

Wallace H. Braden Middle School

2018-2019 Student Handbook

CONSENT FORM

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the Braden Middle School Handbook. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this planner.

Name of the Student: _____ Date: _____

Signature of Student: _____ Homeroom Teacher _____

Signature of Parent/Guardian: _____

DIRECTORY INFORMATION NOTICE

Regarding student records, federal law requires that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten days of the time this handbook was given to my child. Directory information ordinarily includes the following:

- Student's name
- Address and telephone number
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members in athletic teams
- Photographs
- Dates of attendance
- Awards received in school
- Most recent previous school attended

In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child.

Name of the Student: _____ Date: _____

Signature of Parent/Guardian: _____

SCHOOL-SPONSORED TRIP PERMISSION NOTICE

I give permission for my child to take all school-sponsored academic, athletic and extracurricular trips during the school year.

Name of Student: _____

Signature of Parent/Guardian: _____

Date: _____

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Wallace H. Braden Middle School

Welcome to Wallace H. Braden Middle School. We believe the education of our youth is essential to the perpetuation and improvement of our American way of life. The purpose of this handbook is to provide information that 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, our counselor, and principal for clarifications. The best intention of any document is meaningless unless people make it work. Acceptance by all students is needed in order to make Braden a better environment in which to learn.

All of us, students and faculty, are proud of Braden; a sincere effort by each will assure continued success. Our school colors are scarlet and grey and in interscholastic contests we compete under the name "**Braden Bulldogs.**"

Mission Statement

We, the Wallace H. Braden Community, will educate all students by expecting and achieving academic and personal excellence.

Equal Education Opportunity

The Buckeye Local Schools provides an equal 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, sex, religion, or national origin while at school or a school activity should immediately contact the school's district compliance officer:

Buckeye Local Schools Superintendent (440) 998-4411

Belief Statements

We believe that all students should:

- Receive instruction and guidance from the most competent educators available;
- Be motivated to fully develop their natural mental and physical capabilities;
- Be provided a comprehensive program of studies of high quality based on state standards;
- Develop an understanding of the worth and dignity of the individual and the cultural, moral, spiritual values which are requisite of responsible and effective citizenship;
- Be prepared to follow sound physical and mental health practices;
- Be prepared to meet the challenges of responsible and happy family living.

School Day Schedule and Regulations

Classes are in session from **7:42 A.M. to 2:22 P.M.** Each student has a minimum of a thirty (30) minute lunch period. No student may leave school grounds at any time without prior permission by the office and without having a parent or other designated person sign them out in the office.

Below is the class schedule for 2018-2019. The times shown are approximate starting times of the classes. CORE classes consist of Math, Science, Social Studies and Language Arts:

7:42	8:33	9:27	10:20	11:08	11:56	12:44	1:34
8:30	9:24	10:17	11:05	11:53	12:41	1:31	2:22
1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
Core	Core	Core	Core 6 th Grade Lunch	Core 8 th grade lunch	Core 7 th grade lunch 8 th grade Music	Core 6 th grade Music	Core 7 th grade Music

There is a warning bell at 7:39 a.m.

The school day ends at 2:22 p.m.

School Fees/ Fines

Annual school fees pay for a large part of Braden's usable materials. At the present time, the amount of school fees is based on the classes your child takes. The fees are as follows:

Grade 6 \$20, Grade 7 \$20, Grade 8 \$20

These fees will cover supplies for the general class work, not extra projects. Fees are to be paid at the beginning of the semester your child has one of the above courses. If they are not paid, the student's report card, school records and promotion to the next grade will not be processed until this obligation is met.

As per board policy, your school fees are waived if your child is receiving Ohio Works First, has a medical card from Ohio Works First (office needs a copy of the medical card), or qualifies for the Free Lunch Program (Board Policy 6152.01).

School fines are also collected at Braden. These fines may occur as a result of lost text books, late library books, and damage to school property, etc.

Return Check Policy

All return checks will be submitted to eCollect and your account will be debited electronically for both the face amount and returned check fees.

Deliveries for Students

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

Textbooks

During the first week of school, textbooks will be loaned, free of charge, for use during the school year. They are the property of the Buckeye Local Board of Education. A student is responsible for the books issued. If the books are damaged, lost or stolen, the student will be responsible to pay for them. Books that are damaged will be replaced at a charge of the original price minus \$1.00 each year of use. Grades will not be released if the student has an outstanding textbook fine.

Attendance Procedure

State law regulates school attendance. Only specific reasons can be accepted as excused absences. The Buckeye Local School's policy is included in the following section of this handbook.

- **When a pupil is absent, the school must be notified by a parent or guardian between 7:30 and 8:30 A.M.** The school number is **998-0550**. If a call is not received, the school will call or send the truant officer. **Absence call in number is 990-3125.**
- A written excuse must be presented upon the pupil's return to school, if prior notification of absence was not made. The excuse, presented at the attendance office, should include the full name, date of absence, reason for absence and parent/guardian signature. An excuse that states "personal reasons" is not an acceptable excuse.
- Any unexcused absence may be subject to disciplinary action. **Excessive unexcused absences will be referred to the Juvenile Court authorities.**
- If a student becomes ill during the school day, he/she must report to the office and/or clinic (when the school nurse is present). A phone call will be made from the office so arrangements can be made for the student to go home. **Under no circumstances is a student permitted to go home without permission.** Also, a student should not go to the restroom without proper notification.
- When a student returns to school after a serious injury, operation or illness, the office should be notified so that proper safety measures and accommodations can be put in place.
- A letter will be sent home for any student with over 15 days accumulated absences requesting doctor notes. A student may be held back in a grade level for absences of twenty (20) days or more for non-medically, excused absences.

Student Absences and Excuses

The Buckeye Local Board of Education believes that regular attendance leads to higher academic achievement. Class attendance is the primary responsibility of the student and parent/guardian.

The statutes governing student attendance in Ohio are specific and leave little option for school authorities to excuse children from school. The State Board of Education classifies absence from school as excused or unexcused. Excessive absences will be dealt with as truancy or parental neglect. The following conditions constitute reasons for excused absences from school.

- **Personal Illness** – The approving authority may require a record from a physician.
- **Illness in the Family** – The absence under this condition shall apply to students in grades 6-12.
- **Quarantine of the Home** – The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- **Death of a Relative** – The absence arising from a death of a relative is limited to a period of (3) days unless a reasonable cause may be shown by the absent child for a longer absence.
- **Student Needed at Home Due to Absence of Parent or Guardian** – Any absence arising because of this reason shall not extend for a period longer than that for which the parent or guardian were absent.
- **Observance of Religious Holiday** – Any child of any religious faith shall be excused if the absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.
- **Emergency/Inclement Weather** – Any emergency or set of circumstances that in the judgment of the principal constitutes a good and sufficient cause for absence from school.

