

LEONA MIDDLE SCHOOL
HANDBOOK FOR STUDENTS AND PARENTS
2011 - 2012



**TOGETHER, INCREASING GROWTH IN
EDUCATION AND RESPONSIBILITY OF
STUDENTS.**

NAME: _____

HAVE A GREAT YEAR!

**MRS. FOX-NOLTE
& STAFF**

676-9220

Dear Parents/Guardians and Students:

Welcome to Leona Middle School!! We are here to provide students with the best possible education and to assist each student cognitively, creatively, socially and emotionally. We believe that a successful education is a three way effort involving the teacher, student and parent. We hope this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

Again this year to aid with communication between school and home we have our Middle School Planner. The Leona Middle School Planner was designed to assist your child in organizing his/her daily, weekly, and long term assignments. This program will improve your child's organizational skills and serve as a helpful reference for parents to provide academic support at home. Students will be expected to write down assignments and important dates. Parents will be expected to review the planner daily and sign in the appropriate place. Thanks to our Market Day Organization, the planners will be free for all students. Students who lose their planners during the year will need to purchase an additional planner at a cost of \$5.00

We welcome your participation and support this school year. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

Sincerely,

Mrs. Susan Fox-Nolte

Staff

Grade 4

(4A)Mrs. DeLong
L.A. (4B)Ms.Johnson/Mr.Joseph
Math
(4C)Mrs. Furbee

Mr. Amato - Special needs
Mrs. Ashton - Music
Speech Mr. Apicella - Guidance
TBA - TAG

Grade 5

(5A)Mrs. Bonar - Math
(5B)Mrs. Minger - L.A.
(5C)Mrs. Mueller - Sci / SS

Ms. Johnson - Special Needs
T. Panas - School Psychologist
Mrs. Meyer - Band
Mr. Joseph - Title

Grade 6

(6A)Mr. Merryman -
(6B)Ms. Johnson -
(6C)Mrs. Hoepfner -Sci / SS

Ging/Kernik - Gym
Mrs. Gossett -

Mrs. Klug - Secretary
Mrs. Neavin - Cook
Mr. Wells - Maintenance

Mrs. Krupa - Assistant Cook

Daily Operations:

Visitors and Volunteers

All visitors and volunteers must report to the office and sign in. No one is permitted to enter a classroom unless cleared by the office.

*** When delivering items forgotten at home, please take them to the main office. The office staff will make sure the items are delivered to your child.

Arrival of Students

Bus students will enter the building upon arrival. All students are to go directly to the gym.

Please note that children walking or riding with parents should not arrive before **7:30 am**.

7:50	First Bell
7:55 - 8:30	1st Period
8:33 - 9:08	2nd Period
9:11 - 9:46	3rd Period
9:49 - 10:24	4th Period
10:27 - 11:03	5th Period
11:03 - 11:33	Lunch grades 4/5 Recess grade 6
11:33 - 12:03	Lunch grades 6 Recess grade 4/5
12:10 - 12:45	6th Period
12:48 - 1:23	7th Period
1:26 - 2:01	8th Period
2:04 - 2:25	9th Period

Two Hour Delay Schedule

9:50 - 11:00	1st Period
11:00 - 11:30	Lunch A
11:30 - 12:03	Lunch B
12:10 - 1:10	2nd Period
1:13 - 2:13	3rd Period
2:16 - 2:25	Intervention

Report Cards

Will be sent home every 9 weeks. Interim reports will be sent every 4.5 weeks.

Grading Scale	
A	94 -100
B	86 - 93
C	76 - 85
D	70 - 75
F	below 70

Students with a 4.0 grade point average will be designated on the Principal's List.

To be placed on the Honor Roll a student must have a 3.0 grade point average and have received no F's nor U's for the grading period.

