



Wyoming Middle School

STUDENT HANDBOOK 2018-19

17 Wyoming Ave.
Wyoming, OH 45215

Main Office: 513.206.7170
Guidance Office: 513.206.7177
Attendance: 513.206.7181
Fax: 513.206.7245

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



A PARENTS RIGHT TO KNOW PROFESSIONAL QUALIFICATION

As a parent of a student in Wyoming City Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it.

Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has earned advanced degrees and, if so, the subject of those degrees.
- Whether any aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- For general information about your child's teacher, you may ask the school's principal, or you may talk to your child's teacher about his/her qualifications.

For detailed information, a formal request must be made in writing to the Wyoming City Schools Assistant Superintendent, 420 Springfield Pike, Wyoming, OH, 45215 or you may call (513) 206-7000.

TO OUR PARENTS

Wyoming Middle School and the community share a long history of commitment to the education and welfare of our children. As always, the staff is proud to be a part of this tradition.

We believe that an effective school acts in partnership with students, parents, and the community. More than a career or responsibility alone, our role represents a shared "trust." Our job is to live up to this ideal by providing your child with a safe, supportive, and stimulating environment in which to learn and grow.

We also believe that communication, involvement, and commitment are important keys to making this happen. Please do not hesitate to become involved in your child's middle school experience, whether it is through academics, athletics, activities, PSA, or other areas!

We hope that this handbook is helpful in explaining school and district policies, procedures and necessary rules.

Your comments, questions, and concerns are always welcome. Feel free to call, visit, or have a conference should the need arise. Our door is always open!

We're looking forward to the privilege of working with your child!

DISTRICT MISSION STATEMENT

Wyoming City Schools will promote academic achievement, self-worth, mutual respect, and multi-faceted student development so that our students will be positive contributors to our society.

WYOMING MIDDLE SCHOOL MISSION STATEMENT

Wyoming Middle School is a safe and respectful community that values individual differences while engaging in creative educational opportunities to inspire a lifetime of learning and excellence.

ATTENDANCE

POLICY STATEMENT REGARDING SCHOOL ABSENCE

*Every student shall attend school regularly. In many cases, irregular attendance is the major reason for poor schoolwork.

ABSENCES FROM SCHOOL

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

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

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

1. personal illness of the student (a written physician's statement verifying the illness may be required)
2. illness in the student's family necessitating the presence of the child
3. quarantine for contagious disease
4. death in the family
5. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. observation or celebration of a religious holiday
7. out-of-state travel (up to a maximum twenty-four (24) hours per school years that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.
8. Such good cause as may be acceptable to the Superintendent.

EXCESSIVE ABSENCES

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, the student is considered *excessively absent*. The attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

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

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

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

Wyoming School District reflects state standards of 93% attendance or above for our students. In order to implement Policy 5200, the following administrative procedures have been established:

1. College visits may accumulate to three days per year during the junior and senior years and will not be counted as unexcused. Those in excess of three days per year will be counted as unexcused.
2. Teachers are responsible for reporting attendance and tardiness. Attendance secretaries will maintain the database for attendance.
3. Whenever possible, interventions for attendance are provided as a pattern of absences develops. These may include referral to guidance counselors, attendance contracts, and/or a letter from the building administrator.
4. Though suspensions are considered unexcused absences, they should not count toward truancy triggers because suspensions represent a legitimate excuse to be out of school. However, suspensions do count toward excessive absence because the definition of excessive absences do not distinguish between legitimate and non-legitimate reasons for missing school.

ATTENDANCE PROCEDURES

A parent or guardian must contact the attendance line within 24 hours of the absence. The date(s) of the absence and the reason for the absence must be provided to the Attendance Office. If that 24 hour window is missed, then the absence, regardless of the reason, is considered unexcused. An absence outside the scope of the aforementioned reasons will be considered unexcused and will result in students not being able to make-up missed school work.

TARDINESS TO SCHOOL

Any student arriving after 8:15AM is considered tardy. Students arriving tardy to school need a note or phone call to the attendance line (513) 206-7181 within 24 hours explaining the reason for the tardy. If a phone call or note is not received within 24 hours of the tardy, the tardy will be considered unexcused.

TARDINESS TO CLASS

A student who is detained by a teacher or the office should obtain a pass from that teacher or the office and present it to the teacher whose

class is to be entered. A student who is tardy and does not possess a valid pass will be admitted to the classroom but may be assigned consequences for tardiness.

ENTERING/LEAVING BUILDING

Students needing to leave school for appointments during the school day are to bring a note to the Attendance Office at the beginning of the school day. Students will then be issued a release from class slip. If a student is habitually called out during the school day, an administrator may speak to the parent to gain insight about the situation.

*Students are not to enter or leave the building during school hours without reporting to the Attendance Office. Failure to sign in or out of school will result in an unexcused absence. Discipline will be assigned for this violation. **Phone calls or notes to excuse a student after the student has left the building will not be accepted.**

*Parent(s), guardian(s), or other responsible persons may not excuse students out of the building during lunch periods for the purpose of getting food.

*Fire Cadets also fall under the rule, so they should sign out of the building when reporting to a fire run. They should also sign in when they return.

*Students with professional appointments (ex. doctor, dentist, court) need to bring a note to the school after the appointment.