Tardiness

Oversleeping, missing the bus, car problems, etc. are not excusable reasons for tardiness. Any student with (4) or more morning tardies per nine weeks will be subject to disciplinary action. A student will be considered tardy up until 8:55 A.M. After 8:55 A.M. they will be considered absent for ½ day.

Early Dismissal

When a student wishes to be dismissed early for a doctor or dental appointment, a note from the parents should be presented in the morning to the attendance officer. A parent **MUST** sign his/her child out in the office and **MUST** sign his/her child back in upon his/her return to school. When an early dismissal has been approved, it is the responsibility of the student to check with his/her classroom teachers for assignments. A student who is picked up before 2:00 P.M. will be considered ½ day absent.

Transportation

If a student is transported by a school bus, he/she must ride his/her assigned bus. The bus driver has been asked to assign seats. This is no different than in any classroom. Behavior on the bus is expected to be the same as in the classroom. Discipline problems on the bus will be handled the same as school discipline.

In the morning, walkers and students transported by parents should not arrive at school before 7:25 A.M. On days of cold or inclement weather, students may wait inside the building in the lobby area. All students will be permitted to enter the building once the bus students begin arriving.

Students are not permitted to drive vehicles to school. **To ride a bus other than the one assigned, a student must have a written request signed by a parent. If a child is going over a friend's house after school, a note from both parties will be needed for the pass to be issued.** The student should turn the note in to the main office before the beginning of 1st period. **The bus number, the bus stop and the reason for the request should be given on the note. Verbal requests or telephone calls are not accepted.**

Bus Rules (Student Code of Conduct #17) and OHIO ADMINISTRATIVE CODE – (3301-83-08) PUPIL TRANSPORTATION MANAGEMENT POLICIES.

Pupil transportation management policies should be developed cooperatively by administrators and transportation personnel. Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include

- (A) The school bus driver's authority and/or responsibility to maintain control of the pupils.
- (B) The pupil's right to "due process" as provided for by the policies and procedures of the educating agency.
- (C) Pupil management and safety instruction policies shall include the following:
 - (1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
 - (2) Pupils must wait in a location clear of traffic and away from the bus stops.
 - (3) Behavior at the school bus stop must not threaten life, limb or property of any individual.
 - (4) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
 - (5) Pupils must remain seated keeping aisles and exits clear.
 - (6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
 - (7) Pupils must not use profane language.
 - (8) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
 - (9) Pupils must not use tobacco on the bus.
 - (10) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
 - (11) Pupils must not throw or pass objects on, from or into the bus.
 - (12) Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).
 - (13) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
 - (14) Pupils must not put head or arms out of the bus windows.
 - (15) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
 - (16) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.

FOLLOW THESE BUS RULES

- | | |
|---|---|
| 1. Go directly to your assigned seat and remain seated. | 6. Never throw anything inside the bus or out the windows. |
| 2. Obey the driver promptly and respectfully. | 7. Never put your head, arms or legs out of the bus window. |
| 3. Keep aisles and exits clear. | 8. No profane or bad language. |
| 4. Carry on objects must be held in your lap. | 9. No eating or drinking. |
| 5. Keep hands, feet and objects to yourself. | 10. Do not damage seats or other property. |

BUCKEYE LOCAL SCHOOLS
BUS CONDUCT REPORT

Student's Name	Grade	School
Date of Incident	<input type="checkbox"/> Warning <input type="checkbox"/> 2nd Notice <input type="checkbox"/> 3rd Notice <input type="checkbox"/> 4th Notice <input type="checkbox"/> 5th Notice <input type="checkbox"/> Severe Clause	
Bus No.	Driver's Name	

DEAR PARENT: The purpose of this report is to inform you of a disciplinary incident involving your child on the school bus which may have jeopardized the safety and well-being of all students. You are urged to both understand and cooperate with the corrective action initiated today by the School District. Please sign and return this warning report to the Building Principal or designee.

MISBEHAVIOR

<input type="checkbox"/> Improper Boarding/ <input type="checkbox"/> Departing Procedure <input type="checkbox"/> Bringing Articles on <input type="checkbox"/> Bus of injurious or <input type="checkbox"/> objectional nature <input type="checkbox"/> Noisy at Railroad <input type="checkbox"/> crossing	<input type="checkbox"/> Failure to remain seated <input type="checkbox"/> Refusing to obey driver <input type="checkbox"/> Pushing/tripping others <input type="checkbox"/> Throwing objects in, into <input type="checkbox"/> or out of the bus <input type="checkbox"/> Drugs, alcohol use	<input type="checkbox"/> Smoking on Bus/ <input type="checkbox"/> Lighting Matches <input type="checkbox"/> Spitting/Littering <input type="checkbox"/> Unnecessary Noise <input type="checkbox"/> Eating, drinking <input type="checkbox"/> Excessive mischief	<input type="checkbox"/> Unacceptable language <input type="checkbox"/> Riding incorrect bus <input type="checkbox"/> Other misbehavior <input type="checkbox"/> relating to safety, <input type="checkbox"/> well-being and <input type="checkbox"/> respect for others.
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* * * * *

Assertive Discipline Procedure

1. Driver speaks to the student and provides written assertive discipline procedure (red card).
2. First written warning sent home to parent for signing and return copies to Building Principal and Transportation Supervisor. A phone call or meeting may be arranged through the Principal/designee or Supervisor if driver, principal or parent feel it would be beneficial. Offense could result in a Saturday detention. Consideration will be given to driver recommendation.
3. Second written report resulting in three days off the bus.
4. Third written report resulting in five days off the bus.
5. Fourth written report resulting in ten days off the bus.
6. Fifth written report resulting in student being suspended for ten days pending conference with the parents, Superintendent, Building Principal/designee, bus driver and student with a possible suspension of bus privileges for the remainder of the semester.

SEVERE CLAUSE: Suspension from bus with other possible discipline including suspension of bus privileges for remainder of semester for the following, including but not limited to:

- A. Willfully harming another person.
- B. Damaging school board property.
- C. Fighting.
- D. Insubordination, severely disruptive, or creating an unsafe environment.
- E. Other misconduct identified in the Board adopted student discipline policy.

