

**STUDENT/PARENT HANDBOOK
2018-19
(AGENDA BOOK)**

Benjamin Logan Board of Education

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This School Agenda Book Belongs To:

Name _____

Homeroom _____

Every Student.



Every Day.

Benjamin Logan Middle School

Student/Parent Handbook

Every Student.



Every Day.

What it takes to be a RAIDER

Respect:	Use kind words – Use good manners
Actions	Be Safe – Follow directions
Interactions:	Stay in your personal space – Keep hands, feet and object to self
Decibels:	Keep noise level appropriate to activity
Example:	Lead by example – If you see something say something
Responsibility:	Stay on task – Try your best – Accept consequences

Fight Song

Go, Mighty Raiders, on to Victory!
 Men of courage, always winning.
 Give a mighty cheer. Fight! Fight! Fight!
 We are the Raiders,
 Black and gold and white,
 Benjamin Logan, Loyal Raiders
 We are going to win tonight!

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Agenda Books

Students will receive a copy of the Student/Parent Handbook (Agenda Book) at the beginning of the school year. Students are not permitted in the hallways without their own Student/Parent Handbook signed by a staff member or some other type of hall pass issued by a staff member. Replacement Student/Parent Handbooks can be purchased in the middle school office.

Every student is responsible for an assignment sheet/agenda book each week. Assignment records will be checked by different classroom teachers on a weekly basis.

Agenda books are not to be defaced or marked with inappropriate symbols or words.

Americans with Disabilities Act

ADA compliance officials are Mr. David Harmon and Mrs. Sally Stolly. Any ADA compliance issues or concerns can be heard in their offices at (937) 593-9211.

Announcements

Morning announcements will be made at approximately 8:15 a.m. on video during homeroom. All other announcements will be announced during lunch or over the intercom system. Announcements must be cleared by the office.

Assemblies

Periodically, assemblies will be held to benefit the students. Students are expected to behave properly. Please give the presenters your attention.

Arrival and Dismissal

Parents /guardians should deliver their children to the main entrance of the building. Visitor traffic is not permitted in the bus parking lot. Those students delivered by parents/guardians after 7:30 a.m. should remain in the commons until the 8:00 a.m. bell rings. At the close of the school day (3:00 p.m.), all students should leave immediately after being appropriately dismissed. Students who remain in the building must be under the supervision of a teacher or approved advisor or coach. A teacher cannot give a student permission to remain in the building after school hours unless that teacher will be present. Drop off and pick up need to be curb side for all students. Parents are not to drop off and pick up students in the middle of lane.

Athletic Code of Conduct

SECTION I All athletes should conduct themselves with pride and decorum at all times so as not to reflect discredit upon themselves, their coaches, or the school they represent. They should strive to live within the guidelines of the regulations of each sport and those of the school.

SECTION II Any athlete who has violated the Student Code of Conduct (Major and Minor Misconduct) or any additional rules established by their coach may be denied participation in athletic competition. Except as otherwise provided in Section III, the principal will determine the length of exclusion from participation, not to exceed one year.

SECTION III The rules and regulations identified within this document are to become effective on the OHSAA mandated first official day of practice for fall athletes and August 1, 2018, for every other student who wishes to compete in interscholastic athletics. Any code of conduct violation(s) committed by a Middle School student will be expunged upon entering High School. The code is to remain in effect throughout the calendar year until the individual is no longer a student at the school or he/she is no longer a participant in any athletic program.

ATHLETES WILL BE DISCIPLINED AS FOLLOWS:

1st Offense-Denial of participation in 50% of the total scheduled games in current sport, or if not currently active, next active season. The athlete must show documentation of attendance at professional counseling. Failure to do so will result in the athlete losing eligibility for one (1) calendar year. Denial of participation with less than 50% of the season remaining will carry over into the next sport that the athlete participates in. The athlete must successfully complete this next sports season to fulfill the requirement.

Other than for sale or distribution, penalty may be reduced to 20% if the student athlete confesses the first time questioned by school officials. Denial of participation with less than 20% of the season remaining will carry over into the next sport that the athlete participates in. The athlete must successfully complete this next sports season to fulfill the requirement.

