



BAKER MIDDLE SCHOOL

ROCKS



2016 — 2017

STUDENT HANDBOOK



☆ RESPECT ☆ OWNERSHIP ☆ CONSIDERATION ☆ KNOWLEDGE ☆

“The choices you make today shape your world tomorrow.”

www.fairborn.k12.oh.us



Welcome to Baker Middle School

The faculty, staff, and administration of Baker Middle School welcome you to the 2016-2017 school year. Our goal is to meet the needs of all students by providing a comprehensive, well-rounded curricular program.

The purpose of the handbook is to inform you of policies, procedures, rules, regulations, and items of importance in our school. A copy of the Student Code of Conduct is also included. We should caution you that not everything pertaining to the students is, or could be, included in a booklet of this type. It is every student's responsibility to be aware of the expectations of our school and to abide by them. You and your parents/guardians should read through this handbook carefully and ask for clarifications if you do not understand something. This handbook and your agenda planner are excellent tools to use to help you stay knowledgeable, organized, and focused on your goals.

As you strive for academic excellence, we wish you success and happiness in reaching your goal. Have a great year, and again, our enthusiastic welcome to Baker Middle School.

Sincerely,

The Baker Middle School Administration, Faculty, and Staff

The mission statement of the Fairborn City Schools is "*The Fairborn City School district, in partnership with the community, will provide a safe, nurturing environment that values individual differences and is relentless in the pursuit of personal and academic excellence that prepares all students for success.*" -Adopted 2003

(An index is provided at the back of the handbook for your convenience.)

NOTICE

Readers of this handbook are cautioned that school board policies are subject to change at any time. The student handbook is printed only once a year, so any changes to policy, guidelines, and procedures that happen during the school year will not be included. Check with the school office or the Board of Education for information about any recent policy changes, additions, or deletions.

DIRECTORIES

Assistance

Absence/Tardy Notification	BMS Attendance Office 878-1851
Athletics/Gym & Stadium Use	FHS Athletic Office 879-3611
Bus Information	District Transportation Office 878-1772
Change of Address	BMS Main Office Phone: 878-4681 FAX: 878-8193
Facilities Use (other than gyms and stadium)	BMS Main Office
Free/Reduced Lunch Information	District Nutrition Office 879-8176
Locker Problem	Attendance/Discipline Office
Lost and Found	Cafeteria Cart/East Wing Bin/Main Office
Lunch Account Payments	BMS Cafeteria Office
Medication Forms/Immunization Information	BMS Clinic
Personal Problems/Schedule Problems/Testing Info	Guidance Office
School Fees & Fines/Payment Plans	BMS Finance Office Phone: 878-6108 FAX: 878-8183
Withdrawing from School/Moving	BMS Main Office

Faculty and Staff

6th Grade Core Teachers: (B) Blue House (O) Orange House

Mr. Zac Amand	zamand@fairborn.k12.oh.us	Science (O)
Mrs. Jordan Bauman	jbauman@fairborn.k12.oh.us	Intervention Specialist
Mr. Jeff Barr	jbarr1@fairborn.k12.oh.us	Science (B)
Mrs. Jeanne Bolser	jbolser@fairborn.k12.oh.us	ELA (B)
Mr. Josh Fries	jfries@fairborn.k12.oh.us	Math (B)
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Mr. Tyler Luce	tluce@fairborn.k12.oh.us	Social Studies (B)
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Mr. Waylon Stegall	wstegall@fairborn.k12.oh.us	Intervention Specialist
Mr. Matt Turner	mturner@fairborn.k12.oh.us	Social Studies (O)
Mrs. Sonya Walker	swalker@fairborn.k12.oh.us	Math (O)

7th Grade Core Teachers: (G) Green House (P) Purple House

Mrs. Jenny Altensee	jaltensee@fairborn.k12.oh.us	Social Studies (G)
Mr. John Barr	jbarr@fairborn.k12.oh.us	ELA (G)
Mr. Andrew Bauman	abauman@fairborn.k12.oh.us	ELA (P)
Mrs. Carrie Bell	cbell@fairborn.k12.oh.us	Science (P)
Mrs. Marcey Boone	mboone@fairborn.k12.oh.us	ELA (P)
Mr. Chris Henson	chenson@fairborn.k12.oh.us	Science (G)
Mr. Bill Morgan-Elliott	bmorganelliott@fairborn.k12.oh.us	Intervention Specialist
Mrs. Heather Rutan	hrutan@fairborn.k12.oh.us	Intervention Specialist
Ms. Melissa Scheuering	mscheuering@fairborn.k12.oh.us	Intervention Specialist
Mr. Steve Skolik	sskolik@fairborn.k12.oh.us	Intervention Specialist
Mrs. Becky Stone	rstone@fairborn.k12.oh.us	Math (G)
Mr. Kevin Taylor	ktaylor1@fairborn.k12.oh.us	Math (P)
Mrs. Nikki Tighe	ntighe@fairborn.k12.oh.us	Social Studies (P)
Mrs. Lyz Watson	ewatson@fairborn.k12.oh.us	ELA (G)

8th Grade Core Teachers: (R) Red House (Y) Yellow House

Mr. Taylor Davis	tdavis@fairborn.k12.oh.us	ELA (R)
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Mr. Rick O'Bleness	robleness@fairborn.k12.oh.us	Science (Y)
Mrs. Rita Pierson	rpierson@fairborn.k12.oh.us	Math (Y)
Mrs. Lisa Rowell	lrowell@fairborn.k12.oh.us	Intervention Specialist
Ms. Alyssa Royer	aroyer@fairborn.k12.oh.us	ELA (R)
Ms. Amy Stamper	astamper@fairborn.k12.oh.us	ELA (Y)
Ms. Erin Steelman	esteelman@fairborn.k12.oh.us	ELA (Y)
Ms. Tiffany Smith	tsmith1@fairborn.k12.oh.us	Science (R)
Mr. Chad Weingart	cweingart@fairborn.k12.oh.us	Intervention Specialist
Mrs. Emma Wilson	ewilson1@fairborn.k12.oh.us	Math (R)

Faculty and Staff

Mr. Dwight Bartlett	dbartlett@fairborn.k12.oh.us	Project Lead The Way
Ms. Kristen Bichler	kbichler@fairborn.k12.oh.us	Intervention Specialist (MD)
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Mrs. Joan Gudorf	jugudorf@fairborn.k12.oh.us	Librarian/Media Specialist
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Mr. Chris Meleason	cmeleason@fairborn.k12.oh.us	Adaptive PE
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Officer Nate Penrod	npenrod@fairborn.k12.oh.us	School Resource Officer
Mr. Bruce Porter	bporter@fairborn.k12.oh.us	Clinic Assistant

Ms. Jamie Roseberry	jroseberry@fairborn.k12.oh.us	Physical Education 8
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Mrs. Gretchen Wudke	gwudke@fairborn.k12.oh.us	Computer Applications
Mr. Dan Young.....	dyoung@fairborn.k12.oh.us	Homeless Education Liaison
TBA.....		Instrumental Music