Statement of driver (to include written statement of actual offense): _____

Date: _____ Driver's Signature _____

Action by the Building Administrator (to include date action was taken for offense): _____

Date: _____ Building Principal's Signature _____

Comments by Parents: _____

Date: _____ Parent's Signature _____

**AFTER SIGNING, PLEASE RETURN THIS FORM TO THE BUILDING PRINCIPAL.
PLEASE FAX TO BUSINESS AFFAIRS -998-2966**

Family Vacation

When a parent requests the absence of a student for a family vacation, such an absence will be considered excused. Work may be made up with credit given. **A request for a family vacation must be made one week prior to leaving.**

Make-Up Work

All students will have the opportunity to make up work missed because of an excused absence. Full credit for make-up work will be granted if the work is done in the designated time allowed. The time allowed is dependent upon the student's abilities, time missed and the teacher's determination of allotted time. Parents can collect assignments and materials after 2:30 p.m. Parents can also check Progress book and/or the Twitter feed on the Braden webpage.

Computer Technology

Computer use at Wallace H. Braden Middle School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administration.

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Students shall not copy (without authorization), damage or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
3. Students shall not use or alter another person's password, files or directories. Student's aiding teachers are restricted to using only the program selected by the teacher.
4. No privately owned software is to be used with computers owned by the Buckeye Local Schools.
5. Use of all computer generated telecommunications is restricted to school related projects and must be supervised by the teacher and network administrator. Students using the Internet, and the parents/guardians of such students, must complete an Internet Use Consent Form before using the Internet.
6. No student shall attempt to establish computer contact into school district restricted computer nets or any other unauthorized databases. **Penalties:** Penalty for infraction will be applied as determined by the teacher and/or administration. Such penalties will range from the loss of computer use privileges and/or other administrative discipline.

Enrolling in the School

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 eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. Birth certificate;
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. Proof of residency;
- D. Proof of immunization.

Withdrawal from School

If a student is withdrawing from school, the main office must be notified and proper forms must be signed by the parent or guardian.

Grading Policy

The following grading scale is used at Wallace H. Braden Middle School:

A Excellent (90 – 100) B Good (80 – 89) C Average (70 – 79) D Poor (60 – 69) F Failing (0 – 59)

I Incomplete

Report cards are issued (4) times a year following the end of each nine-week grading period. Parent-teacher conferences are held (4) times a year: progress reports may be requested by either faculty or parents. Interim reports may be issued by an individual teacher midway through each grading period. Grades can be checked by parents using Progress Book.

Following the end of the first semester, parents of students who are in danger of failing for the year are notified by letter from the guidance department. All final grades will be determined by an odd number of grades, equally weighted, for all classes, whether a semester or year in length.

A full year class will use (4) nine-week grades and one final examination grade to determine the final average.

It is the responsibility of the student to find out what he/she must do to make up any incomplete work. Incomplete work must be made up within (3) weeks of the nine-week grading period in which the incomplete was recorded.

Extenuating circumstances extending this time limit may be taken into consideration with the approval of the teacher and principal. Any incomplete work not made up to the satisfaction of the teacher by the end of the school year will result in a failing grade for the course.

If a student is withdrawn from a course before the end of the first grading period, the student will receive no grade for the course. If a student is withdrawn from a course after the end of the first grading period, the student will receive a grade of "**W**" for the present nine-week and an "**F**" for the end of the year course grade.

Promotion and Retention

Most students make normal progress in school from year to year. Some students mature more slowly in some instances. Too frequently, the students who do not make normal progress are required to repeat a grade because of extended or recurring absences or from lack of application and completion of assigned work. Students who are found to be failing a majority of major subject areas at the end of the first semester shall be considered candidates for retention.

Student Lockers

1. Student lockers are to be used for books, coats, boots, etc. **School issued locks should be on the locker at all times.**
2. **A school lock will be provided and students are responsible for the lock.** If the lock is lost or damaged, a replacement fee of **\$5** will be charged. **Note:** Students are not to bring large sums of money or unnecessary valuables to school. However, if a student needs special storage, contact the office.
3. Writing on the lockers is not permitted. If defacing occurs, the students will be asked to clean the locker and return it to its original condition, or pay for such refurbishing.
4. Students are permitted to use only the locker assigned to them. Appropriate disciplinary measures may be taken if a student is found using other lockers.
5. **Student lockers are the property of the Buckeye Local Schools and may be entered (by administration) at any time without student permission or knowledge.**
6. The Buckeye Local Schools are not responsible for lost or stolen item from lockers.
7. Students will be assigned times during the school day to go to lockers to cut down on hallway congestion. Students may go to lockers at anytime with office or teacher permission.

Book bags

No backpacks (book bags, athletic bags or string bags) may be carried during the school day. Any carried item stored in a locker may be checked when deemed necessary by the administration.

Corridor Policy

Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through corridors quietly and be considerate of others in the hall and classrooms. Discard trash in containers provided and keep the school clean by picking up paper from the floors.

Library

The library and its computer lab areas are to be used for library and research purposes only. The standard disciplinary code applies. Lunchroom library passes will first be issued by the lunchroom supervisor to students. Students need to follow the lunch or classroom teacher's rules in order to gain permission to visit the library.

Lunchroom Regulations

In order to obtain the greatest possible service, cafeteria rules must be followed. Abuse of regulations may result in loss of cafeteria privileges and/or disciplinary action. **The primary function of lunch is to eat. If there is time to socialize, quietly do so after eating.**

1. All students will eat in the cafeteria area.
2. Food or drink is not to be taken out of the cafeteria nor is food or drink to be brought in from outside vendors.
3. No "**cutting**" in line.
4. Students are expected to be orderly, quiet and polite. Students must be seated at all times unless returning trays or getting lunch.
5. Students are responsible for seeing that the table and chairs are clean and in place and that all garbage and trash is placed in waste containers. Cafeteria trays are to be taken to the dishwashing area.
6. All lunch period time is to be spent in the cafeteria area. Use restrooms in the cafeteria area only. Faculty or administration permission is required to be in other areas of the building.
7. **Throwing of food or articles will not be tolerated in or out of the cafeteria and will result in a Saturday detention.**
8. Deliberate popping of lunch bags, milk cartons, etc. will result in a Saturday detention.
9. Bottles and carbonated beverages (pop) are prohibited in the lunchroom.
10. Disrespecting other students (classroom rules apply).
11. Students will be allowed to charge 2 lunches after which they will not be allowed to charge but will be offered a sandwich and a milk.

