

VISINTAINER MIDDLE SCHOOL

1459 Pearl Rd.
Brunswick, OH 44212
(330) 273-0402

<http://www.bcsch.org/Domain/11>

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MISSION STATEMENT

Visintainer's mission revolves around the three R's- RIGOR, RELEVANCE & RELATIONSHIPS...

We will prepare all students for college and life by providing a challenging curriculum (RIGOR)

That connects students' lives and their future (RELEVANCE)

in a safe, supportive, and nurturing environment (RELATIONSHIPS)

HANDBOOK 2019– 2020

Time	Subject	Room No.	Teacher
8:00	Students may enter for breakfast	cafeteria	Students may not go to lockers
8:10	Bell rings to allow students in the building		
8:17	Warning bell- students go to first period		
8:20-9:10 1st period			
9:13- 10:03 2nd period			
10:06- 10:56 3rd period			
10:59- 11:23 4th period			
11:26- 11:50 5th period			
11:53- 12:17 6th period			
12:20- 1:10 7th period			
1:13- 2:03 8th period			
2:06- 2:55 9th period			
2:55- 3:05	DISMISSAL		
3:00- 3:30	homework club/study table	133/Cafeteria	

GENERAL INFORMATION - RULES AND REGULATIONS

Creating a positive learning environment in our school requires a collaborative effort from the students, parents, and staff. We believe that all students have the right to an education that is not disrupted by the misbehavior of other students in the classroom. We know that all students can learn and can learn to behave appropriately. Discipline is about teaching, learning, and problem solving. The rules and regulations listed below are standards set for all students. Following these guidelines will assist in giving our students a safe and positive place to learn.

DISCLAIMER

Since a handbook of this nature cannot cover every possible item or incident that may arise, final resolution of each of these situations will be made by the school administration based on district policies. For a complete list of district policies please visit the website at www.bcsos.org under the Board Policy link. There is also a district handbook posted on the website.

ACADEMIC MISCONDUCT

Academic misconduct shall be defined as cheating, plagiarism, and any other false representation of academic work as one's own. A student shall not submit assignments that contain plagiarized passages or violations of copyright/fair use principles or assist other students in the creation of any academically dishonest assignments. Discipline action will result in the student receiving "zero" credit for the assignment and behavioral consequences ranging from Detention to Out of School Suspension as determined by school administration.

ATTENDANCE

School attendance is a vital part of a child's education. The person in the most optimal position to achieve this standard is you, the parent/guardian. Please help us to help your child by having them here at school daily.

ABSENCES AND TARDINESS

Excessive tardiness will result in the following consequences:

5th Tardy = 1 detention (1 hour)

7th Tardy = 2 detention (1 hour each)

10th Tardy = Academic detention (3-5) or 3 detentions (1 hour each)

13th Tardy = CLC/Principal discretion

Attendance Line: (330)-273-0448

If a child is absent or will be tardy to school, call the phone number listed above between the hours of 3:00 p.m. and 8:30 a.m. Please briefly indicate:

- a. Your name and relationship (mother/father)
- b. Student's name
- c. Grade level
- d. Reason for absence
- e. Time and date of call

If we do not receive a call by 8:00 a.m., we are required to call you directly at home or work. If we do not receive a call and cannot reach a parent, the student will be considered unexcused/truant. Any parent without phone service or having a special problem should contact the principal's office.

Students will be expected to attend school and be on time every day unless they have a legal reason for being absent or tardy. These are legal reasons for being absent from school:

- Personal illness - The school may require a certificate of a physician, especially if absences become excessive.
- Illness in the family - The absence under this condition shall not apply to children under 14 years of age.
- Quarantine of the home - The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health official.
- Death of a relative - The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant for a longer absence.
- Observance of religious holidays - Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
- Emergencies or set of circumstances which, based on the judgment of the superintendent of schools, constitutes a good and sufficient cause for absence.