Administration and Counselors

Mrs. Deb Hauberg.....	dhauberg@fairborn.k12.oh.us.....	Principal
Mr. Christopher English	cenglish@fairborn.k12.oh.us.....	Assistant Principal
Mrs. Andrea Ferguson	aferguson@fairborn.k12.oh.us.....	Assistant Principal
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Ms. Lisa Maher	lmaher@fairborn.k12.oh.us.....	Special Education Supervisor
Mrs. Jean Kremer	jkremer@fairborn.k12.oh.us.....	Gifted Education Supervisor
Mrs. Michele Berning	mberning@fairborn.k12.oh.us.....	School Psychologist
Mr. Micah Harding.....	mharding@fairborn.k12.oh.us	Athletic Director
Mr. Chad Weingart.....	cweingart@fairborn.k12.oh.us	BMS Athletic Manager
Mrs. Holly Cultice	hcultice@fairborn.k12.oh.us.....	Guidance Counselor
Students with Last Name A to K		
Mrs. Beth Myers.....	bmyers@fairborn.k12.oh.us	Guidance Counselor
Students with Last Name L to Z		

Secretaries

Mrs. Irene Montalvo	imontalvo@fairborn.k12.oh.us	Attendance/Discipline Office
Mrs. Jackie Wilcox	jwilcox@fairborn.k12.oh.us	Main Office
Ms. Kim O'Loughlin	koloughlin@fairborn.k12.oh.us.....	Finance Office
Mrs. Denise Riley.....	driley@fairborn.k12.oh.us	Athletic Office

Student Activity Advisors

Art Club	Ms. Leslie Nankivell/Mr. Stephen Merland
Stage & Screen Club	Mr. Taylor Davis
Bible Club.....	Mr. Steve Skolik
Student Council.....	Ms. Ashley Geiger/Mrs. Sonya Walker
Gaming Club.....	Mr. Chris Henson/Mr. Chad Weingart

Eighth Grade Class.....	Mrs. Christy Mays
National Junior Honor Society.....	TBD
Journalism/Publications	Mr. Eric Green
Science Olympiad/Science Club	Mrs. Carrie Bell/Mrs. Bev Stambaugh
Spelling Bee.....	Mr. Matt Turner
Student Ambassadors.....	Mrs. Pam Gayheart
Talent Show	Mr. Chad Weingart/Mr. Zac Amand
Power of the Pen	Mrs. Lyz Watson

MIDDLE SCHOOL and BAKER

The middle school concept is built on the premise that students passing through pre-adolescent and the early adolescent years have a wide variety of physical, emotional and mental growth development patterns. In recognition of this unique period in their lives, appropriate educational and social experiences are provided. The instructional setting is flexible, but also has well-defined limits that provide a degree of security during this time of rapid personal change. The skills and concepts developed at the elementary level are expanded and extended through the Common CORE Curriculum, but there are also opportunities to explore new areas in the academics, the arts, physical education, and social relationships. Gradually, students are granted increased responsibility and opportunity to make decisions like those they will experience in future years.

This handbook describes the methods and programs designed to assist Baker Middle School students in making the transition from childhood dependence toward adult independence.

MIDDLE SCHOOL TEAMING – A SMALL SCHOOL CONCEPT WITHIN A LARGE SCHOOL

The educational program at Baker is designed to give each child the opportunity to succeed in academic and nonacademic endeavors through varied and flexible approaches to learning. Geared specifically to the middle school-aged child, the program allows for individual differences, provides remediation and acceleration, and provides an opportunity for each child to grow. Recognizing that students at this age level have unique needs in developing their self-concept and self-confidence, and also understanding that building relationships becomes even more important during this time of their lives, BMS operates with an organizational structure that creates smaller, interdisciplinary teams (called “houses”) within the school. The extent of team-teaching in any given unit will depend upon the nature of that unit and the needs of the students. The learning situations range from large groups to individual lessons designed to achieve the goals of units, accommodate the needs of students, and draw upon the strengths of the instructors.

Houses: A “House” consists of 140-170 students within a specific grade, but all houses use the same district-approved curriculum and operate within the scope of the larger school in the same way. Students are placed on a house that contains a team of teachers for the four core academic areas of English/Language Arts, Mathematics, Science, and Social Studies. Exceptional students may be placed in equivalent grade level classes based on their specific needs. Houses help optimize teacher-student interactions, students are able to develop deeper relationships with their classmates, and teachers are better equipped to consider the whole-child when communicating with parents about their child’s progress.

Encore Classes: In addition to these core courses, students have two periods a day for “Encore” classes which supplement the core curriculum with classes that help students apply what they are learning, explore technology and the arts, and provide enrichment or intervention support.

High School Credit Classes: Senate Bill 55 in the Ohio Legislation establishes that the graduation requirement for Ohio’s public high school students is 21 credits. To increase flexibility and course options, S.B. 55 includes legislation granting credit for “high school level” courses taken at the middle school level. At Baker, the Algebra I class meets this requirement. BMS students who successfully complete Algebra I can earn one high school credit toward their high school graduation requirements.

Access Class: “ACCESS” stands for: **A**cademics,
College-preparedness,
Career Exploration,
Emotional Support,
Social Awareness & Positive Interaction, and
Success!!

In short, “Access” is a course aimed at supporting a school culture of tolerance and respect for the individual. Access serves administrative functions, reinforces academic skills, help students develop social skills and provides them space to discuss issues they face in their lives. Through access, we seek to prevent students from falling through the cracks by ensuring that at least one person knows the student holistically. The course includes targeted assignments, projects, activities and events that combine many elements of character education, college and career readiness, study skills, community service, math and reading skills, science and social studies exploration and much more.

Access offers support in two forms. First, it supplies built-in peer groups for all students. Second, it gives students an adult who gets to know them well and who can offer advocacy and support in difficult social and academic situations. Advocates of such advisory-type programs see a direct link between a student’s emotional and social experience and academic achievement. Advisory promotes self-esteem. It provides peer recognition in an accepting environment, offsetting peer pressure and negative responses from peers in other areas. The advisory curriculum is reflected upon and maintained regularly to effectively address the needs of students and the school.

Access groups meet daily for 30 minutes, and each group consists of 15 – 25 students in the same grade. Basic math and writing skills are a primary focus of the course. On “**Math Mondays**” teachers and students tackle real world math problems without a calculator to help improve basic math literacy. “**Writing Wednesdays**” helps students fine-tune their writing skills through purposefully selected prompts that address current events as well as social and academic issues. This allows students to reflect upon their experiences and to formulate and organize their opinions. Wednesdays are also “**Flex Days**” where students can visit teachers for targeted intervention in their core classes. On Tuesdays and Thursdays, students participate in activities and projects that teach and reinforce the soft skills needed for continued success such as organizational skills, college and career readiness activities, social interactions, character education, etc. Fridays are reserved for academic follow-ups, goal setting and celebration of success. Within this framework, the curriculum progresses over the three years of middle school:

- The sixth grade curriculum is designed to help students with the transition to middle school. Access classes will consist of 2 to 3 WEB groups, approximately 10 students grouped together at orientation who have 8th grade mentors. Students work on organization and study skills, and take part in community-building activities with their 8th grade mentors throughout the year. Announcements and other administrative tasks are also covered.
- The seventh and eighth grade curriculum is designed to help students with planning for their futures. Students participate in a variety of activity that promote personal development, climate building, leadership, anti-bullying, service, organization, communication and academic follow-ups. Announcements and other administrative tasks are also covered.
- Selected eighth grade WEB Leaders will be trained in team building activities, cooperative skill development, and discussion skills. Each of these WEB Leaders will serve as a mentor to a group of sixth graders. WEB Leaders will work their WEB teams at orientation and stay in touch with them throughout the school year. They become leaders, motivators, role models and teachers.