Administration of Medication

Only the school nurse or the principal's designee will administer medication to students during school hours when the parent cannot be at school to administer the medication, in compliance with the following regulations:

1. **Written instructions signed by the parent and physician will be required and sent to the school nurse. They will include the following:**
 - Child's name;
 - The school and class in which the student is enrolled;
 - Name of medication;
 - Time to be administered;
 - Dosage;
 - The date the administration of the drug is to begin;
 - The date the administration of the drug is to cease;
 - Any severe, adverse reactions that should be reported to the physician and one or more phone numbers to reach the physician;
 - Any special instructions for the administration of the drug, including sterile conditions and storage;
 - Medications should be brought to school by a parent/guardian in a container appropriately labeled by the physician or pharmacy; verify by phone to the principal if a parent/guardian is unable to personally deliver the medication.

2. **Other oral medications, such as aspirin, will not be administered to children under any circumstances by school personnel.**

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 necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the building principal.

Emergency Medical Authorization

A completed Emergency Medical Authorization form must be on file to attend school. A completed Emergency Medical Authorization form must also be on file with the coach or advisor in order to participate in any activity off school grounds, including field trips, spectator trips, athletic, and other extracurricular activities, and co-curricular activities.

Control of Blood-Borne Pathogens

The Buckeye Local Schools seeks to provide a safe educational environment for students and take 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, she/he must immediately notify his/her teacher, who will contact the main office/nurse and assist the student in completing the requisite documents. The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

Fire Drills

Whenever the fire alarm rings, students should go promptly to the proper exit as posted and as directed by the teacher. All should be quiet so that any instructions that are necessary may be easily heard. Go quickly, but safely, in single file – no running and no talking. During the drill, students are expected to remain orderly and to follow directions of teachers and administrators.

Tornado Drills

Specific locations on the ground floor of the building are posted in each classroom as the assigned area for each class to report during tornado drills and alerts. Students are to kneel against the wall as shown on the diagrammed instructions when they are requested to do so and follow the directions of the teacher.

Lock Down Drill

In the event of a school-wide lockdown, students are to remain in their classrooms with lights off, shades pulled, and silent in the room's designated lockdown area. The teacher or designee locks the door. Students are expected to be cooperative and quiet during the lockdown. Then the principal and or his/her designee will give the all clear signal.

Drink and Vending Machine

Students are permitted to use the water vending machines during school hours. Students may carry purchased water from vending machines to class. Water must not be flavored or colored.

Telephones

Under ordinary circumstances, students should not find it necessary to make or receive telephone calls while at school. If it is necessary for a student to use the phone, the student should come to the office and ask permission. No one should be out of class to use the phone unless it is an emergency.

Parents may contact their student in an emergency situation by calling the office (998-0550). We will not be able to pull the student out of class, but the secretary will get in touch with the student. **Please know a disruption (delivering phone messages) hinders the educational process. Please make plans**

ahead of time so that your child is well informed. Do not call the student's cell phone or text message them. This could lead to disciplinary actions against the student, as they should have it turned off. Students are allowed to carry cell phones and other portable technology during the school day and may use these devices in class with teacher permission.

Student Activities

Students participating in or attending related school activities such as school dances, athletic events, musical performances, plays, etc. are subject to all school regulations and are expected to conduct themselves properly at all times. Students must be in school the entire day unless there is a medical excuse to participate. These activities are integral components of school life. We will not allow a few unruly students to spoil these activities for the majority of our students who have the right to enjoy them.

School Insurance

The school does not purchase insurance coverage for students. Enrollment information for Student Accident Insurance will be handed out early in the school year. Remember that student-purchased insurance operates only if the injury is reported immediately.

Athletic Eligibility

To be eligible to participate in athletics at Wallace H. Braden Middle School, a student must maintain a **1.8 grade point average (GPA)** during the preceding nine-week grading period. A student who does not meet this requirement will become **ineligible on the start of the 5th school day after the end of the nine-weeks** in which the failing grades occurred. He/she will remain ineligible for the remainder of the nine-week grading period until the start of the 5th school day of the next nine-weeks. **While ineligible, a student will not be permitted to play or practice with the team.**

The only exception to this rule applies to students enrolling in the 7th grade for the first time. Those students are automatically eligible for the first grading period regardless of their previous academic achievement.

The Wallace H. Braden Middle School athletic policy adopted for the coming school year is as follows.

1. The student must be in school the entire day of an athletic contest except with an authorized medical excuse.
2. All Buckeye Local School uniforms and athletic property will be turned in (2) days after the final contest.
3. A form given to the coach must be signed for an athlete to ride home with his/her parents. **If a parent is taking home an athlete other than his/her own child, the driving parent must have a note authorizing him/her to pick up any other athletes.** The note must be given to the coach and that athlete must be signed out.
4. **Locks are mandatory on all athletic lockers.** Names will be taped on student's locker.
5. Each member of the team will be given written rules at the beginning of the season. These rules will be signed by each participant and his/her parents and kept on file with each coach.

Student Activity Fee

Students are required to pay a Student Activity Fee to be included in extracurricular activities. The yearly fee is as follows: \$160.00 for sports at Braden. Fees are to be paid at the treasurer's office before a student is allowed to engage in the activity. For more information, call the treasurer's office at (440)998-2017.

Visitors

Parents are always welcome to visit Wallace H. Braden Middle School. We ask that you give the school 24 hours notice before the visit. However, anyone visiting the school must report, upon entering the building, to the main office to sign in. **Student visitors are not permitted.**

P. T.O/ Academic Boosters

Braden Middle School encourages parental involvement throughout the school year with the Parent Teacher Organization and the Academic Boosters. Parents who wish to have more information about getting involved please contact Shannon Cantrell, PTO President at (440)998-0550 for more information.

Auditorium Assemblies

Students are to be seated as soon as possible. Inappropriate behavior, such as the following, will not be tolerated:

- Improper noises or gestures;
- Public display of affection;
- Disrespect directed towards the program, teachers and/or other students;
- Climbing over seats;
- Abusive or vulgar language;
- Throwing of objects;
- Spitting.

Buckeye Local Schools Code of Conduct

The maintaining of school discipline and proper behavior is essential to the establishment of a proper learning environment. All employees as well as all students are responsible for good discipline within the school setting. A breach of discipline is any conduct of pupils which substantially and materially interferes with the educational environment. Acts of behavior that tend to conflict with the education program which are hostile to the welfare of other students, the staff and/or the system cannot be tolerated. School authorities cannot accept liability and responsibility for student health, safety and welfare unless the student conforms to the specified standards of good conduct.