2nd Offense-Denial of participation in contests for one (1) calendar year; and an athlete must show documentation of

attendance at professional counseling within the calendar year of removal. Failure to do so will result in the athlete being declared ineligible for all interscholastic athletics the remainder of their years enrolled in the Benjamin Logan Schools.

3rd Offense-Denial of participation in practices and contests for the remainder of the athlete’s years enrolled in the Benjamin Logan Schools.

The sequence of violations of this code is to be accumulative in its consequences throughout the athlete’s years of participation in athletics at Benjamin Logan Middle School.

Attendance Requirements

Regular school attendance is an important ingredient for students’ academic success. Beginning with the 2017-18 school year, several changes take effect in the attendance policy due to a new state law, House Bill 410.

The following is a brief description of the requirements of the new law and the guidelines that Benjamin Logan Schools will follow when communicating with families concerning student absences.

Benjamin Logan School District Board Policy 5200

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 <i>without</i> legitimate excuse	42 <i>without</i> legitimate excuse	72 <i>without</i> legitimate excuse
Excessive Absences	---	38 <i>with or without</i> legitimate excuse	65 <i>with or without</i> legitimate excuse
Chronic Absenteeism	---	---	10% <i>with or without</i> legitimate excuse

Benjamin Logan Schools will take several steps to engage the student and family. As a last resort, a complaint with the juvenile court will be filed.

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

- The parent/guardian will be notified within 7 days of the triggering absence.
- The school will attempt to secure the participation of the student’s parent/guardian on an intervention attendance team.
- The Attendance Team will select interventions at a hearing held at the school.
- The student will follow the plan for the absence intervention.
- The student/family may be referred to community resources.

Examples of legitimate excuses:

- Medical excuse (a written physician’s statement will be required for the student)
- Death in the family
- Court Proceedings
- Good cause as may be acceptable to the Superintendent

Blackboard Connects

We have an automated telephone messenger system. In the event that we delay school, have an early dismissal and/or cancellation, you can receive an up-to-the minute phone call.

Breakfast/Lunch

Students may prepay for school breakfasts and lunches in the cafeteria or at www.lunchprepay.com. No charges will be issued without permission from a parent. Any student who forgets their money should report to the office to contact a parent. Students who bring their lunch from home may get their drink without waiting for ala carte. Food should not be taken out of the commons without approval. Students are expected to use appropriate manners and leave the commons in neat condition. No

food can be ordered and delivered to the school for students. Any outside food should be in the form of a packed lunch or brought in by a parent/guardian who is eating lunch with their student.

Prices -	Student Breakfast.....	\$1.50
	Student Lunch	\$2.85
	Milk	\$.40

Other items are also available on ala carte.

Prices are subject to change.

Bullying Policy

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. 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 any intentional written, verbal, graphic, or physical act that a student or a 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). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or mental wellbeing. 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, national origin, marital status, or disability. It would include, but not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand held device) that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member required, to report any student situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees,

exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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 aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as the aggressive behavior. Making intentionally false reports about 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.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy 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).

The complainant shall be notified of the findings of the investigation, and as appropriate, the remedial action that has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of such finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who 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 and disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State and Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

Calamity eDay

If school is cancelled for more than five days, Benjamin Logan will implement the Calamity eDay program. If the Calamity eDay program is implemented, students may log onto the school website (www.benjaminlogan.org) to access work assigned by teachers. If a student does not have access to the internet they will be provided with the work when they return to school. Students will have two weeks to complete the Calamity eDay work.

Cancellations (School/Activities)

When school or any school related activity is in jeopardy of cancellation due to inclement weather or other circumstances, please listen to the following radio or television stations for information:

Blackboard Connect is a system that can be used to announce cancellations, delays and other school information via the telephone. Parents may contact the school to sign up to use the Blackboard Connect system.