BMS BELL SCHEDULES

Regular Bell Schedule			
1	7:45 - 8:33		
2	8:37 - 9:22		
3	9:26 - 10:11		
4	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
A	10:15-11:00 (C)	10:15-10:45 (L)	10:15-10:50 (A)
B	11:04-11:34 (L)	10:49-11:24 (A)	10:54-11:39 (C)
C	11:38-12:13 (A)	11:28-12:13 (C)	11:43-12:13 (L)
5	12:17-1:02		
6	1:06-1:51		
7	1:55-2:40		

1 Hour Delay Schedule			
1	8:45-9:26		
2	9:30-10:07		
4	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
A	10:11-10:48 (C)	10:11-10:41 (L)	10:11-10:41 (A)
B	10:52-11:22 (L)	10:45-11:15 (A)	11:45-11:22 (C)
C	11:26-11:56(A)	11:19-11:56(C)	11:26-11:56 (L)
3	12:00-12:37		
5	12:41-1:18		
6	1:22-1:59		
7	2:03-2:40		

2 Hour Delay Schedule			
1	9:45-10:16		
2	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
3	10:19-10:49 (C)	10:19-10:49 (L)	10:19-10:49 (A)
4	10:52-11:22 (L)	10:52-11:22 (A)	10:52-11:22 (C)
A	11:25-11:55 (A)	11:25-11:55(C)	11:25-11:55 (L)
B	11:58-12:28		
C	12:31-1:01		
5	1:04-1:34		
6	1:37-2:07		
7	2:10-2:40		

Early Release Schedule (Every Friday)			
1	7:45-8:28		
2	8:32-9:12		
3	9:16-9:56		
4	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
A	10:00-10:40 (C)	10:00-10:30 (L)	10:00-10:30 (A)
B	10:44-11:14 (L)	10:34-11:04 (A)	10:34-11:14 (C)
C	11:18-11:48 (A)	11:08-11:48 (C)	11:18-11:48 (L)
5	11:52-12:32		
6	12:36-1:16		
7	1:20-2:00		

SCHOOL HOURS & ATTENDANCE INFORMATION

SCHOOL HOURS – The school day at BMS will start with the 7:45 a.m. tardy bell and continue until the 2:40 p.m. dismissal bell. Students should vacate the building immediately at the end of the school day unless they are involved in a supervised activity. Any student who is involved in extra-curricular activities after school is responsible for informing her/his parents of the activity, its beginning/ending time and location. Students who stay at BMS for a supervised activity should plan to walk home or be picked up within 15-minutes of the end of the activity.

ATTENDANCE GUIDELINES – Ohio law requires students to be in attendance every day that school is in session. School attendance is ultimately the legal responsibility of the student and the family. It is state law that a student must attend school until the age of 18. In accordance with state regulations, a note from a parent/guardian explaining an absence is considered a request for school officials to excuse the absence. Excused absences and tardiness will only be considered for the following reasons:

1. Personal illness of the student
2. Illness within the student's family
3. Death in the family
4. Quarantine for contagious disease
5. Religious reasons
6. Emergency or a set of circumstances which, in the judgment of the Superintendent of Schools, constitutes a good and sufficient cause for absence from school

IMPORTANT TIME FRAMES

ARRIVAL:

7:45 – 10:10 A.M.....Tardy
10:11 A.M. – 12:30 P.M.....1/2 day absence
After 12:30 P.M.....One day absence

DISMISSAL:

Before 9:25 A.M.....One day absence
9:26 A.M.-12:30 P.M.....1/2 day absence
After 12:30 P.M.....Early Dismissal

ABSENCE REPORTING: When a student must be absent, it is important that families communicate the absence as soon as possible using the following procedures:

1. The student's parent/guardian should phone BMS to let the office know that the student will be absent that day. Please call 878-1851 between 7:00 and 9:00 A.M. Before 7:00 a.m., parents can also leave a voice mail message stating the student's name and grade, the name of the person calling and his/her relationship to the student, and the reason for the absence.
2. If an absence is not called in, the student should report to the attendance office immediately upon his/her return to school with a note from the parent/guardian or doctor which states the date(s) of the absence and the reason(s) for the absence. (Notes from medical personnel indicating their instructions not to attend school will be accepted up to seven calendar days after the absence.) Students not following this procedure will receive an unexcused absence notation and will not be able to earn credit for class work required during the period of absence. A student who forgets to bring the note, or loses his/her note has one additional day to bring it in.
3. Written notes for absences and early dismissals must be written directly by the parent/guardian of a students.
4. If the make-up period for an excused absence carries over into the next nine-week grading period, an "Incomplete" may be recorded on the grade sheet and report card. The maximum make-up period for an Incomplete will be two weeks. At the end of the make-up period, if the work has not been completed, the incomplete grade will be recorded as an F.
5. Excessive absences will be monitored, and if parental assistance is not obtained in alleviating the problem, such cases may be referred to the attendance officer for possible court action/parental education program.
6. According to the Ohio Revised Code, the Board may require a parent of a student who is suspended or expelled from school or who is **truant** (absent without legitimate or legal excuse) or **habitually absent** (excused and/or unexcused absences in excess of 10% of school days in a semester) from school to attend a parental education or training program.
7. Necessity for Doctor's Statement: When an illness has caused an excessive number of absences, the principal and/or attendance officer may require the parent or guardian to secure a statement from a licensed physician giving the reason for the absence and the date that the child may return to school. Refusal to comply with this regulation may initiate legal action to assure compliance with the attendance laws of the state of Ohio.
8. Attendance at Extracurricular Activities: Students who are absent a full day cannot attend or participate in any after-school activity that day. Students who come to school late or leave school early because of illness or scheduled appointment must be in attendance half of the school day in order to attend or participate in any after-school activity. Students with doctor's appointments must have a signed note from the doctor and must be in attendance one-half day.
9. Absenteeism and Trespassing: Students absent from school are not to be on school property. This includes getting assignments, books, or transporting other students to or from school. Violators may face a penalty and/or an unexcused absence. If a student needs to come to school, he/she should report directly to the office.

EARLY DISMISSALS FOR APPOINTMENTS

1. Ideally, students should give the attendance office (or their first period teacher) a note from their parent/guardian requesting an early dismissal for that day. This note should be handed in before school starts. Alternatively, a parent may call the attendance office in the morning.
2. When leaving for an appointment, parents must sign out the student from the attendance office and an early dismissal slip will be sent to the student. Students are not called out of class until a parent/guardian arrives.
3. If a student returns to school before the day ends, he/she must sign in at the attendance office and present a signed, verified note (doctor, dentist, legal, etc.). It is expected that students will be absent only the time needed. If a student takes more time than is reasonable, he or she may be subject to disciplinary action.
4. For security, anyone signing a student out of school should be prepared to show a valid picture ID. The school will not release a student to anyone other than a parent/guardian without expressed parent/guardian permission.

TARDINESS TO SCHOOL: If a student is tardy to school, he/she will not be permitted to enter class until he/she has reported to the attendance office and received an admission slip. The penalties for tardiness will be increasingly more severe for students who are repeatedly tardy.

STEP 1: 1-3 Tardies	Student meeting with principal and warning letter sent home.
STEP 2: 4-6 Tardies	Student meeting with principal and additional warning letter sent home. Student may be assigned a 60-minute after school administrative detention.
STEP 3: 7-9 Tardies	Student meeting with principal, additional warning letter sent home. Student may be assigned up to two sessions of after school administrative detention 60-90 minutes in length.
STEP 4: 10+ Tardies	Student meeting with principal, additional warning letter sent home. Parent notified by telephone. Student may be assigned up to two sessions of after school administrative detention 60-90 minutes in length or assigned to the Alternative Disciplinary Intervention (ADI) program for up to two full school days.