In order to maintain the proper learning environment for all students, when a student is found to be in violation of this Buckeye Local Schools Code of Conduct, it shall be considered a serious breach of accepted behavior and disciplinary action will be taken. Unless otherwise noted in the individual section, this code shall be applicable on school grounds at all times or off school grounds during a school-sponsored activity, on any school sponsored trip and at any other time when the student is subject to the authority of the school.

Students who engage in acts that repeatedly violate this code will be subject to more severe consequences for subsequent violations. The school district shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type of severity of punishment for a violation of this code.

Student Rights and Responsibilities

PURPOSE: So that the student body has a frame of reference upon which reasonable conduct can be based, certain rules are considered necessary. Occasionally a small minority may react adversely to the question of rules in a free society, but it is commonly accepted by the overwhelming majority that regulations are in fact established to promote the general welfare of the people. Most students conduct themselves admirably, in a manner creditable to the family. Unfortunately, we are all aware that student behavior is not always a credit to the family, to the schools, nor to other pupils, and it is in the interest of promoting the safety, health and general well-being of the student body that we feel the need to develop a "code of conduct." This code of conduct is in effect on school property, at school functions, and on buses transporting students to and from school and school functions.

1. **The Right to Attend School:** Article VI, Section 3 of the Ohio Constitution provides for the establishment and maintenance of a comprehensive public school system. The Ohio Public Schools System is currently divided into over 600 school districts, one of which is the Buckeye Local School District. By law, all residents between the ages of six and twenty-one in any of these districts are entitled to the enjoyment of all educational opportunities provided by the Ohio Public School System.

Along with the right to equality of educational opportunity, each student in the Ohio Public School System has a related responsibility to act in such a way as to not interfere with the rights of others to the same opportunity. Reasonable and necessary order in the school is essential to the continuation of equal educational opportunities. A student may forfeit his/her right to educational opportunities if his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights.

2. **The Right to Student Participation**: Students shall be encouraged to form and participate in a variety of extracurricular organizations as a means of broadening their educational experiences. These activities are considered an extension of the school day, and as such, all regular school rules shall be observed. It is a student's privilege to participate in or attend these activities; therefore, one must accept the responsibility of abiding by all school rules when he/she does participate in or attend such an activity.
3. **The Right to Participate in School Government**: One of the most obvious and practical ways to expose students to and to instruct them in the principles of sound citizenship is to involve them in the practical daily governance of the school itself. Such involvement would, of course, remain contingent upon the age, maturity and demonstrated ability of students to function as participants in school government.
4. **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 may be released without permission in certain instances except when individual parents specifically request that this information not be released regarding their child.

5. **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 so fundamentally important a thing as school attendance without substantial and just cause. To ensure that the student receives due process, the disciplinary code which students are expected to follow as part of their responsibility in response to the rights enumerated above, as well as the disciplinary actions followed by school personnel, are outlined in subsequent portions of this document.
6. **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 rules and regulations concerning the conduct of students at officially sanctioned school activities off school grounds. 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.

Administrative Actions

1. **Administrative Conference**: An informational meeting is held between the student and administrator to determine the facts involved in a situation. The administrator may issue a verbal warning with or without formal notification to the parent(s).

2. **Detention**: A before or after school detention requires at least a 24-hour notice provided to parents. Transportation is the responsibility of the parent(s). Teacher assigned detentions will be held in the teacher's classroom or a designated area while administrative detentions will be held in the library or office or other designated area determined by each individual school.
3. **Saturday School**: A 3-hour session is held on Saturday morning from 9:00 a.m. to noon at Edgewood High School for grades 4 - 12. Students are responsible for their own transportation and must comply with all of the Saturday school rules (given to the student when the Saturday school is issued) to avoid being suspended. If a student fails to attend the Saturday school, a suspension could be issued.
4. **In-School Detention**: Students who have attendance and/or behavior problems may be assigned to an in-school detention. Students will be given credit in their regular classes for all the work completed while in the in-school detention classroom. If a student is absent on the day of the detention, the time must be made up before the student is returned to regular classes. Students who have discipline problems in the in-school detention could receive an out-of-school suspension.
5. **Out-of-School Suspension**: The superintendent, principal, assistant principal and other designated administrators may suspend a student from school for disciplinary reasons outlined in the Buckeye Local Schools Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The superintendent may apply any or all of the period of suspension to the following year.
6. **Emergency Removal of a Student**: If at any time an administrator feels that a student is behaving in a way that creates or has the potential to create a clear and present danger to himself or another person, or significantly disrupts the educational process, the administrator may have the student removed from the building. The student will be released to the custody of the parent, guardian or an officer of the law. The parent will be notified by phone or in writing within 24 hours of the removal.
7. **Court Referral**: School officials file a formal legal complaint with the appropriate court (juvenile or civil). This may be combined with suspension or expulsion; parents are notified by the court.
8. **Expulsion**: This is a formal exclusion from school, school activities and school property for an extended period of time. The expulsion is issued by the superintendent upon the recommendation of a school administrator. Parents are notified of an expulsion in writing.
9. **Appeal Process**: Should a student or a student's parent(s) choose to appeal an out of school suspension, he/she must do so in writing to the superintendent within 5 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board of Education in Policy 5611. The student may be excluded from school during the appeal process. Notice of an expulsion appeal must be filed with the treasurer within 14 calendar days of the notice of expulsion.

Code of Conduct

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the Buckeye Local Schools. The Buckeye Local School District has a policy of **zero tolerance** with respect to violent, disruptive or inappropriate behavior by its students. A violation of any of the following rules may result in disciplinary action selected from the administrative actions in the previous section.

The following code of conduct relates to the Buckeye Local Schools. Numbers in parentheses are State codes.

