

LaBrae Middle School Handbook



2024-2025

Revised: June 2024

LABRAE MIDDLE SCHOOL
1001 NORTH LEAVITT RD.
LEAVITTSBURG, OHIO 44430
330-898-8599
<https://labrae.school>

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Introduction

We believe that staff can provide the best education for our children when the school and families work together for your child's education, we can make an unbeatable team. The purpose of this handbook is to provide parents and students of LaBrae Middle School a quick and easy reference to personnel, policies and programs concerning attendance here at the Middle School level. This handbook should be used when questions about the school day, certain dates, safety procedures, academic values, attendance, dress code, homework assignments and enrollment, or a myriad of other concerns arise. If there are questions concerning the contents of the handbook, call the school office and contact Mr. Rowe, LMS Principal, at **330-898-8599**. Students can contact any staff member for further discussion of any handbook item. Dates, events and other information listed in this booklet are subject to change. If a change occurs, parents may be notified through an All Call System, Final Forms, LaBrae Website, and/or notifications sent home with students.

Students and parents/guardians need to be aware that the administration of LaBrae Middle School reserves the right to use administrative discretion to adapt the policies and practices outlined in the handbook to meet the needs and objectives of LaBrae Middle School.

LaBrae Middle School Mission Statement

It is the belief of the faculty and staff at LaBrae Middle School that all students can learn. Therefore, the mission of the LaBrae Middle School is to create a total educational experience through the combined efforts of the faculty, staff, parents, and community providing a positive learning environment that develops academic skills, social responsibility, and cooperative experiences, empowering the students to succeed in the global setting and to become successful, contributing members of the twenty-first century.

Statement of Non-Discrimination and Compliance

The LaBrae Local School District has dedicated itself to providing equal admission opportunities, equal extra-curricular activity opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex, or handicap, in compliance with Title IX-Educational Amendments of 1972, Title VI-Civil Rights Act of 1964 & section 504 of Rehabilitation Act of 1973 (Policy 2260). The LaBrae Local School District follows the guidelines of the Family Educational Rights & Privacy Act (FERPA) regarding all student records (Policy 8330), maintains an education and work environment that is free from all forms of unlawful harassment (Policy 5517), and is committed to the district-wide use of Positive Behavior Intervention and Supports (PBIS) with students to limit the need for the use of restraint and/or seclusion (Policy 5630.01). These policies are available on the district website.

Success In School

Middle School faculty and staff are committed to each student's success and well-being. The family can support the school by:

- Sending the child to school every day except for illness or special emergencies
- Communicating with the teacher regularly especially when concerns, problems or questions arise
- Helping your child schedule a regular time to do homework in a quiet place
- Assisting your child with homework when needed without actually doing the work
- Emphasizing the importance of reading at home every day
- Attending school programs and special functions
- Praising your child and recognizing your child's accomplishments.

2024-25 LaBrae Middle School Staff

Superintendent	A.J. Calderone
Treasurer	Bradley Panak
Principal	Todd Rowe
Secretary	Debbie Borawiec
Counselor	Melissa Wilthew
Psychologist	TCESC Assignment
Speech	Carlye Markowitz
Nurse	Elizabeth Sutliff
Cafe Supervisor	Sally Deehr
Resource Officer	Dan Barb

6th Grade Teachers

James Bailey
Cory Hinzman
Chad Kiser
Jodi Pleacher

7th Grade Teachers

Brad Barnhart
John Pugh
Ryan Kistler
Gregory Schuster

8th Grade Teachers

Kelly Huscroft
Kyle Rowan
Veronica Sarich
Alicia Stilwell

Special Education

Jaime Yarger
Amy Masters
Melanie Wolke

Survey Courses

Brad Barnhart
Adrienne Candiotti
Emma Adgate
Katie Kistler
Joe Slifka
Alicia Stilwell
Joe Trimbur

Gifted ELA Teacher

Debbie Morgan

Band

Erin Ott
Miranda Gerchak

SECTION I: GENERAL INFORMATION

BELL SCHEDULE

Regular Day Schedule

Breakfast:	7:20 - 7:40
Hall Entry:	7:30
First Bell:	7:37
Tardy Bell:	7:40
1st Pd:	7:45 - 8:33
2nd Pd:	8:36 - 9:24
3rd Pd:	9:27 - 10:15
4th Pd:	10:18 - 11:06
5th Pd:	11:09 - 11:57
6th Pd:	12:00 - 12:30
7th Pd:	12:35 - 1:23
8th Pd:	1:26 - 2:17

Building Entry

When parents are entering the building, they should always report to the office first. The office will provide each visitor with a pass into the building. This is for everyone's safety.

School Counseling Department

The main purpose of guidance is to help the individual properly prepare for good citizenship. We have a full time guidance counselor available to our students throughout the school day. LMS staff, administration, and the guidance department may offer a range of intervention strategies for the following circumstances:

1. Students seeking help.
2. Students exhibiting inappropriate, unusual or atypical behavior.
3. Disciplinary action involving violations of this policy and the student code of conduct.

Nursing Services

Our nurse provides services to the entire LaBrae complex on a daily basis. Services include vision screening, guidance for parents concerning student health needs, monitoring the dispensing of medication to students in school, caring for minor injuries, etc. When a student is required to take medication during school hours, we must first receive a written prescription from the doctor accompanied by a written authorization from the parent. Please contact the office for any necessary forms. The nurse will need the original container with the doctor's instructions to ensure that the exact dosage will be administered. Students are not permitted to bring medication to school themselves or to transport medication to school on school buses. All of these measures are designed to protect students and adhere to the doctor's orders.