If a student is going to arrive late to school or leave school early, a detailed description of the absences must be provided in writing (such as a doctor's note for a doctor's appointment), or in a phone call within 24 hours of the absence/dismissal. (This also applies to 18 year olds and older.)

*No students, regardless of their age, will be able to sign themselves out without permission from a parent or guardian. If an excuse for an absence is not presented within 24 hours, the absence will be marked unexcused.

*Parent(s), guardian(s), or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers. If parents or guardians will be out of town, it is helpful for the school to be notified of the names and phone numbers of the adults responsible for the child.

*Students with a study hall cannot be excused only for the reason of leaving early or arriving late. A study hall is a scheduled period and students are expected to be in attendance.

CONTACTING THE SCHOOL

Students will not be allowed to show a text message from a parent in order to leave early or arrive late. A phone call from a parent or a written note are the only acceptable forms of communication. Whenever a student is absent or tardy, parents need to be specific about the reason why so the school can accurately record the type of absence (excused or unexcused). Simply saying "my child is going to be absent" or "my child has an appointment" is insufficient as it does not provide enough information to accurately record the type of absence. A tardy outside of the aforementioned reasons will be considered unexcused

SCHOOL ATTENDANCE FOR EXTRACURRICULAR PARTICIPATION

A guiding principle in terms of absence from school is that “if a student is too ill to attend school, he/she is too ill to participate in extracurricular activities.” **Furthermore, if a student serves an in-school detention or an out-of-school suspension, he/she may not participate in any extracurricular activities that same day (such as sports, concerts, field trips, dances, etc.).**

Participation in extracurricular activities requires that the student must attend at least a half-day of school the day of the activity or practice. If a student is absent for more than half of day of school due to illness, participation in an extracurricular activity is not allowed that day. All other arrangements must be made at the discretion of the principal and the school activity sponsor or coach.

VACATIONS

Students are able to miss school in order to take a vacation; however, **these absences are considered unexcused**, and in some cases where enough unexcused absences/hours are accumulated, can lead to the truancy process as dictated by Ohio law. Please refer to the Wyoming Middle School Truancy Process chart for more information. Whenever a proposed absence-for-vacation is requested, parents must notify the principal in writing. The purpose and length of the absence should be made clear. Those who would like to express their views on a potential absence must request an appointment with the principal.

- Vacations are documented as unexcused absences; however, students may make-up their work. If the make-up work is not completed, this will be reflected in the students’ grades.
- Students will not be able to make up final exams and will receive a zero for vacations take during finals.
- Students will be expected to make up any major tests given during the absence on the first day back in school or at the teacher’s convenience.
- Major papers/projects due during the period of absence must be turned in prior to leaving.
- All missed assignments must be turned in on the first day back in school or at the teacher’s convenience.

MAKE-UP WORK

For each day of an excused absence, a student is automatically granted one day for make-up work and tests. **It is the student’s responsibility to contact their teachers to arrange the make-up work.** In special cases of extended absence, students may, at the discretion of the teacher(s), be granted make-up privileges for “incompletes” extending beyond the usual two-week period allowed at the close of the grading period. All work and tests are to be made up by the end of the current quarter, unless the professional judgment of the teacher indicates that extra time should be granted. A student absent the day before the test, who knew of the test plans prior to his/her absence, may be expected to take the test as scheduled.

Make-up privileges may be extended by administrative prerogative for certain absences, which are not excused absences. Written notification of requests for such absences should be made in advance to the Assistant Principal. In all cases, arrangement for make-up work is the responsibility of the student and should be made in consultation with the teachers in advance of the absence.

SUSPENSION/IN-SCHOOL DETENTION

Students who are given an In-School Detention (ISD) will be given full privilege to turn in work and to take quizzes and tests.

Students suspended from school for disciplinary reasons are entitled to make up any exams, tests, quizzes, homework assignments, etc. missed.

The following rules regarding a student under out of school suspension will apply:

- Students will be expected to make up any major tests, quizzes, exams during the absence on the first day back in school or at the teacher’s convenience.
- Major papers/projects due during the period of absence must be turned in the first day back in school.
- **Students may not participate in any extracurricular activities the same day as an out-of-school suspension (such as sports, concerts, field trips, dances, etc.).**

*Expulsion is a more serious consequence than suspension. Students cannot make-up work missed during the time of his/her expulsion.

WYOMING MIDDLE SCHOOL ATTENDANCE SUPPORT PROCESS

In accordance with HB 410

Number of Hours of Absences	School Action
19 or more unexcused/excused hours in a week	<p>Absences will be considered unexcused after the third full-day absence in any given week without a valid note in accordance to our attendance list of legitimate absences as follows:</p> <p>A. personal illness (a written physician's statement verifying the illness may be required);</p> <p>B. illness in the family necessitating the presence of the child;</p> <p>C. quarantine of the home;</p> <p>D. death in the family;</p> <p>E. necessary work at home due to absence or incapacity of parent(s)/guardian(s);</p> <p>F. observation or celebration of a bona fide religious holiday;</p> <p>G. out-of-state travel (up to a maximum twenty-four (24) hours per school year) to participate in a District-approved enrichment or extracurricular activity;</p> <p>H. such good cause as may be acceptable to the Superintendent;</p> <p>I. medically necessary leave for a pregnant student;</p> <p>J. service as a precinct officer at a primary, special or general election in accordance with the program.</p> <ul style="list-style-type: none"> • A valid note is required for every absence or it is considered unexcused.

