

Welcome to Geneva Middle School! We wish you success and enjoyment here as you pursue another goal in life.

The purpose of this booklet is to provide information which serves as a guide in providing facts about school rules, regulations, policies, programs and services. **BOTH STUDENTS AND PARENTS ARE URGED TO READ ALL INFORMATION SO MISUNDERSTANDINGS MAY BE AVOIDED.**

Obviously not everything can be covered in this document. Students are urged to ask teachers, counselors, and administration for clarification.

The best intention of any document is meaningless unless PEOPLE make it work. Acceptance by all students is needed in order for Geneva Middle School to continue to have a positive learning environment.

All of us, students and faculty, are proud of Geneva. A sincere effort by each will assure continued success.



ALMA MATER

*As we stand here at your portals
So wide and so high,
Singing loud your hymns and praises
'Til they reach the sky.
Hail, all hail our Alma Mater!
Raise your voices high.
Hail, to thee, our Alma Mater!
Hail, Geneva High*

For more information, please visit our website at:

www.genevaschools.org

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GENEVA MIDDLE SCHOOL

OFFICE STAFF

7:00 a.m. – 2:30 p.m.
(Voicemail available at all hours)
(440)466-4831
Fax (440) 466-0217

Mr. Steve Candela, Principal	466-4831, ext. 2003
Mr. Alex Anderson, Assistant Principal	466-4831, ext. 2004
Mrs. Sharon Lilly, Secretary & Attendance	466-4831, ext. 2001
Mrs. Roberta Horvath, Secretary	466-4831, ext. 2002
Ms. Jennifer Richards, Athletic Director	466-4831, ext. 4006

MISSION STATEMENT

The mission of Geneva Middle School is for all students to become responsible citizens and for all students to achieve academic excellence in a safe school environment supported by parents, community and staff.

SCHOOL MOTTO

Every student, every day, in every way!

CODE OF CONDUCT

A major component of the education program at Geneva Middle School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules, Board policies and Administrative Guidelines. Staff will take corrective action to discipline a student and/or to modify the student's behavior when such behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors – Students are expected to:

- ✓ Be courteous to adults and fellow students;
- ✓ Be prompt to school and attentive in class;
- ✓ Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- ✓ Complete assigned tasks on time and as directed;
- ✓ Help maintain a school environment that is safe, friendly, and productive;
- ✓ Act at all times in a manner that reflects pride in self, family, and our school.

EQUAL EDUCATION OPPORTUNITY

The Geneva Area City Schools provide an educational opportunity for all students.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the middle school principal.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A birth certificate or passport
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations
- Social Security Card

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not yet expired, may be temporarily denied admission to the District's school during the period of expulsion or removal until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District.

WITHDRAWAL/TRANSFER FROM SCHOOL

The main office must be notified if a student intends to withdraw from school. The student will be given an office withdrawal form to be signed by each of his/her teachers, and the school secretary which will show that all books/materials/equipment/uniforms have been returned and fees paid. Parent/guardian signature is required on the withdrawal form. No transcripts/records will be released until all obligations are fulfilled.

No student under the age of 18 is allowed to withdraw from school without the written consent of his/her parents and in compliance with State Law.

SCHEDULING AND ASSIGNMENTS

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Main Office. Students may be denied course enrollment due to a lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules.

SCHOOL ASSIGNED TEXTBOOKS/MATERIALS

Each student is responsible for books issued and will be required to pay for any books damaged, lost or stolen.

If a student withdraws from school, it is his/her responsibility to return these books to the teachers who issued them. No grades/transcripts/records will be forwarded for a withdrawn student until all obligations to Geneva Middle School are met.

If a book or other article is lost, the office should be notified immediately. All books or articles found should be taken to the office. **School assigned books or other materials, whether lost or**

stolen, remain the responsibility of the student to whom the book or material was originally assigned.

ACADEMIC PROGRESS
Grading Procedures/Grade Reporting

Report cards are issued at the end of each grade period. Each student is expected to take his/her report card home for examination by parents/guardians. If there are questions about the grades, the teacher or teachers involved should be contacted.

Parent-teacher conferences are held two times each year. Interim reports may be requested by the faculty or parents/guardians.

Progress reports for those who are failing a course will be issued by individual teachers midway through each grading period. Following the end of the first semester, parents/guardians of students who are in danger of failing the term in any course or courses are notified by letter.

Grades used at the middle school are	A	Excellent
	B	Good
	C	Average
	D	Poor
	F	Failing
	I	Incomplete

Information on other factors of grading will be provided by individual classroom teachers.

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

ABSENCE PROCEDURES

On each morning of an absence, the student's parent or guardian must telephone the school (466-4831, ext. 2001) and give a reason for the child's absence. If a call is not received, the school will call or send a post card. Note: If a student is late arriving at school, she/he must report to the school office before going to his/her first assigned location. A student arriving after 7:32 a.m. or not in his/her seat for first period will be considered tardy and is expected to have a note for the tardy.

A written excuse or medical excuse should be given by the parent/guardian upon the student's return to school. Geneva Middle School issues an admit pass after a student has been absent which indicates excused and unexcused absences.