Admission Requirements

In order to be admitted, the child's parents/guardian must produce the immunization record, birth certificate, custody papers, if applicable, all legal or medical records, and proof of residency necessary to secure the well-being of the child.

Change of Address or Phone Number

Please always notify our office at **330-898-8599** when there is a change of address or phone. It is very important that we have a way to notify you in case your child becomes ill, or if an emergency arises.

Breakfast and Lunch Programs

During the first week of school, all children will be given an application for free or reduced lunch to take home to their parents. If you meet the criteria for a free or reduced lunch, your child will eat lunch free or pay a reduced rate. A hot lunch is available daily at school. If your child eats lunch at school, your help during the lunch program is needed. Please discuss proper behavior during lunch with your child. Students are to respectfully obey all adults supervising the lunch program. We also ask that no carbonated drinks be permitted with a students' lunch.

Lunch Prices

Full - \$2.85 Reduced - \$0.40

Breakfast Prices

Full - \$1.10 Reduced - \$0.30

At no time during the school day, including lunch, can a student leave the building without a note from home and office permission. Students eating lunch at school may not leave school grounds unless authorized by the principal. A parent, in the office, must sign back in, students returning to school from home.

Free and Reduced Price Lunches:

Students who qualify may receive free or reduced lunches. Forms required by the state of Ohio must be completed for EACH student and submitted to the cafeteria manager for approval. Online or Paper Application are available.

Workbook Fees

Workbook fees are waived if you receive a free lunch and you check the appropriate box on the lunch form that gives permission for the cafeteria to share the information with the office.

6, 7, & 8 Grade: Workbook cost \$40.00 and Technology Fee \$10.00

Accounts Due

All student fees (Cafeteria, workbooks/supplies, fundraiser, etc.) must be paid in full for a student to be eligible to attend field trips and extra-curricular activities. **Please note that unpaid student fees are cumulative across grades K-12 and must be paid in full before a student can participate in graduation or receive their final transcripts/diploma.**

Custody Rights

If one (1) parent/guardian has been awarded custody of the student by the courts, the parent/guardian of custody shall provide the school with a copy of the signed custody order and inform the school, in writing, of any limitations in the rights of the non-custodial parents. Absent such notice, the school will presume that the student may be released to the care of either parent.

Lost and Found

Each year many articles are lost and unclaimed by children. It is important that children learn to value and care for all property. The school is not responsible for lost articles or money. A "Lost and Found" box is kept in the office. Encourage your child to check in this box for lost articles. Also, students finding textbooks or other valuables at school should turn them into the office where they can be claimed.

Announcements

LMS announcements are usually made at 7:40 a.m. Students are expected to be attentive since the items mentioned are of importance to them and their parents. Monthly newsletters and additional short notices will also be periodically sent home and emails may be sent using Final Forms.

School Pictures

Pictures are taken in the fall so that they will be available before Winter Break.

Fire and Tornado Drills

LMS will conduct fire, tornado, & lockdown drills periodically throughout the school year. Staff will plan, discuss procedures, and reflect on the implementation of the drills to ensure the safety of all students.

Special Education Services

Classes are available to those students who qualify under state standards. The LaBrae Middle School houses three special education classes, a school Psychologist, and a Speech/Language Therapist.

Physical Education

Students need to wear comfortable, appropriate clothing and tennis shoes during physical education class. Participation is required unless the child is medically unable. A parental note is needed to be excused for a particular day. Extended non-participation requires a doctor's excuse.

Statement of Non-Discrimination

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Use of School Telephone

Personal messages to and from children must be limited to emergencies. Arrangements for lunch, transportation, appointments, etc., should be made before children leave for school. Students are not generally permitted to use the telephone.

Substitute Teachers

A substitute teacher is used when the regular teacher is not able to attend school. The most common reason for using substitute teachers occurs when the regular teacher is ill. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

Inclement Weather

In case of inclement weather, listen to radio station (FM 101), or watch the Youngstown television stations (Ch. 33, 27, 21), for delayed starts or closings. Students will receive a phone call from automated call system as well as our social media outlets will have updated information.

Field Trips

During the school year, educational field trips may be taken as part of instruction. The teacher will notify parents in writing of the details. A signed permission slip and an emergency medical information form are required before the child is permitted to go on any trip. Teachers will notify parents of costs, dates, times, etc.

Students may be prohibited from participating in a field trip if:

1. He/She is suspended during the nine-week period that the trip occurs
2. The student has outstanding fees owed to the school
3. His/Her ongoing misbehavior is considered to be a safety issue on the trip
4. The student has not completed assigned work

6th Grade Camping Program

The LaBrae 6th grade camping experience is a co-curricular outdoor educational program for students that are enrolled in the LaBrae School System. The LaBrae Camping program is available to sixth grade students. Camp week will be the week of May 19th, 2025. Many activities are conducted at camp and students consider these few days to be among the most enjoyable of the school year. Funds to pay for the camp experience are raised through fund-raisers throughout the year or covered by the individual student. Students are encouraged to participate in the various sales or a \$50.00 charge for camp will need to be covered by the child's parent/guardian.

SECTION II: MEDICAL INFORMATION

School Nurse

The nurse is assigned to the Middle School for emergencies and consultation on a part-time basis.

Medication and Drug Policy

Many students are able to attend school regularly only through effective use of medication in the treatment of chronic disabilities or illness that will not hinder the health and welfare of others. We strongly recommended that medication be administered in the home. Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. If this cannot be done, any pupil who is required by a physician's order to take medication during the regular school day must comply with the following policy:

Prescription drugs to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug, and time intervals to be taken.

Parents must bring the medication to school in a container appropriately labeled by the pharmacy or physician.