Benjamin Logan Schools

www.benjaminlogan.org

Bellefontaine
Kenton

Radio

1390 AM
95.3 FM

98.3 FM

Cell Phones

The use of telephones and cell phones is restricted. Students may use the office telephone with permission before school, during lunch, and after school. Classroom telephones are not to be used by students. Cell phones are not to be used during school hours. These items are to be turned off and out of sight. Students violating this policy will have the phone confiscated. Additional offenses will result in more serious consequences.

Civil Rights

Civil Right compliance officers for the district are Mr. David Harmon and Mrs. Sally Stolly. All civil rights compliance question and concerns can be handled through their offices at (937) 593-9211.

Computer Usage

All students at the Middle School and a parent or guardian will be required to sign and return a computer network and Internet acceptable use policy and agreement when they enter middle school. Violation of the contract agreement will result in disciplinary action.

Detention

Occasionally, it may become necessary for a student to serve detention. This may be done during lunch or after school. Detentions can be assigned by staff members for violating class or school rules as well as the code of student conduct. Lunch Detention Guidelines - Students can be kept in a designated area of the commons during the student's lunch time. The student may have to eat lunch with a staff member and be expected to do academic work during that time. After School Detention Guidelines - Tuesday night will be designated as After School Detention night. Students should report to the office immediately after school. Staff members can assign After School Detention and will send written notification to the parent or guardian stating the reason for the detention. A permission slip signed by the parent/guardian needs to be returned to the principal.

Discipline

The items in the code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of the code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel, wherever the student's conduct may occur.

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices may result in disciplinary action by the school and possible referral to local law enforcement agencies.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include parental contact, detention, Saturday school, In-School assignment, community service, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings. A copy of the student discipline code is posted in the main office, the guidance office, and the library for students to review and read.

1. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
2. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES OR LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume. Minimum disciplinary action will be a ten (10) day suspension.
3. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student. Minimum disciplinary action will be a ten (10) day suspension.
4. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, disorderly conduct, inducing panic, or preventing or attempting to prevent any school class, activity or function. This shall include use of same to incite others toward acts of disruption.
5. ARSON OR ATTEMPTED ARSON.
6. POSSESSING, USING, TRANSMITTING, CONCEALING, OR THREATENING TO USE WEAPONS, A student who brings a knife or firearm to a school operated by the Board of Education or onto any other property owned or controlled by it or to an interscholastic competition, an extracurricular event or any other school program or activity regardless of its location or who possesses a knife or a firearm at a school, on any other property owned or controlled by the Board of Education, any interscholastic competition, extracurricular event, or any other school program or activity regardless of its location may be expelled by the superintendent for a period not to exceed one year.

The expulsion may be extended into the next school year. The superintendent may reduce, on a case-by-case basis, any expulsion imposed pursuant to the firearm provision based upon either:

- (a) any other applicable legal requirements, including but not limited to circumstances subject to 20 U.S.C. 1400 et. seq. and/or R.C. Chapter 3323 in which the student is disabled and the incident giving rise to the one year expulsion is a manifestation of that disability insofar as such an expulsion is precluded by said law(s), or
- (b) the superintendent's determination is his/her discretion that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction.

“Firearm” is defined as in 18 U.S.C. 921. “Knife” is defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include but not be limited to straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

7. **BOMB THREATS** A student who makes a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat, may be expelled by the superintendent for a period not exceeding one year, which expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.
8. **HARASSMENT** Be involved in harassment and intimidation – A student shall not harass, intimidate, bully, incite, provoke, or threaten any other student or school employee or otherwise disrupt the school environment. The Benjamin Logan Board of Education has a zero tolerance policy in reference to sexual or any other type of harassment. Sexual harassment includes but is not limited to, unwelcome sexual advances or any form of improper physical contact or sexual remark.

Harassment or intimidation includes slurs; profanity; written information (includes cyber bullying); denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age or sex that have the purpose of:

1. Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety.
2. Causing or intending to cause a hostile, intimidating or offensive educational environment for any other student or school employee.
3. Causing or intending to cause material disruption of the educational process.
4. Unreasonable interfering with a student’s co-curricular or extra-curricular performance, otherwise unreasonable impacting upon a student’s educational opportunities.