1. ***Disruption of School / Class***: Any conduct that tends to interfere with a teacher conducting his/her class, tends to disrupt or interfere with the educational process of the school or tends to endanger the health and safety of the students. Some examples include, but are not limited to, running, throwing objects, horseplay, littering, spitting, being persistently unprepared for class, note writing, leaving class without permission and other disruptive actions as determined by the principal.
2. ***Damage, Destruction or Theft of School Property or Private Property***: A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. A student shall not cause or attempt to cause damage to the private property of students, teachers, school personnel or other persons either on school grounds or during school sponsored or related activities, functions or events off school grounds.
3. ***Forgery***: Forgery is the act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms, or correspondence directed to the school. A student shall not falsify or improperly represent any school documents or parental / guardian notes at any time.
4. ***Extortion***: Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else and it is against the law. Students who engage in the act of extortion or borrowing or attempting to borrow any money or thing of value from a person while on school grounds or at a Board of Education sponsored event may be disciplined.
5. ***Abusive Language, Threats Toward a School Employee, Another Student or Other Person***: A student shall not use threatening, vulgar, profane or abusive language/gestures, written words and/or drawings toward or in the presence of any school employee, student or other person.
6. ***Fighting/Assault Toward a School Employee Another Student or Other Person***: A student shall not cause or attempt to cause physical injury to a school employee, student or other person on or off school grounds. The act of physical bodily contact among two or more students in or on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored activity which is likely to result in physical harm and/or a substantial disruption will not be tolerated for any reason.
7. ***Weapons, Explosive Devices and Dangerous Instruments***: 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, paint ball gun), or any device, including, but not limited to, a starter's pistol, not designed as a firearm but which is specifically adapted for use as such, 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, a toy that is presented as a real weapon, chemical agents and bullet/shotgun shells are included in this category. **(See Section 2923.122 of the Ohio Revised Code)**
8. ***Technology Violation***: Except as authorized by a school personnel, students are prohibited from using electronic devices during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using an electronic device to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their devices confiscated and held and may be directed to

delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated device may be turned over to law enforcement.

9. ***Gambling and Use of Cards/Games***: Students shall not participate in any form of gambling nor use or possess games (cards) without permission from school personnel.
10. ***Narcotics, Alcoholic Beverages and Stimulant Drugs***: A student shall not possess, use, transmit, sell or conceal any alcoholic beverage, intoxicant, narcotic or counterfeit controlled (look-alike) substances. **The odor of alcohol on a student's breath while on school property or under the jurisdiction of the school constitutes a violation of this rule.** Examples of drug abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, over-the-counter medications (without doctor notification and distributed through the nurse) or other substances that could modify behavior. **Use of drugs authorized by medical prescription from a licensed physician shall not be considered a violation of this rule.**

A student shall not possess, use, transmit, sell or conceal any drug or drug paraphernalia (for example, hypodermic needles, syringe) on school grounds, at any school-sponsored or related functions or activities off school grounds or at any other time the student is subject to the authority of the school.

11. ***Use or Possession of Tobacco Products***: A student may not at any time use or possess any form of tobacco product on school grounds, at any school-sponsored or related functions or activities off school grounds, or at any time the student is subject to the authority of the school. Tobacco products include, but are not limited to, cigars, cigarettes, clove cigarettes, chewing tobacco, snuff, tobacco look-alike products and any other form of tobacco-related products.
12. ***Loitering and Trespassing***: Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled or permanently excluded, the student is not allowed on school property without the permission of a building administrator. Willful presence in a school building or a restricted area of a school building at unauthorized times will also be considered trespassing and subject to discipline.
13. ***Truancy, Tardiness and Cutting Class***: Absence from all or any portion of the regularly scheduled school day or other mandatory activities without school authorization and parental consent is prohibited. Excessive tardiness to school, excessive tardiness to class, truancy from school and truancy from class are violations and subject to discipline.
14. ***Public Display of Affection***: Students are not to display forms of affection (kissing, excessive touching, etc.) in any areas of the building.
15. ***Insubordination***: A student shall not fail to accept and follow directions, reasonable requests or orders of school officials, teachers, substitute teachers or other authorized school personnel.
16. ***Failure to Accept Discipline***: Penalties assigned by teachers, school administrators/officials or other authorized school personnel not complied with or failure to serve any form of discipline will be considered violations of this rule.
17. ***Violation of Bus Conduct Requirements***: Activities which pose or tend to pose a danger to the safe operation of a school bus, including, but not limited to, failing to remain seated, throwing objects at a passenger or the driver, shouting and other disorderly conduct which could cause physical harm or emotional stress, bullying/ harassment, using profanity, vandalizing, eating, chewing gum, or diverting the driver's attention will result in disciplinary action.

18. ***Violation of School Policies Pertaining to Appearance and Dress (Dress Code)***: In the interests of health and safety, students are expected to dress in the manner conducive to a good learning environment. We believe there is a definite relationship between good dress habits and both good work habits and proper school behavior. Any type of attire that attracts undue attention to the wearer is in bad taste and, therefore, is not acceptable.

Dress Code

- Wearing apparel or jewelry that promotes drugs, tobacco and/or alcohol, violence, gang activity, presents an obscene message or suggests such is strictly prohibited.
- Students are expected to wear clothing and jewelry in an appropriate manner. **Students are not to wear long wallet/key chains of any type; see-through tops; hats; clothing having excessive holes; hats; unsuitable designs or language on any clothing; no visible undergarments; slit clothing with lacing up the front or sides; any type of apparel that displays bare midriff or has a low cut top. Hats must be in lockers.**
- All shirts must have sleeves covering shoulders at all times. Shirts must also be long enough to tuck in.
- Jewelry worn in connection to body piercing needs to be worn in a manner that maintains student safety.
- Footwear should be worn at all times. No cleats, taps, shoes with rollers, or other inappropriate footwear. Slides are **not** permitted. Flip flops are **not** permitted. Open toe shoes with a backing may be worn in the building.
- Skorts, skirts and shorts must be **fingertip in length** or longer. The administration handles and has final determination on clothing regulations. Offenders will be dealt with as a dress code violation.
- **Any student disregarding appearance and dress guidelines will be asked to make the necessary changes in appearance or wearing apparel immediately.** (A letter from the administration may be sent home to the parents of students disregarding the dress code guidelines.) **The building administrator will make the final judgment.**

19. ***Hazing/Harassment***: Hazing is any act or participation in any act/acts that injures, degrades, disgraces or has the potential to injure, degrade or disgrace any student or staff member. Hazing is prohibited and will not be tolerated.

Any act of harassment and/or sexual harassment will be considered in violation of the Buckeye Local Schools Code of Conduct and subject to immediate discipline. Unlawful harassment on the basis of race, national origin, religion, disability, gender, sexual orientation and age includes such conduct as slurs, jokes and any other verbal or physical attack that

- Has the purpose or effect of creating an intimidating, hostile or offensive educational environment;
 - Has the purpose or effect of unreasonably interfering with an individual's performance;
 - Otherwise adversely affects an individual's opportunity to participate in the educational process.
- Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

20. ***Harassment, Intimidation, or Bullying***: Is any act or participation in any act/acts that injures, degrades, disgraces or has the potential to injure, degrade or disgrace any student or staff member. This conduct is prohibited and will not be tolerated.