44 or more unexcused/excused hours	<ul style="list-style-type: none"> Face-to-face attendance meeting may be called with building administrator, counselor, parent and student. An attendance contract may be implemented.
With or without a legitimate excuse <ul style="list-style-type: none"> 38 or more hours in a school month, or 65 or more hours in a school year 	<ul style="list-style-type: none"> Student is considered excessively absent Within 7 days of the triggering absence, the school's attendance officer must notify the parent in writing of the student's absences.
Without a legitimate excuse <ul style="list-style-type: none"> 30 or more consecutive hours, 42 or more hours in a school month, or 72 or more hours in a year 	<ul style="list-style-type: none"> Student is considered habitually truant Within 7 days of the triggering absence, the district will: Select an absence intervention team (AIT), and make at least 3 attempts at meaningful contact with a parent or guardian Within 10 days of the triggering absence: The student is assigned his/her AIT Within 14 days of the triggering absence: Absence Intervention Plan (AIP) must be developed (can include counseling and referrals to community social service agencies)
Additional unexcused hours after attendance meeting and/or breaking of attendance contract	At the discretion of administration, school privileges may be revoked (such as school dances, early release/late arrival, extracurricular activities, athletics – spectator or participation) and/or a referral for supportive services.
Juvenile Court Filing	The school district can file a charge of habitual truancy: <ul style="list-style-type: none"> On the 61st day (or one business day after a holiday or Court closure) after the AIP was implemented if the student did not make progress on the plan or the student continues to be absent Prior to the 61st day after the implementation of the AIP if the student is absent 30 or more consecutive hours or 42 or more hours in a month while the plan is being implemented

*Monitoring of student absences will occur weekly

DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary for all students to attain a quality education. The Wyoming Board of Education delegates to school officials the authority to enforce district policies and regulations and school rules governing pupil conduct.

Each case of unsatisfactory behavior will be handled individually. The classroom teacher may take the steps he/she feels are appropriate in each case. If the child does not respond to these measures, the teacher may then refer the child to the principal. Parents will be notified and their support and cooperation sought throughout the disciplinary process as appropriate.

The Wyoming Board of Education believes that the teacher-student relationship in the classroom, halls, and on school property is important and should be one of mutual respect. The teacher will be recognized as the person in authority at all times.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or related events will be dealt with according to approved student discipline regulations. The Board of Education has “zero tolerance” for violent, disruptive or inappropriate behavior by its students. The Board will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct. The Board also has “zero tolerance” for excessive truancy, and truancy from school will result in disciplinary action as set forth in the Student Handbook.

When deemed appropriate by the administration, students displaying inappropriate behavior of concern may be required to have an assessment and comply with the recommendations contained in that assessment. Required assessment areas may include: drug/alcohol/psychological.

WYOMING MIDDLE SCHOOL DISCIPLINE CODE POINT SYSTEM

Wyoming Middle School uses a point system as the basis for its disciplinary action. As educational professionals, every effort is made to support and protect our students. It is always our goal to treat each situation with consistency. However, there are occasions where the use of flexibility within this plan will best serve the needs of the individual student and the student population in general. As details regarding specific incidences are not available for public scrutiny, the administrative staff at Wyoming Middle School reserves the right to be flexible with this plan and make decisions based on our experience and knowledge of individual cases.

Through the use of the point system, administrators, teachers, and guidance counselors will work together in an attempt to find causes of student misbehavior and hopefully prevent or eradicate it so that the students may benefit from the wide range of educational experiences and course offerings. The Wyoming Middle School staff is always available to provide professional guidance and offer understanding and assistance when necessary.

The Assistant Principal will have the responsibility of working directly with the discipline of student misconduct. Every attempt will be made to communicate to parents all necessary information concerning discipline or attendance problems. Parents and guardians should feel free to contact the Assistant Principal for assistance.

Copies of the Discipline Code and relevant board policies are available in the office, upon request, to students and parents. Disciplinary action will follow the Board of Education approved Discipline Code.

These discipline regulations apply to conduct: while school is in session; at school-sponsored activities on school premises; off school premises at any school-sponsored activity or event; in any vehicle,

whose use is controlled, organized, or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel.

During the time of suspension (not to include in-school suspension), expulsion, or removal, the parent, guardian, or custodian of the student (or the student if eighteen years of age or older) is responsible for the student. While suspended, expelled, permanently excluded, or removed from school, students are not permitted to attend curricular or extracurricular activities or to be on school premises for any reason unless a prior appointment has been made with school officials.

HOW THE POINT SYSTEM WORKS

A violation of school rules will result in the assignment of points (pts.).