TRAVEL WITH PARENTS: Parents are strongly encouraged to arrange family trips with the school calendar in mind. The principal managing attendance will consider any trip request individually after a WRITTEN request is received 5 days prior to departure. Such requests will only be considered for family trips, out-of-state funerals, etc. and for brief periods of time that do not conflict with standardized tests, exams, and other important academic dates. The principal will consider the student's attendance history and academic standing. He/she may deem any such time taken as excused or unexcused, depending on the individual circumstances. It should be noted that in accordance with policy, **absences due to travel with parents will count as excused only up to a maximum of four days per school year.** If such time is deemed excused, in order to receive credit for homework and classroom activities missed, the student must make all necessary arrangements with his/her teachers. All assigned work is to be turned in the class period immediately following the travel, including any previously assigned quizzes or tests. Any time taken that the principal deems unexcused must be made up in the same fashion, but will not be credited.

MAKE-UP WORK: When a student misses school, he/she is expected to make up the work missed. However, only that work missed on a day of **excused** absence may be made up **for credit**. Time equal to the amount of time absent will be given to complete make-up work. Students are held responsible for tests/projects/assignments that are given (or due) on the day of return if the assignment was made prior to the absence. It is the student's responsibility to take the initiative in making up the work. The student and teacher may need to work out alternatives to the above procedures if circumstances so dictate. Students who are absent for 3 days or fewer typically get their assignments from their teacher on the day they return. Other options might be to contact a classmate, email the teacher, check Progress Book, or visit the teacher's online site to find out what to do. If a student has been absent from school MORE than three (3) consecutive days, then parents may call the Baker Main Office to request that all work/ assignments missed up to that point be collected for pick up. In preparation for the fourth (4th) consecutive absence day, parents calling the office before 7:45 a.m. should be able to pick up the collected work at 3:00 p.m. that day. Requests made after 7:45 a.m. will be ready for pick up the following day at 3:00 p.m. If requested work is not picked up – future requests will not be honored.

STUDENT ARRIVAL TIME, BREAKFAST, and LUNCH

ARRIVAL TIME & BREAKFAST PROCEDURES - Students are invited into the building at 7:35 a.m. Parents are asked not to allow their children to come to school prior to 7:35 a.m. as teachers are usually involved in planning sessions and not available to students. However, students may receive extra help from teachers at some mutually agreed time, before, during or after school. All students are to enter the main entrances of the building. When students enter the building, they have a few minutes to take care of any necessary errands (such as returning library books, dropping off instruments in the music room, etc.) then they are expected to go directly to their locker to prepare for the day. **First period begins promptly at 7:45.am.**

Students who take advantage of the breakfast program are invited to enter BMS at 7:25 a.m. and should use the entrance doors located near the band hallway/media center off the large parking lot located near Whittier Avenue and follow the instructions of the teachers on duty there. Breakfast participants stay in the cafeteria until the rest of the student body arrives at 7:35 a.m. Students are to walk into the cafeteria using the designated door(s), sit in the designated area, and remain seated until dismissed by an adult. Eating is restricted to the cafeteria, with the exception of food purchased for or prepared in regular classes. Food and drinks are not permitted to be taken out of the cafeteria/eaten in classrooms without administrative approval. Students not participating in the breakfast program should enter the building using the main entrance at the standard time with the rest of the student body.

At the beginning of the day students are to remain quiet until the public address announcements are finished and their teacher has finished taking attendance. It is considered a sign of respect to stand during the Pledge of Allegiance.

LUNCHTIME PROCEDURES - The designated lunch area is the cafeteria. Students are expected to use good table manners, be courteous and respectful of others, use their "inside" voices, and clean up their area of trash and food waste. Students may pack their lunches or may purchase lunches in the cafeteria. Neither parents nor students are permitted to order food to be delivered to the school. Parents are not permitted to bring fast food, pizza, etc. to their children at lunch unless they stay and eat lunch with their children in the conference room. Students may, however, bring restaurant food items as part of their daily packed lunch.

Students are to walk into the cafeteria using the designated door(s), sit in the designated area, and remain seated until dismissed by a lunch supervisor. Eating is restricted to the scheduled lunch periods in the cafeteria, with the exception of food purchased for or prepared in regular classes. Food and drinks are not permitted to be taken out of the cafeteria/eaten in classrooms without administrative approval.

Students whose families may qualify for reduced-price or free lunches are required to complete an application in order to receive reduced or free lunches. These applications must be completed each year. They are distributed at the beginning of each school year and also upon enrollment. Applications are available in the main office and the finance office. ***Please plan accordingly to provide for your child's lunch until the application is fully processed; it can take a week or longer to process the free/reduced form. Students should either pack or bring lunch money until notified by the Cafeteria Office about the status of their free/reduced lunch. Baker Middle School does not loan lunch money.***

Students are NOT permitted to:

- Charge lunches
- Carry bags/backpacks/totes/coats/jackets into the lunch line
- Use electronic devices in the serving line
- Put trays/food items back into the serving line or bin once students have touched them in any way.
If you are not sure what you are taking, ASK before you take it. Otherwise, you will be charged for it.
- Beg for, take, or touch another student's food/money/personal items
- Block entrances and exits or put personal items in the walkways
- Play with their food, toss/throw items, use utensils inappropriately, leave food scraps or trash in the area
- Take food/drinks outside the cafeteria.
- Cut in lunch line, push, shove, trip, or yell.
- Switch established lunch tables/lines without permission or "table hop" when finished eating

STUDENT EVALUATION & PARENT INVOLVEMENT

Student progress is measured on the basis of the successful completion of assigned tasks and should include personal and social characteristics as well as the academics. Gradually, students will be granted increasing responsibility for an opportunity to participate in the evaluation of their own growth. A strong home-school relationship can enhance the educational experience for students. Formal parent-teacher conferences are scheduled twice each year. Parents, teachers, and students are encouraged to use the Student Agenda Planner, Progress Book, emails, notes, and telephone calls to regularly communicate about student progress in addition to the in-person formal conferences.

GRADING SCALE, PROGRESS REPORTING & ELIGIBILITY

GRADE REPORTS – There are four (quarterly) grading periods in the school year, typically lasting nine to ten weeks each. In addition to quarterly report cards, midterm reports will be printed for students, provided that the student is in good financial status. Please refer to the district calendar for dates that midterms and report cards will be sent home. The Fairborn City School's grading scale is as follows:

A = 90% - 100%	Excellent	
B = 80% - 89%	Above Average	Intervention, enrichment, and participation-based
C = 70% - 79%	Average	classes are graded as pass/fail.
D = 60% - 69%	Below Average	Pass = 70% or higher
F = below 60%	Failure	Fail = below 70%
Z n/a	No Grade	Pass/fail courses do not calculate into the student's GPA but are printed on report cards and transcripts.

PROGRESS BOOK – This online grade-reporting system allows students and their parents to monitor academic progress and assignments. Parents generate their own passwords upon initial set-up and carry over from year to year. Instructions for initial set-up are typically sent home with students during the first full week of the school year. To access this system, click on the Progress Book link on the FCS website (www.fairborn.k12.oh.us). While there is some end-user assistance for parents provided by the school, the school cannot access forgotten passwords.

HONOR ROLL – a GPA of 3.0 to 4.0 during a quarterly grading period with a maximum of one (1) C, if balanced by an A. (No D's or F's.)