A release form and/or written permission from the parent/guardian of the student requesting that medication be given or taken during school hours must be presented.

Prescription and non-prescription medication, to be taken at school, will be stored in an enclosure, out of view, in the nurse's office.

Administration of all medication will take place in the school office by appointed school district personnel.

Emergency Form

An emergency form is kept on file in the school office with each student's home address and telephone number, as well as the telephone number of another responsible adult who can be reached in case of an emergency. This form also has a parental signed statement regarding the child's medical treatment should an emergency arise. It is the parents' responsibility to keep information current throughout the year. **This must be filled out online using Final Forms.**

Emergency Medical Treatment

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form for each child becoming ill (vomiting, fever, or symptoms of a communicable disease) or injured, we will get in touch with the parent or person indicated on the Emergency Form as soon as possible. Parents or the person designated by the parent, who is contacted because of a child's illness, are requested to pick up the child immediately. Please provide an emergency backup phone number.

Child Abuse

School personnel are required by law to report any evidence of child abuse or neglect to Trumbull County Children Services. The school will also cooperate 100% with law officials.

Allergies and Bee Stings

Parents are responsible for informing the school of child's allergies, especially allergy to bee stings. In the case of a bee sting allergy, the parent is responsible for providing the school with the necessary bee sting medication kits

and a doctor's statement describing how the medication is to be administered.

Immunization

The LaBrae School system requires that all children enrolled in school be immunized. State law mandates that a student may remain in school only fourteen days without proper immunization.

SECTION III: ATTENDANCE INFORMATION

Transfer/Withdrawal

Please notify the school office and classroom teacher as soon as possible in event of moving. Prior to moving, stop in the office to notify school personnel, return books, pay bills and sign record release forms.

Attendance Policy

A student who is frequently absent from school cannot excel in his or her work. Regular attendance is necessary for high academic achievement. Excused absences can be granted only for the following: Personal illness, serious illness in the family funerals, quarantine of the home, religious holidays, or medical and dental appointments.

Please report all absences by calling the school office (330-898-8599) between 7:30 and 9:30 a.m. the day of the absence. The phone recorder is also available between 3:00 p.m. and 7:30 a.m. The information needed is the name and relationship of the person calling, child's name, and reason for absence. If parents do not contact the office, we are required by law to report the absence to the attendance officer.

*** A written excuse is required when the student returns to school.**

All absences; excused, unexcused will be counted. The only exception would be students who are hospitalized, on suspension, or have a doctor's excuse with specific dates. Doctor's excuses must be presented to the attendance office no later than ten (10) days after the date of absence. Excessive absence will result in court action and/or removal of future open enrollment status.

Late arrival and Early Dismissal

Tardy bell rings at 7:40 a.m. Students arriving late will need to report to the office to sign in. Students arriving after 9:24 a.m. will be marked a.m. absent (½ day). Students leaving before 12:35 p.m. will be marked p.m. absent (½ day) and students leaving before 2:17 p.m. will be marked as a leaving early.

*** Please note that attendance is tracked hourly and all attendance, even partial attendance, is extremely important.**

Vacations

Please notify the office and your child's teacher if your child will miss consecutive days for any reason.

Responsibility for requesting, completing and submitting schoolwork lies entirely with the student and parent. All work should be turned in to the teacher, preferably before an extended absence, but no later than the day of return.

After School Departure

Students not riding the bus should be picked by 2:17 p.m. Parents should keep in mind that buses are loading at that time and that the driveway area may be congested. **Please do not park in the event lot or block the buses path to exit the school.** Using the front of the building, west side of the parking area may help you avoid possible delays.

Early Arrival

Students should not be sent in the school before 7:20 a.m. Proper supervision is not available until that time.

Notice of Excessive Absences: (Including excused absences)

The school attendance officer will notify parents, guardians, and custodians if the child is absent from school for any reason, even with legitimate excuse for:

- 38 or more hours (6 or more school days) in one school month, or
- 65 or more hours in one school year (10 or more school days).

* The purpose of this notice is to reinforce the value of attendance and communication with teachers for makeup work.

Habitual Truancy: (May include filing with the juvenile courts)

*** When there is no communication received from the parent**

Under **HB 410 [ORC 2151.011(18)]** the definition of “habitual truancy” moves from defining truancy in terms of days missed to hours:

- 30 or more consecutive school hours (5 or more school days)
- 42 or more hours in one school month (7 or more school days)
- 72 or more hours in one school year (12 or more school days)

Once a student has exceeded the threshold above, the student will be declared habitually truant. An “Attendance Intervention Team” (AIT), which may include a school administrator, school counselor, teacher, student, and parent will be created to develop individual interventions (Attendance Intervention Plan) with students to address the underlying reasons for absences, such as substance abuse, family needs, personal conflict, lack of resources, transportation, or other issues that may not require court intervention. Membership of each team may vary based upon the individual needs of the student and may also include other district officials or outside resources.

The school attendance officer will file a complaint with the juvenile court alleging that the child is unruly, provided that all of the following apply:

1. The student was absent without legitimate excuse from school for 30 or more consecutive hours (5 or more school days), 42 or more hours in one school month, or 72 or more hours in one school year;
2. The school has made meaningful attempts to reengage the student through the attendance intervention plan and any offered alternatives to adjudication; and
3. The student has refused to participate or failed to make satisfactory progress on the attendance intervention plan or any alternative to adjudication.

Consequences for failure to send a child to school

HB 410 specifically prohibits any person, including a child’s parent, guardian, or custodian, from acting in a way that contributes to an adjudication of the child as a delinquent child for violating court order adjudicating the child an unruly child for being habitual truant. Violation of that prohibition is a first degree misdemeanor.