ATTENDANCE

The Geneva Area City Schools Board of Education believes that regular attendance leads to high academic achievement. Class attendance is the primary responsibility of the student and parents or guardian.

The laws governing school attendance in Ohio are specific and leave little option for school authorities to excuse children from school. The following constitutes reason for excused absences from school.

1. Personal Illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Student needed at home due to absence or incapacities of parent/guardian
6. Observation of religious holidays
7. Emergency

Unexcused absences will result in no credit for the day.

*Please note: The above excuses only apply to students for the purpose of making up work for the days they miss. Therefore, we have a legal obligation to cite students to court once they reach the number of days described in the truancy paragraph (Next Page) and/or other unique circumstances.

TRUANCY/COURT CITATION

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 4 or more consecutive school days, for 7 or more school days in a month, or 10 or more school days in 1 year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more school days in 1 month, or 12 or more school days in 1 school year.

**Please note: Students who are considered chronically truant may be subject to expulsion from the school district.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either **submitting a signed written request or personally coming to the school office** to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian. Under no circumstances will a child be released to someone not listed on the emergency medical form without prior approval.

VACATIONS

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with a building administrator to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip. **A written request for absence should be made at least one week prior to leaving. If the request is not made one week prior the student may be in jeopardy of receiving zeros for missed work.**

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

STUDENT MEDICATION POLICY

Parental Release and Consent Form for Dispensing Medication

Parents are advised to give medication that is on a six-hour schedule at home. Medication on a four-hour schedule will be dispensed one time during school hours. When it is necessary that **prescribed** medication be given during school hours, the following regulations must be followed:

- Medication must be ordered/advised by physician/dentist and permission granted to the school nurse to contact physician/dentist if necessary.
- Medication must be brought to school by parent/guardian in original container with appropriate label intact, with the date, student's name and the exact dosage to be administered. (Secondary students may bring necessary medication to the school nurse at the beginning of the school day.) Medication must be kept in the locked medicine area of the school clinic or office.
- A completed medication authorization form must be signed by both the physician/dentist and the parent/guardian and be on file in the school office.

- **Only prescription medication will be dispensed. If medication is not properly labeled, it will not be given.**
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The nurse will maintain a log noting the personnel designated to administer medication, as well as the date and time of day that administration is required.

No staff member will dispense **nonprescribed**, over-the-counter medication to any student without prior parent authorization, and/or training by the nurse.

Any student who distributes medication of any kind or who is found in possession of any medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

BLOOD-BORNE PATHOGENS

The school district seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities.

Whenever a student has contact with blood or other potentially infectious material, he/she must immediately notify his/her teacher, the office/nurse will assist the student in completing the required documents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunization or authorized waiver. Any questions about immunizations or waivers should be directed to the building principal.

INDIVIDUALS WITH DISABILITIES

The Americans with Disability Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Special Education Coordinator to inquire about evaluation procedures and programs.

STUDENT'S RIGHTS AND RESPONSIBILITIES

PURPOSE: Effective discipline is an important and necessary requirement for effective learning. Students attend Geneva Middle School under the direction of state law. The intent of these rules and regulations is to create a positive educational environment which holds students accountable for their behavior and teaches them to live with the consequences of their decisions and actions. Students have the responsibility for the necessary respect for the rights of others and the necessary protection of the safety, welfare, and educational rights of our students.

The Right to Confidentiality: Under Ohio law, school authorities are required to maintain many kinds of records. These include the student's name, birth date, age, place of residence, names of parents, date of entry and withdrawal, attendance, courses taken and quality of work done. School authorities, therefore, in the valid exercise of their duties, often collect and store confidential types of information which, if placed in the wrong hands or kept out of the right hands, may do harm to the students. Administrators, therefore, assume an obligation to protect students in this regard.

In compliance with the Federal Family Rights and Privacy Act of 1974, and the board-adopted policy on student records, school officials will not release any information to persons or agencies not officially connected with the school itself without prior written consent of the parents or the student if he/she is 18. The law provides some exceptions to the practice. Directory information or pictures of students taken by the press may be released without permission in certain instances except when individual parents specifically request that this information not be released regarding their child.

The Right to Due Process: It is generally accepted today that students are entitled to due process when they are subjected to major disciplinary action. Due process in the context of administrative proceedings carried out by the school authorities does not mean that the procedures used by courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary proceedings. It does mean that clear, definite and fundamentally fair rules of procedure must govern disciplinary action taken by the school authorities. Such a procedure is necessary to guarantee that a student will not be deprived of something as fundamentally important as school attendance without substantial and just cause.

The Right to Shared Responsibilities: The conduct of students in school and at school activities is a joint responsibility of the student, the parent and the school. The school will make and enforce the rules and regulations concerning the conduct of students at officially sanctioned school activities. Parents should accept full responsibility for the conduct of their children once the children are outside the scope of authority of school officials.

Students shall accept full responsibility for their conduct at all times and all students, adult and minor, shall abide by the rules and regulations defined in the student handbook for each building.