When a student reaches:

3 pts.	Office Detention
5 pts.	1 Hour Friday Study
7 pts.	2 Hour Friday Study
9 pts.	3 Hour Friday Study
15 pts.	Option A - (2) 3 Hour Friday Study Option B - 1 Day In-School Detention Option C - 1 Day Out-of-School Suspension
21 pts.	Option A - 2 Day In-School Detention Option B - 2 Day Out-of-School Suspension Option C - Combination of Option A and B may be offered if deemed appropriate.
27 pts.	Option A - 3 Day In-School Detention Option B - 3 Day Out-of-School Suspension Option C - combination of option A and B may be offered if deemed appropriate
33 pts.	Option A - 5 Day In-School Detention Option B - 5 Day Out-of-School Suspension Option C - Combination of Option A and B may be offered if deemed appropriate
40 pts.	Student will be placed on Principal's Probation
45 pts.	Option A - 10 Day Out-of-School Suspension Option B - 10 Day combination Out-of-School Suspension and In-School Detention
60 pts.	10 Day Out-of-School Suspension with a recommendation to the Superintendent to initiate Expulsion Proceedings.

STUDENTS MAY EARN A REDUCTION OF POINTS

Students who have accumulated over 12 points may reduce their points by meeting with the assistant principal and setting up a contract that will demonstrate improved behavior. Such a contract may include not being tardy for a specified period of time, not having a discipline referral to the office for a designated period of time, doing school service hours, etc. School service hours require the student to find a staff member to sponsor and sign off on an agreed amount of hours of service done for that staff member or their department. Contracts are void if points are assigned during the contract.

Point reduction contracts may be requested once per semester and are student initiated. Points are cleared at the end of each school year.

CODE OF REGULATIONS FOR CONDUCT OF PUPILS

This code of regulations is adopted by the Wyoming Board of Education pursuant to 3313.661, Ohio Revised Code.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension or removal from curricular or extracurricular activities pursuant to Ohio Revised Code 3313.661 and Policy 5610 of the Wyoming Board of Education.

All issues of the code of conduct apply while on school premises, on a school bus, or in the control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location. The types of conduct prohibited by this code of regulations are as follows:

1. 5-60 pts. Damage or destruction of school property, on or off school property
2. 5-60 pts. Damage or destruction of private property on school premises or in areas controlled by the school
3. 15-60 pts. Assault on a school employee, student, or other person on school premises while in the custody or control of the school, or in the course of a school-related activity.
4. 60 pts. Use, possession, sale or distribution of any explosive, incendiary or poisonous gas (which may render physical harm to another if improperly used) on school property, in a school zone, or in any other areas controlled by the school during school activities.
5. 60 pts. Use, possession, sale or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poisonous gas (which may render physical harm to another if improperly used).
6. 60 pts. Use, possession, sale or distribution of a firearm on school property, in a school zone, or in any other areas controlled by the school during school activities.
7. 5-60 pts. Use or possession of a firearm "look-a-like" on school property, in a school zone, or in any other areas controlled by the school during school activities.
8. 5-60 pts. Possession or use of a "look alike" counterfeit weapon or instrument on school property, in any other areas controlled by the school.
9. ***** Unauthorized touching (Level I & II). The act of physically touching or hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event.
3-9 pts. Level I - Pushing, shoving, or in the grasp
15-33 pts. Level II - Hitting, punching, or kicking another individual.
10. 3-27 pts. Verbal threatening, bullying or intimidating of school employees, students or other persons on school premises or in the course of a school-related activity.
11. 3-9 pts. Chronic misbehavior, which disrupts or interferes with any school activity.
12. 3-9 pts. Any disruption or interference with school activities.
13. 3-9 pts. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
14. 3-9 pts. No backpacks are allowed in classrooms during the school day. Students are encouraged to store backpacks in their

- school lockers during the school day. A backpack is defined as a “pack” or briefcase used to carry textbooks and notebooks to class. Students will be permitted to have purses (with no textbooks inside), binder notebooks, etc. (6-8)
15. 3-9 pts. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school administrators or teachers.
 16. 5-9 pts. Class cuts or leaving school during school hours without permission of the proper school authority.
 17. 3 pts. Distribution of pamphlets, leaflets, buttons, insignia, etc. on school property without the permission of the proper school authority.
 18. 3-9 pts. Demonstrations by individuals or groups causing disruption to the school program.
 19. 3-27 pts. Disrespect to a teacher or other school authority.
 20. 3 pts. Skipping detention or removal from detention.
 21. 6 pts. Skipping Friday Study or removal from Friday Study.
 22. 3-6 pts. Refusing to take detention or other properly administered discipline.
 23. 3-9 pts. Falsifying information given to school authorities in the legitimate pursuit of their jobs.
 24. 3-60 pts. Possessing, transmitting, concealing, consuming, showing evidence of having consumed, using or offering for sale any tobacco or tobacco products, including smokeless tobacco.
 25. 3-60 pts. Possessing, transmitting, concealing, consuming, showing evidence of having consumed, using or offering for sale any alcoholic beverages, including non-alcoholic beer.
 26. 3-60 pts. Possessing, transmitting, concealing, consuming, showing evidence of having consumed, using or offering for sale illegal drugs, unprescribed drugs, look-a-like drugs, or mind altering substances.
 27. 3-27 pts. Harassment
 28. 33-60 pts. Any verbal, written or electronic threat to bomb, or use other substances or devices for the purpose of exploding, burning, or causing damage to school property or to harm students or staff.
 29. 3 pts. Placing of signs or slogans on school property without permission.
 30. 15-60 pts. Extortion of a pupil or school personnel.
 31. 3-5 pts. Forgery of documents.
 32. 3-15 pts. Truancy
 33. 0-15 pts. Cheating or plagiarizing. (work will result in a “0”)
 34. 3 pts. Gambling.
 35. ***** Tardiness to school per quarter
Tardy # 1, 2, 3 – Warning
After 3rd Tardy – School Detention or Friday Study
 36. 3-5 pts. Public display of affection.
 37. 3-45 pts. Sexual touching / Engaging in sexual acts.
 38. 15-60 pts. Unwelcome sexual conduct.
 39. 3-33 pts. Publication or possession of obscene, pornographic, or libelous material.
 40. 3-15 pts. Use of indecent, offensive, or obscene language in oral or written form or gestures/cursing.
 41. 9-27 pts. Indecent exposure.
 42. 5-60 pts. Unauthorized use of fire. Possession or use of a lighter or matches.
 43. 5-60 pts. Theft and/or possession of stolen property.
 44. 3-9 pts. Failure to abide by reasonable dress and appearance codes set forth in the student handbooks or established by administration or the Board of Education.
 45. 3-15 pts. Willfully aiding another person to violate school regulations.
 46. 3 pts. Possession of CD player, tape player or any other electronic music device during school.
 47. 3-45 pts. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or in the control or custody of the school district regardless of whether on or off school premises, or at a school-related activity regardless of location.
 48. 3-45 pts. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extra-curricular activity while in the control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location.
 49. 3-45 pts. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, Ohio Juvenile Code, and/or any municipal criminal or juvenile ordinance.