Unexcused Tardiness to School: (Per 9 Weeks)

- | | |
|-------------------|---|
| 1st & 2nd offense | Documentation in office |
| 3rd offense | Conference with the student. Contact the parent |

4th & 5th offense	Detention
6th offense	Saturday school assignment

Subsequent tardies may result in additional Saturday school assignment, in school suspension or out of school suspension per principal's discretion.

Unexcused Tardiness to Class: (Per 9 Weeks)

1st offense	Warning by teacher
2nd offense & any additional	Admit to class, detention issued by teacher; record in office through detention slip
5th offense	Conference with Principal. Detention and communication with parent. Any subsequent tardy will result in a Saturday Detention or a Suspension.

SECTION IV: DISCIPLINE INFORMATION

DETENTION PROGRAMS:

After School Detention:

Detention will start promptly at 2:20p.m. and end at 3:05p.m. If a student is late, an additional day of detention will be added. If a student skips detention, an additional day of detention will be added. Skipping a second day of detention in the same grading period will result in a Saturday Detention or suspension. Students will be on time, there will be no talking, sleeping, or distractions. Students will be permitted to complete school-related books and assignments only. A total of three days of detention in the same grading period may result in a conference with the guidance counselor. Four days detention in the same grading period will result in the notification of the parents and conference with the administration. Five days of detention in the same grading period and each succeeding accumulation of three (3) days of detention will result in a day of Saturday Detention or suspension at the discretion of administration.

Saturday Detention:

Saturday detention is an alternative to out of school suspension. Students continue to attend classes while being held accountable for their actions when violating school conduct regulations. Classes for Saturday detention will be at LaBrae High School on designated Saturdays. Class time shall be from 8:00am. until 11:30am. Transportation to and from Saturday detention is the responsibility of the parent/guardian. Assigned students must attend the entire three and one-half (3 ½) hour session to receive credit for attendance. Students shall arrive on time with sufficient educational materials including paper, writing utensil and related text for classroom work to maintain a busy work environment for the entire time period. Arriving late, leaving early or failing to attend will result in disciplinary action. While in Saturday detention students are not permitted to talk, drink beverages, eat, read magazines, have any electronic devices, have visitors, sleep, and break any other rules explained in the student handbook. All student conduct rules adopted by the LaBrae BOE shall be in effect and enforced.

Any violation of the aforementioned rules will be subject to disciplinary action by the administration

Students will be excused from Saturday detention for the following reasons:

Medical or dental excuse (note from the doctor's office must be brought to the attendance office the following day with the date and time of visit), death in the immediate family, and subpoena to court. If the absence is due to reasons other than cited above, the student's parent/guardian must accompany the student to school for a conference with the principal during the first school day following the absence. Failure to follow the above request

may cause the student to be assigned two (2) additional Saturday detentions. Any students missing two or more Saturday detentions per semester will be subject to out of school suspension.

In School Suspension

In school suspension is an alternate to “out of school suspension.” At the discretion of the school administration, certain offenses will be issued an in-school suspension (ISS) as part of the discipline process. Students assigned to ISS continue to attend school while being held accountable for their actions when violating school conduct regulations. Assigned students must attend for the entire length of the school day to receive credit for attendance. They may not talk, sleep, or disrupt the ISS period. Students will be expected to follow the school conduct regulations for the assignment to remain eligible for extra-curricular activities that day.

Assigned students will be receiving academic support from a support teacher supervising the program. Classroom teachers will provide daily assignments to students in the program. All necessary resources will be provided to the students to complete class assignments; however, students shall arrive with sufficient educational materials including paper, writing utensil and related text for classroom work to maintain a busy work environment for the entire school day.

Emergency Removal

Emergency removal may be used when a student’s presence poses a continuing danger to persons, property, him/her, or an ongoing threat of disrupting the academic environment. Students may be removed by the administration from school or after school activities.

Out-of-school Suspension

Before a student may be suspended, expelled or permanently excluded from school, there are specific procedures that must be followed.

1. Confronted by the building principal or assistant principal and notified that the student will be suspended from school: the reason(s) and opportunity for the pupil to comment on the reason(s) given.
2. Letter is sent within 24 hours to the parent or guardian, explaining the number of days and reason(s) for the suspension.
3. Parent or guardian is given the opportunity to schedule a conference with the building principal or assistant principal relating to the suspension for the purpose of returning the student to the classroom.
4. Parent or guardian can request a hearing regarding the suspension before an executive meeting of the LaBrae Board of Education.
5. The Board of Education, after an investigation has been made concerning the suspension of the student, will render a decision of returning the student to the classroom or sustaining the suspension as handed down by the administration.

In general, students have the same number of days that they were suspended to complete missing assignments. However, students must receive a 25% deduction on every assignment during the suspension.

Parents have the right to appeal a suspension to the Superintendent. The appeal must be made in writing to the Superintendent's office within ten (10) days of the date of the Notice of Suspension.

Expulsion

When a student is being considered for expulsion, the student and parent will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents, legal counsel and/or person of his/her choice. Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing to the Board of Education. The appeal will also be formal in nature with sworn testimony before officials designated by the Board of Education. Again, the right

to representation is available. If the expulsion is upheld, the next step is the appeal process to the Court of Common Pleas. All opportunity to earn grades or credit ends when a student is expelled.