*Benjamin Logan Local Schools and the Board of Education has adopted the Bullying Policy in accordance to the 3313 section of the Ohio Revised Code.

9. **CRIMINAL OFFENSE** a student may be expelled by the superintendent for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property as defined under R.C. 2901.01 while the student is at school, on any other property owned or controlled by the board, or at any interscholastic competition, an extracurricular event, or any other school program or activity.

10. **VIOLATION OF TERMS OF SUSPENSION**

11. **DAMAGE, DESTRUCTION, OR DEFACEMENT** of school property or private property on school premises; (including buses) or at any school.
12. **TOBACCO** A student shall not possess, use, transmit, or conceal any tobacco products on school premises, during school activities, or events off school grounds. A tobacco product is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, or snuff, clove cigarettes or hand-rolled cigarettes. This also include devices that could use nicotine such as e-cigarettes and vaporizers. (No student shall smoke on school property. Holding a lit or unlit cigarette is interpreted as smoking.) Use/possession of Tobacco or smoking device as defined above may result in 1 day of OSS and 2 days of ISA, repeat offenders may receive additional consequences.
13. **USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE** Use of Profane, Indecent, or Obscene Language written or verbal. This shall include use of obscene gestures, pictures, or signs.
14. **INSUBORDINATION AND/OR DISOBEDIENCE** in refusing to comply with directions of school personnel.
15. **TRUANCY** from school, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
16. **THEFT** of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school sponsored activities.
17. **FIGHTING** among two or more students on school property, (including buses) or at any school sponsored activity. This shall include inciting and/or encouraging others to fight.
18. The act of **EXTORTION** from any person on school property; (including buses) or at any school sponsored activity.
19. **THE ACT OF FALSELY REPORTING INCIDENTS**, making accusations, or giving testimony to school personnel.
20. **FALSIFYING** in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
21. **REPEATED OR FLAGRANT VIOLATIONS** of any school rules or accepted standards of school behavior.
22. **PORNOGRAPHIC PUBLICATIONS/PICTURES** in lockers, on cell phone, in possession of student, or on the internet.

23. COMMISSION OF AN IMMORAL ACT

24. LOITERING, LITTERING, OR CAUSING A DISTURBANCE on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.

25. MISUSE OF SCHOOL PROPERTY

26. THE STRIKING OF MATCHES and/or the lighting of lighters on school premises, during school activities, functions, or events off the school grounds.

27. A STUDENT SHALL NOT OPERATE A MOTOR VEHICLE IN SUCH A WAY AS COULD CAUSE PHYSICAL INJURY TO HIMSELF/HERSELF, students, school employees, or other persons on school grounds.

28. THOSE ACTS OR VIOLATIONS listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.

29. ANY OTHER FORM OF BEHAVIOR which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

1. Being present in a restricted area
2. Displays of intimate affection between students (All displays of affection are unacceptable.)
3. Failure to follow sign-in/sign-out procedure
4. Cheating
5. Plagiarism
6. Disrupting class
7. Violations of school policies pertaining to dress and appearance
8. Inappropriate use of school technology (Ex.-computers)
9. Leaving school property or assigned area prior to specified dismissal time without official permission

30. ANY PICTURE, VIDEO, or AUDIO taken by students must be authorized by administration or teacher.

Dress Code

Students who disregard the dress code will be asked to change the inappropriate clothing or call their parents/guardians so that proper clothing can be brought to school. If these alternatives are not possible, isolation in the office area may result. Repeated offenses will result in disciplinary action.