PERMANENT EXCLUSION

When a student who is age sixteen or over commits one of several serious crimes, which are specified by law, the superintendent may seek to have that student permanently excluded from school. The offenses for which permanent exclusion is authorized are as follows:

1. 60 pts. Conveying deadly weapons on school property or to a school function.
2. 60 pts. Possessing deadly weapons on school property or at a school function.
3. 60 pts. Carrying a concealed weapon on school property or at a school function.
4. 60 pts. Trafficking in drugs on school property or at a school function.
5. 60 pts. Murder or aggravated murder on school property or at a school function.
6. 60 pts. Voluntary or involuntary manslaughter on school grounds or at a school function.
7. 60 pts. Assault or aggravated assault on school grounds or at a school function.
8. 60 pts. Rape, gross sexual imposition, or felonious sexual penetration on school grounds or at a school function.
9. 60 pts. Complicity in any of the above offenses, regardless of location.

ALL LOCKERS IN THE SCHOOL BUILDINGS OF THIS SCHOOL DISTRICT ARE SCHOOL PROPERTY AND ARE SUBJECT TO SEARCH AT ANY TIME, INCLUDING THE CONTENTS OF THE LOCKERS.

HAZING

The Wyoming School District believes that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, coach or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of intimidation to a student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

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

BULLYING AND AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

GUM

Chewing gum is not allowed at the Middle School.

REPORTING BULLYING AND AGGRESSIVE BEHAVIOR

Students may report bullying and aggressive behavior by speaking with a staff member, a teacher, the counselors, an administrator or by completing a Bullying Incident Report online at: <https://form.jotform.us/70243450394149>.

STUDENT CONDUCT ON SCHOOL BUSES

The following Board-adopted regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the children, bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Students must:

1. Be careful in approaching bus stops; walk on the left toward oncoming traffic; be sure the road is clear both ways before crossing the roadway.
2. Be on time for the bus.
3. Sit in their seats. Bus drivers have the right to assign a student to a seat to assure reasonable conduct.
4. Remain seated while the bus is moving.
5. Obey the driver promptly; realize that he-she has an important responsibility and that it's everyone's duty to help.
6. Keep the bus clean. No chewing gum, candy, etc., is permitted on the bus.
7. Refrain from disruptive behavior.
8. Keep head, arms, and hands inside the bus at all times.
9. Be courteous to fellow students and the bus driver.
10. Treat bus equipment properly.
11. Remain seated until the bus stops to unload, wait for the sign from the bus driver, and then cross in FRONT of the bus.

Riding to school by bus is a privilege and convenience. The failure of a student to follow these regulations may result in forfeiting the privilege of school bus transportation.

DRESS CODE

Students are expected to dress in a manner appropriate for school and conducive to a healthy, safe and orderly environment. Inappropriate dress is deemed such because it:

1. interferes with the student's safety, health and welfare or that of other students or
2. causes disruption or directly interferes with the educational process
3. (3) is excessively revealing (i.e. too tight, shows undergarments) is an article of clothing, button or badge that contains the following: offensive, vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs; sexual references; and/or advertises any product or service not permitted to minors by law.

Top Wear: Upper body articles of clothing should cover the shoulder to the waist. No skin should be shown above or below the waistline, front or back, while sitting, standing, or walking. No spaghetti straps. Shirts must not extend past mid-thigh. Boys may not wear tank tops, muscle shirts, or sleeveless shirts. Undergarments must not be exposed. No off-the-shoulder shirts, or coats.

Bottom Wear: Shorts and pants must be worn at the waist. No sagging pants/shorts. Belts must be worn if needed. Shorts, skirts, and dresses should reach mid-thigh or longer. Undergarments must not be exposed.

