

LaBrae Middle School

**STUDENT  
HANDBOOK**



**2022-23**

Revised June 2022

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

Dear Parents/Guardians,

I am happy to welcome you and your family to LaBrae Middle School. Our experienced staff is dedicated to providing every child with the best educational opportunity possible.

We realize the importance of developing, in each child, an attitude of self-respect and self-worth. We try to provide a variety of opportunities for pupils to form meaningful and responsible relationships.

In closing, we continue to solicit your support as volunteers and participants in the on-going educational process of each child. We hope to work hand-in-hand to reach our goals and expectations. If you have any questions or concerns, please feel free to call us at 898-8599. We recognize that we must work as a team in order to educate our children. An exciting and productive year awaits us all.

Martin Kelly  
Principal

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## **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.

## **Introduction**

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 procedure, academic values, attendance, dress code, homework assignments and enrollment, or a myriad of other concerns arise.

If there are questions concerning the handbook and its contents, call the school office and contact Mr. Kelly, Principal, at **898-8599**. Students can get explanations of sections they don't understand from any staff member. Dates, events and other information listed in this booklet are subject to change. If a change occurs, parents will be notified through monthly newsletters posted on the LaBrae Local Schools website.

**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 2022-23 Staff**

A.J. Calderone-Superintendent  
Bradley Panak-Treasurer  
Martin Kelly-Principal  
Debbie Borawiec-Secretary  
Melissa Wilthew-Counselor  
Fred Neff-Psychologist  
Carlye Markowitz-Speech  
Sharron Harper-Nurse  
Sally Deehr-Cafe Supervisor  
Dan Barbe-SRO

### **6th Grade**

James Bailey  
Cory Hinzman  
Chad Kiser  
Jody Pleacher

### **7th Grade**

Bradlet Barnhart  
John Pugh  
Ryan Kistler  
Gregory Schuster

### **8th Grade**

Kelly Huscroft  
Kyle Rowan  
Veronica Sarich  
Alicia Stilwell

### **Special Education**

Jaime Yarger  
Amy Masters  
Melanie Wolke

### **Survey Courses**

Bradlet Barnhart  
Adrianna Candiotti  
Dan Chiaberta  
Jody Pleacher  
Kyle Rowan  
Joe Slifka  
Alicia Stilwell  
Joe Trimbur

### **Band**

Erin Ott  
Stephanie Pavlovich

**Time Schedule School Day**

|              |   |
|--------------|---|
| <b>7:20</b>  | <b>Doors Open</b>                       |
| <b>7:45</b>  | <b>Tardy Bell/1<sup>st</sup> Period</b> |
| <b>11:58</b> | <b>Lunch</b>                            |
| <b>2:26</b>  | <b>Dismissal</b>                        |

**Counseling Program**

We are fortunate to have experienced counselors to work with students and parents on both school and personal problems, which may have a negative impact upon their learning. Please feel free to contact them at school.

**Nursing Services**

Our nurse provides part-time services weekly. 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 the necessary form, which needs to be completed prior to administering medication in its original container, and 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 parental wishes.

**Policies & Procedures**

When entering the building always report to the office “first” when entering our building. The office will provide each visitor with a pass into the building. This is for our students’ and staffs’ safety.

**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.

**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.

**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.**

### **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 (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 student who is absent from school/class more than nine (9) days in one semester, or more than eighteen (18) days in one year would be subject to loss of credit. 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. **A WRITTEN EXCUSE IS REQUIRED WHEN THE STUDENT RETURNS TO SCHOOL.**

### **Tardiness and Leave Early**

Tardy bell rings at 7:45 a.m. Students arriving after that need to report to the office with an adult. Students arriving after 9:28 a.m. will be marked ½ day absence. Students leaving before 1:00 p.m. will be marked ½ day absence and students leaving before 2:26 p.m. will be marked as a leave early.

If a student arrives after 9:28 a.m. and before 1:00 p.m. without an excuse, the student will be considered a.m. absent, which will effect periods 1-4 and will have a reduction of 2% from the final grade of those periods for the nine weeks. Students who accumulate 3 tardies will be assigned a detention.

### **Vacations**

If you plan a vacation during the school year, you must obtain PRIOR permission from the principal before the child may be excused. Your child will be excused only if no adverse effects on the child's learning are expected. 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 the vacation, but no later than the day of return.

### **After School Departure**

Students not riding the bus should be picked by 2:30 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 on the sidewalk or block the buses.** Using the west side of the parking area may help you avoid possible delay.