RETENTION – Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade may be retained unless the student's Principal and teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

EXTRA-CURRICULAR PROGRAMS

Extra-curricular programs are designed to meet students' needs, stimulate interest and encourage participation. Social, cultural, academic, and leisure activities are developed through sports, clubs, and school-wide functions. *These activities are planned to be appropriate for this age group rather than attempting to emulate the activities at the high school level.* Clubs and organizations can vary from year to year, but there are always opportunities for students to become involved and contribute to the overall success of BMS. An interscholastic athletic program has been developed for students in the 7th and 8th grades on a district-wide basis. Athletics and club information is given regularly on the daily announcements and posted on the web site.

AFTER-SCHOOL ACTIVITIES – Participation in extra-curricular activities is both an honor and a privilege. Students who choose to belong to any club or organization make themselves subject to additional responsibilities. All school rules and policies are in effect during after-school activities. Since after-school activities are an extension of the school day, students participating in these activities must follow the attendance guidelines set forth in the attendance policy. All after-school activities must be under the direct supervision of an advisor or staff member. **Students on Out-of-School Suspension may not participate or attend these events.**

ELIGIBILITY FOR ATHLETICS/ACTIVITIES – All students involved in interscholastic athletics and extra-curricular activities must adhere to the eligibility policy including the study table program adopted by the Fairborn Board of Education (FCS Board Policy IGDK). This policy affects all student athletes, trainers, managers, support personnel and cheerleaders in grades 7-12 that participate in extracurricular athletics. It also includes all band, music, and extra-curricular clubs. In order for a student to be eligible for fall 2016, he or she must meet the Ohio High School Athletic Association (OHSAA) requirements. For a first-time incoming high school freshmen, he/she must have a 75% passage rate in all courses during the fourth grading period of the 8th grade year. All students must have the necessary 2.00 GPA for the fourth quarter of the 2015-2016 school year in order to be eligible in the fall of 2016-2017. For all band, music, and extra-curricular clubs, students must also have the necessary 2.00 GPA for the fourth quarter of the 2015-2016 school year to participate in these activities. **Eligibility in grades 7-8 includes current enrollment and enrollment in school during the immediately preceding grading period.** The student must maintain a GPA of 2.0 during the preceding grading period with no more than one “F.” A student enrolling in grade 7 for the first time is eligible for the first grading period regardless of previous academic achievement. Questions about eligibility can be directed to the Athletic Director.

SUPPLIES, FEES, & FINES

School Supplies – Students are responsible for providing their own personal basic school supplies such as paper, pencils, pens, binders, calculators, and other such supplies. Some courses have special supplies that each student will need. A listing of general school supplies that students will need is available in the office and is posted on the web site.

Textbooks– Textbooks are issued free to each student. With the exception of science and math textbooks, all textbooks must be returned at the end of each school year. **Students must pay a fee to replace or repair any damaged, lost, or stolen book assigned to him/her.** The teacher will inform the student of the amount and when the fees are to be paid. **No additional textbook will be issued until the fee is paid.** Please notify the teacher immediately if you are issued a damaged book.

Fees: Fairborn City Schools maintains a single student fee structure by grade level to cover part of the cost of materials and supplies furnished to each child. In general, any supplies that are “consumed” or used up by students during school activities are purchased out of these fees. Specific information about school fees is sent home on the first day of school. Because some BMS classes require additional consumable materials/supplies, course fees may be established for those classes. Course workbooks are “used up” by individual students, and students keep the books at the conclusion of the course, so workbooks are classified as a consumable item. (Students are furnished textbooks without cost.) Students electing to use school-owned musical instruments will also be assessed an annual rental fee.

Fines: Students using school property and equipment can be fined for its excessive wear, loss, and abuse including textbooks, lab equipment, uniforms, instruments, and other school-owned items. In addition, the late return of borrowed books or materials from the Media Center (Library) may be subject to appropriate fines. If a student damages, steals, or renders another’s property useless, a fine/restitution will be assessed for the cost of repair or replacement.

Payments and Waivers: Families are encouraged to take care of fee obligations as soon as possible. Fees are to be paid to the finance office within the first two weeks of the school year. Students who are unable to meet this financial obligation should contact the BMS Finance Secretary to set up a payment plan.

Students who are eligible for free lunch through the district’s food services program may have fees waived or reduced, **provided they submit a “Waiver of Confidentiality” form that permits the finance office to have access to the free/reduced-price lunch program form.** There is no waiver/reduction for fines.

All outstanding fees (as well as any outstanding fines from previous school years) are due no later than the first Monday in October.

Students who have unpaid fees or who are not current on an established payment plan will not be permitted to participate in extracurricular field trips.

Refunds: There shall be no refunds on fees or fines. Student fees are not prorated based on mobility and/or schedule changes. An administrator may request a fee refund on the student's behalf from the District Treasurer's Office only when a schedule is changed for academic reasons. The Treasurer's Office will process refund requests on a semi-annual basis, namely after the end of each semester.

Pay-to-Participate (Pay-to-Play) Guidelines: The Board of Education and the Administration recognize the value of participation in activities beyond the classroom. Pay to participate will be administered as followed:

General Guidelines: All families with middle or high school students participating in athletics, extra-curricular activities or clubs will pay a participation fee for the 2015 - 2016 school year.

Middle School sports -
\$100.00 per student per sport

High School sports -
\$150.00 per student per sport

Clubs - \$10.00 per club (payable by September 30th or at the time of joining the club)

- Full payment must be received by the Finance Secretary on or before the designated deadline date for each sporting season.
- Athletes cannot receive equipment or participate in practices after the payment due dates until the fee is paid in full. Coaches are not responsible for collecting money; all fees must be paid to the building finance office.
- Refunds will be given for the following reasons only:
 - a.) A full refund will be given if the sport is canceled due to insufficient number of athletes.
 - b.) A partial refund will be given to an athlete who becomes ill or injured (doctor's verification required) and cannot complete the season until 25% of the scheduled events have occurred. Refunds shall be prorated. Proration is calculated from the first day of organized practice to the last scheduled event. Parents requesting refunds must do so in writing to the Athletic Department within 10 days of an injury.
- Payment of the Participation Fee **does not** imply any privileges beyond membership on the team. (For example, no athlete is guaranteed an equal or certain amount of playing time.) Decisions of this type are those of the coach/advisor and shall not be challenged.
- Families with financial hardship may participate provided they enter into a payment plan which will be established at the beginning of each school year and managed through the Financial Secretary as follows:
 - First 25% of pay-to-participate fee paid on the payment due date
 - Second 25% of pay-to-participate fee paid before first competitive event
 - Third 25% of pay-to-participate paid at the mid-season date
 - Final 25% payment must be received prior to end-of-season.
- If any of the four (4) payments is not received by the due date, then the student becomes immediately ineligible to participate. If the final payment is not received in full prior to the end of regular season, the student may not participate in any post-season play or awards ceremonies.

GUIDANCE SERVICES

The guidance program includes both individual counseling and peer mediation for students. Assistance is provided for personal growth and development. A counselor aids students in resolving their problems themselves. The counselor maintains the role of a positive and willing helper in the time of need by being readily accessible to students. Counselors also facilitate standardized testing and the scheduling process. Another important role is that of acquainting new students to the building and programs in which they will be involved.