1. Book bags, backpacks, and other large bags are to remain in student lockers.
2. A student's appearance shall be modest and not disrupt the educational process.
3. Shoes must be worn at all times.
4. 5-inch rule
5. Shorts/skirts can reach no more than 5 inches above the knee
6. Tights, yoga pants, and other tight-fitting pants are not to be worn alone and any covering of tights must adhere to the 5-inch rule
7. Holes in pants can reach no more than 5 inches above the knee
8. No clothing with vulgar or suggestive words, slogans, and/or illustrations; no advertising for tobacco products, alcohol, or other illegal substances
9. Sleeveless garments are acceptable if the arm holes are finished and under clothes are not exposed
10. No hats, caps, hoodies, or inappropriate headwear will be worn inside the building. These items are to remain in students' lockers during school hours.
11. All shirts need to be long enough to not expose skin when hands are raised, and no revealing shirts or blouses are permitted. Shoulders must be covered.
12. No pajamas, sleep pants, bathrobes and/or slippers
13. Underwear is not to be visible
14. No wheeled footwear (i.e. Heelys, roller skates, skateboards)
15. No chains either attached or unattached to clothing
16. No sunglasses inside the building.
17. No piercing shall present a health risk or distract from the educational process.
18. No spaghetti straps or tank tops with less than two-inch-wide straps or exposed under garments

Exceptions to these rules may be made on designated days by the administration. It shall be the responsibility of the building administration to determine the acceptability of apparel worn if a question should arise.

Electronic Devices

Radios, iPod/MP3 Players, Games, Laser Lights, Electronic Toys, Tablets, and any electronics that can access the internet, etc. are not allowed at school. These can be confiscated and kept until a parent/ guardian comes to the office to get the item.

Emergency Drills

Fire and tornado drills are required by state law. Instructions are posted in each room. Your cooperation is expected and appreciated. Students are to remain quiet and proceed as directed by the staff.

Extra-Curricular Activities

Much of the enjoyment you will receive from attending Benjamin Logan Middle School will be the result of your involvement in the extra-curricular activities. These activities are designed to allow a student to pursue individual likes, and you are urged to take advantage of them.

In order to be eligible to participate in extracurricular activities, a student must not miss more than 40 minutes during the school day or be excused by the principal. Exceptions will be made with the approval of the administration. To participate in any extra-curricular activity a student must pass 5 full credits classes the preceding grading period and have a minimum 1.5 GPA. If a student's GPA is 1.75 or below, additional study tables may be required to maintain eligibility.

Students are encouraged to be involved outside of their classrooms. Applications are accepted in September for membership in these clubs: Art Club, Builders Club, Newspaper and Yearbook. Elections are held for Student Council membership. Straight A Club begins acquiring members after the first grade card.

Fire Safety Equipment

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency

First Aid

Students are to report to the office if they are too sick or injured to attend class. Students cannot stay in a restroom. If a student is ill or injured and needs to go home, the student must go to the office so that school officials may contact the student's parent/guardian to secure permission for that student to leave school. No student may call home or leave the school grounds without the permission from someone in the office with proper authority. If the student wishes to go home, he/she must report to the office so school officials can contact the student's parent/guardian to secure permission for the student to leave school.

Grading System

HS ALG 1 and HS ENG 9 –				All other JH classes			
A	95-100	C	76-81	A	95-100	C	72-81
A -	93-94	C -	74-75	A -	93-94	C -	70-71
B +	91-92	D +	72-73	B +	91-92	D +	68-69
B	86-90	D	67-71	B	86-90	D	62-67
B -	84-85	D -	65-66	B -	84-85	D -	60-61
C +	82-83	F	0-64	C +	82-83	F	0-59

- Failure of two or more yearlong subjects (Reading, Language Arts, Social Studies, Science, and Math) may result in failure of that grade for the year.

- Academically at-risk students can be assigned to Study Tables with parent approval. These sessions are also available by student or parent requests when accommodations can be provided. Study tables immediately after school on Thursdays.

Honor Roll / Merit Roll

Honor Roll is defined as any student receiving all A's and B's on their nine weeks report card. Merit Roll is any student receiving a 4.0 GPA for their nine weeks report card.

Homework

When assigned, students are expected to finish homework on time. Students are allotted one day make up per one day absent, regardless of reason. For example, if you miss Monday, the assignment given on Monday must be handed in by Wednesday. Parents wishing to call the school office to get assignments for a sick child who will be absent more than one day, please call by 8:30 a.m. Students who have received approval from the administration for vacations, must request homework from each teacher prior to departure. Whether assignments are given prior to or after vacation, will be at the teacher's discretion.