Excessive student absences will be reviewed by the attendance officer and reported to the principal and school counselor. Parents will be advised of the school's concern by means of a letter, telephone conversation, or if need be, a conference. Medical excuses from the doctor should be turned into the office. Failure to attend school is a violation of state law. Students with unexcused absences will be considered truant and will be subject to disciplinary action: and/or mandatory participation in a diversion program. See District Handbook for more details. [BCS Handbook](#)

ABSENCES-MAKING UP WORK

A student who is excused as absent has an equal number of days to make up missed assignments. Example: If a student is absent two school days, he/she must turn in the assignment(s) no later than the morning of the third day back to school. The same time line is applicable to tests. Exception: a student who has been given advance notice about an upcoming test or due date of a major assignment, must take the test and/or submit the assignment the day after he/she returns to school.

All class assignments are the responsibility of the students. Students who are absent should request missed assignments upon return to school. If a student will be absent two or more days, work may be requested by calling the school office one-half (1/2) hour before the start of the school day. Assignments will then be ready for the parent to pick up in the school office at dismissal time. Students on vacation need to turn in all previously assigned work the day they return to school. All assignment and project due dates apply. Situational concerns may arise, and these can be addressed with the student's teacher.

BUS REGULATIONS

The bus driver is responsible for the orderly conduct of the pupils. While on the bus, the pupil is under the authority of and directly responsible to the bus driver. Pupils shall conduct themselves in an orderly fashion. Reasonable conversation is expected. Continued disorderly conduct shall be sufficient reason for a disciplinary hearing, which may result in loss of bus transportation privileges for the student.

Missing your bus and not reporting to school will be considered an unexcused absence. It will be the responsibility of the parent and/or pupil to provide alternative transportation if the pupil misses the bus. Students are not to leave school grounds after getting off the bus.

CAFETERIA

During this time students are expected to follow cafeteria rules to provide sufficient time to eat. This is to be done in a courteous, respectful manner. Students unable to conduct themselves in accordance with these expectations and school rules will be subject to disciplinary action

Cafeteria Rules

1. Each student must choose one seat and stay in it for the remainder of the lunch period.
2. If a student needs to leave the cafeteria, they must get permission.
3. Students are responsible to clean their area.
4. Students will be dismissed from lunch by a lunch monitor.
5. If necessary consequences may include sitting in assigned seats, silent lunch, or removal from lunch.

CELL PHONES OR ELECTRONIC DEVICES

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Examples of prohibited devices include, but are not limited to, cameras (photographic and/or video), e-readers, laptops, lasers and/or laser pens or pointers, radios, electronic games/toys, any "smart" devices (data-capable devices, etc.).

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., "PUBLISHING") in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices may be confiscated from the student by school personnel and disciplinary action taken. If an electronic device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

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

CHROMEBOOKS: See TECHNOLOGY

CLINIC/NURSE

The clinic is located in the main office. Students should come to the nurse with a pass. Parents often ask when should a student be kept home with an illness. The district has established the following guidelines.

WHEN TO KEEP SICK CHILDREN HOME FROM SCHOOL

Deciding when to keep a sick child at home from school is not always easy. It's important for children to attend school but when children are truly sick, they need to stay home in the care of an adult to get well and to prevent spreading illness to others.

Please keep the school office up to date with current phone numbers so you or an alternate contact can be reached if your child becomes ill or injured at school.

The following are common symptoms/diseases seen in school and may help parents decide when to keep their child home from school. This information does not take the place of consulting a medical provider.

Children need to remain home at least 24 hours after prescribed treatment has been initiated for:

- Strep Throat
- Impetigo
- Ringworm
- Scabies
- Bacterial conjunctivitis (pink eye)

Children need to stay home for at least 24 hours until symptoms are resolved for:

- Fever –temperature of 100°F or greater
- Diarrhea
- Vomiting

Lice: Child can return to school after treatment with pediculicide and no live lice OR when free from lice or nits if not using pediculicide. Refer to district policy.

Keep child home until health care provider and school approve child's return for vaccine preventable diseases such as Measles, Mumps, Rubella, Pertussis, Chickenpox and Hepatitis.