Promotion/Retention Policy

Promotion - A student will be promoted to the succeeding grade level when he/she has:

1. Completed the course and State-mandated requirements at the presently assigned grade;
2. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
3. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student may be placed at the next grade level when retention would no longer serve as a positive intervention.

Retention - Guidelines:

1. Parents are informed in advance of the possibility of retention of a student at a grade level;
2. Efforts will be made for remediating of student's difficulties before they are retained;
3. Students may be retained if they are truant for 10% or more of the required school days and have failed at least (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
4. The Principal has the final responsibility for determining the promotion, placement, or retention of each student.

Absences - It is the responsibility of students and parents/guardians to insure regular school attendance. Classroom attendance is paramount to the child's education.

When a student is absent or is going to be late arriving at school, a parent or guardian must call the office at 676-9220 to explain why. Make up work must be requested by 9:00 am and will be available for pick up after 1:00 pm.

All absences will generally be considered as excused or truant based on the following guidelines from the Belmont County Truancy Program

Absences will be considered excused for the following reasons:

1. Personal illness or medical appointment with an accompanying physician's statement
2. Illness in the immediate form that requires the student to stay home as determined by the Principal
3. Quarantine of the home
4. Death in the immediate family (maximum 3 days)
5. Religious observation in which a student is personally involved
6. Emergency situation in which a parent can work out no other solution as determined by the Principal or for such good cause as may be acceptable to the Principal
7. Court appearance for the child

Absences (continued)

Other than specified above as excused absences, all other absences shall be considered truant absences. When a student accumulates the following absences, the following actions will be taken by the School District:

- Three (3) days truant - student and parent notified by school
- Five (5) days truant - student, parent and truant officer notified
- Ten (10) days truant - student, parent, and truant officer notified and student and parent shall be required to attend an intervention and truancy prevention program as adopted by the School Board
- Twelve (12) days truant or five (5) or more consecutive or seven (7) or more in one month (four consecutive weeks) - the school may request truant officer to file habitual truancy charges through the Belmont County Prosecutor's office
- (10) Fifteen (15) days truant absence or seven (7) or more consecutive days, or ten or more in one month - the school may request truant officer to file chronic truancy charges through the Belmont County Prosecutor's Office

Also included in this policy, a parent may be charged with failing to send their child to school, contributing to the delinquency or unruliness of a minor, or other criminal charges relating to their child's attendance. These actions may be taken upon referral of the Truant Officer and School to the Belmont County Prosecuting Attorney's Office pursuant to Section 3321.19, 3321.38, or 2919.222 of the Ohio Revised Code.

Vacations - All vacations will be unexcused unless the building principal has granted prior approval. Vacations do count toward the total number of days that a

student can be absent; therefore we encourage students to take vacations during school vacation time.

Appointments - Require a note from home. Please include the time the student is to be dismissed. A student who is signed out for an appointment and does not return to school within one hour will be marked 1/2 day absent.

If a child becomes ill during the school day and is unable to remain in school, the office will contact a parent to arrange to take the child home. Parents and/or guardians will be required to come to the office to check the child out.

Belmont County Juvenile Court has expanded its mandatory attendance laws to include tardies. A student, who is tardy seven times will receive a warning letter from the school. A student who is tardy 15 times will be referred to the Belmont County Juvenile Court. The court will then file a complaint.

Medication

Whenever possible, medication should be administered at home.

1. Students are not allowed to carry medication (prescription or nonprescription) on their person at any time. These medications can be confused with illegal drugs.
2. Students are not allowed to self-medicate. A school staff member must dispense medication.

Medication authorization forms for prescription and nonprescription drugs are available in the office. Forms expire at the end of the year, or if there is a change in the prescription. A copy of the medication authorization form must be on file in the office.

Information for medications related to allergies, must be on file with the office, as well.