SPORTS ELIGIBILITY

Geneva Middle School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy.

Students enrolled in the Geneva Area City District in grades 7-8 must meet the following requirements to participate in interscholastic extra-curricular activities:

1. Students in grades 7-8 must maintain at least a 1.5 GPA to participate in an interscholastic extra-curricular activity. The GPA will be determined by the preceding nine week grading period. Students must also pass five of their courses each grading period.

All incoming seventh grade students are eligible to participate the first nine week grading period.

STUDENT PLANNER

Each student is responsible to have the Student Planner in his/her possession during the school day.

Students are not permitted in the hallways without a teacher's signature in the Hall Pass section of the planner.

A lost or stolen planner will result in the purchase of a new planner (\$6). No other passes will be issued to students by teachers.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' advisor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of a building administrator.

Students may not sell any item or service in school without the prior approval of a building administrator. Violation of this policy may lead to disciplinary action. Students are responsible for any lost or stolen money and/or merchandise.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc., are tempting targets for theft and extortion. **The school will not be liable for any lost, stolen or damaged personal valuables.**

LUNCH REGULATIONS

In order to obtain the best and quickest possible service, cafeteria rules must be followed. Abuse of regulations may result in loss of cafeteria privileges and/or disciplinary action.

- All students will eat in the cafeteria area at the cafeteria tables, 6 per table. Leaving the school grounds is strictly prohibited.
- Food is not to be taken out of the cafeteria.
- No cutting in line.
- Students are expected to be orderly, quiet and polite. Students must be seated at a table.
- Students are responsible for seeing that the table and chairs are clean and in place, all garbage and trash is placed in waste containers, and cafeteria trays are taken to the disposal area.
- All lunch period times are to be spent in the cafeteria area.
- Use restrooms across from the principal's office only.

Faculty or administration permission is required to be in other areas of the building and outside areas.

Applications for the District's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes she/he is eligible, contact the Director of Food Service, 466-4831 ext. 1189.

BUS STUDENTS

To ride a bus other than the one assigned, student must have a written note from parents/guardians. **Notes must be turned into the main office before the start of the school day to receive a bus pass.**

DELIVERIES FOR STUDENTS

Delivery of flowers/balloons/gifts, etc. to students is **not** permitted.

COMPUTER TECHNOLOGY AND NETWORKS

Geneva Area City Schools District provides Internet services to its students. The District's Internet system is limited to educational purposes, and has not been established as a public access service or a public forum. Student use of the district's computers, network and Internet services/connection (Network) is governed by the Acceptable Use Policy located on the district website. Any student utilizing the district technology is bound by the AUP. Users have a limited privacy expectation in the content of their files and records of their online activity while on the Network.

ZERO TOLERANCE

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with reasonable request made by school personnel on school property and/or at school related events is subject to approved student discipline regulations.

SUSPENSION PROCESS

1. The student shall be informed of the intended suspension and the reasons for the proposed action in the initial hearing regarding this action (s) of the student.
2. The parent or guardian shall be informed in writing of the suspension and the reasons for the proposed action. Within twenty-four hours after an informal hearing, a letter shall be sent to the parent or guardian stating the specific reasons for the suspension, the dates of the suspension, and shall include notice of the right to appeal such action.
3. Suspensions shall not exceed ten consecutive school days for occurrence.

BUS SUSPENSION PROCESS

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

EXPULSION PROCESS

1. A student may be expelled for a period not to exceed eighty school days by the superintendent of schools except as otherwise required by law.
2. The student and his/her parent or guardian shall be given written notice by a building administrator stating his intention to recommend expulsion. A copy of this notice shall also be sent to the superintendent and treasurer. The notice shall include: the reasons for the intended expulsion, and the right of student, parent, or other representatives to appear in person before the superintendent to challenge the reasons for the expulsion. The notice shall also include the place and time of the hearing which shall take place no earlier than three days and no later than five days after the notice is sent, unless an extension is granted by the superintendent.
3. Within twenty-four hours of the expulsion, the superintendent shall notify the parent or guardian of the student, with a copy to the treasurer, of the decision to expel. The notice shall include the reasons for the expulsion; the right of the student, parent, or guardian to appeal to the president of The Board of Education; the right to be represented at the appeal; and to request the hearing to be held in executive session.

APPEAL PROCESS TO THE BOARD OF EDUCATION

1. The date and time of the Appeal Hearing shall be set at the discretion of the president of the Board of Education. The hearing shall be held in executive session.
2. A verbatim record of the hearing shall be kept; therefore, the proceedings will be tape recorded.
3. The Board of Education shall take formal public action to affirm, vacate, or modify the expulsion in public session.

PERMANENT EXCLUSION

The board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function.

1. Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amount of a controlled substance or the sale of a controlled substance.
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration.

In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at any school function, may also be the basis for permanent exclusion.

FIRE, TORNADO, AND SAFETY DRILLS

Geneva Middle School complies with all fire safety laws and will conduct fire drills in accordance with State law. Geneva Middle School conducts tornado drills during the tornado season following procedures prescribed by the State.