Keep your child home and consider visiting your healthcare provider If your child appears ill, such as deep or uncontrollable coughing or significant lack of energy, even without a fever.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school. The updated Restraint and Seclusion Policy can be found in Board Policy 5630.01.

A. RULES

Any Brunswick City School student or Medina County Career Center student is considered to be subject to the authority of the School when:

- on school grounds
- present at any school-related event on or off school grounds
- on a school bus or at a bus stop

Violation of one or more of the following rules by a student who is subject to the authority of the school is considered serious and **will result in disciplinary action**. Such action may include but not be limited to:

- Removal from class, school or co-curricular activity; and/or
- Detention; and/or
- In-School Suspension from class, school, or co-curricular activity; and/or
- Out-of-School Suspension from class, school, or co-curricular activity; and/or
- Expulsion from school or co-curricular activity; and/or
- Referral to local police; and/or
- Exclusion from school

1. Disruption of School

A student shall not cause, urge, encourage, or engage in conduct that may cause the disruption or obstruction of any lawful mission, process or function by the school by use of:

- initiating false fire
- force
- threat
- alarms or bomb threat

- noise
- intimidation
- violence
- coercion
- fear
- passive resistance
- any other conduct considered disruptive

2. Damage, Destruction, or Tampering with Private or School Property

A student shall not intentionally or by careless act cause or attempt to cause damage to school or private property.

3. Unauthorized Duplication, Possession or Use of School Property

A student shall not duplicate, attempt to duplicate, be in possession of duplicated school property, (i.e., keys, tests, etc.), use or be in possession of any other school property without proper school authorization.

4. Theft

A student shall not steal, attempt to steal, or have in his/her possession stolen property—public or private.

5. Abusive Communication Towards Others

A student shall not use vulgar, profane, or abusive language toward any person, nor communicate in any form, which is vulgar, profane, obscene, abusive, threatening or intimidating.

Any oral, electronic, or written statement, or otherwise expressed action that a staff member, student or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

6. Cause or Attempt to Cause Physical Injury/Fighting

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to any person.

Acting with intent to cause fear in another person of immediate bodily harm or death, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, students or other person associated with the District, regardless of whether or causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

7. Sexually Graphic or Explicit Material

A student shall not possess, transmit, or sell sexually graphic or explicit material.

8. Inappropriate Physical Contact

Students shall not engage in inappropriate physical contact, including public displays of affection.

9. Weapons and Dangerous Instruments

A student will not bring, use, or possess any firearm, destructive device, knife, or other dangerous weapon or instrument.

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law.

Definitions:

- Firearm** – any weapon (or starter gun), or its frame, receiver, or silencer, designed to or converted to expel a projectile using an explosive, firearm look-alikes, are also prohibited.
- Destructive Devices** – any explosive, incendiary, or poisonous gas, bomb, fireworks, or any similar device.
- Knife** – includes but is not limited to, a cutting instrument consisting of a blade fastened to a handle.
- Miscellaneous** – the use of any miscellaneous objects to inflict or to threaten harm is prohibited.

Students who bring or are in possession of weapons and/or dangerous instruments will be suspended from school for 10 days, recommended for expulsion for the period of one calendar year, and referred to police and juvenile authorities. Students sixteen years of age or older may also be PERMANENTLY removed from school for these offenses.

10. Drugs and Alcoholic Beverages

- A student shall not possess, use, transmit, sell, conceal, or be under the influence of alcohol. This also includes non-alcoholic beer, non-alcoholic wine and/or any product containing alcohol.

- b. A student shall not possess, use, transmit, sell, conceal or be under the influence of drugs of abuse. A student shall not possess, use, transmit, sell or be under the influence of any chemical substance being used as an inhalant or in any manner other than intended by the manufacturer.
- c. A student shall not possess, use, transmit, sell or conceal any instrument used for the purpose of abusing drugs.
- d. A student shall not possess, misuse, sell or transmit any over the counter drugs or prescription drugs authorized by a licensed physician. Any student needing to take prescribed medication during school hours should complete the proper forms in the school office.
- e. A student shall not possess, use, transmit, or conceal any look-alike substances or any item or substance misrepresented as a drug.
- f. A student suspected of being under the influence may be administered a breathalyzer test or any other test deemed necessary.
- g. A student shall not arrange for the sale of, nor solicit the purchase of drugs or alcoholic beverages while under the authority of Brunswick City School District even if the transmission or delivery of the above mentioned substances will occur outside of the school environment.