Medication (continued)

Prescription drugs may be administered at the school only if:

1. A signed order from the physician and signed parent permission form is brought to school with the prescription. No medication can be dispensed unless this is received.
2. The prescribed medication is in the original prescription container. (The pharmacist will provide a container for school if you request it) labeled with the following information:
 - student's name
 - date
 - name of the drug
 - dosage and time interval
 - doctor's name

Non prescription drugs may be administered at school only if:

1. A medication authorization form is completed and signed by a parent or guardian. No medication can be dispensed unless this is on file in the office.
2. Medication is in the original container.

Control of Communicable Diseases and Pests

A school has a high concentration of people. Therefore, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, conjunctivitis (pink eye), whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Parents will be contacted to come pick their child up.

Change in Routine

If your child is to go home any other way than he/she normally does, they must bring a note explaining the change. If a child is to go to another person's home, they must bring a note. Bus students are not permitted to have friends ride on the bus without approval from the office.

Arrangements need to be made before the child comes to school. Students will not be permitted to use the telephone to arrange after school play dates.

Messages from parents to students are to be called into the school prior to 1:30 pm. After this time, the routine in the office becomes very busy and delivery of messages in a timely manner cannot be guaranteed unless in the event of an emergency.

Cafeteria

Leona Middle School offers an excellent hot lunch program. Students are also permitted to bring their lunch to eat in the cafeteria. Leona Middle School operates as a closed lunch program and students are not permitted to leave the building for lunch.

Free and reduced lunch forms are sent home on the first day of school. These forms are also available in the office. Students previously on the free and reduced lunch program may continue for the first two weeks of school. New forms must be completed each year. You will be notified when the form is approved. Any student receiving free or reduced lunch must pay full price for milk when bringing a packed lunch.

Cafeteria (continued)

Student Breakfast Prices

(all trays, breakfast and lunch, include milk)

Full Price: \$1.00
Reduced: \$.30
Milk/Juice \$.40

Student Lunch Prices

Full Price: \$2.50
Reduced: \$.40
Milk/Juice \$.40

Students will be allowed to charge their meals up to a maximum of \$10.00 for both breakfast and lunch. After reaching the \$10.00 limit, students will not be able to charge anymore. However, no student will go un-served, a peanut butter and jelly sandwich and milk will be provided at the charge of \$1.00.

Fees

Leona Middle School requests a fee for the school year. This includes the technology fee. The fee amount allows the teachers to provide additional learning activity and materials that may not otherwise be available. It is the responsibility of the parents to pay for all fees owed to the school. If fees are not paid or other arrangements have not been made, students will not be permitted to attend any field trip after March 31. Students whose fees that have not been paid by the end of the year will have their report cards held. We realize that you may not be able to pay the full fee in one payment. Installments are welcomed. All fees must be paid no later than March 31. If you want to set up a payment plan or have any questions, please contact Mrs. Fox-Nolte.

Custody

Parents have an obligation to inform the school anytime the custody of a child changes. The school officials will need to see the original court order and will copy the sections pertaining to the child's custody. It is the parents' / guardians' responsibility to send current paperwork to the school office.

Child Abuse

School Personnel are required by law to report any evidence of child neglect or abuse to Belmont County Children Services. The school will also cooperate with law officials.

Parent Broadcast

Parent Broadcast is our school-to-family notification service. With the convenience of this service, we can quickly contact all families in a matter of minutes with urgent and non-urgent news. We expect to use the service for school closings, delayed openings or early dismissals due to bad weather.

If your contact phone number has recently changed, please contact the school with any updated information.

If for any reason you choose not to participate and would like your primary phone number removed, please contact the superintendent's office at 676-3121. By declining, you will not receive Parent Broadcast announcements.

Homework

Homework provides an opportunity for parents to become partners in their student's learning process. Teachers give homework to strengthen children's skills in specific areas. Students who chronically neglect to complete homework assignments may be disciplined.

Dress Policy

Anything distracting or detrimental to the educational program cannot be considered appropriate. This will be determined at the discretion of school personnel. We want the students to be comfortable and safe. This will require cooperation between home and school.