Teachers will provide specific instruction on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted as mandated by State Law. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

BUILDING ADMINISTRATOR'S RESPONSIBILITIES

Within the first two weeks of the school year, class meetings shall be conducted by a building administrator. Each student in the Middle School shall be provided with a personal copy of the "GENEVA MIDDLE SCHOOL STUDENT CONDUCT CODE." Student policies, rules, and regulations and disciplinary measures shall be explained to all students. Students shall be informed that they are subject to the following disciplinary actions for violation of the student conduct code.

BUILDING ADMINISTRATORS, ALONG WITH THE TEACHING STAFF, ARE CHARGED WITH THE PROPER ENFORCEMENT OF DISCIPLINE IN THE TOTAL SCHOOL SETTING. THE BUILDING ADMINISTRATORS HAVE THE DISCRETIONARY AUTHORITY TO USE OR AUTHORIZE OTHER CERTIFICATED PERSONNEL TO USE THE FOLLOWING DISCIPLINARY MEASURES TO CORRECT STUDENT BEHAVIOR:

1. Individual conference with a building administrator
2. Assigned lunch detention
3. Assigned detention after school
4. Out-of-school suspension from one to ten days
5. Assigned Community Service
6. Notification to parents, police and/or Juvenile Court
7. Emergency removal of student for twenty four hours

8. Suspension of bus privileges
9. Recommend expulsion from school for up to eighty days unless otherwise required by law.
10. Other disciplinary measures as deemed necessary and appropriate to maintain the orderly operation of the educational processes of the school.

PARENTS INVOLVEMENT IN EDUCATION

The Board believes that parent/guardian involvement is an important part of the educational program. Current research indicates that home-school partnership and greater involvement on the part of the parents/guardians in the education of their children generally results in high achievement scores, improved student behavior and reduced absenteeism.

All parent/guardians of students enrolled in the district are encouraged to take an active role in the education of their children.

The Board directs the administration to develop the necessary regulations to ensure that this policy is followed and that parent/guardian involvement is encouraged. The regulations will:

1. Encourage strong home school partnerships
2. Provide for consistent and effective communications between the parents/guardians and school officials
3. Offer parents/guardians ways to assist and encourage their children to do their best
4. Offer ways parents/guardians can support classroom learning activities
5. Provide opportunities for parents/guardians to be involved in the parental involvement program.

EMERGENCY CLOSING

If the school must be closed or there is a 2 hour delay because of inclement weather or other conditions, the school will notify the following radio and television stations:

Channels 3, 5, 8
Radio Stations 97.1, 102.5, 104.7

The district will also make attempts to contact families via telephone through our School Connects Robo-calling system. Parents and students are responsible for knowing about emergency closings and delays.

VISITORS REGULATIONS

All outside doors are locked therefore:

1. All visitors must report to the office when they arrive a school
2. All visitors are required to sign-in and indicate where they will be while they are in the building.
3. All visitors may be required to wear a visitor's badge while they are in the building.

Student Conduct Code Rules:

1. Disruption of Class/School: Includes conduct that interferes with a teacher conducting his/her class, disrupts or interferes with the educational process of the school, and/or endangers the health and safety of the students. Some examples include, but are not limited to, sending and receiving electronic messages, running, throwing objects, horseplay, littering, being persistently unprepared for class, note writing, leaving class without permission, bomb threats, setting off fire alarms, setting fire(s), fireworks, strikes or walk outs, impeding free traffic to or within the school and other disruptive actions as determined by a building administrator.

2. Safety Equipment: No student shall make unauthorized use of any school equipment, which includes but is not limited to, fire extinguishers, fire and burglar alarms, eye rinses,

blankets, school telephones, copiers, materials, and or supplies, this includes safety equipment.

3. Damage to School Property: A student shall not cause, or attempt to cause damage to school property, including building, grounds, equipment, or materials.

A student, parent, or legal guardian shall be required to pay for school property intentionally damaged or destroyed.

A student may be required to pay for school property damaged or destroyed as a result of his/her negligence.

The Geneva Area City School District will not tolerate any destruction, defacing or vandalism of any building, property, equipment, furniture or vehicle under their jurisdiction.

Be aware that there are video surveillance cameras posted throughout and outside our building for the security and safety of our students. Evidence taken from these cameras may be used for school and/or legal disciplinary action.

School personnel will immediately investigate any such destruction, defacing, or vandalism and persons found guilty of such acts will be punished to the full extent of the law. Parents will note that they are financially responsible under state law for each act committed by their child.

4. Damage to Private Property: A student shall not cause or attempt to cause damage to private property on school premises, or at any school activity, on or off school grounds.

5. Theft: A student shall not take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the district. Any found property shall be turned in to the principal's office. Student searches may be conducted.

6. Weapons, Explosive Devices and Dangerous Instruments: The Geneva Area City Board of Education is committed to providing the students of the district with an educational environment which is free of the dangers of firearms, knives and other dangerous instruments in the schools.

A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon, dangerous instrument, look-alike (for example, water pistol, starter pistol, etc.), while on school grounds, at school sponsored or related activities, functions or events off school grounds or at any time the student is subject to the authority of the school.