Penalties for violations of the above rules will result in one or more of the following: 10-day suspension, recommendation for expulsion and/or referral to police. Referral to prevention/intervention specialist is also recommended. DRUG OFFENSES ARE CUMULATIVE THROUGHOUT THE STUDENT'S SCHOOL CAREER.

11. Smoking or Use of Tobacco Products

The use, possession, sale, or transmission of tobacco products, matches, electronic cigarettes or look-alikes, and lighters by any student is not permitted.

Disciplinary action will range from CLC to suspension and possible recommendation for expulsion. Please note that new Ohio Revised Code 2151.87 may require referral to police.

12. Defiance or Violation of Directives or Requests

A student shall comply with directives and orders of authorized school personnel. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members. Each learning environment has specific rules for students. These rules are for the safe and orderly cooperation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

13. Unauthorized Student Movement

A student shall not leave his/her assigned school area at any time without proper authorization. A student shall not be in the halls or outside the school building without proper permission or an authorized pass.

14. Arson

Intentional or purposeful destruction or damage to school or district buildings or property (including personal) by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Disciplinary action will include restitution and 10 days suspension with recommendation for expulsion and referral to police.

15. Trespassing

A student shall not be present on school property to which he/she is not assigned except with the permission of authorized school personnel. A student under out-of-school suspension or expulsion shall not be present on school property, attend school related functions, or ride on a school bus without the permission of the authorized school personnel.

16. Truancy, Tardiness or Class Cutting

A student shall not be absent from school, or from any portion of the normal school day, without school authorization and/or parental authorization.

Disciplinary action for Sign In/Out will range from verbal warning to CLC with possible referral to police/juvenile court and possible recommendation for expulsion. Truancy/Class Cuts will range from detention to CLC with possible referral to police/juvenile court and possible recommendation for expulsion.

17. Misconduct During Co-Curricular/Extra-Curricular Activities

A student shall be subject to school policies, rules and regulations during co-curricular and extra-curricular activities. They shall not behave in any way, which disrupts or interferes with the conduct of that activity. Participants are also subject to and shall not violate the rules, regulations and policies which govern participation or attendance in any co-curricular activity (i.e. coach's rules, athletic code of conduct, handbooks, group charters, etc.)

18. Harassment / Bullying / Intimidation

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;

- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

- A. **Verbal:** The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- B. **Nonverbal:** Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- C. **Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.**

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s).

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The AntiHarassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal. Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation. If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges. Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities. These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

Disciplinary action will range from verbal warning to suspension and possible recommendation for expulsion and/or referral to police.

19. Transportation

A student shall comply with directives and orders of authorized school personnel while using a Brunswick City School District transportation. Willful refusal or failure to follow or comply with an appropriate directions given by a staff member, or acting in defiance

of staff members will not be tolerated. Transportation rules are established to ensure the safety of all students. Students will be oriented to specific rules for transportation, all of which will be consistent with this Code.

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. Bus riding/transportation privileges can be suspended for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension.

DETENTIONS

After school and Major detentions may be assigned to students who do not observe the rules and regulations of the school and the classroom. A 24-hour notice will be given to allow students to notify their parents and make arrangements for transportation home after detentions. Students who do not report to assigned detentions are subject to further disciplinary actions. Parents must contact the principal to reschedule detentions. Lunch detentions may also be assigned for less serious offenses or misbehavior in the cafeteria/gym. After-school detentions are from 3:00-4:00 p.m. and Major Detentions are from 3:00- 5:00 p.m. Parents will be notified with a paper copy through their student and via email.

DRESS CODE

The staff at Visintainer Middle School believe that students' standards of dress affect the overall learning environment of the school. Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The school has the right to and will require reasonable conformity to a dress code that supports good standards of health, safety and modesty. (Note: Students who are representing Brunswick City Schools at an official function or public event may be required to follow specific dress requirement. This applies to athletic teams, cheerleaders, music groups, field trips, and other such groups).