The following limitations will be observed:

1. Inappropriate pictures/messages such as liquor advertisements, sexually suggestive messages or drug related messages are not permitted.
2. Shorts and skirts must be at or below the fingertips. Shorts will be permitted when announced by the principal.
3. No blouses or shirts that expose the midriff, or that have an inappropriate neckline.
4. Tee shirts (including undershirts) or Pants (including those that have rips or holes) that do not provide proper coverage are not permitted. Halter tops, tops without backs or straps or spaghetti straps are not appropriate. Tank shirts must fit appropriately and include straps with a width of approximately three fingertips.
5. Excessive make up is not permitted and will be removed upon arrival to school.
6. Footwear must be appropriate to insure hygiene and safety. Open toed shoes, flip flops and heelys are not permitted.
7. Flagrant hair coloring (ex. red, green, blue) is not permitted. Hairstyles that disrupt the academic process are not permitted.
8. No visible body piercing or any facial or tongue piercing will be permitted with the exception of the ears.
9. No hats, headbands, or bandanas are to be worn in the building.

Final interpretation of appropriate dress and grooming reside with the building principal and/or his or her designees.

Every attempt will be made to correct the problem at school before contacting the parents to correct the situation.

Dismissal

Students are dismissed at 2:25 pm. Students are expected to exit in an orderly manner. Running is not permitted. Students are expected to utilize the sidewalk and not cut through the grass. Bus students will be dismissed at the playground and walkers will be dismissed at the front door.

Bus Guidelines

Riding the school bus is a privilege. This privilege can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey and respect him/her at all times.

If there is a bus transportation problem, please contact the bus garage immediately (676-6136). The school office is not made aware of bus incidences until the driver submits a written notice.

While riding the bus, all students must comply with the following bus rules, the student code of conduct, or any other appropriate rule(s) as determined by the bus driver. Any violation of these rules will result in disciplinary action, which may include suspension of riding privileges.

1. Obey and respect the bus driver.
2. No profanity or obscene gestures.
3. Keep aisles clear at all times.
4. No eating or drinking on the bus
5. Keep hands, arms, feet and head inside at all times.
6. Do not leave bus without bus driver's permission.
7. Enter and exit by the front door only.
8. Stay seated at all times.
9. Do not move until the bus comes to a complete stop.
10. Do not throw objects inside the bus or out the windows.

School Facilities

Our school provides a clean, safe, attractive place to work, learn, and play. This is an effort shared by everyone.

1. Gum chewing / food is not permitted in the building or playground, with the exception of approved activities. Gum in these activities will not leave the exempted area.
2. Textbooks will be covered, and handled with care. Students will be required to pay for lost or damaged textbooks
3. Lockers are the property of the Board of Education and may be searched without student approval. A key or combination should be turned in to homeroom teachers. Please do not put any signs or papers on the outside of the lockers. Regular locker cleanup times will be set by teachers.

Assemblies and Extracurricular Activities

Cooperation and courteous behavior is an excellent opportunity to show your 'Shadyside Pride'. Inappropriate behavior at these events will result in removal from future events.

Field Trips

Field trips will be of an educational manner and students are encouraged to attend. They are a reward for your work and behavior. If a student does not work in the classroom or if their behavior may pose a problem on a field trip, they may be denied the privilege of participating. Acceptable student behavior must be maintained if we are

to take children away from the building. Students who have not paid fees or who have an outstanding balance with the school due to negligence rather than financial hardship may also be denied participation.

Playground

Playground Rules are essential for the safety and welfare of all students.

1. Students must keep their hands and feet to themselves
2. Throwing or kicking gravel, snow, or other potential injurious materials is prohibited.
3. Students are to stay within the confines of the playground at all times. The bench outside the fence is off limits. Do NOT play on hillsides, porches, or other areas that could pose a danger.
4. Students are not permitted to hang from feet or legs or be on top of the equipment.
5. Football games or other games deemed too physical will not be permitted, in an effort to minimize injury and/or discipline problems.