Weapons or dangerous instruments shall include any object that is used or may be used to inflict physical harm. Lighters, matches, knives, firearms, chemical agents and bullet/shotgun shells or a toy that is perceived as a real weapon are included in this category.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the superintendent shall expel this student from school for a period of one calendar year and refer the student to the Criminal Justice or Juvenile Delinquency System. Any such expulsion shall extend, as necessary, into the school

year following the school year in which the incident occurred. The superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the superintendent may expel the student from school, with the same expulsion implications as noted above.

Students who possess or use other dangerous instruments/weapons which are defined but not limited to metal knuckles, strait razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

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

Harassment, intimidation, or bullying means:

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

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

Extortion - No student shall borrow, attempt to borrow, or take money or any possession of value from any person in the school, unless both parties agree freely, without the presence of either or implied or expressed threat.

Policies are located in the office and on the Geneva Schools website: www.genevaschools.org.

8. Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature.

9. Hazing: "Hazing" means committing an act against a student, or coercing a student into committing an act, which creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Hazing will not be tolerated on or off of school property regardless of the person's willingness to participate.

10. Secret Societies (Gangs): The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participate in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives
- Present a physical safety hazard to self, students, staff, and other employees
- Create an atmosphere in which a student, district employee, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.
- Imply gang membership or affiliation by written communication, marks, drawings, paintings, designs, gestures, and emblem upon any school property, personal property or person.

11. Tobacco, Narcotics, Alcoholic Beverages, and Drugs: Students of the Geneva Area City Schools shall not knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any tobacco product, alcohol, drug, or counterfeit (look-alike) controlled substance, the possession of which is prohibited by law. This includes narcotics, hallucinogenic, intoxicants or any over the counter medications and any prescription drugs.

1. On or in close proximity to any property owned, leased by, or under the control of the Geneva Area City School Board of Education, including vehicles used for transportation of students.
2. On any public or private property during normal school hours including lunch, recess and class changes.
3. At any school sponsored or sanctioned activity or event away from or within the school district.
4. Parental release and consent form for dispensing medication must be followed when taking prescription medications at school.

Drug paraphernalia or instruments such as e-cigarettes, vaporizers, lighters, pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property or school event and will be subject to confiscation. Students violating this rule will be subject to suspension and/or expulsion from school.

A. Drug and Alcohol, etc.

1. Parents will be notified immediately and the student will be removed from school for the remainder of the day.
2. The police shall be notified of the incident and, at their discretion, may conduct an investigation.
3. Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
4. The student will be suspended for ten (10) days. If the student seeks and receives an evaluation by a certified drug and alcohol counselor and abides by their recommendation, then the student will be suspended for only five (5) days.

OR

If the evaluation is not completed the student will be suspended for the full ten (10) days.

5. The student and parents will have a re-admission conference to determine possible placement in an in-school individual or group counseling program and/or an equivalent out of school program.

B. Second and Subsequent Offense

1. Parents will be notified immediately and the student will be removed from school for the remainder of the day.
2. The police shall be notified of the incident and, at their discretion, may conduct an investigation.
3. Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
4. The student will be suspended for ten (10) days and recommended for expulsion.
5. The student and parent will have a re-admission conference to determine educational plans and placement in a school counseling program and/or an equivalent out-of-school program.

Emergency medical authorization and student prescription medication according to the nurse's drug policy is located previously in these articles.

12. Insubordination: A student shall comply with directions of teachers, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of rules, directives or discipline procedures shall constitute insubordination.

13. Profanity, Obscene language: A student shall not use profanity, obscenities or racial slurs either written or verbal. Included but not limited to the use or possession of obscenities through gestures, signs, pictures, publications and/or electronic devices.

14. Gambling: No student shall wager with any other person for money or other stakes. This may include raffles.

15. Truancy/Absence/Tardy: Truancy is declared when a student is absent from all or part of a school day without school authorization and parent consent. The only absences that will be excused are those listed below and confirmed by parents or legal guardians. Those absences which are not considered excused are defined as unexcused absences or truancy and are subject to immediate disciplinary action and or cited to court.

In cases of prolonged absence of five (5) or more consecutive days or seven (7) days in one month and twelve (12) days in a year, parents will be notified and a doctor's certificate will be required verifying the absences. At this point, it is at the administrator's discretion whether or not the student would be cited to court. When a student's absences are deemed valid and excused, she/he will be given one day for each day absent to complete all missed assignments; i.e. illness, vacations, funerals.

Students who are considered chronically truant may not be permitted to attend after school events at the administrator's discretion.

The following should be considered as valid reasons for being absent from school. Any other excuse must have a special approval, in advance, by a building administrator.

