school year or upon withdrawal from school. Any textbooks lost or damaged may be charged to the student responsible for them.

### **TIGER**

Students are assigned to a TIGER class and will report daily. This will include at start/end of school and during "C" Block.

### **TORNADO DRILLS**

In the case a tornado alarm sounds, students will go immediately to the assigned places. Students should keep calm and quiet while making every effort to stay in line. Windows and doors are to be left open. Roll will be taken once the class has reached the shelter area. Students should squat with hands locked at the back of the neck.

### **VALUABLES**

Students are encouraged not to bring more money than is needed to school or other valuable possessions that tempt students to steal. It is the responsibility of the student to take care of their own valuables. The school cannot assume responsibility for any valuables or money brought to school.

### **VISITORS**

Student visitors from other schools are not permitted at school. A visitor at Circleville Middle School must check in at the office upon arrival and present a current, valid driver's license or state issued ID.

### **WITHDRAWAL FROM SCHOOL**

Students who are withdrawing from school are to report to the Guidance Office with a note from their parent or guardian. They will be given a withdrawal slip that must be signed by all teachers, parent and returned to the Guidance Office.

## STUDENT DISCIPLINE

### **Behavior Intervention Levels & Strategies**

All students have the right to learn and no student has the right to disrupt the learning activities of others. The safety and security of your child is our highest priority and we are committed to providing a safe learning environment. The Guide to Positive Student Behavior provides definitions of behavior infractions and defines the consequences that can result due to inappropriate conduct. Unacceptable behavior is defined in a progressive order as:

- **Level I: Minor offenses**
- **Level II: Repeated Level I offenses or serious misconduct**
- **Level III: Repeated Level I or II offenses; illegal and/or serious misconduct, or life and/or health threatening offenses**

Circleville Middle School staff provides corrective intervention strategies and instruction to students who fail to meet the behavioral expectations. Corporal punishment in any form is not permitted. Multiple options for correcting student behavior may be selected depending on an individual student's needs, including the age and grade level of the student, the student's history of misbehavior, and the specific offense and its seriousness. School personnel may use intervention strategies outlined below to help prevent or reduce negative behaviors.

## Level I Behaviors and Strategies

	Expected Behavior	Violation of Expected Behavior	Definition of Evaluation	Strategies to Correct the Behavior **
Be Safe	Follow District Dress Code Policy	Dress Code Violation	Any style of dress that contradicts the District Dress Code Policy. <b>(See pages 40)</b>	Conference with student/parent
Be Respectful	Consider the feelings of others	Disruptive Behavior	Conduct such as talking out of turn, making noises, throwing objects, play fighting, horseplay, inappropriate displays of affection or otherwise distracting one or more classmates will be considered disruptive.	Re-teach the behavioral expectations
	Demonstrate Positive Social Skills	Profanity	Swearing, cursing, or making obscene gestures.	Student accommodations (e.g. proximity, preferential seating, visual supports)
Be Responsible	Be at school on time and attend regularly	Tardiness Absenteeism Truancy	Arrival to school after the school day has begun or absence from school or the classroom without parents' and school authorities' knowledge. <b>(See pages 10,11 &amp; 12)</b>	Create a behavioral contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors
	Come prepared to learn	Gambling	Playing any games of chance or skill for money or items of value.	
		Follow school rules	Electronic Communication Devices	The misuse by students of pagers, beepers, cellular telephones, and other electronic devices such as iPods, mp3 players, tablets and including "look alike" devices for receiving and/or transmitting messages during school

			<p>time. Electronic devices must be out of sight during the school day and turned off. (The district shall not assume responsibility for devices that are damaged, lost or stolen when brought to school or after being confiscated for violation of this policy).</p> <p>Violation of electronic communication device policy may result confiscation.</p>	<p>reflective activity using debriefing form</p> <p>Detention during which student participates in behavioral intervention</p>
	Be honest	Forgery/Fraud/False Identification	<p>Writing the name of another person or changing times, dates, grades, passes, or permits; giving false information to school district personnel or the school resource officer.</p>	<p>In-school restriction time during which student participates in behavioral intervention</p> <p>Refer student to teacher based team intervention support</p>