Guidance services can best be defined as the services available to students to help them better understand and accept themselves; to help them better understand their strengths and limitations; to identify their interests; to aid them in planning for and attaining realistic goals. Guidance services for each student are achieved through:

- | | | |
|--|---|---|
| <input type="checkbox"/> individual counseling | <input type="checkbox"/> information services related to: | <input type="checkbox"/> testing |
| <input type="checkbox"/> group guidance | <input checked="" type="checkbox"/> vocations | <input type="checkbox"/> work with community groups |
| <input type="checkbox"/> parent conferences | <input checked="" type="checkbox"/> educational opportunities | <input type="checkbox"/> assistance to teachers and staff |
| <input type="checkbox"/> conflict resolution | <input type="checkbox"/> scheduling | <input type="checkbox"/> referrals to assistance programs |

The heart of guidance is the counseling situation where the student and the counselor discuss, confidentially, whatever problem has brought the student to the office. Students may need information, an impartial point of view or, in many instances, just the opportunity to talk about a problem.

Because the goal is to transition students to independent problem-solving, the level of parental notification for counselor conferences in middle school is typically less than at the elementary level. Parent questions about counseling services and student situations are always welcome.

Students Last Name Beginning	A-K	Mrs. Holly Cultice	hcultice@firborn.k12.oh.us
	L-M	Mrs. Beth Myers	bmyers@fairborn.k12.oh.us

SCHEDULING PROCESS:

5th graders scheduling for middle school: Fairborn Intermediate 5th graders will have a class-wide meeting about what to expect in terms of what their schedule will look like at the middle school. All 6th grade students take the same core classes, but may take them at different times in the day and may have different teachers. The standard 6th grade classes are: English/Language Arts (ELA), Math, Science, Social Studies, Physical Education, Computer Applications, Lunch, and Access. 5th grade students will have an opportunity to rank their preferences for one additional class, their “Encore” class. Students will fill out a form with their parents to share their preferences with the BMS counselors. A scheduling meeting with parents is also held in the evening, typically in late April or early May. Students can contact their assigned BMS counselor if they have questions about the Encore class options. Please be sure to rank order ALL three options so that we know what your 2nd choice is should your first choice be closed or not able to be scheduled. Students in grades 5 who enroll in Fairborn City Schools after April should contact their BMS counselor to make sure we know what your requested Encore courses are for the following year. Enrolling a new student in the summer improves the student’s chances in getting into the classes they prefer.

6th/7th graders: The scheduling process for 6th and 7th graders is similar to that for 5th graders, except that the information and paperwork is managed at BMS with the student’s regular counselor. Many parents are comfortable with the courses and procedures by this time, so no parent meeting is typically scheduled. 7th and 8th graders will still take ELA, Math, Science, Social Studies, Physical Education, Lunch, Access, and one Encore option. However, the remaining semester class for all 7th graders is Visual Art, and Health for 8th graders. Students in grades 6-7 who enroll in Fairborn City Schools in late spring (after the scheduling process has been completed) will be asked to share their preferences for their Encore classes for the following year. Parents with scheduling questions are encouraged to contact their child’s counselor. Enrolling a new student in the summer improves the student’s chances in getting into the classes they prefer.

8th graders scheduling for high school: BMS 8th graders will make their freshman high school course requests at Baker with the help of the BMS counselors and the FHS counselors after a class-wide meeting. A scheduling meeting with parents is also held in the evening, typically in February or early March. Students can contact their assigned FHS counselor if they have questions about the course options. Unlike middle school where you only have one elective choice, when you schedule for high school, there are multiple choices for most of your classes. Please be sure to select alternate course requests should your first choices be closed. Students in grades 8-9 who enroll in Fairborn City Schools between the months of March and April should schedule an appointment with their FHS counselor to request courses for the following year. Enrolling a new student in the summer improves the student’s chances in getting into the classes they prefer.

SCHEDULE CHANGES: All staffing decisions for the school year are based on the total number of enrolled students, the limitations of class sizes, and the teachers' ability to accommodate the number of students requesting a specific class. Additionally, depending on the courses a student needs or desires, the number of sections may limit when particular classes can be offered. When students are asked to rank their Encore course preferences during the spring, there is no guarantee that a student will be able to be scheduled into his/her first choice. Even so, every effort is made to schedule as many students into their top choices as possible. Counselors have the responsibility to make schedule change decisions that are in the best interests of students. Any adjustment in a student's schedule will be handled on an individual basis. **Students whose parents wish for them to drop a class must first confer with the teachers involved and then the guidance counselor. The ONLY acceptable reasons for changes are listed below:**

Acceptable Reasons for Schedule Changes:

1. Student's courses conflict (creating a hole in the schedule) or are not being offered
2. Student has not completed the prerequisites for the scheduled course
3. Student has been incorrectly scheduled (in the wrong grade-level class, for example)
4. Student has been scheduled into the same course more than once in a school year
5. Student has medical reasons documented by a physician
6. Student has been identified as needing intervention support, remediation, and/or specialized instruction

Schedules will not be changed for convenience of schedule, staffing preferences, students not "liking" a class, students wanting to be in a class with a friend, or lack of student effort.

HEALTH SERVICES

Medical personnel are on duty daily at the middle school clinic to handle accidents, illnesses, and emergencies. Health care is restricted to first-aid for accidents and illness. Students who are not feeling well must report to the clinic in order for a parent/guardian to be contacted. **For security and safety, no students may contact a parent/guardian concerning an illness on a personal device; all parental contacts will be made by, or with the consent of, a BMS staff member using a school telephone.** If a student is signed out of school for illness without going through the clinic, then his/her absence will be considered **UNEXCUSED**.

A student who must take prescription or non-prescription medication during the school day must have completed and returned a signed FCS 66 form – Request for the Administration of Oral Medication at School at the time the parent/guardian brings the medication to school. Students must never be given medications to hand-carry to and from school. These forms are available from the clinic upon request. The completed form along with the medication must be taken to and kept in the clinic. If students have unauthorized medications in their possession during school or on school property, it will be considered a drug offense with significant disciplinary action. Similarly, students should never give or take medication from other students, including Tylenol, Midol, inhalers, etc.

IMMUNIZATIONS - Ohio law requires immunization of school children against diphtheria, measles, mumps, polio, rubella, tetanus and whooping cough. **Students who do not meet required immunization standards or qualify for an exemption under State law or Local Board of Education policy will be excluded from school on the exclusion date until the required immunizations are obtained or are under way.**

EMERGENCY MEDICAL FORMS – State Law (ORC 3313.712) requires that a parent or guardian complete an Emergency Medical Authorization Form each year. The purpose of this form is to make it possible for the parent to authorize emergency treatment for a student who becomes ill or is injured at school. If, in the opinion of the school nurse or other school official, the accident or illness is serious, the Fairborn Emergency Squad will be called. Every effort to reach the parent or guardian will be made; therefore it is most important that the form be kept up-to-date with the correct telephone number and address.

AWARDS AND RECOGNITION

As outlined in our Mission, Vision, and Values, Fairborn City Schools prepares young people for higher learning and life by nurturing the whole child, and emphasizing a pursuit for academic excellence. In middle school, we focus on helping students develop skills that will help them be successful in their schooling, their co-curricular activities, and their *personal* lives. Baker Middle School celebrates and recognizes successes in several areas: • Academics • Citizenship • Leadership, and • Significant Achievement in School Organizations. Specific Outstanding Student Awards given, along with the selection criteria, are listed below.