Interrogation of Students

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property. Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

STUDENT CODE OF CONDUCT

The following shall be sufficient grounds for the administration and/or the LaBrae Local Board of Education to initiate disciplinary action against any student or students found to be in violation of any item or terms in this policy. Disciplinary action will be taken on an individual basis by the administration in accordance with Sections 3313.66 and 3319.41 of the Ohio Revised Code. The disciplinary action may result in suspension, expulsion or referral to juvenile authorities. Violations shall include, but are not limited to: ACA – AUTOMATIC CORRECTIVE ACTION

1. Destruction of Property

1A Damage or destruction of school property, property of school employees, property of other students, and/or visitors or volunteers, on or off school premises

ACA: Restitution will be made for damaged property

1st OFF: Saturday detention or OSS 1-3 days (damages in excess of \$100) w/referral to SRO

2nd OFF: 3-5 Day OSS w/referral to SRO

3rd OFF: 5-10 Day OSS/recommendation for expulsion/referral to SRO

1B Damage or destruction of private property on school premises or in areas controlled by the school

2. Bullying/Harassment

Harassment, bullying, and intimidation means: any intentional writing, verbal, electronic, or physical act that a student or group of students exhibits towards a student, school staff, of visitor/volunteer more than once and the behavior persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

“Electronic act” means an act committed through the use of cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Any student who believes, or has reason to believe, he/she or another individual has been harassed must file a report in the Principal’s office. After receiving the report, the investigator will verify the complaint.

Bullying may include, but is not limited to:

2.1 Spreading rumors

2.2 Writing slanderous comments

2.3 Intimidating or threatening others

2.4 Taking or damaging other students’ possessions

2.5 Sending offensive messages via technology

2.6 Repeated taunting, ridiculing, and name calling

2.7 Hazing

2.8 Persuading peers to intentionally exclude or reject other students

3. **Insubordination**

3.1 Failure to follow request of those employees of the school district who shall have responsibility of instruction, supervision, or administration of any school sponsored course, program event or activity. Further, this includes those people who provide services that shall affect the health, safety, or welfare of the school population, i.e. bus drivers, custodians, secretaries, clerk-typists, aides—when in performance of their duties.

3.2 Academic insubordination: Student does not respond to the directions of a classroom teacher, aid, substitute, etc., does not complete/attempt assigned work in class, and does not accept help when given are all considered unacceptable classroom behaviors.

4. **Failure to complete assignments (per 9 weeks)**

3rd missing assignment Student/teacher conference

4th missing assignment Detention (teacher)

5th missing assignment Detention (teacher) Parent/guardian phone call (teacher)

5. **Disrespect**

Verbal disrespect, defiance, obscene gestures, or threatening a teacher or district employee.

6. **Falsifying of information**

6.1 Forgery of school related documents

6.2 Students making false statements/accusations of discrimination and harassment may be subject to discipline. ACA: Saturday detention and parent/guardian contact

6.3 Cheating or plagiarizing

Cheating/plagiarism/appearance of cheating is defined by taking, giving, or using ideas, writings or information from another source and offering them as your own. Cheating and plagiarism involve any of the following actions:

6.31 Using another person's work as your own

6.32 Copying assignments that will be turned in as you own

6.33 Exchanging assignments electronically or by print out

6.34 Writing formulas, codes, key words, etc., on your person or objects

6.35 Using unauthorized reference sheets

6.36 Exchanging answers with others

6.37 Taking someone else's assignment and turning it in as your own

6.38 Submitting material without giving credit to source

ACA: Saturday detention, zero on the assignment, parent/guardian contact

7. **Theft, removal without permission, or possession of public or private property.**

1st OFF: Saturday detention or OSS and referral to SRO

2nd OFF: 3-5 day OSS and referral to SRO

3rd OFF: 5-10 OSS and/or recommendation for expulsion and referral to SRO

8. **Inciting**

Inciting or participating in any unauthorized assembly or activity, which by design or result disrupts the normal operation or atmosphere of the school and its program.

ACA: Disruption of school due to school threat, etc.

1st OFF: Expulsion, contact law enforcement

9. **Possession, sale, or distribution of weapons or object, which may be considered an instrument of violence.**

No student should knowingly possess, handle, or transmit dangerous weapons, objects that resemble

weapons, ammunition, counterfeit weapons, etc.

ACA: Use or possession of weapons

1st OFF: Expulsion

10. **Failure to Show Reasonable Care**

Failure to show reasonable care in the use of textbooks, equipment, supplies, and facilities provided by the public through the LaBrae Local Board of Education.

11. **Public display of affection**

12. **Possession, use, distribution, under the influence, or sale of alcoholic beverage and/or prescribed/unprescribed drugs, or counterfeit substances or any paraphernalia used in conjunction with the aforementioned items while on school property.**

ACA: Selling, sharing, distribution of drugs and/or alcohol

1st OFF: SRO

ACA: Possession or use of drugs/alcohol

1st OFF: 10 Day OSS/treatment, contact SRO and social worker

2nd OFF: Expulsion, contact SRO and social worker

13. **Possession, use, distribution, or sale of tobacco, e-cigarettes, vapes, and related products or any paraphernalia used in conjunction with the aforementioned items while on school property.**

ACA: Selling, sharing, distribution

1st OFF: Expulsion, contact SRO

ACA: Possession or Use

1st OFF: 1 Saturday School, referral to social worker

2nd OFF: 1 Day OSS, referral to social worker

3rd OFF: 3 Day OSS, referral to social worker

4th OFF: 5 Day OSS, referral to social worker

14. **Unauthorized use of electronic device**

Students may be allowed to possess electronic devices while on school property as long as these devices are turned off during restricted times and locations. It is the policy of LMS that cell phone usage or the usage of any camera or other recording device is prohibited in all rest rooms and locker rooms on LMS premises. In addition, students are not permitted to record/store/send/transmit the spoken word or visual image of any person, including other students or staff members, or educational materials. Contents of cell phone may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the student code of content. Sexually explicit content in phones or sexting could result in criminal charges. The district assumes no liability if these devices are broken, lost, or stolen.