## Level II Behaviors and Strategies

	Expected Behavior	Violation of Expected Behavior	Definition of Evaluation	Strategies to Correct the Behavior **
Be Safe	Solve problems peacefully	Fighting	Mutual participation in an incident involving physical conflict	Loss of privilege
	Obey laws regarding smoking for minors	Use, Possession, Sale or Distribution of Tobacco Products	Using or possessing any tobacco product such as cigarettes, "dip", and chewing tobacco. <i>Refer to district policy.</i>	Create a behavioral contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors
	Take care of school property	School Bus/Vehicle Violation	Conduct not specifically listed that obstructs the orderly and safe operation of buses/vehicles.	
Be Respectful	Use impulse control	Sexual Misconduct	Any action or behavior that includes unacceptable touching or making references to their private body parts or those of another person verbally, pictorially or in writing. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party and possession of inappropriate sexual materials. This includes "sexting" which is defined as sending, sharing, viewing or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic	Create a behavioral contract  Restitution

			or any form on a cell phone or other electronic device.	Individualized interventions created from team based collaboration  Require daily check-ins with a designated staff member for a set period of time  Detention during which student participates in behavioral intervention  Time in In-School Restriction
	Consider the feelings of others Demonstrate positive social skills	Harassment/Coercion Intimidation/Threats	Any act written or verbal, gestures, photographs, drawings or any other form of communication used to intimidate, harass or threaten harm to another person based on race, gender, religious belief, nationality, disability, sexual orientation, or violence within a dating relationship over an extended period of time.	
	Value the educational environment	Insubordination/Disruption of Educational Process	Behavior that substantially disrupts the orderly learning environment. Refusing to follow a request, direction or instruction of an adult. All other disruptive, aggravating and/or disobedient behavior not mentioned in any other category.	
	Accept and respect others when the answer is "no"	Extortion	Getting money or a promise by using threat or force. Students must not make a person do anything he or she does not want to do by using threat or force.	
	Ask before borrowing	Theft	Taking or assisting in taking another person's property without his/her permission.	

Be Responsible	Take care of school property	Vandalism	The intentional destruction or damage of property without permission of the owner or the person having control of the property.	Suspension
	Follow school rules	Trespassing	The act of being on school property without permission or refusing to leave the premises or property.	File a charge if the law is broken
	Follow school academic rules	Cheating/Plagiarism	Using, submitting or attempting to obtain information or answers dishonestly. Taking ideas or writings of others and presenting them as if they were yours.	Expulsion
	Follow acceptable use policy	Unauthorized or inappropriate use of internet, computers.	Any action that violates local, state or federal law or CCS Acceptable Use Policy. This includes using the internet for non-educational purposes, sending or receiving personal information about yourself or others without permission, using inappropriate language and using the network to personally attack or harass another person.	Refer student to an Intervention Assistance Meeting

### Level III Behaviors and Strategies

	Expected Behavior	Violation of Expected Behavior	Definition of Evaluation	Strategies to Correct the Behavior **
Be Safe	Resist negative pressure and avoid dangerous situations	Use, possession, sale or distribution of alcohol	Possession, being under the influence of, buying or selling alcohol or illegal drugs. This also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia; (may include vapes, e-cigs, Juuls, and/or hookas).	Conference with student/parent
	Pay attention to health, nutrition and exercise	Use, Possession, sale or distribution of drugs other than tobacco or alcohol	Students are permitted to bring prescribed or over-the-counter medication to school with the written permission from a parent/guardian and with authorization and supervision of their doctor and school administrator or administrator's designee. A student may not sell or give prescribed OR over-the-counter medication to another student at school or during school activities.	Loss of privilege  Participation in substance abuse counseling program  Refer student to an Intervention Assistance Meeting
		Physical Assault	Physically attacking another person. Unprovoked hitting, kicking, shoving or otherwise causing physical pain or harm to another	

			outside the context of a mutual conflict may be considered assault.	
Be Respectful	Practice conflict resolution and anger management skills	Use, possession, sale or distribution of a firearm. Use, possession, sale or distribution of ammunition or a dangerous weapon other than a firearm, explosive, incendiary device	Possessing, transmitting or using any kind of firearm, knife, razor, needles, mace, and pepper gas or like substances; dangerous clubs, chain or other look-alike object; or any item that can be considered a weapon or used as a weapon or ammunition for any such weapon. This includes having such items at one's desk, or in a locker or a hiding place on school property including district school buses/vehicles.	In-School Suspension time during which student participates in behavioral intervention  Out-of-School Suspension with Class Work  Restorative Justice
	Use impulse control	Use, possession, sale or distribution of explosive, incendiary devices or poisons	Creating, setting off, attempting to setoff or possessing any type of explosive device.	
Be Responsible	Practice Personal Responsibility	Volatile Act	Disruption of school/school activities by use of violence, force, intimidation, threats to students or staff or disorderly conduct. This includes menacing and provoking others toward acts of disruption (individual or group related).	Alternative to Suspension Program
	Practice Personal Responsibility	Arson	Setting fire or attempting to set fire to a school building or property located on school grounds or any property belonging to,	