<u>Award</u>	<u>Criteria</u>
Spelling Bee Champion*	This award recognizes the BMS Spelling Bee School Champion.
Science Fair State Participant*	This award recognizes BMS students who qualify for the State Science Fair.
Power of the Pen State Participation*	This award recognizes BMS students who qualify for the State Power of the Pen Competition.
Science Olympiad State Participation*	This award recognizes BMS students who qualify for the State Science Olympiad Competition.
Straight A's	This award recognizes BMS students who earn A's in all classes for one entire school year.
Straight A's – Two Years in a Row*	This award recognizes BMS students who earn A's in all classes for two entire school years.
Straight A's – Three years in a Row*	This award recognizes 8 th grade BMS students who earn A's in all classes for three entire school years.
Perfect Attendance	This award recognizes BMS students who have had no excused or unexcused absences for one entire school year.
Perfect Attendance – Two years in a Row*	This award recognizes BMS students who have had no excused or unexcused absences for two entire school years.
Perfect Attendance – Three years in a Row*	This award recognizes 8 th grade BMS students who have had no excused or unexcused absences for three entire school years.
Junior Zink Athletic Award*	This award recognizes a 7 th grade girl and boy who exemplify sportsmanship, ethics, integrity and leadership characterized by Coach and Teacher Mr. Anton “Jr.” Zink.
Ralph R. Bush , Jr. Citizenship Award*	This award recognizes one 7 th grade BMS student who exemplifies the following qualities: <i>Honest; Trustworthy; Cooperative; Responsible; Achieves academic potential; and Meritorious service to others (Is found to be helpful to others without expecting commendations)</i> Note: The recipient of this award will receive a scholarship if he/she graduates from Fairborn High School and pursues additional education.
Outstanding Student Award*	This award recognizes three girls and three boys from each Academic House who exemplifies the following qualities: <i>Dependable; Honest; Has respect for authority and for the rights and privileges of fellow students; Has respect for the rights of teachers; Is enthusiastic; Has a beneficial influence on peers; Is friendly to fellow students; Accepts responsibility; Is neat and clean; Displays good manners; Gives an honest effort in the classroom; Participates in extracurricular activities</i>
Archie Griffin Sportsmanship Award*	This award recognizes one 8 th grade girl and boy who have continually displayed sportsmanship, ethics, and integrity on and off the fields of competition. This State Farm Insurance award is named for and characterized by Archie Griffin, the only two-time recipient of the Heisman Trophy.

<u>Award</u>	<u>Criteria</u>
100% Skyhawk Athlete*	<p>This award recognizes one 8th grade girl and boy who exemplify the following qualities:</p> <p><i>Gives 100% in all games and practices; Is a good school citizen, behavior is good; Is respected by teammates, coaches, classmates, and teachers; Works hard to correct weaknesses; Has team spirit, encourages others to give 100%; Is a team player, puts the team first; Is confident but not cocky; Works hard in the classroom; Has integrity and is honest with self and others; Is coachable, listens to coaches</i></p> <p>To be nominated, the athlete must have competed in two sports in the seventh grade and two sports in the eighth grade.</p>
Outstanding Skyhawk Athlete Award*	<p>This award recognizes one 7th grade girl and boy who exemplify the following qualities:</p> <p><i>Gives 100% in all games and practices; Is a good school citizen, behavior is good; Is respected by teammates, coaches, classmates, and teachers; Works hard to correct weaknesses; Has team spirit, encourages others to give 100%; Is a team player, puts the team first; Is confident but not cocky; Works hard in the classroom; Has integrity and is honest with self and others; Is coachable, listens to coaches</i></p> <p>To be nominated, the athlete must have competed in two sports in the seventh grade.</p>
Rebecca Galloway Chapter D.A.R. Youth Citizenship Medal*	<p>This award recognizes one 8th grade girl who meets the following guidelines.</p> <p><i>Honor: Honesty; High Principles; Trustworthiness; Loyalty; Truthfulness; Punctuality; Moral Strength; Stability; and Cleanliness in body and mind</i></p> <p><i>Service: Cooperation; Meritorious; Kindliness; Unselfishness; Behavior bringing honor to school and community; True Americanism – individual responsibility to home, country and God</i></p> <p><i>Courage: Mental and physical determination to overcome obstacles</i></p> <p><i>Leadership: Personality; Originality; Ability to lead and hold others; Good Sportsmanship; and Responsibility</i></p> <p><i>Patriotism: Fundamental and Americanism</i></p>
American Legion School Medal Post #526*	<p>This award recognizes one 8th grade boy who meets the following guidelines.</p> <p><i>Courage: Determination and force to do right without public applause and regardless of personal advantage</i></p> <p><i>Honor: Highly developed moral character; moral excellence; strength and stability of character; high standards of conduct; devotion to duty; adherence to truth; keen sense of what is right; practice of clean speech and thoughts</i></p> <p><i>Leadership: Ability to lead and to accomplish through group action; ability to work in harmony and in unison with other leaders in accomplishing group results</i></p> <p><i>Patriotism: An ideal of loyal Americanism, religious tolerance, righteous freedom and the willingness to defend our Flag against all enemies</i></p> <p><i>Service: Kindliness; unselfishness; fellowship; protection of the weak; promotion of the interest and the welfare of associates</i></p>

Award

Criteria

Principal's Award*

This award is given to one 8th grade girl and one 8th grade boy who have demonstrated outstanding leadership in all areas of school life, but most importantly in the areas of social and moral leadership. It is not meant as an award for the student with the "best" grades, nor to the "most decorated athlete", or even to the one who is "most important." The recipients of this award should regularly show quiet leadership qualities, not seek recognition/attention overtly, and be considered by most to be well-rounded "All-American" boys and girls.

The recipients exemplify the following characteristics of honor, integrity, and independence:

- Displays the strongest degree of respect – for faculty, staff, community members and their fellow students (regardless of their differences) which distinguishes them from others.
- Self-discipline – not only by taking on responsibility for their own growth in academics, social/extra-curricular endeavors, and ethical/moral behaviors.
- Selflessness and Spirit – have proven to be an overall loyal supporter of Baker Middle School and Fairborn City Schools and to making a sincere positive contribution on the overall school community. This is demonstrated by good attendance, allegiance, volunteerism and efforts to promote a positive school culture.
- Compassion and Caring Attitude – without wavering, follows the "Golden Rule." Regularly demonstrates loyalty, kindness friendliness, and thoughtfulness by generally placing the welfare of others (and the school as a whole) above self

President's Award for Educational Excellence

This award recognizes academic success in the classroom. To be eligible, students must be enrolled at BMS the entire school year, attain a 3.5 grade point average or higher for the year, and be recommended for the award by a staff member.

*Indicates awards that are presented at our Annual Awards and Recognition Ceremony in the spring.

RESPONSIBILITY FOR YOUR OWN ACTIONS

Students will be held responsible for the things they do or fail to do. What others do (or not do) is of little importance in determining whether or not a child has accepted his/her responsibilities as a good BMS citizen. If a student chooses to follow bad examples set by another student or students at Baker Middle School, he/she will be held responsible for his/her actions. Each student's decisions will be his or her own, and so will the consequences. A student's first responsibility then, is to decide how he/she should conduct him/herself while at school or at a school sponsored event. His/Her second responsibility is to be prepared to accept the consequences of his/her own actions. Lastly, **it is every student's responsibility to read and follow the guidelines, procedures, and code of conduct in this handbook.**

BAKER MIDDLE SCHOOL PBIS

Positive Behavior Intervention and Support (PBIS) is a program supported by the Ohio Department and learning goals because we know that when good behavior and good teaching come together, our students will excel in their learning.