ACA

Students speaking on a phone in locker room/rest room – Saturday detention

Students recording/taking pictures in locker room/rest room – 1 day OSS

Students recording/taking pictures of staff member – 1 day OSS

15. **Fighting/aggressive behavior**

Fighting or deliberately provoking others while on the property regulated by the LaBrae Local Board of Education.

ACA: Fighting with students

1st OFF: 3-5 Day OSS

2nd OFF: 5-10 Day OSS

3rd OFF: 10 Day OSS/recommendation for expulsion

ACA: Fighting with school staff

1st OFF: 10 Day OSS/recommendation for expulsion

16. **Language and/or action profane, abusive or suggestive nature, including public display of affection, oral or written obscene language, which shall have been directed to or used in reference to any person while on school property or while attending or participating in any activity, event, or function sponsored by LMS.**

ACA: Violation of 16.0 to staff

1st OFF: 3-5 Day OSS

2nd OFF: 5-10 Day OSS

3rd OFF: 10 Day OSS/recommendation for expulsion

17. **Threatening or Assaulting**

Threatening or assaulting any other student, teacher, employee, or any other person while on the property regulated by the LaBrae Local Board of Education. Further, this shall include such threat(s) or assault(s), which occur while attending or participating in any event, regardless of location, in which a LaBrae team, squad, group, or individual is participating as a representative of the LaBrae Local Schools.

18. **Truancy**

18.1 Unauthorized absence from school. Under HB 410 [ORC 2151.011(18)] the definition of “habitual truancy” moves from defining truancy in terms of days missed to hours missed, meaning a student is considered to be habitually truant if they have missed 30 or more consecutive school hours (5 or more school days), 42 or more hours in one school month (7 or more school days), 72 or more hours in one school year (12 or more school days)

18.2 Unauthorized departure from the school building during school hours.

1st OFF: 1 Saturday detention/5 day loss of driving privileges

2nd OFF: 3 Saturday detentions/10 day loss of driving privileges

3rd OFF: 3-5 Day OSS/loss of driving privileges for the year

4th OFF: 5-10 Day OSS 5th OFF: 10 Day OSS/recommendation for expulsion

18.3 Unexcused absence from class.

19. **Acceptable Use Policy**

Computer Network and Internet Acceptable use Policy and Agreement. Students shall not violate any provisions of the agreement.

20. **Student Dress Code**

The purpose for implementing this student dress code for all students in grades 9-12 is to strengthen the learning environment for classroom instruction and academic performance, prevent disruption to the educational process, prevent distraction to students and staff, facilitate learning, increase the atmosphere for school pride and personal appearance, and enhance the image of students and the school in the LaBrae community.

20.1 Hair color, including highlights, must be within the spectrum of color that hair grows naturally, such as shades of blonde, black, auburn/red, and brunette. Mohawks, long spikes, and other extreme hairstyles, which are disruptive/distracting to the educational process or pose a safety hazard are not permitted. Hair must not be worn in a way, which obstructs the natural vision of students or staff members.

20.2 Facial hair must be neatly trimmed, presentable and not draw undue attention or contribute to classroom disruption.

20.3 Clothing that is too tight, too revealing or having a suggestive nature is not to be worn. All clothing should be neat and clean. No cut-offs are permitted. Leggings, tights, yoga pants, etc. must be worn with a

top, skirt, or dress that is fingertip length.

20.4 Skirts/shorts must be fingertip length when arms are relaxed at the side.

20.5 Pants guidelines: Pants that are distressed or have holes can only have holes below the fingertips when arms are relaxed at this side. Pants must be worn at the natural waist and are not to be saggy or baggy displaying skin or undergarments. Chains, pajamas/sleepwear, or visible undergarments are not permitted.

20.6 Top guidelines: Tank tops, halter-tops, strapless tops, tops with spaghetti straps, muscle shirts, or tops considered to be revealing are not permitted. Also, tops must be long enough to be tucked in and stay in while in any position.

20.7 In addition, any article of clothing, accessory, or tattoo that promotes gangs, subversive groups, drugs, alcohol, tobacco, sex, violence, criminal activity, or is offensive or degrading, is not permitted.

20.8 Visible body piercings other than ears are not to be worn at school or school activities. No gauging of any kind will be permitted. Exception: small single stud or hoop in the nose.

20.9 Hats, hoods, headbands, or headgear are not to be worn in the building by students.

20.10 "Winter" type coats intended for outdoor use are not permitted in the classroom.

20.11 Wallet chains, spiked wristbands and spiked necklaces are not permitted to be worn or brought into the school building.

20.12 Book bags/backpacks are permitted in the building but must be checked in lockers prior to the tardy bell and remain there until the dismissal bell (except to and from gym class).

20.13 Purses may be carried to class; however, all purses are to be on the back of the student's chair or on the floor, but not a tripping hazard. Purses are not permitted on student's desks.

DRESS CODE VIOLATIONS (BY SEMESTER)

1st Offense: (Warning and Correction) The student shall be given an opportunity to correct the infraction in school by calling home for appropriate clothing.

2nd Offense: (Correction and Conference) The student will have a conference with the Principal.

3rd Offense: (Correction and Detention) The student will be assigned detention. The student must correct the infraction to remain in school.

Fourth Offense and beyond: The student may be assigned In-School Suspension (ISS) or Out-of-School Suspension (OSS). The student must correct the infraction to remain in school.

Administrative Discretion: The school administration has the ultimate authority in all student conduct code violations and reserves the right for discretionary deviation from the aforementioned policies.