- Shirts: Students are not permitted to wear Halter Tops, Tank Tops, Tube Tops and any other shirt leaving cleavage or midriff exposed. All shirts must have sleeves. Shirts cannot expose undergarments.
- Pants: Students are not permitted to wear any type of pants that expose undergarments or excessive skin, or are deemed inappropriate by the administration.
- Dresses/Skirts/Shorts: Dresses, skirts, and shorts must be mid-thigh.
- Shoes: Standard footwear must be worn. Flip-flops are NOT to be worn at any time. Slippers are not permitted.
- Coats/Jackets/Book Bags: All must remain in the locker. Small purses, no larger than a pencil pouch, may be carried to class.
- Hats: Students are not permitted to wear any form of hat, bandana, or head wrap covering all of their hair. All hats must remain in lockers.
- Sunglasses: Students are not permitted to wear sunglasses in the building.
- Jewelry: Including jewelry worn in piercings must be non-distracting from the school environment and may not pose any danger to the student or to others in any school activities/environments. Small hoops or studs should be worn in piercings; spikes are not allowed. Chains and spikes are not permitted. These will be confiscated by the administration.
- Clothing decorated with offensive, obscene language or gestures or promoting drugs, alcohol, tobacco, sex, violence or self-destructive behaviors or other inappropriate logos (as determined by the administration) are not permitted.
- Any new "fads" determined to be inappropriate or disruptive shall be dealt with at the discretion of the administration.

The guidelines listed above are presented as examples and are not a comprehensive list. A student may be asked to change out of any article that, in the judgment of the principal, is considered to be in violation. The student's parents may be called if a change of clothing is needed. Repeated violations may result further discipline.

DRESS CODE VIOLATION CONSEQUENCES

All Offenses:	Office referral and consequences Call to parent/guardian if necessary Change of clothes or correction of offense Parents/guardian may be required to bring in a change of clothing
1st offense:	Referral and warning
2nd offense:	After school detention
3rd offense:	Principal discretion

EMERGENCY MEDICAL FORM/STUDENT INFORMATION FORM (SIF)

The district must have a Student Information Form for each student on file electronically, and this form must be filled out at the district website at the beginning of each school year. This includes information about the student that will be used for emergency purposes, and also by building athletic and extra-curricular departments. This is required and any revisions or updates must be made through the district website.

FEES

Student fees are collected for consumable materials. The fees are listed on each student's schedule. When paying these fees, parents should make checks payable to the Brunswick Board of Education or pay via Pay Pal on the district website. Families that qualify for the free and reduced lunch program must fill out a waiver to have student fees waived or reduced.

FIELD TRIPS

Teachers consider field trips a privilege for students. Their purpose is to allow for an enrichment experience that cannot be afforded to the student within the school itself. When it is the decision of the team of teachers and/or administration that the behavior of any student is consistently disruptive and his or her behavior would interfere with the learning experience of the group; the student will not be allowed to participate in the field trip. The team will review student behavior before each field trip.

The administration reserves the right to deny participation in all field trips for the following reasons:

- | | |
|----------------|-------------------------------------|
| 1. Attendance | 5. Lack of parental permission form |
| 2. Bus Reports | 6. Referrals |
| 3. Discipline | 7. Student behavior |
| 4. Grades | 8. School fees |

GRADING SCALE

Brunswick middle schools use a standardized grading scale in all classes:

97-100 = A+	87-89.9 = B+	77-79.9 = C+	67-69.9 = D+	Below 60 = F
93-96.9 = A	83-86.9 = B	73-76.9 = C	63-66.9 = D	IP = In Progress or
90-92.9 = A-	80-82.9 = B-	70-72.9 = C-	60-62.9 = D-	Incomplete

Brunswick middle school teachers use the district guideline of 90/10 to determine report card grades. 90% of the grade reflects content mastery and 10% reflects work habits.