Students who have been absent for two or more days may call the school at 599-2386 to obtain assignments. Parents or students are asked to call before 8:30 a.m. to make sure assignments are ready to be picked up by 3:00 p.m.

Incomplete Work

Students are responsible for completing all work assigned. Failure to hand in work may adversely affect a student's grade.

Interim Reports/Grade Cards

To update student progress, interim reports will be posted on Progress Book for each student midway through each grading period. If parents are concerned about this report, they are encouraged to call the school and talk with individual teachers. These reports can be printed off and sent home per guardian's request.

Lockers

Student lockers will be assigned from the office. These lockers are school property and will remain under school control. No one is to change lockers without permission. For security reasons, do not give out your combination. Lockers should be locked at all times. The school is not responsible for student property in the lockers. Do not glue any objects to the lockers. If you have problems with your locker, see an administrator or the custodian.

In summary, the lockers supplied by the Board of Education and used by the pupils are the property of the Board of Education. Therefore, lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

Lost and Found

All items will be placed in the lost and found or sent to the office. Please check with the office for an item before you report it missing.

Media Center

Any material taken out of the library must first be checked out at the circulation desk. Circulation time for books is two weeks. Books may be renewed as many times as necessary unless someone else has requested a particular book. Books should be renewed rather than left to become overdue.

Medications

State law requires that schools have instructions on file when it is necessary for students to receive any prescribed or non-prescribed (over the counter) medication at school. A prescribed medication form must be completed and signed by the physician and the parent or guardian. A parent must sign the non-prescribed medication form. These forms are available in the office. The medication must be received in the original container in which it was dispensed/purchased by the prescribing physician, licensed pharmacist or pharmacy. Medication must be given to the office staff on arrival at school.

Motorized Vehicles

Motorized vehicles driven by middle school students are not allowed on school property.

Personal Belongings

Students are responsible for all belongings brought to school. The school is not responsible for stolen personal belongings. Valuable items should not be brought to school. In the event it is necessary to bring valuables to school, take them to the office for safekeeping.

Scheduling Classes

At the beginning of the school year and at the semester break students will start a new set of Unified Arts classes. After two weeks, no schedule changes can be made upon request. Any change to a student's schedule must be approved by administration. If a student feels they need to change their schedule, they must meet with the teacher of the class they are requesting to change. They then would need to meet with the guidance counselor and building administration as a team to make this decision. If you are a student that is taking a HS course in the MS, your placement can be reevaluated at the end of the first nine weeks of the school year.

School Bus Safety

Controlled and reasonably quiet behavior is required. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone on the bus. Remember, riding the bus is a privilege which can be denied. Misbehavior on the bus may result in a suspension of bus privileges.

Responsibility of Parents and Pupils:

1. Parents are responsible for the safety and actions of students while going to and from pick-up points and while waiting for buses.
2. Parents are responsible for any damage done to a bus by their children. Assessments will be made to reimburse the school district for damages.
3. Students and parents must consider the school bus as an extension of the classroom. Therefore, students must conduct themselves in a manner consistent with established standards for classroom teachers.
4. Students should go directly from home to pick-up points and return directly home from drop-off points.

Regulations for Students:

1. Students shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops. Students should respect the rights of property owners in the area.
3. Students must cross the street ten feet in front of the bus, in full view of the driver, and at the driver's signal indicating it is safe to cross.
4. Behavior at school bus stops must not threaten life, limb or property of an individual.
5. Students must go to their assigned seat so the bus may safely resume motion.
6. Students must remain seated keeping aisles and exits clear.
7. Students must observe classroom conduct and obey the driver promptly and respectfully.
8. Students must not use profane language.
9. Students must refrain from eating and drinking on the bus except as required for medical reasons.
10. Students must not use tobacco on the bus.
11. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student while on the bus.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may not bring glass containers or balloons on the bus.
14. Students may carry on the bus only objects that can be held in their laps.
15. Students must exit or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Students must not put head or arms out of the bus windows.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped students.
18. Proper steps will be taken to collect, store and use medical information related to students known to have medical problems which may require driver attention.