### **Early Arrival**

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

## **Habitual Truancy**

### **Notice of excessive absences:**

The school attendance officer will notify parents, guardians, and custodians if the child is absent with or without legitimate excuse from school 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).

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

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.
- Also, the attendance officer is required to file a complaint against a student who, at any time during the implementation phase of the attendance intervention plan, is absent without legitimate cause for 30 or more consecutive hours (5 or more school days) or 42 or more hours in one school month, unless the AIT has determined that the student has made substantial progress on the attendance intervention plan.

### **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 Class:**

- 1<sup>st</sup> offense - Warning by teacher, record in office
- 2<sup>nd</sup> offense - Admit to class, record and conference in office
- 3<sup>rd</sup> offense - Conference with office and/or teacher
- 4<sup>th</sup> offense – Record in office and one day of detention assigned by the office.
- 5<sup>th</sup> offense – Record in office, two (2) days of detention and any subsequent tardy will result in a Saturday Detention or a Suspension.

## **Detention Programs**

### **After School Detention:**

Detention will start promptly at 2:35p.m. ending at 3:15p.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.

### **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**

Public address announcements are usually made at 7:45 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.

## **School Pictures**

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

## **Fire and Tornado Drills**

Fire drills must be conducted each month that school is in session. Children need to move quickly and very quietly to designated areas.

## **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**

The LaBrae Local School District has dedicated itself to providing equal admission opportunities, equal educational 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 and Section 504 Rehabilitation Act of 1973.

A student that makes a false claim, submits a false informal or formal complaint, or submits false information during the investigation of a harassment, bullying, or discrimination (Title IX) claim is subject to school discipline for such acts.

## **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.
- Medication must be brought 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.

### **School Nurse**

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

### **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 GIVE US AN EMERGENCY BACKUP 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.

### **Non-prescription Medications**

Medications must be properly labeled with student's name, name of medication, dosage, time, and be accompanied by a written request for administering the medication to the child (signed by the parent). Any medication will be distributed as above guidelines state. Students will not be permitted to have any medication on them, or in their locker, throughout the entire school day.

### **Allergies and Bee Stings**

Parents are responsible for informing the school of child's allergies, especially allergy to bee stings. In the case of 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.

### **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 will periodically teach every student. 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 roto 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. A signed permission and 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 monies owed to the school;
3. His/Her ongoing misbehavior is considered to be a safety factors for others and self on the trip; and
4. The student has not completed assigned work.
5. Student who owe any fees will not be permitted to attend field trips.

### **Change of Address or Phone Number**

Please always notify our office at **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.

### **Early Dismissal**

Board policy requires that the following guidelines be followed for early dismissal of any student. Only principals or designees may release a student from school before the end of the school day.

### **6<sup>th</sup> Grade Camping Program**

The LaBrae 6<sup>th</sup> 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. One week in May is reserved so that maximum use of camp facilities can be made. Many activities are conducted at camp and students consider these few days to be among the most enjoyable. Funds to pay for the camp experience are derived from profits on sales of fund-raisers or covered by the individual student. Students are encouraged to participate in the sales or a \$50.00 charge for camp will need to be covered by the child's parent/guardian.

### **LaBrae Code Of Conduct –**

### **LaBrae Local Board of Education**

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 items in this policy. Disciplinary action will be taken on an individual basis by the administration in accordance with section 3313.66 and 3319.41 of the Ohio Revised Code. Violations shall include, but not be limited to:

1. **Failure to Follow Regulations of the School**, which shall have been adopted by the LaBrae Local Board of Education, and/or enacted by the school administration by the authority delegated to it by the statutes of the Ohio Revised Code;
2. **Conduct**, which shall be cause for disciplinary action when committed under the jurisdiction of the LaBrae Local Board of Education, or in such a manner that the violation involves, or is directed toward any student or employee of the LaBrae Local School District, or any member of the Board of Education.