Headgear: No hats, hoods, or headgear will be worn in the school building.

Students arriving at school dressed inappropriately will be required to call home to arrange for suitable clothing. In the event that this does not occur, students will be provided appropriate clothing by the school, or the student will need to stay in In-School Detention (ISD) for the remainder of the day.

No dress code can address changing styles and fads. A determination will be made by an administrator whether a student's dress or garments meet the school's requirements.

Continued instances of dressing inappropriately may result in discipline consequences.

EMERGENCY PROCEDURES

MEDICAL

In the event of a medical emergency the parent, guardian, or designee will be contacted immediately by the school nurse or other school authority. If necessary, emergency first aid care will be provided. The school nurse will also have on file the Emergency Medical Form each parent/guardian fills out at the beginning of each school year. Pertinent information such as allergies, family physician, and preferred hospital is then readily available.

In case a child becomes ill at school, he/she will be referred to the school nurse. If warranted, the nurse will contact the parent, guardian, or designee to arrange for the child to be picked up at school. (In the absence of the school nurse, the school office will take appropriate action.)

If a child needs medication for any reason, it is strongly recommended that scheduled doses occur outside of school hours. If this type of schedule cannot be arranged, it will be necessary for the parent/guardian to sign a Medication Request Form. Please contact the school nurse to make the necessary arrangements.

FOOD ALLERGIES AND INTOLERANCE

If a student has a food allergy, the parent is required to provide a physician's note to the school nurse. An updated note is required with any change in allergy. Upon receipt of the physician's note, your child's meal account will be noted and food substitution can be offered. If you have any questions, please contact the school's nurse for assistance.

To discuss food intolerance, please contact the Nutrition Coordinator at 576-2294.

TORNADO/FIRE/SAFETY PROCEDURES

Tornado (4x), fire (6x), school safety (3x), and theoretical school safety (1x) drills are held regularly throughout the school year.

In case of a TORNADO WATCH, classes will continue as usual. In case of a TORNADO WARNING, students will take shelter in their designated areas. If a TORNADO WARNING is in effect at the regular dismissal time, school will NOT be dismissed. A parent reporting to school during a WARNING period must report to the

emergency command post. Children who must leave the school during time of emergency will be released to their parents/guardians only.

SCHOOL DELAY/CLOSING

In the case of inclement weather or other emergencies, parents should listen to the radio, television and the district web site for announcements regarding the operating status of Wyoming City Schools. You will receive an automated phone call from the district.

A delayed opening means that school will open later than usual.

A closing announcement means that schools will not be in session that day.

Buses will operate on a delayed schedule based on the announced decision from the superintendent.

FEES AND FINES

An annual student fee is established at the beginning of each school year. This fee is used to help defray the cost of consumable materials and supplies used in the instructional program. The amount of the fee is established each year by action of the Board of Education.

The annual student fees for the 2018-19 school year are as follows:

5th Grade - \$35
6th Grade - \$40
7th Grade - \$50
8th Grade - \$50

Other fees and admission costs for special events such as field trips, programs, etc., may also be collected from participating students. Special arrangements may be made in hardship circumstances.

When school property, equipment and/or supplies are lost or damaged, a fine or replacement fee will be assessed. The amount of the fee will be reasonable, seeking only to compensate the school for the loss. Report cards will be held until all fines and/or fees have been paid.

Restitution for damage to another student's personal property is the responsibility of the students' parents.

HOMEWORK AND TESTS

Homework is an extension of the classroom. The amount and consistency of homework depends on the unit and subject being studied.

Promptness is important and is expected in completing homework assignments. Each child should keep a record of his/her assignments in their assignment notebook.

If a parent feels that their student is consistently spending excessive amounts of time on homework, please contact the teacher.

In the case of absence from school, please check Blackboard (bb.wyomingcityschools.org), Office 365 and/or email the teacher for homework assignments.

Major tests are defined as tests covering a unit of instruction. Every attempt is made to avoid having more than two major tests scheduled on the same day. Students should advise teachers in advance if this limit is exceeded.

FIELD TRIPS

Curricular related field trips may be scheduled during the school year. When a field trip is planned, parents are informed about the nature and date of the field trip. Permission slips must be signed and returned to school before a student can participate in the activity. Fees for admission may be collected for certain field trips. Special arrangements may be made in hardship circumstances.

DANCES

Dance rules:

1. No guests are allowed at the middle school dances.
2. Once a student leaves the dance, he/she may not re-enter.

LOST AND FOUND

Students who find lost articles are asked to take them to the lost and found hub, where the owner can claim their items. Parents should check regularly.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. If they must leave the building because of illness or any other emergency they must first report to the office. Failure to follow the proper procedure will result in disciplinary action.

LUNCH PROGRAM

Nutritionally balanced hot lunches are available for purchase each day. Payment is expected daily. The child has a choice from a number of different food offerings. A menu is published and available on-line.

An online lunch prepay program is available. To register for an online account, you will need the student's name and school ID number.

Every child is expected to eat lunch at school, either purchased or brought from home.

Free and reduced price lunches are provided by a federally funded program available to families whose parents/guardians meet income eligibility requirements. Application information is sent home at the beginning of the school year or can be obtained at any time from the school office.