Incomplete grades will be indicated with an "I" and are given when insufficient work is handed in by a student. An incomplete may be given for illness, hospitalization, or other excused absences. It is the student's responsibility to discuss this grade with his/her teacher. All Incompletes will convert to an "F" if the work is not completed and turned in prior to the next grading period.

Progress Book

Parents can access their child's grades by logging in at www.bcsch.org and clicking on the Parent Access link. Parent usernames and passwords remain the same from the previous year. New students will receive notification from the office of a temporary username and password that can be changed once logged in. If you have any questions, please contact the office at 330-273-0402.

Scheduling

Requesting to add or drop a class must be submitted to the building principal no later than two weeks after the start of school/grading period.

Weighting

Report card grades are made up of different types of assessments. Each type (category) is weighted according to its value as an accurate measure of student learning for specific learning targets. In general, 90% of students' grades come from mastery of academic learning targets and 10% comes from work habits.

GUIDANCE SERVICES

Guidance services are available for every student in the school. These services include assistance with educational and career planning; helping students identify their abilities, achievements and interests; group guidance and individual counseling to provide assistance with home, school or social concerns. Confidentiality is maintained; therefore, students should feel free to discuss their concerns with their counselor.

Students are asked to make appointments to see their counselor prior to the beginning of school or between classes. No one should go to the guidance area without a pre-approved pass. If the counselor is busy, an appointment will be made. Students, who have not made appropriate arrangements, will NOT be permitted to wait in the office until the counselor is available; they will be sent to their regularly scheduled class. Please do not report to see a counselor without an appointment slip or a pass from the teacher whose class you will miss.

Under certain conditions, it is prudent that we provide *Crisis Intervention* to students via a school Crisis Intervention Team. Examples of instances where this might occur are events such as death or injury of a student or staff member or a natural disaster. Services may include one-on-one intervention, defusing, debriefing, crisis management, family support, etc. If you do not want your child to participate in crisis interventions, it is your responsibility to notify us in writing.

INTERSCHOLASTIC ATHLETICS

All seventh and eighth grade students have the opportunity to participate in the following interscholastic athletics:

Fall:	Cheerleading	Cross Country-boys/girls	Football	Volleyball-girls
Winter:	Basketball--boys and girls	Cheerleading	Wrestling	
Spring:	Track--boys and girls			

All students must have a physical examination by a physician before participating in any of the team activities.

To be academically eligible, a student must pass a minimum of five of his/her classes and have a 1.8 GPA from the previous grading period. This standard must be maintained on a weekly basis thereafter. (For a more detailed explanation, see the District Athletics website.)

INTRAMURAL ATHLETICS

The following co-ed intramural programs are also available for all students from Edwards, Visintainer, and Willetts:

Fall:	Volleyball or Kickball
Winter:	Bowling

Spring: Basketball

Students participating in interscholastic athletics will not be permitted to play on an intramural team of the same sport.

LOCKERS

Lockers are assigned randomly to students by the office at the beginning of the school year according to grade level. Lockers are to be kept locked at all times. Students should not share locker combinations or lockers with other students. If a lock/locker is broken or damaged, the student should report this to the school office. Students are responsible for their personal possessions. Lockers remain the property of the Brunswick Board of Education and all items in the locker may be searched at anytime.

MEDIA CENTER

The media center is available to students to obtain reading material for school projects, class materials/resources or for personal reading.. Students are expected to show proper respect for all staff and materials. Students may lose media center privileges for a day or longer depending if inappropriate behaviors occur. A fine will be charged for all overdue books. Students are responsible for all materials checked out to them; therefore, payment is expected for all lost items. Students must adhere to all school rules in the Media Center and must have permission by a staff member to go to the Media Center.

MEDICATION

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following:

- A. The school nurse or an appropriate person appointed by the Board of Education supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
- B. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
- C. The school nurse or other designated individual must receive and retain a statement which complies with Ohio law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
- D. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
- E. Students are not permitted to carry and take any over-the-counter medications.