1. Personal illness. A building administrator may require a certificate, from a physician, if she/he deems advisable.
2. Illness of family members that require the student to remain at the bedside.
3. Quarantine of the home. The absence of a student from school under this condition is limited to the length of quarantine as fixed by the health officials.
4. Death of a relative. The absence arising from this condition is limited to a period of time of three (3) days unless a reasonable cause for a longer absence is shown by the student.
5. Work at home due to absence or incapacities of parents or guardians. Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians are absent or incapacitated.
6. Observance of religious holidays. Any student of any religious faith shall be excused if the absence is for the purpose of observing a religious holiday consistent with creed or belief.
7. Emergency circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

Excessive tardiness and/or early dismissals are also considered truancy and will be regulated as follows:

****Please note:** Students who are considered chronically truant may be subject to expulsion from the school district.

TARDY TO SCHOOL PROCEDURE AND RULES

When a student is tardy to school, she/he will report to the office to sign in; a record will be kept of each student's number of tardies. Each unexcused tardy to school will be considered and treated as truancy. Excessive excused tardiness shall be treated as follows:

SIX TARDIES	ONE DETENTION
SEVEN TARDIES	TWO DETENTIONS

*Please note: A student with more than 7 tardies may be cited into truancy Court.

EARLY DISMISSALS

Any student who must leave the school premises before the end of the scheduled school day needs to present a note of early dismissal to the office before 7:40 a.m. This note, in all cases, should be signed by the parent/guardian or head of the household with whom the student resides. ***Phone-in early dismissals only when immediate medical attention is needed, please.*** Students will be permitted a maximum of nine early dismissals per school year, providing there is a valid reason such as: 1) Doctor's or dentist's appointment (Doctor's or dentist's verification slip should be brought in upon return to school or a detention will be issued until the verification is presented to the office). 2) Court appearance; 3) An emergency situation; 4) Any other early dismissal must be approved by a principal. All efforts should be made to schedule appointments after school hours. Failure to comply with the policy as sent forth shall be considered truancy under the guidelines of the Student Conduct Code. This policy applies to and must be followed by all students.

16. Inappropriate Dress and Appearance: A student shall not dress or appear in a fashion deemed inappropriate because it either interferes with the student's health and

welfare or that of other students, or causes disruption, or interferes with the educational process.

DRESS GUIDELINES

Grades 9 – 12

Students who violate the dress code will be referred to the principal's office. Students may be required to wear school issued clothing to complete the remainder of the school day. Attempts to secure appropriate clothing from home may be made. Violators of the appearance code will be assigned detention and repeat violators will face more serious consequences.

In order to maintain the necessary educational environment, the following will not be permitted at Geneva Middle School during regular school hours.

- Shorts, split shorts, or skirts if they are shorter than the fingertips when arms are extended at sides.
- Tank tops, muscle shirts, spaghetti straps, low cut tops, shirts or trousers that reveal the stomach, chest, back, shoulders, or under garments. All clothing must have sleeves.
- Holes and tears in jeans, shorts, etc., must be below the fingertips when arms are extended at sides.
- Clothing bearing slogans, words, or symbols which relate to or display alcohol, tobacco, drugs, sex, profanity, racial undertones, violence, gang activity or deemed inappropriate by administration.
- Students are not to wear bandanas, sagging pants, long wallet/key chains of any type. No spiked jewelry or chains. Example: dog collars.
- No sleepwear such as pajamas, robes, slippers, etc.
- No outerwear is to be worn in the building. (This includes windbreakers, jackets, coats, gloves, hats or hoods, etc.)
- Or, anything else that the administration deems inappropriate

17. Public Display of Affection: Students are not to display forms of affection (kissing, hugging, excessive touching, etc) in any areas of the building.

18. Academic Integrity/Falsification: Geneva Middle School is committed to nurturing a learning environment based on the values of integrity, honesty, respect for the rights of others, and personal accountability. To prepare students for their roles in a society where dishonesty has severe consequences, the faculty of Geneva Middle School embraces the attitude that academic misconduct, whether intentional or unintentional, will not be tolerated.

Academic Dishonesty includes, but is not limited to:

Cheating: the use or attempted use of unauthorized materials, information, or study aids; unauthorized copying or collaboration.

Plagiarism: the use of someone else's ideas or work without including appropriate acknowledgement of that work. ***Falsification:*** falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references. A student, while under the jurisdiction of the school, shall not issue or transfer any school-related document, forms, pass, absence excuse, early dismissal excuse, altering or changing information

recorded on the report card while having knowledge that any of the following conditions apply to said item:

1. The item was obtained by giving false information or by failing to give correct information.
2. The item contains false information.
3. The item contains false authorization or signature.

Collusion: facilitating/assisting another to commit an act of academic dishonesty, such as taking a test or doing an assignment for someone else; paying or bribing someone to acquire a test or assignment.

Academic Misconduct: The intentional violation of school policies, such as tampering with grades or taking part in obtaining or distributing any part of a test or any information about a test.

Consequences for Violation Involving Academic Integrity:

Once the classroom teacher has determined that a student has violated the Academic Integrity Policy of Geneva Middle School, the action(s) taken should correlate with the degree of seriousness of the misconduct and/or the disciplinary history of the student. The office will be notified of any and all misconduct regarding academic integrity.