PARENT-TEACHER-COUNSELOR COMMUNICATION

Effective parent-teacher communication fosters a positive school experience for your child.

An Open House is held early each school year to give parents an opportunity to meet their child's teachers.

Parent-teacher conferences are scheduled by grade level. Parents may take advantage of this opportunity to discuss their child's progress.

A meeting with the child's school team may be requested at any time by a parent or staff member. Parents may initiate a meeting by calling the school office or contacting a teacher directly. A team member will coordinate and communicate a mutually convenient conference time.

VISITORS

Parents/Guardians are always welcome, and are encouraged to make an appointment to see a teacher, counselor, administrator or visit classes.

The doors to the building will remain locked throughout the day for security. Please ring the bell to enter the front door and proceed to the main office for a visitor's badge.

TELEPHONE USE

School telephones may be used with permission of a staff member.

PUPIL INFORMATION

A child's academic and personal records are located in the school office. Health records are located in the nurse's office. All student records are confidential and may not be released without written permission of the parent or guardian. Parents/guardians may review their child's records by calling the school for an appointment.

At the start of each school year parents/guardians are required to fill out an Enrollment Card and an Emergency Authorization Form. This information is necessary in the event of an emergency.

Directory information may be released by the school district without written consent of the parent-guardian provided such information will not be used in a profit-making activity.

PROGRESS REPORTS AND REPORT CARDS

Report cards are mailed home quarterly. Student progress is evaluated in academic subjects, in work and study skills, and in social and personal development.

Mid-quarter Interim Reports in grades 5-8 are issued four times a year. These reports are to inform you of your child's midterm progress.

GRADING SCALE

A = 90-100	S = Satisfactory
B = 80-89	U = Unsatisfactory
C = 70-79	I = Incomplete
D = 60-69	W = Withdrawn
F = Below 60	
P = Pass	

SCHOOL HOURS

Students are allowed into the building beginning at 7:45AM, but are not allowed in the academic wings of the building. Students will be directed to the cafeteria until the bell rings at 8:05AM. The tardy bell rings at 8:15AM.

Bus riders are dismissed for the buses at 3:05PM. The school day concludes at 3:10PM. The students are expected to leave school promptly unless they are supervised by an adult staff member or volunteer.

The school office hours are 7:45AM until 3:45PM throughout the school year. Summer hours are 8:00AM until 3:00PM. Wyoming Middle School is closed during the month of July.

ELECTRONIC COMMUNICATION DEVICES (ECDs)

Students are not be permitted to use their ECDs during school hours. They may bring them to school, but once the bell rings at 8:05AM, they are to be turned off or silenced and placed in the student's locker until the end of the school day.

The school/district assumes no liability for loss, damage, or theft to any ECDs brought to school for any purpose.

School administrators and law enforcement have the right to search the content of a device if there is reasonable suspicion of a violation of local, state or federal law.

Violation of this rule may result in disciplinary action and confiscation of the device.

CONSEQUENCES

1st Offense: Office Detention

2nd Offense: Friday Study

3rd Offense: May include: loss of privileges, Friday Study, In-School Detention, Out of School Suspension or other consequences deemed appropriate.

TRANSPORTATION

To ensure the safe arrival and departure of our children to and from school, certain procedures must be followed.

1. Children walking to or from school must follow common safety rules and obey the traffic guards along the route. Fighting or harassing behavior will not be tolerated. Children should be instructed to respect private property and other children on their way to and from school.
2. Procedures for transporting a handicapped child may be obtained by calling the school office.
3. Children riding bicycles to and from school must park them in the racks. **BICYCLES SHOULD BE PROPERLY LOCKED.** The school is not responsible for damaged or lost bicycles.

TRANSPORTATION - BUS SERVICE

The Wyoming Board of Education provides free transportation to all elementary pupils, K-8, who live more than two miles from their school. Paid transportation may be available for many non-qualifying locations through non-school sources. Go to the Transportation link at www.wyomingcityschools.org for information on this service.

ACTIVITIES

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and

not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition from Extra-Curricular Activities). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

ATHLETIC PROGRAM

A variety of interscholastic sports are offered for both boys and girls in grades seven and eight. Sports included are: Basketball, Cheerleading, Cross-Country, Football, Swimming & Diving, Track, Volleyball, Wrestling, and Tennis

Please contact the Athletic Director for further information concerning participation.

Eligibility Criteria: (OHSAA)

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in five of the subjects carried the preceding grading period.

Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

CHESS CLUB

This club teaches students the game of chess and help those who already know how to play learn new skills to improve their play. Each meeting consists of a lesson followed by games among members.

DRAMA PROGRAM

This program gives students an opportunity to audition for and perform in dramatic productions from grades 5-8. Announcements and auditions occur in the early fall.

FRENCH CLUB

French Club is open to ALL, whether or not you are taking French. Our club promotes the discovery of various francophone cultures through the means of movies, music, food, and also develops awareness of the francophone cultures through school-wide activities. Our president is typically a 7th or 8th grader enrolled in French but other officers can be elected based on their leadership skills and enthusiasm for the culture.

GIRLS ON THE RUN

This activity is open to 6th grade girls for the purpose of discovering the benefits of consistent physical exercise, to learn the advantages of positive peer support, to strengthen self-identity, and to participate in a 5K run/walk event.