Report any problems / injuries to the teacher on duty immediately. Violations may result in loss of recess.

Discipline

Philosophy - It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right but also the duty to insist on good behavior. The right of discipline extends to all areas of the school program. The building principal is charged with the proper enforcement of discipline in the total school setting. He/ She has the discretionary authority to use, or authorize other certificated personnel to use, the following disciplinary measures to correct pupil behavior:

1. Arrange student conferences
2. Establish loss of privilege(s) (including recess, field trips, etc.)
3. Assign detention. This could include lunch detention, after school detention, or Saturday School. Once a student has been assigned 3 lunch detentions he/she will be assigned an after school detention, once a student has served 3 after school detentions he/she will be assigned a Saturday school detention.
4. Arrange a parent conference
5. Recommend/ require counseling

6. Implement emergency removal
7. Assign suspension (including C-Cap)
8. Call juvenile authorities and/or notify police
9. Recommend expulsion to the Superintendent
10. Insist upon restitution

Violations by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action. These rules are not meant to be all inclusive. Anything not listed specifically but causing a disruption to the educational process may be treated as insubordination.

1. Assault - physical, harassment and threats - A student shall not hit, grab, bite, or behave in such a way as to cause physical injury to another person.
2. Cheating - A student shall not use any unauthorized information from any source to improve academic or extracurricular performance.
3. Damage or Destruction of Property - A student shall not cause or attempt to damage or disfigure school or private property.

Discipline (continued)

4. Dangerous Weapons - A student shall not possess, handle, transmit, or conceal dangerous weapons, ordnance or instruments. This includes, but is not limited to, knives, guns, objects that resemble them, and explosives.
5. Disruption of School - a student shall not, by the use of violence, force, threat, or noise, cause the disruption of school.
6. Electronic Devices - A student must follow school and board policy prohibiting the use of electronic devices. Game boys, mp3 players and other devices are to be left at home. The school cannot be held responsible for lost, broken, or stolen items. If any item is visible or causes a disruption during the school day, it will be taken and returned at the end of the day. A second offense will result in the item being held for one week in the office. An additional offense will result in the item being held until the school year ends.
7. Extortion - a student is not permitted to be involved in the act of extortion
8. False alarms, arson or attempted arson - A student shall not make false alarms, including fire and/or bomb threats; nor shall they commit or attempt arson.
9. Fighting - A student shall not fight, incite and/or encourage others to fight.
10. Internet use - A student must adhere to policies governing Internet usage.
11. Leaving School Grounds - A student shall not leave school grounds during the school day without parental and administrative approval.
12. Narcotics and Alcoholic Beverages - A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug narcotic, 'look alike' drugs or any substance that causes physical or mental change.

13. Profanity - a student shall not use profane, indecent, of obscene language, messages or gestures.
14. Stealing - a student shall not take property belonging to another.
15. Tobacco - A student shall not smoke, transmit, conceal, use or possess any tobacco product. Smoking is defined as having a lit or unlit cigarette or other smoking equipment in the hand or mouth. The objects will be confiscated.
16. Unauthorized touching - A student is prohibited from unauthorized or inappropriate touching, including hitting, grabbing, pushing, etc.

Bullying Prevention Program

Our school cares about the safety and well-being of our students. We want to make sure our school is a good place for students to learn. To do this we are using a program called the Olweus Bullying Prevention Program.

The Olweus Bullying Prevention Program (OBPP) is one of the best-known bullying prevention programs. OBPP has been proven to prevent or reduce bullying.

The goals of OBPP are to reduce bullying problems and prevent new bullying problems from happening. The program also works to make relationships better among students. The program is for all students, not just those who are being bullied or who are bullying others.