3. **Insubordination** of those employees of the school district who shall have responsibility for instruction, supervision, or administration of any school-sponsored course, program, event or activity.  
Further, this includes those people who provide services, which shall affect the health, safety, or welfare of the school population, i.e., bus drivers, custodians, secretaries, clerk typist, aides, when in the performance of their duties;
4. **Behavior**, which shall cause or contribute to the disruption of any class, study hall activity, function or service which is sponsored or provided by the LaBrae Board of Education;
5. **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;
6. **Truancy**, which shall include one or more of the following: unauthorized absence from school; activity which shall occur during the established school hours; unauthorized departure from the school building or premises during the established school hours;
7. **Tardiness**, which shall include unauthorized or unexcused late arrival to school, unauthorized or unexcused late arrival to any assigned class or activity;
8. **Threatening or Assaulting** any other student, teacher, employee, or any other person while on 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;
9. **Possession, sale or distribution** of weapons, or any object which may be considered an instrument of violence;
10. **Bring knives onto school property**, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but not limited to a cutting instrument consisting of a sharp blade fastened to a handle;
11. **Vandalism** of public or private property which shall occur on the property regulated by the LaBrae Local Board of Education;
12. **Fighting or deliberately provoking** others while on the property regulated by the LaBrae Board of Education;
13. **Removal, without permission**, of public or private property from any property regulated by the LaBrae Board of Education;
14. **Failure to show reasonable care in the use of textbooks**, equipment, supplies, and facilities provided by the public through the LaBrae Board of Education;
15. **Failure** to meet or attempt to meet the standards or requirements of the specific classes;
16. **Failure to meet the financial obligations** which have been incurred as a result of one or more of the following: fees, fines levied for failure to return library books on time, fines of charges levied to pay for damage to the building and/or contents of the buildings regulated by the LaBrae Board of Education;

17. **Violations of the Dress Guidelines** which have been adopted by the LaBrae Board of Education;
18. **Language** of profane, abusive or suggestive nature, which has been directed to or used in reference to any person while on property regulated by the LaBrae Board of Education, or while attending or participating in any activity, event or function sponsored by the LaBrae Board of Education; and
19. **Possession, Use, Concealment, Distribution, or Sale** of alcoholic beverage and/or unprescribed drugs, tobacco this includes e-cig and vap pens, or counterfeit, controlled substance while on the property regulated by the LaBrae Board of Education.
20. **Vaping-1st offense Saturday Detention, 2nd offense O.S.S.**

**The nature of the offense, and other circumstances, will be factored in determining whether a student is assigned OSS or ISS. Ultimately, the final decision is determined by the principal.**

### **Bullying / Aggressive Behavior**

There is a commitment to provide a safe, positive, productive educational environment for all of our students. Positive interpersonal relationships between students will be a LaBrae Middle School standard. Harassment, intimidation, bullying in the building or on the school bus, cyber bullying or any electronic act, which also includes incidences occurring off campus, are strictly prohibited and will not be tolerated. Discipline will depend on the severity of the infraction. Punishment may include detention, Saturday detention, Out-of-School suspension and/or expulsion. In addition to being physical; bullying/electronic bullying/cyber bullying can also be verbal and psychological in nature.

Bullying may include, but is not limited to:

- ◆ Spreading rumors about others.
- ◆ Writing nasty things about classmates
- ◆ Intimidating or threatening others
- ◆ Taking or damaging other students' possessions
- ◆ Sending offensive messages to others via computer or cell phone
- ◆ Repeatedly taunting / ridiculing others
- ◆ Persuading peers to intentionally exclude or reject other students.

### **Transportation**

#### **Bus Regulations**

Safe bus trips depend upon student cooperation. The LaBrae Local Board of Education policy concerning student bus conduct follows. When a student fails to follow these guidelines, a bus discipline procedure is available. As per board policy, this may include suspension from transportation, in which case the parent will be responsible for transporting the child. Buses are provided for those pupils whose distance from school or health problems make this service essential. Children should be instructed in the following rules of behavior:

1. Pupils shall remain well back from the roadway while awaiting the arrival of the bus. They should refrain from throwing things or playing at the bus stop.
2. Pupils shall enter the bus in an orderly fashion and directly to a seat, and remain seated until the destination is reached.
3. While riding the bus, reasonable conversation is permissible, and may be regulated by the school bus driver.
4. Seats in the rear of the bus should be filled first.
5. Pupils shall keep their hands, arms and heads inside of the bus.
6. There shall be no shouting, roughhousing or throwing things on the bus.
7. All articles, such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
8. The emergency door must be used for emergency only.
9. Children shall not touch safety equipment on the bus.
10. Any individual found to be actively involved with or contributing to damage of board owned vehicles will be accountable.

### **Possible Discipline Actions**

A student may be suspended from the bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code. During the bus suspension, it is a parent’s responsibility to provide transportation to and from school. Failure to bring a child to school may result in truancy charges.