PARENT CONFERENCES

Parents may make an appointment at any time during the school year for a conference with any teacher or the principal by calling the school (330-273-0402). Appointments will be arranged during the teacher's planning period and with administrators as their daily schedules permit. Teachers' regular classes may not be interrupted for parent conferences. Special days are assigned for scheduled parent-teacher conferences during the school year. These conferences make it possible for a parent to meet with all of his/her child's teachers and discuss the child's social and intellectual development.

PARENT/TEACHER ORGANIZATION

The Visintainer Middle School P.T.O. is an active part of the school system. The parents assist in a variety of activities including dances, fundraisers, appreciation days, and volunteering to help teachers and students as necessary. Without their assistance, many activities we now offer would not be available.

PHYSICAL EDUCATION

Participation in physical education is mandatory. To be excused from physical education, a note from your doctor must be given to the teacher. The required appropriate dress for gym includes proper shorts, T-shirt, socks and gym shoes. Failure to dress and/or participate will result in reduction of grade. The students will be required to use a t-shirt sold by the Visintainer office.

POLICE LIAISON

A liaison from Brunswick Police Department has been assigned to work with our students, parents, and staff. The liaison officer can help resolve problems that our students are experiencing at home, in school, or in the community. Parents, as well as the students, should feel free to contact the liaison officer with any concerns.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

"PBIS" is short for Positive Behavioral Intervention and Supports. This language comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA). PBIS is used interchangeably with SWPBS, which is short for "School-wide Positive Behavior Supports." PBIS is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS IS a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students.

PBIS supports the success of ALL students. Brunswick has adopted the P.R.I.D.E. model for school-wide interventions.

	Performance	Respect	Integrity	Determination	Effort
Bus	Remain seated and use inside voice	Keep hands, feet and objects to yourself and out of the aisle	Do what is right even when no one is watching	Inform an adult of any problems	Cooperate with bus driver and follow all safety guidelines
Hallways (arrival, dismissal, lockers, daily movement)	Walk on the right side of the halls	Keep hands, feet and objects to yourself	Do what is right even when no one is watching	Have all necessary materials and agenda for your destination	Go directly to your destination
Restroom	Use facilities and supplies correctly and in a timely manner	Give privacy to others	Do what is right even when no one is watching	Inform an adult of any problems	Wash hands and clean up after yourself
Cafeteria	Remain seated and use inside voice	Keep hands, feet and objects to yourself	Do what is right even when no one is watching	Use your time wisely (eat, restroom, clean-up)	Cooperate with monitors and clean up after yourself
Locker room	Respect others personal space and belongings	Give privacy to others	Do what is right even when no one is watching	Inform an adult of any problems	Change quickly and go directly to your destination
Office, Guidance Office clinic	Always have a pass to clinic, office, and guidance office	Be considerate and wait if someone else is ahead of you	Do what is right even when no one is watching	Go directly to and from these areas and return to class	Ask to visit these locations during Academic Assist if possible
Special Events (Assemblies, sporting events, etc.)	Follow guidelines of specific events	Keep hands, feet and objects to yourself	Do what is right even when no one is watching	Be a positive participant/spectator	Use aisles to get to seats on bleachers
Technology	Use tech for intended purpose and when given permission	Respect, law, self and others	Do what is right even when no one is watching	Remember anything you post will be there permanently and for everyone to see	Ask yourself: Is it true? Is it kind? Is it necessary?

RESTROOM USE

Students should use the restrooms during class changes instead of during class. Teachers may excuse one student at a time, with a hall pass, to go to the restroom if an emergency or physical problem exists. Parents of students with special restroom needs should notify the principal as soon as possible.

SIGN-IN AND SIGN-OUT POLICY

Students who arrive late to school or who intend to leave school early must sign in or out at the office. The following guidelines govern signing in and signing out:

- All appointments confirmed with a verification slip from court or a doctor's office to the office, upon the student's return, will be excused.
- Reasons for unexcused sign-ins and sign-outs include (but are not limited to): babysitting, outside employment, missing the bus, employment interviews, oversleeping, car problems, attending non-school events, and illness in excess of the five excused personal emergencies when a doctor's note is not presented.
- Whenever students sign in or out, they are responsible for making up missed class work according to school and individual teacher policies.
- Students who exceed five unexcused tardies in a semester will be subject to disciplinary action.
- If it is necessary for a student to leave early, a note must be presented to the office before school starts. A special pass will be issued. This pass is to be given to the classroom teacher at the time indicated. The student will then go to his/her locker to pick up his/her books and/or coat and report to the school office to be signed out by his/her parent. At no time should a student leave school without notifying the school office.