HONOR STRINGS (ORCHESTRA)

The Wyoming Honor Strings group consists of about twenty strings players who are selected by audition.

Rehearsals are arranged outside of school hours. Many special programs are given throughout the city during the year.

Participation is arranged through our orchestra director.

JAZZ BAND

Interested and qualified band students are given an opportunity to practice and perform jazz music during the school year. Participation is arranged by and through our band director.

JUNIOR COLOR GUARD

This program designed is to provide an extra-curricular activity at the middle school level that will promote teamwork, sportsmanship, and leadership while also assisting with retention efforts for the future of the high school guard and band program.

LATIN CLUB

Latin Club is open to all grade levels, however in order to participate in Latin Club in the 7th and 8th grade a student must be enrolled in Latin. The club explores cultural learning opportunities, community service, and excuses to have fun often in togas.

MATH COUNTS

Compete against other schools in math competitions, learn tricks and strategies for harder problems, and play cool logic puzzles and “magic” math.

MODEL UN

Model UN is open to all 7th and 8th grade students. They have to complete and online application. We meet as a whole group once a month. Students meet on their own in their small groups several times over the course of five months.

Model United Nations is a global education/simulation experience. Through the process of role-playing, students become delegates of a selected nation, in order to write, present, and debate issues affecting the nations the nations and peoples of the world. Additionally, students present culturally based talent pieces, participate in global education contests, and debate current global issues from the agenda of the United Nations. Participating members travel to Columbus, Ohio in March for a three-day Global Summit, as the culminating experience.

POWER OF THE PEN

Power of the Pen is a series of interscholastic writing tournaments for seventh and eighth graders that give promising young talent a chance to meet and compete with students from other schools; to obtain immediate feedback on the quality of their written expression from teacher-judges; and to receive awards and recognition for the result of their efforts in rounds of impromptu writing. Students may compete at the district, regional, and state levels.

Our Power of the Pen program will be in the form of a writing club from which we eventually select twelve academic team members (six from each grade level) who compete at a district competition in January. Students who qualify may attend the regional and state competitions in the spring.

Our writing club, which is open to all students in grades seven and eight will meet two times per week to work on writing skills and to produce finished compositions within the forty-minute time period required by the Power of the Pen competitions. Dates will be announced.

We will have a write-off as part of our final selection of the six-person teams for grades seven and eight. In addition, two alternates will be chosen.

SCIENCE OLYMPIAD

Science Olympiad is an international non-profit organization devoted to improving the quality of science education, increasing student interest in and science and providing recognition for outstanding achievement in science by both students and teachers/coaches.

These goals are accomplished through classroom activities, research, training workshops and the encouragement of intramural, district, regional, state and national tournaments. Science Olympiad tournaments are rigorous academic interscholastic competitions that consist of a series of team events, which students prepare for during the year.

These challenging and motivational events are well-balanced between the various science disciplines of biology, earth science, chemistry, physics and technology.

At the Middle School, our competing team is typically for grades 6-9 and then we have a 5th Grade Science Olympiad Club that runs for 6 to 8 weeks to introduce them to the program.

STUDENT AMBASSADOR PROGRAM

Students wishing to serve as goodwill ambassadors for new students may join this volunteer group. Activities include possible assignment to specific new enrollees and several large group social gatherings. Interested students should see the school counselor.

STUDENT COUNCIL

This seventh and eighth grade program is a form of student government focusing on service and leadership among the student body. Student council offers students an experience in formal leadership positions among their peers.

The program goals include: leadership formation and experience, leadership models for underclassmen, and service to school and community. Students run for and are elected to this group. Organization and announcements occur in the spring.

TECH CLUB

Tech Club meets weekly and is open to all students in grades 5 through 8. Students work together to create *WMS Friday Morning Announcements* that are shown to the school and posted to the WMS Blog weekly. Announcements focus on script writing, interviewing skills, filming, editing and green screening. They also explore different types of technology equipment and Web 2.0 tools. TechClub’s goal is to create technology leaders and critical thinkers at Wyoming Middle School.

YEARBOOK STAFF

The responsibilities of the yearbook staff include developing a theme for the book, designing each page, determining the content of each page, and identifying individual student pictures. The staff meets on a regular basis and more often as deadlines approach. Any seventh or eighth grader may join and all students are placed on at least one committee. Organizational announcements are made early in the school year.

DIRECTORY OF OFFICES

WYOMING CITY SCHOOLS

Office of the Superintendent
420 Springfield Pike
513.206.7000

MIDDLE SCHOOL OFFICE

17 Wyoming Avenue
513.206.7170 – Main Office
513.206.7177 – Guidance
513.206.7181 - Attendance

OFFICE OF SPECIAL SERVICES

420 Springfield Pike
513.206.7021

SCHOOL PSYCHOLOGIST

420 Springfield Pike
513.206.7021

ATHLETIC DEPARTMENT

106 Pendery Avenue
513.206.7057

WYOMING YOUTH SERVICES

800 Oak Avenue
513.821.2428

QUEEN CITY TRANSPORTATION

513.941.8700

WEB SITE - www.wyomingcityschools.org

EMAIL - You may reach any teacher by email. The address is:
lastnameinitial@wyomingcityschools.org