Any act of harassment and/or sexual harassment will be considered in violation of the Buckeye Local Schools Code of Conduct and subject to immediate discipline. Unlawful harassment on the basis of race, national origin, religion, disability, gender, sexual orientation and age includes such conduct as slurs, jokes and any other verbal or physical attack that

- Has the purpose or effect of creating an intimidating, hostile or offensive educational environment;
- Has the purpose or effect of unreasonably interfering with an individual's performance;
- Otherwise adversely affects an individual's opportunity to participate in the educational process.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Definitions of Terms:

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student/school personnel; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the State Board of Education.

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including over intent to ridicule, humiliate, or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors; and,
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following:
 - 1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
 - 2. sending abusive or threatening instant messages;
 - 3. using camera phones to take embarrassing photographs of students and posting them on-line;
 - 4. using web sites to circulate gossip and rumors to other students; and,
 - 5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.

21. ***False Alarms and/or Inducing Panic:*** The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause is a violation of state law and is subject to discipline by the school and possible contact of police authorities.
22. ***Arson:*** The unauthorized use of any fire while in attendance at any Board of Education sponsored activity or on Board of Education property including vehicles is not permitted. Anything, such as fire, that endangers school property and its occupants will not be tolerated.
23. ***Internet Policy:*** Students are expected to comply with the Board of Education policy regarding the use of technology and Internet services. Using technology to access, view, possess or transmit offensive or slanderous materials is not acceptable and is subject to discipline. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
24. ***Repeated Acts of Misconduct:*** Students shall comply with all policies, rules and regulations of the Board of Education. Continual and repeated acts of misconduct will not be tolerated and will be subject to further disciplinary actions being taken.

Searches

General Searches of Students and Personal Items: Students have the right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student's possessions if such official has reasonable suspicion that such a search will find any object that violates the law or school regulations. If a student is asked to acknowledge the item voluntarily or to cooperate with the search and refuses, school officials and appropriate law enforcement officials contacted may detain the student. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for failure to cooperate.

Search of Student Lockers/Desks: Students are advised that lockers and desks are the property of the Buckeye Local School District and are subject to inspection by authorized school personnel. Students are responsible for any and all contents found in their lockers and desks and will be held responsible for any violations of school rules that occur in their assigned lockers. **No student is permitted to share a locker/desk without the written permission of the administration, and sharing a locker/desk does not excuse either student from being responsible for the contents within the locker/desk at all times.**

Search of Student Vehicles: Students who exercise the privilege of driving, riding or parking a private vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement and school disciplinary procedures.

How to Reach Us ...

www.buckeyeschools.info

	<u>Phone</u>	<u>Fax</u>
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Buckeye Local Schools		
3436 Edgewood Drive		
Ashtabula, OH 44004		
Superintendent Mr. Colucci	(440) 998-4411	(440) 992-8369
Treasurer's Office Mrs. Davis	(440) 998-2017	(440) 992-9013
Business Affairs Office Mr. Howell and Mr. Brunell	(440) 998-2740	(440) 998-2966
Bus Garage	(440) 992-2170	
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Wallace H. Braden Middle School		
3436 Edgewood Drive		
Ashtabula, OH 44004		
	(440) 998-0550	(440) 998-2793
Mr. Sapanaro, Principal		
Mr. Mlack, Assistant Principal		
Ms. Gritzer, School Counselor		
Mrs. Calogero, Administrative Assistant		
Mr. Kray, Athletic Administrator (440)998-1413 or (440)997-5301		
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Edgewood High School	(440) 997-5301	(440) 998-6143
Kingsville Elementary	(440) 224-0281	(440) 224-2452
Ridgeview Elementary	(440) 997-7321	(440) 998-2842
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Ashtabula County Technical and Career Center	(440) 576-6015	
Ashtabula County Educational Service Center	(440) 576-4085	

Wallace H. Braden Middle School Staff

Mr. Sapanaro	Principal	Mr. Frampton	Head Custodian
Mr. Mlack	Assistant Principal	Mr. Brennan	Library Aide
Ms. Gritzer	Counselor	Mrs. Carter	Intervention Specialist
Mrs. Calogero	Secretary	Mrs. Zappitelli	Intervention Specialist
Mrs. Bojanowski	Secretary	Mrs. McCoy	Intervention Specialist
Mrs. Crossley	Nurse	Mrs. Mitchell	Intervention Specialist
Mrs. Kennedy	School Psychologist	Mrs. Reichert	Intervention Specialist

6th grade

Mrs. Kray - Language Arts
 Mr. Stolfer - Math
 Mr. Santee- Science
 Mrs. Cash - Social Studies

7th grade

Mr. Mitchell - Math
 Mr. Campbell - Science
 Mr. Coxon - History
 Mrs. Dunn - Language Arts

8th grade

Ms. Deak - Math
 Mrs. Cafaro - Science
 Mr. Hill - History
 Ms. Adams - Language Arts

Encore Period**All grades**

Mrs. Willey P.E. and Health
 Mrs. Burnett Art
 Mr. Pike Computers

Mrs. Sommers Band
 Mr. Kirby Chorus

All teachers email can be found on the district homepage under staff directory tab on left side of screen. To see all teachers use location pull down to select Braden and all staff emails will appear. You can also narrow search by grade level.

*Six Grade Curriculum***Required courses are the following:**

Language Arts 6-----	Full Year
Mathematics 6-----	Full Year
Science 6-----	Full Year
History 6-----	Full Year
Encore 6-----	Full year

Elective Arts courses are the following:

Instrumental Music or Choral Music -----	Full Year
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*Seventh Grade Curriculum***Required courses are the following:**

Language Arts 7-----	Full Year
Mathematics 7 -----	Full Year
Science 7-----	Full Year
History 7-----	Full Year
Encore 7-----	Full Year

Elective courses are the following:

Instrumental Music or Choral Music -----	Full Year
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*Eighth Grade Curriculum***Required courses are the following:**

Language Arts 8-----	Full Year
Mathematics 8 or Algebra I Honors-----	Full Year
Science 8-----	Full Year
History 8-----	Full Year
Encore 8-----	Full Year

Elective courses are the following:

Instrumental Music or Choral Music-----	Full Year
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Parent's Right to Know

The Buckeye Local Schools wishes to notify all parents in all buildings that they may request information regarding the professional qualifications of their children's classroom teachers, including the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which state qualifications or licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification and field of discipline;
- Whether the student is provided services by paraprofessionals and if so, their qualifications.