			rented by, or on loan to the school district.	Expulsion     File a charge if the law is broken
	Practice personal responsibility	False Fire Alarms/Bomb Threats/Tampering with Automated External Defibrillator (AED)	Destroying or damaging a fire alarm. Making bomb threats, either written or verbal, against any school building. Tampering with the fire alarm means setting off the alarm when there is no emergency. Tampering with the AED means opening the cabinet without permission.	
	Practice personal responsibility	Sexual Offense	Any sexual act or attempted act committed on school property, or during school activities.	
	Practice personal responsibility	Misuse of electronic device	Any use of electronic device in a prohibitive manner such as video recording of staff, students, fights, etc.	
	Practice personal responsibility	Serious Bodily Injury	An incident that results in serious bodily injury to oneself or others. Serious bodily injury involves substantial risk of death; unconsciousness; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or mental faculty	

## **DRESS CODE POLICY**

Students come to school dressed in an appropriate manner according to the following rules listed below. While fashions change, the reason for being in school dress is not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance beyond mere freedom of expression and disrupts the educational process or presents a safety risk to other students, he/she will follow the progressive discipline procedures outlined in the behavior intervention levels & strategies on pages 27 & 28.

Students are expected to refrain from extremism in regard to hair length, styling, and/or coloring. Student may wear acceptable jewelry. Earrings are permitted; facial piercings are permitted as long as they do not determine to cause a disruption to the educational process.

### **STUDENT ATTIRE AND ACCESSORIES NOT PERMITTED DURING THE SCHOOL DAY OR EVENTS**

- In regards to shirts, there will be no midriff, tank tops, halter tops, sun dresses with spaghetti straps. Sleeveless shirts, excluding cut-off t-shirts, are permitted if they extend to the end of the shoulder. V-Neck or low-cut shirts must be worn with an undergarment (camisole, tee shirt, tank top, etc.)
- Students will not be permitted to wear sleepwear, pajama pants, and slippers in the school.
- Spandex/tights or leggings are acceptable if worn under clothing that covers to fingertip length on the thigh.
- Students will not be permitted to wear hats or gloves in the school during the school day without the permission of the principal. Hats must be kept in the students' lockers.
- Student will not be permitted to wear coats, jackets, or hoods in the school during regular school hours unless prior authorization has been granted or in the classroom by a teacher discretion.
- Students will not be permitted to wear clothing that advertises alcohol, drugs, obscenities, tobacco products, weapons, or violence.
- Shorts/length: Must be mid-thigh and/or fingertip length.
- Students will not be permitted to wear clothing with rips/tears, holes, or cuts above fingertip length.
- Student will not be permitted to wear any shirt that cannot be tucked in the pants properly when a student raises his or her arms above the head.
- Students are not permitted to wear bandanas, sunglasses, spiked accessories, or wallet chains/chains.
- No wearing of pants below the belt level. Shorts and slacks must be worn at the waist.

## Paw Prints

### Text Marking/Annotation

! = Wow - this surprised me!

\* = This is important.

? = This is confusing.

+ = I agree.

**X** = I disagree.

|

# = I wonder - I want to know more



# Reading Next List

Book Title	Author	Genre

CMS Book Challenge

\*Any book over 350 pages counts as 2 books\*

Realistic Fiction

Title	Author	Date Started	Date Finished	Rate 1-5

Historical Fiction

Title	Author	Date Started	Date Finished	Rate 1-5

Graphic Novels

Title	Author	Date Started	Date Finished	Rate 1-5

Mystery/Horror

Title	Author	Date Started	Date Finished	Rate 1-5

Fantasy/Sci Fi

Title	Author	Date Started	Date Finished	Rate 1-5

Poetry

Title	Author	Date Started	Date Finished	Rate 1-5

Adventure/Humor

Title	Author	Date Started	Date Finished	Rate 1-5

Informational

Title	Author	Date Started	Date Finished	Rate 1-5

Biography/Autobiography/Memoir

Title	Author	Date Started	Date Finished	Rate 1-5

Free Choice

Title	Author	Date Started	Date Finished	Rate 1-5