Restroom Rules

Always use proper manners in the restrooms. Always flush the toilets and/or urinals.

Help keep the floor, mirrors, and walls neat and clean.

Throw paper towels in the wastebaskets, not in the toilets, sink, urinals, or on the floor. Never stand on the toilet seats or hang on support bars.

Books

Books, workbooks, equipment and instructional materials are provided by the school district. The student must cover loss or abuse of these materials. The cost to replace lost or damaged materials must be paid before the end of the school year, or the student's report card and records will be withheld.

Appropriate Use of Personal Communication Device (PCD)

Possession of a cellular telephone or other personal communication device (PCD) such as smart watches, ipods, personal tablets, etc. by a student is a privilege, which may be forfeited by the student if the student turns it on, uses it or allows it to be visible during the school day without permission. PCDs may be used during the school day at the

discretion of the individual classroom teacher for educational purposes only. Earbuds/headphones are only permitted in areas of the building designated by administration.

The use of PCDs must not create a distraction or a disruption at school or school related activities. The following guidelines summarize appropriate use of cell phones at LHS:

1. Use of cell phones for any voice communication is not permitted during school hours.
2. Cell phones must be muted during school hours.
3. Teachers have the right to collect cell phones in their class. Cell phones will be collected, stowed, and returned at the end of the class.
4. LHS assumes no responsibility for the theft, loss, or damage of a cell phone. Students bring these devices to LHS at their own risk.
5. Cell phones may possess advanced functions including internet access, email, eReader, and video/audio playback functions. These functions may be used during the appropriate time and in the appropriate area. Earbuds are required for video/audio functions. The use of earbuds must be at a volume that does not disrupt others.
6. Students are not to use/wear earbuds/headphones in the hallways between classes nor at dismissal time – this can be a distraction to the student and cause potential safety hazards.
7. Cell phone use by area:
 - A. Classroom: Teacher Discretion
 - B. Hallways: YES – Must be muted and stowed by 7:40.
 - C. Study Halls: NO
 - D. Breakfast: YES – Must be muted and stowed by 7:40.
 - E. Lunch: YES – Must be muted and stowed before leaving.
 - F. Library: NO
 - G. Restroom: NO
 - H. Locker Room: NO
 - I. Assemblies: NO
8. Restrictions and Expectations:
 - A. The video/audio recording or photography of students or staff members is prohibited.
 - B. Accessing, sharing, disseminating inappropriate content, including pornography, material with abusive language, drug/alcohol/weapon related content, or any other information that can be deemed harmful or shocking to students/staff.
 - C. Any and all harassment/bullying and intimidation behaviors per the LaBrae Local Schools policy on “electronic” acts.

Cell Phone Violations (By Semester)

- 1st Offense: (Warning and Confiscation) The student will be issued a warning and the cell phone will be confiscated. Confiscated phones can be picked up after class.
- 2nd Offense: (Confiscation and Detention) The student will be assigned detention and the cell phone will be confiscated. Confiscated phones can be picked up after class.
- 3rd Offense: (Confiscation and Saturday Detention) The student will be assigned Saturday detention and the cell phone will be confiscated. Confiscated phones can be picked up after school.
- 4th Offense and beyond (Confiscation and Out-of-School Suspension): The student will be assigned Out-of-School Suspension (OSS) and the cell phone will be confiscated. Confiscated phones can be picked up after school.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCDs.

Bus Regulations

The safety and well-being of all students are of major importance while being transported to and from school. Students are governed by the LHS Student Code of Conduct on the school busses and bus stops. Bus transportation is a privilege and chronic behavior will result in loss of privileges. Students must be waiting at the bus stop 2-3 minutes before bus arrival.

Suspension of Bus Transportation Services

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student’s bus riding/transportation privileges are suspended, the student and parent will be notified of the reason and the length of the suspension.

Temporary Request for Alternative Bus Route

Students are required to ride their assigned bus and must get permission in the office to ride a different bus. If a parent allows a student to ride home with a friend, each students’ parent will need to send in a signed note to the LMS office with the requested date and both students name on it. The office will issue the students a permission slip to hand to the afternoon bus driver.

Permanent Request for Alternative Bus Route

In an effort to improve safety for our students at the beginning of each school year, all children will be bused to and from their **home address**. If circumstances change and you need alternative busing, a request for alternative busing form can be picked up in the LMS Office.

LaBrae Anti-Harassment Statement

According to the LaBrae Board of Education Policy Anti-Harassment at any level is not to be tolerated. Staff members are directed to address all situations, which come to their attention. A comfortable and non-threatening environment should encompass the entire school experience...whether in the classrooms, halls, buses, playground, field trips, or any other setting. Staff who witness, overhear, or become informed about harassment should report all incidents to his/her immediate supervisor. All reports must then be forwarded to LaBrae’s Sexual Harassment Grievance Officers.

SECTION V: ACADEMIC INFORMATION

Grading Scale

A	93-100	Excellent
B	83-92	Very Good
C	73-82	Average
D	63-72	Needs Improvement
F	0-62	Unsatisfactory Effort

Report cards are sent home with students each of the four (4) nine (9) week grading periods. Parents are requested to closely examine the report card and discuss it with students. Report cards are meant to help students and parents know how students are doing, where their child's strengths are and where they need to improve. Students and parents should see the teacher for help, or if they have any questions.

Interim Reports

Interim Reports are sent home halfway through each marking period and give information concerning difficulties and/or excellent student work.

Class Work

Well-planned weekly lesson plans, approved by the principal, are guides for daily instruction. Teachers are required to follow the content standards for each subject area in determining objectives for lesson plans. Students have the responsibility to follow instructions, participate in the activities, and to do the assigned work.