### **Change of Bus**

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 needs to be completed and filed in the Transportation Office. Requests may be given to the bus driver or turned into the office. There will be only one Alternative Busing Request allowed per school year. PLEASE ALLOW 48 HOURS TO PROCESS YOUR REQUEST.

### **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.

### **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**

Parents may call the school to make arrangements to talk with or to see a teacher during a planning time. Teachers are willing to discuss student/parent concerns, but are instructed not to leave a roomful of students to do so. ALL VISITORS MUST report to the office for directions to the conference area.

### **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 nine-week 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 Each Month)**

### **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 the work will not be accepted. 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, there are no extensions.

## **Our Policy:**

Students will turn in their assignments when determined as due by the classroom teachers. If an assignment is given on Tuesday and the students are told it is due by the beginning of class on Wednesday, then it is to be turned in to the teacher as stated.

Absence is an excuse for not turning in an assignment. Should a student be absent:

Students 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.

If the assignment isn't turned in as required, the teacher determines what policy to use in his or her classroom.

Excuses, such as; "I left it at home", "I can't find it", or "Aunt Zelda came to visit and I didn't have time", etc... are not acceptable.

**If we expect our students to be responsible for their homework, the policy should be a non-negotiable item.**

**What should I do to request homework?** Please call the office to request homework for an absent child. A request for homework in the morning of the day absent will guarantee that staff has adequate time to gather all assignments. All homework will be ready to pick up usually by 2:00 p.m. Homework requests will in most cases not be assigned until the student has been absent for 2 days.

## **Testing**

Testing dates for 2022-23 have not yet been announced. We will keep you updated through newsletters, notices with students, and our website.

ELA Testing window - March 27th-April 28th

Math/Science window - April 3rd-May 12th

## **Promotion and Retention Students**

The promotion of each student is determined individually. The decision to promote or to retain a student in a grade is made on the basis of the following factors. The teacher(s) take into consideration: reading grade level, mental ability, age, physical maturity, emotional and social development, social issues, grade average and available standardized test scores. Promotion decisions demand continuous analysis and study of the cumulative student case history records. Guidelines include the following elements:

- A student receiving passing grades in Reading, History, Mathematics, Science and English is promoted;
- A student having failing grades in Reading, Social Studies, Mathematics, Science and English at the end of each year has his/her case evaluated by the teachers, counselor and principal for placement;
- No conditional promotions are permitted;
- A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal;
- Documentary and anecdotal evidence should be available to justify retention;
- A student with failing grades during any academic term shall be offered the opportunity to participate in the available intervention programs for assistance toward academic success in those areas; and
- The parent/guardian and/or child will be aware of the placement decision.
- The final retention/promotion will be made by the building principal.



## **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.

## **Personal Equipment**

Tape recorders, radios, walkmans, games, MP3 players, iPods, etc., are not permitted in the school.

These personal items will be taken and placed in the school office until a parent picks them up. A teacher may also give a detention for this infraction. These items are not allowed in school. The school is not responsible for any lost or stolen items.

## **Appropriate Use of Cell Phones**

The use of cell phones must not create a distraction or a disruption at school or school related activities. The use of cell phones in the classroom is strictly prohibited. The following guidelines summarize appropriate use of cell phones at LMS:

1. Use of cell phone for any voice communication is not permitted during school hours.
2. Cell phones must be muted during school hours.
3. LMS assumes no responsibility for the theft, loss, or damage of a cell phone. Students bring these devices to LMS at their own risk.
4. 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. Ear buds are required for video/audio functions. The use of ear buds must be at a volume that does not disrupt others.
5. Cell phone use by area:
  - A. Classroom: NO
  - 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. Media Center: NO
  - G. Restroom: NO
  - H. Locker Room: NO
  - I. Assemblies: NO
6. 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.

## **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. Read together and visit the library regularly;
- Attending school programs and special functions; and
- Praising your child and recognizing your child's accomplishments.

## **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.**

## **Parents As Partners**

We believe that staff can provide the best education for our children when the school and families work together. We need your support as partners in your child's education. When parents and teachers work together, they make an unbeatable team. Parent conferences can help build the teamwork that helps children learn better. Call the school at 898-8599 when you need a parent conference so our secretary can schedule an appointment.

### **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/requirements 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 students with Google Meet/Chat to conduct regular classroom meetings, discussions, and/or presentations. Parents 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**

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

**Instruction Technology Platforms**  
**Google Classrooms**  
**Video Uploads, Sharing, Recordings**  
**Google Meet and Chat**  
**Access to email**