Selling

Student selling items at school or on buses is prohibited with the exception of items for non-profit organizations. Trading of items is also forbidden at school. Baseball/trading cards, CDs, DVDs, game cartridges, etc. should be kept at home. These items may be confiscated as well.

Sign In/Sign Out Procedures

Students arriving late or leaving the building for any reason must go to the office and sign in or out. Students may only be excused during the day if they have a written excuse or phone call/contact from the parents.

Student Services

Students have available to them services other than academic or vocational education. Listed below are services you may find useful and beneficial:

Counselor	Any time a student may need assistance in matters of a personal or academic nature, the student needs only to make an appointment.
Psychologist	The Benjamin Logan Board of Education provides a psychologist who is available to any student.
Speech & Hearing Therapy	Any student in need of special therapy may use this option provided by the Benjamin Logan Board of Education.
Drug prevention	Education will be provided for all students during their time here at BLMS. Additional drug prevention educational materials are located in the guidance office.

Study Tables

It is an hour and a half, after school program held on Thursday from 3:00-4:30p.m. in which students will be supervised while studying in a stringent study hall environment.

Substitute Teachers

Students are to show any substitute teacher the same respect shown a regular staff member. This is a difficult task for the substitute, and your cooperation is expected.

Surveillance

For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

Textbooks

Textbooks are the property of the school, and are furnished for student use. Reasonable wear is expected through daily use. Unreasonable wear or damage will result in the student making appropriate payment for damages. Lost books must be replaced at the student's expense.

Transportation

Due to bus capacity, regular residence students of an assigned route will have priority; babysitting stops and open enrollment ridership will only be authorized on a space available basis. If a student has a change in pick up or delivery sites, a written note from a parent or guardian must be received five (5) days ahead by the Transportation Director. No transportation for a student to go to another student's home for social purposes will be permitted.

Vacation Policy

Parents are encouraged to plan vacations in conjunction with school vacations. Although students have the opportunity to make up work missed, it is never possible to regain the information and learning experience provided by daily classroom instruction. Students

are to inform the office of any vacation in writing at least one week prior to departure.

Visitors

A visitor must register at the office (be issued a pass) before visiting a student, teacher, the commons, or a classroom. Upon arriving, please sign in at the office, provide proper identification, and obtain a visitor pass. Those who do not register will be asked to leave. Those who refuse to register or continually reappear will be charged with trespassing. For liability purposes, students are not permitted to bring guests to class. Students are to show any visitor (Substitute Teacher, Guest Speaker, Community Members, etc.) the same respect shown to all staff member. We are proud of the Benjamin Logan Middle School and students should strive to reflect their pride through exemplary behavior.

Washington, D.C. Trip (8th Grade)

The Washington trip is considered a privilege. As a result, certain guidelines will be in effect for academics, attendance and discipline during the 8th grade year. There will be no refunds for students excluded from the trip for any of the reasons listed below. Students may not be allowed to attend the trip if any of the following occur.

1. Any out of school suspension.
2. Two or more assignments to In-School Assignment
3. Six or more Saturday School/After School Detentions or Community Services
4. Four or more Bus Conduct Reports.
5. Accumulating 15 (or the equivalent in hours) absences (Excluding death of a relative or medical excuses)
6. When grades are averaged (year to date), having a failing grade in two classes at the end of the 3rd 9-weeks.
7. Under the supervision of the Logan County or other juvenile court via probation, diversion, house arrest, or any other program.
8. Unpaid school fees and/or fines.

Work Permits

Applications for work permits are available in the office. The application consists of (1) Student Application form, (2) Pledge of Employer, (3) and Physician's Certificate. After all parts are completed, the application must be returned to the middle school office.

Benjamin Logan Middle School Handbook Agreement

Parents and students must sign this agreement as an acknowledgement of receipt of the Student Handbook. Sign and return this form to your homeroom teacher.

We, (parent and student) have received and read the Handbook and Student Code of Conduct. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Benjamin Logan Local School District.

Parent/Guardian Signature

Parent / Guardian Printed Name

Student Signature

Student Printed Name

Grade Student is in for 2018-2019 School Year

Date