SPORTSMANSHIP

Students are encouraged to attend school-sponsored events, which allow for spectators. The purpose for such attendance is to help foster a feeling of confidence in our team and to develop a strong school spirit. Spectators are expected to act and behave in a courteous and considerate manner at all times. Students choosing to behave inappropriately at such events will be dismissed without a refund of the admission fee.

Other guidelines:

- Students are to go to their lockers before going to the after-school event; locked doors will prevent them from reentering that section of the building.
- Students are not to "roam" but are to stay seated in the student designated section.
- Un-sportsmanlike conduct such as booing will not be permitted.
- Stomping your feet on the bleachers can cause damage, rendering them unsafe; therefore, this is not permitted.

STUDENT AWARDS AND RECOGNITION

In an effort to encourage and support those students who reach high standards of academic excellence or show great improvement during the year, Visintainer Middle School will present a variety of awards and certificates.

Academic Rolls

Students obtain a place on the Principal's Roll by earning a 4.0 grade point average (GPA); honor roll by earning a 3.5 GPA; merit roll by earning a 3.0 GPA.

National Junior Honor Society

The National Junior Honor Society chapter of Visintainer Middle School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Students in the third quarter of sixth grade or grades seven or eight are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.25 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership, citizenship, and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser at Visintainer by phone at 330-273-0402.

STUDENTS OF THE MONTH

Students are chosen by their teachers as the best student of the month. Students are selected because they are responsible, enthusiastic, dependable, and a good example to other students.

TECHNOLOGY

Technology/ Chromebook Policy

Use of technology has become a necessary component in providing students with a 21st century level of education. Students will be given their own chromebook to use throughout the school year. Chromebooks are not to be stored overnight at school and must be taken home every night, including weekends and breaks with the exclusion of summer break. **Students will be charged a fee if their chromebook and/or power cord is lost or damaged during their care.** Students must be responsible for having their chromebooks in working condition and fully charged at school as using them will be necessary to complete assignments and to participate in class. The following policy will be in place to help ensure that students are prepared for class and engaged in learning outcomes.

Unprepared with technology (ex. forgot chromebook, not charged)

- A behavior notification will be given by a teacher for the period the student is unprepared
- If a student accumulates four behavior notifications from an office referral will be submitted
- Every second Behavior Notification will result in an office referral (ex. referrals on 4, 6, 8)
 - 1st Office Referral- one hour after school detention
 - 2nd Office Referral- major detention (2 hour detention or 2 one hour detention)
 - 3rd Office Referral- Principal's discretion

*Forgetting the chromebook for the entire day for multiple days could result in multiple office referrals

Misuse of technology/chromebook (ex. playing games, checking email, ect)

- Anytime a student is off task and using their technology for any other purpose other than the instructional purpose for the class that they are presently in, misuse of technology will be considered.
- Office referral will be written for the first offense
 - 1st Office Referral- detention
 - 2nd Office Referral- detention
 - 3rd Office Referral- major detention (2 hour detention or 2 one hour detention)
 - 4th Office Referral- Principal's discretion

*More serious consequences may be given for more serious misuse of technology. (ex. cheating on a test, accessing inappropriate material)

*Continual misuse of the Chromebook or excessive damage may result in loss of access to your Chromebook.

TEXTBOOKS

Textbooks provided by the Board of Education are loaned to students for academic use during the school year. Students are responsible for their care and return at the end of the year; therefore, students should not loan their books to anyone. Fines will be charged for lost or damaged books.

WALKING

Students, who are not riding a bus home, must turn in a note to the office at the start of the day. Please include your child's name, phone number if there are any questions, and your signature.