The district also provides the following notifications to parents of student Title I schools as necessary:

- Timely notice that the student has been assigned to be taught or has been taught for four or more consecutive weeks, by a teacher who is not "highly qualified."
- Information on the level of achievement of the student in each of the state's academic assessments.

Privacy Rights

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/ or eligible students who believe their rights have been violated may file a complaint with the office below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/om/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email address:

FERPA@ED.Gov or PPRA@ED.Gov

Individuals with Disabilities

The American's with Disabilities 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 evaluation procedures. Parent involvement in this procedure is important and required by federal (IDEA) and state law. Contact Special Education Supervisor Teresa Parker at 440-998-6369 to inquire about evaluation procedures and programs.

Notice of Nondiscrimination and Grievance Procedures

Nondiscrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.

Further, it is the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

Complaint Procedure

Section I

Any person who that believes that he or she has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the district's Civil Rights Coordinator.

Superintendent
3436 Edgewood Drive
Ashtabula, OH 44004
or call 440-998-4411

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114. The entire text of the complaint procedure, as well as all board policies, may be found on the district's website www.buckeyeschools.info.

Notice To Public Regarding Inspection of Instructional Materials

The principal is the contact for coordinating inspections of instructional materials at the school. His office is located at 3436 Edgewood Drive, Ashtabula, Ohio 44004 or he can be reached by calling 440-998-0550.

Memo to Parents Regarding Board Policy on Drug-Free Schools

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students.

Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

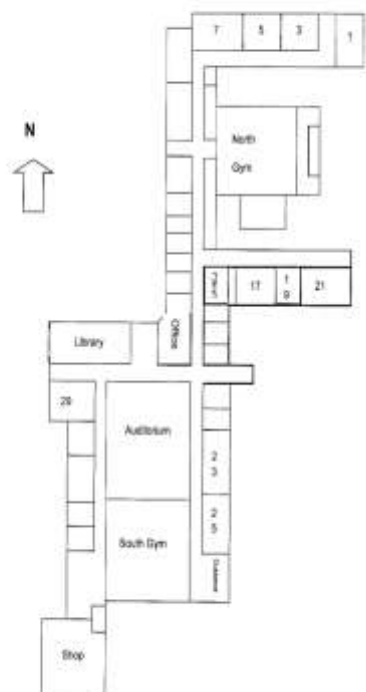
The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he or she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

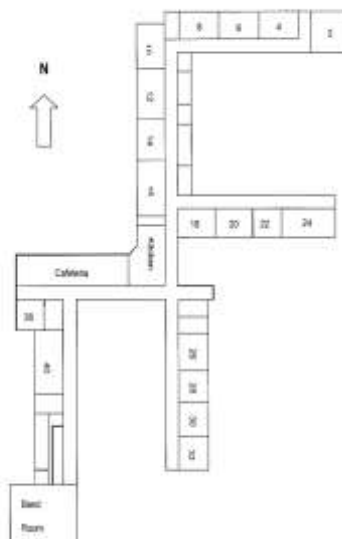
Wallace H. Braden Middle School Extracurricular Activities

Teen Institute, Student Council, Cheerleading, Football, Cross Country, Tennis, Basketball, Soccer, Volleyball, Wrestling, Track

BRADEN MIDDLE SCHOOL
FIRST FLOOR



SECOND FLOOR



BUCKEYE LOCAL SCHOOLS SCHOOL CALENDAR 2018-2019

Monday	Aug. 20	Staff Orientation/Report Day
Monday	Aug. 20	Middle School Meet the Teacher Night
Monday	Aug. 20	High School Meet the Teacher Night
Tuesday	Aug. 21	Waiver Day – No School (Teacher Prof. Development)
Tuesday	Aug. 21	Elementary Meet the Teacher Night
Wednesday	Aug. 22	Classes Begin for Students
Monday	Sept. 3	Labor Day – No School
Tuesday	Sept. 25	Middle School Parent/Teacher Conferences
Thursday	Sept. 27	High School Parent/Teacher Conferences
Friday	Sept. 28	Waiver Day – No School (Teacher Prof. Development)
Friday	Oct. 12	NEOE Day – No School
Friday	Oct. 19	End of 1st Grading Period
Monday	Oct. 22	Teacher Professional Day/Records – No School
Thursday	Nov. 1	Elementary Parent/Teacher Conferences
Friday	Nov. 2	Elementary Parent/Teacher Conferences
Tuesday	Nov. 13	Middle School Parent/Teacher Conferences
Thursday	Nov. 15	High School Parent/Teacher Conferences
Tuesday	Nov. 20	Last School Day before Thanksgiving Break
Wed – Fri	Nov. 21-23	Thanksgiving Holiday
Monday	Nov. 26	Waiver Day – No School (Teacher Prof. Development)
Tuesday	Nov. 27	School Resumes after Thanksgiving Break
Friday	Dec. 21	Last School Day before Winter Break
Friday	Dec. 21	End of 2nd Grading Period/First Semester
Mon – Thur	Dec. 24-Jan3	Winter Break
Friday	Jan. 4	Teacher Professional Day/Records – No School
Monday	Jan. 7	School Resumes After Winter Break
Monday	Jan. 21	Martin Luther King, Jr. Day - No School
Tuesday	Feb. 5	Middle School Parent/Teacher Conferences
Thursday	Feb. 7	High School Parent/Teacher Conferences
Thursday	Feb. 14	Elementary Parent/Teacher Conferences
Friday	Feb. 15	Waiver Day – No School (Teacher Prof. Development)
Monday	Feb. 18	Presidents' Day – No School
Tuesday	Feb. 19	Elementary Parent/Teacher Conferences
Friday	Mar. 15	End of 3rd Grading Period
Monday	Mar. 18	Teacher Professional Day/Records – No School
Friday	Mar. 22	Last Day Before Spring Break
Mon-Fri	Mar. 25-29	Spring Break
Monday	Apr. 1	School Resumes After Spring Break
Friday	Apr. 19	No School (Good Friday)
Monday	May 27	Memorial Day - No School
Friday	May 31	Last Day of School End of 4th Grading Period/Second Semester
Monday	Jun. 3	Teacher Report Day

Should Calamity Days exceed ten days, the number of make-up days to meet the legal requirements of the school will be scheduled as needed, following the last day of school. (Ex. June 4th, 5th & 6th.)