Contacting Teachers

Teachers email addresses are listed on the LaBrae Website for parent reference. Parents may also call the school to make arrangements to talk with or schedule to see a teacher during a planning time. Teachers are willing to discuss student/parent concerns, but will not be available without an appointment due to classroom responsibilities.

Student Awards

A positive reinforcement program is offered at the Middle School. We sponsor a variety of activities during the school year for the enjoyment of students who have followed the school rules. In addition, students will be recognized each grading period with the following awards available to students:

Perfect Attendance (Present and on time every day)

Honor Roll w/High Honors (Grades 6-8; 3.5-or better GPA)

Honor Roll (Grades 6-8; 3.0-3.49 GPA)

Student of the Month (2 Per Grade Level)

Honor Roll Requirements

A student must have at least a 3.00 average for the nine weeks to be eligible for the honor roll. The quality points for each grade are as follows:

A = 4.00 B = 3.00 C = 2.00 D = 1.00

The following subjects will be used for honor roll calculations: Reading, English, Math, Science, and History. Any grade of D or F in any subject automatically makes a student ineligible for the honor roll.

Homework Policy

Homework is a necessary part of the learning process. Our teachers are adjusting the assignments to meet the ability of their students and are confident the students understand the work assigned. Responsibility is a learned behavior that we must teach to students together.

Late Work Policy

Student assignments that are late are subject to a 10% deduction per day up to 5 days. After 5 days, it is the discretion of the teacher if they will accept the work. This does not apply to the last week of a grading period.

Assignments assigned during the final week of a grading period are due on that last day. .

Should a student be absent, they will have one (1) day for each day they are absent to turn in their assignment.

If an assignment is given before the student is absent, then it is to be turned in on the day the student returns to school. Students are responsible for asking their teachers for make-up assignments.

Homework Request

Please call the office to request homework for an absent child. A request for homework in the morning typically will allow the secretary time to gather assignments from each teacher within the same day.

Testing

Testing dates for the spring of 2025 are as follows:

ELA Testing window - March 24th - April 25th

Math/Science window - March 31st - May 9th

Promotion and Retention of Students

The promotion of each student is determined individually based on factors such as: grade performance, attendance, age, discipline record and available standardized test scores.

A student having failing grades may be assigned to the next higher at the principal's discretion.

The parent/guardian and/or child shall be notified of the placement decision.

Artificial Intelligence

Artificial intelligence, or "AI," is the ability for a computer to think and learn. With AI, computers can perform tasks that are typically done by people, including processing language, problem solving, and learning. Artificial intelligence is a tool, much like other types of new technologies.

Incorporating Artificial Intelligence into the classroom presents a unique opportunity for teachers and students alike. AI has the potential to provide students with personalized and engaging learning experiences, as well as help them develop important 21st-century skills such as critical thinking and problem solving. However, this integration of technology into the classroom also presents a range of challenges, such as data privacy and ethics, the need for ongoing training and support, and the potential for unequal access to technology and digital skills.

Intellectual honesty is vital to an academic community for a fair evaluation of student work. All work submitted to the instructor must be the student's original work, completed in accordance with school academic regulations. The use of AI tools should only be used to help brainstorm assignments or projects and/or to revise existing work the students have written. It is the student responsibility to make all submitted work original work, maintaining academic integrity, and avoiding any type of plagiarism. As a reference, the accuracy or quality of AI generated content may not meet the standards of required work, even if the incorporated content has been partially and after substantial paraphrased, modified or edited. AI generated content often does not provide appropriate or clear attribution to the author(s) of the original sources. AI resources must be cited or noted like any other reference material. The instructor reserves the right to use various plagiarism checking tools in evaluating student work, including those screening for AI-generated content, and impose consequences accordingly.

Remote Learning:

The 2019-20 school year was significantly impacted by the Covid-19 virus. As a result of the pandemic schools across the nation were closed and educators/students were forced into a remote learning situation. The change to remote learning happened overnight. This sudden change required all districts to determine the best way to move students forward in their education. There were many obstacles to overcome with remote learning including accessibility to technology, skill levels with technology for staff and students, and the availability of teaching resources and platform that engage students. This continues to be a learning curve for staff, students, and parents

Remote Guidelines:

Remote learning is simply a continuation of the learning process that occurs in the physical classroom. The

process while similar needs to be adapted at home. There are expectations/requirement of students in the classroom and likewise their expectations are at home also. .Parents can support their children at home by preparing students for remote learning. This can be done by familiarizing student with Google Meet/Chat to conduct regular classroom meetings, discussion, and/or presentations. Parent can also support their students by helping them structure their school day. Students need a daily routine preferably during regular school hours to study, complete, and submit online or in packet form. Remote packet learning is not optional and while it can be challenging at times it may also be mandatory as determined by our Governor. Parents/students need to pay attention to due dates as assigned by the teacher, watch for communications from the teacher. I also encourage all parents to become a part of the communicating chain. If you're unclear about an assignment, due date, project, or any other concern, ask. The only questions not answered is the question never asked. Staff will maintain defined office hours, which will be communicated to students. If there are technology concerns/unavailability, paper packets will be provided.

Google Classroom Routines for Students

- Check all assignments on a daily basis.
- Check your school email for any directions from your teacher.
- Communicate with your teacher.
- Attend and participate in Google Meet/Chats when scheduled and/or other available resource provided by your teacher.
- Find a quiet spot at home to work from.
- Set a designated time frame where you can work uninterrupted.
- Stick to your routine.
- Ask questions always if you're uncertain.
- Stay connected with your teachers.
- Stay current with your assignments/readings, your teachers, don't fall behind.