1. Teacher confers with student and notifies parent(s) or guardian(s)
2. Loss of credit for the assignment. At the discretion of the teacher, a student may recover partial credit for an assignment by redoing the assignment within a time period established by the teacher.
3. Disciplinary referral and conference with a building administrator. At this time, the student may be given detentions and/or in-school suspension.
4. Notification of student's guidance counselor, coaches, and activity advisors.

Students who in violating the Academic Integrity Policy have also violated other rules in this handbook and/or are repeat offenders will face more serious consequences. These may include but are not limited to:

1. Suspension
2. Failure of the class for the academic quarter.

19. Being in an Unauthorized Area: A student shall not be in any area that he/she is not duly assigned to or does not have a signed pass granting permission to be in the area. This includes, but is not limited to parking lots, hallways, classrooms, and restrooms. Once students arrive on school property, they must remain on school property or follow the sign-out procedure.

20. Cafeteria: Breakfast/Lunch, Food and Beverages: Student behavior in the dining area should be based on courtesy and cleanliness. Students will go through the cafeteria line and pay for their choice of food. Students are to remain in the dining area until they have finished eating. At no time are students permitted to have food and beverage outside of the dining area. Food and beverages should be consumed in the cafeteria or thrown away. All food and drink should be consumed in the cafeteria except in cases of medical reasons or special events. Students are not to go into areas where classes are taught during their lunch period. Students are not permitted to leave school grounds during their lunch period.

21. Electronic Devices: Students are not permitted to have personal listening devices during the school day. Students may not use beepers, pagers, transmitters, or cell phones at

school. Any cell phone or listening device seen or heard is subject to confiscation. The use of cameras and/or any other electronic device must have prior approval from administration. Students are not permitted to have any battery operated devices. Only school authorized calculators are permitted.

Parents: If you must contact your son/daughter during the school day, please call the middle school office at 466-4831, exts. 2001/2002

Consequences

- 1st** Confiscation of device, with all interior equipment and data in-tact, to be returned after school and detention issued.
- 2nd** Confiscation of device, 2 detentions and returned to a parent.
- 3rd** Confiscation of device, Administrative discretion.

22. Signs, Banners, Announcements: Any sign, banner, announcement, etc. which is posted in the hallways for students to read must have prior approval and signature from a building administrator.

23. School Lockers: It is the policy of the school to provide a locker for students' use. However, any student who uses said locker will be subject to having his/her locker and its contents inspected by a building administrator or designee.

All students must comply:

- Lockers are not to be shared with others.
- Student must be in the locker assigned by the office.
- All locker decorations should have prior administrative approval.
- Locks are not to be tampered with or damaged.

Geneva Area City Schools Bus Rules & Instructions

The Bus Rules Geneva Area City Schools follows are written by the State of Ohio. Bus drivers have the option to list a few of their personal bus rules as well. Please go over each rule with your child.

General Bus Rules

1. Please be out and ready 5 minutes before the scheduled arrival of your bus
2. Students must be seated and remain seated in their assigned seats
3. No eating or drinking on the bus
4. No large objects, animals or glass of any kind
5. No fighting, pushing, tripping, shoving or name-calling
6. Students will not yell, spit or throw things out the windows
7. Students are not permitted to put any body parts out of windows
8. No destruction of school property
9. Complete silence at all railroad crossings
10. Your child will not be dropped off anywhere other than their own bus stop without a note from you. The child must take this note to the office and get a bus pass. This is done for their protection

Bus Driver Rules

1. When inside lights are on, student must be quiet. Lights are turned on when student are too loud, if the radio is transmitting and at all railroad crossings.
2. No gum chewing
3. If the student can't hold materials, objects, etc., in their lap, or put in a book bag, please do not bring it. There is little extra room available in seats. When things get dropped many times they are lost or broken.

4. Hand held games might be allowed at the discretion of the bus driver
5. No balloon or anything that may obstruct the view of the driver or cause confusion

Bus Discipline

The following procedure will be taken:

1. VERBAL WARNING from driver
2. WRITTEN NOTICE – Bus driver will talk with the student and send home conduct report to parent. It is the student's responsibility to deliver notice to parent.
3. WRITTEN NOTICE – Another warning delivered by student to parent from driver
4. WRITTEN NOTICE OF LOSS OF BUS RIDING PRIVILEGES → at any step parent or driver may request a conference

Students are subject to immediate loss of bus riding privileges for the following violations:

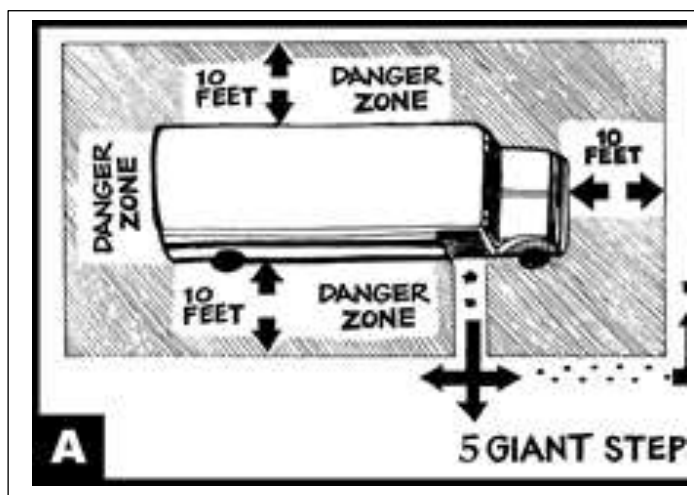
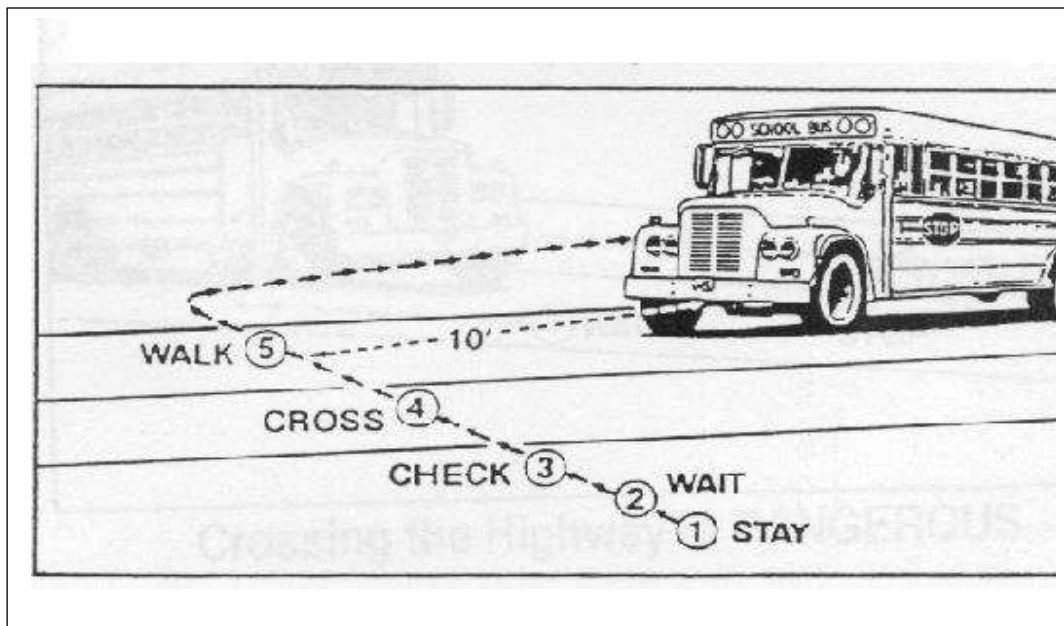
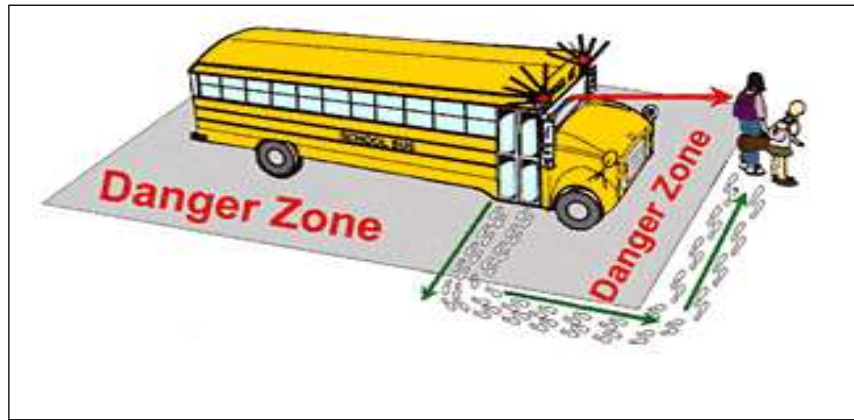
1. Fighting
2. Safety or welfare of the student or driver is threatened
3. Student puts a fellow student(s) and/or driver in danger
4. Blatant disrespect of the driver with profanity

Crossing and Boarding Bus Instructions

When crossing the road to board the school bus, please have your child follow the instructions below:

1. Wait for the bus in a safe place (designated by the driver) approximately **20 steps** from the roadway.
2. When you see the bus approaching with the amber lights flashing, **take 3 steps backwards.**
3. When the bus is stopped and the red lights are flashing, **look at the bus driver.** The driver will have their hand raised in the windshield. When traffic has stopped and it is safe to cross, the driver will drop their hand straight down. That is the signal for you to proceed across the road.
4. When you reach the roadway, **before you cross the road you are to stop and look in both directions on your own to make sure all traffic has stopped and it is safe to cross.**
5. Proceed straight across the road and board the bus. Go directly to your assigned seat and face the front with your seat on the seat, your back against the back of the seat and your feet on the floor.
6. When driver blows the horn, it is a sign of danger. Be alert and follow driver's instructions.
7. Students must go to Drivers Designated Place of Safety (O.R.C.4511.75).

PARENTS: Please work with your child on how to safely board the bus. (See below)



For questions and concerns, please contact the Transportation Supervisor at the Geneva Area City Schools Bus Garage at (440) 466-2684.