Parents and guardians play a key role in this program. Your child will be asked to tell an adult at school and at home if he or she is bullied or sees bullying happening at school. It will be very important that you take any bullying seriously and tell our school staff. Our school staff members are trained to deal with bullying situations when we are told about them.

Bullying should not be seen as “kids being kids” or something that students just need to deal with. Having a safe school experience is something that all students should be able to enjoy.

The following pages contain a rubric used as a guideline when dealing with bullying behavior. Depending upon the severity of the bullying the Principal or designee reserves the right to deviate from the rubric as needed.

Sincerely,

Susan Fox-Nolte

Emergency Drills

The safety and health of the children is paramount at all times. It is essential that students follow all guidelines. In the event the signal is given, students

A. Will be silent and walk rapidly to the designated area or as the teacher instructs

B. Once in the designated area, students are ask to remain silent, as further safety. instructions may be necessary and critical to their

Fire Drills

Rooms

100, 101, 102

Procedures

Exit side door and proceed to front sidewalk

103, 104, 105, 112

Lounge, office, conference

Exit Front Door and Proceed to sidewalk

106, 107, 108, 109, 110, 111

Gym and Stage - Exit Playground Door (North) and proceed to Basketball court.

Exit Back door and proceed to tennis court

If Exits are blocked, the teachers will direct you to the safest exit.

Tornado Drills - Students will enter interior halls in their designated areas and assume the tornado safe position.

Diagrams are posted in each room and drills will be practiced.

HAVE A GREAT YEAR !

***** PLEASE RETURN *****

LEONA MIDDLE SCHOOL HANDBOOK AWARENESS SHEET

I have received the Student Handbook, which includes general information, procedures, and rules. I realize I am responsible for following the contents for the safety and welfare of all students.

STUDENT SIGNATURE_____DATE_____

PARENT SIGNATURE_____DATE_____

THANK YOU!

**PLEASE REPORT ANY CHANGES IN RESIDENCE, WORK, AND/
OR
EMERGENCY NUMBERS TO THE OFFICE, AS WELL AS ANY
CHANGES IN THE EMERGENCY MEDICAL AUTHORIZATIONS
AS SOON AS THEY OCCUR. (676-9220)**

LEONA MIDDLE SCHOOL (676-9220)
HOME REFERENCE SHEET

HOMEROOM TEACHERS

4A	Mrs. DeLong	5A	Mrs. Bonar	6A	Mr. Merryman
4B	Ms. Johnson	5B	Mrs. Minger	6B	Ms. L. Johnson
4C	Mrs. Furbee	5C	Mrs. Mueller	6C	Mrs. Hoepfner

DAILY SCHEDULE

TWO HOUR DELAY

7:50 -	FIRST BELL	9:50 -	FIRST BELL
11:03 - 12:03	LUNCH	11:03 - 12:03 -	
LUNCH	2:25 -	DISMISSAL	2:25 -
	DISMISSAL		

TWO HOUR DELAYS AND CANCELLATIONS WILL BE REPORTED TO:

T.V. CHANNEL 7

RADIO: 1170 AM 1290 AM 97.3

FM

T.V. CHANNEL 9

105.5 FM 98.7 FM 107.5 FM

85.7 FM 100.5 FM

CANCELLATIONS AND DELAYS WILL ALSO BE TRANSMITTED VIA THE PARENTBROADCAST SYSTEM.

PARENT/TEACHER CONFERENCE: Sept. 29 (3:00 - 6:30 pm)
Nov. 3 (3:00 - 6:30 pm)
Feb. 23 (3:00 - 6:30 pm)

TO REPORT ABSENCE: PLEASE CALL THE OFFICE BY 8:30AM.
APPOINTMENTS: PLEASE SEND A NOTE WITH THE STUDENT.

THANK YOU

TOGETHER, INCREASING GROWTH IN EDUCATION, AND RESPONSIBILITY OF STUDENTS.