As a part of the PBIS program, we have established several clear expectations for the behavior we desire in all areas of our school. We will explicitly teach those expectations to the students and reward them frequently with various positive rewards for their excellent behavior. You will be able to ask your child, "What are the expectations in your classroom/ cafeteria/ hallway?", "What happens when a teacher sees you following school expectations?" When a student is caught demonstrating behavior that R.O.C.K.S., they will earn Baker ROCKS tickets. These tickets can be "cashed in" for prizes or submitted for weekly raffles. Any time students use their tickets they will be deposited into their grade level jug. When the jug is full, that grade level earns an incentive. The incentives progressively get more exciting. Students who have received ADI, OSS, Administrative Detention, or Service Learning since the previous incentive day are not permitted to participate in the incentives.

★ Baker Middle School R.O.C.K.S. ★

LOCATION EXPECTATIONS	Campus Wide	Hallways	Cafeteria	Classroom	Assembly	Restroom	Technology
B Be Respectful	<ul style="list-style-type: none"> ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Use appropriate language ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Be polite ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Follow directions ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Listen to the speaker ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Respect others' privacy ★ Keep hands & feet to self ★ Treat everyone with respect 	<ul style="list-style-type: none"> ★ Do not take picture or videos. ★ Treat everyone with respect
O Take Ownership	<ul style="list-style-type: none"> ★ Keep property free of damage & litter ★ Follow dress-code & electronic device policy 	<ul style="list-style-type: none"> ★ Arrive on time or early to class ★ Get supplies from locker quickly & go to class ★ Keep locker & hallways clean 	<ul style="list-style-type: none"> ★ Keep area clean ★ Remember your belongings 	<ul style="list-style-type: none"> ★ Be on time & prepared ★ Turn in all assignments ★ Know teachers' expectations 	<ul style="list-style-type: none"> ★ Be prompt ★ Respond and participate appropriately ★ Remind your friends of expectations 	<ul style="list-style-type: none"> ★ Use appropriate voice level ★ Flush, wash & dry hands ★ Use restroom quickly & return promptly to class 	<ul style="list-style-type: none"> ★ Turn phone on silent during school hours ★ Only access school appropriate material on devices ★ Be responsible for devices
C Show Consideration	<ul style="list-style-type: none"> ★ Use situation-appropriate manners & volume 	<ul style="list-style-type: none"> ★ Maintain appropriate voice level ★ Consider safety of others ★ Walk on the right and keep moving 	<ul style="list-style-type: none"> ★ Stay seated until dismissed ★ Store belongings under table ★ Use appropriate volume 	<ul style="list-style-type: none"> ★ Allow all to learn ★ Stay seated until teacher dismisses you 	<ul style="list-style-type: none"> ★ Use appropriate applause ★ Enter and exit in an orderly fashion ★ Stay seated until dismissed 	<ul style="list-style-type: none"> ★ Follow the school's electronic device policy ★ Throw away your trash in trash can 	<ul style="list-style-type: none"> ★ Before you use technology... T - Is it true? H - Is it hurtful? I - Is it illegal? N - Is it necessary? K - Is it kind?
K Demonstrate Knowledge	<ul style="list-style-type: none"> ★ Know & follow expectations ★ Have a positive attitude 	<ul style="list-style-type: none"> ★ Make sure you have everything you need 	<ul style="list-style-type: none"> ★ Follow lunch procedures 	<ul style="list-style-type: none"> ★ Use your agenda ★ Be a positive participant 	<ul style="list-style-type: none"> ★ Make a good seating choice ★ Follow directions 	<ul style="list-style-type: none"> ★ Report any problems with the restrooms 	<ul style="list-style-type: none"> ★ Know when it is appropriate to use technology ★ Report problems to an adult
S Achieve Success	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock! 	<ul style="list-style-type: none"> ★ You Rock!

The choices you make today, shape your world tomorrow!

Baker Middle School Student Behavior Management Process

Is the behavior **CLASSROOM** managed or



STAFF MANAGED
Minor Infraction Examples

- ★ Cheating
- ★ Classroom disruption
- ★ Disrespect to adults
- ★ Disrespect to students
- ★ Dress code violation
- ★ Failure to take punishment
- ★ Horseplay
- ★ Inappropriate comments/language
- ★ Inappropriate tone/attitude
- ★ Insubordination
- ★ Misuse of Technology
- ★ Off task behavior
- ★ Out of assigned area
- ★ PDA
- ★ Profanity
- ★ Property damage (can be student corrected)
- ★ Refusing to work
- ★ Running
- ★ Talking at inappropriate times
- ★ Tardy to class

OFFICE MANAGED
Major Infraction Examples

- ★ 3 or more staff managed behavior problems
- ★ Alcohol (possession of)
- ★ Dress code violation – Extreme cases
- ★ Drugs (possession of)
- ★ Excessive PDA
- ★ Excessive property damage
- ★ Extreme disrespect
- ★ Extreme disruption
- ★ Fighting or aggressive language – directed at students or staff
- ★ Harassment
- ★ Obscene comments or gestures
- ★ Posing a danger to other students
- ★ Skipping class
- ★ Smoking (possession of)
- ★ Theft
- ★ Threat



1st Infraction
 Teacher warning, discussion of next steps and documentation

2nd /3rd Infractions
 Teacher documents, makes parent contact and issues a consequence.

4th and subsequent Infractions
Office Referral
**After 3 staff managed behaviors, the behavior can become an office managed behavior.*

Administrator Delivered Consequences*

* Students who have received ADI, OSS, Administrative Detention, or Service Learning since the previous incentive/social event are not permitted to participate in the next incentive/social event. Students receiving these consequences will be subject to dismissal from extracurricular field trips.

ALL PROGRESSIONS APPLY QUARTERLY

DISCIPLINE & CODE OF CONDUCT

A code of conduct serves as a guide for behavior and should enable a positive climate for learning which reflects a basic belief in the growth, dignity and rights of every person. The most desirable goal of a code of conduct is to create conditions that foster student self-discipline when students understand their rights, when they know what is expected of them, and when they understand the consequences of breaking school rules or infringing on the rights of others. Any student who aids or assists another in committing a violation of the Code of Conduct shall be deemed equally responsible for the offense and may receive the same consequence.

As part of our ongoing program to improve student discipline and ensure the health, welfare and safety of all students, video cameras are placed on buses and in school buildings within the Fairborn City School District. Recordings from video cameras which monitor student behavior may be used as evidence in student discipline proceedings.

The lockers, desks, and other storage areas supplied by the Board and used by the pupils are the property of the Fairborn Board of Education. Therefore, these areas and any contents are subject to random search at any time without regard to whether there is a reasonable suspicion of violation of a criminal statute or a school rule.

MAJOR OFFENSES – STUDENT BEHAVIOR THAT WILL NOT BE TOLERATED - There are various forms of conduct which are listed below that will not be tolerated in our schools. The disciplinary action for these forms of misbehavior will be:

1. An immediate ten (10) day suspension on the first offense, with a possible recommendation for expulsion;
2. A second offense of any of these five (5) major offenses shall carry a penalty of a ten (10) day suspension with an automatic recommendation for expulsion;
3. A separate policy is established for weapons. The principal may elect to file charges with the police depending on the severity of the infraction.
 - a. Malicious destruction of school property. (Restitution will be required.)
 - b. Verbal or physical abuse of a staff member.
 - c. Severe disruptive behavior
 - d. Possession of a weapon.
 - e. Alcohol/drug offenses.

STUDENT CODE OF CONDUCT POLICY: Rules of Student Conduct, FILE: JFC

As required by ORC 3313.661 of the Ohio Revised Code, the Fairborn City Schools' Student Conduct Code has been approved by the Board of Education. The Board of Education considers school discipline as essential to the fostering and maintaining of an environment conducive to providing educational opportunity. A student may forfeit the right to educational opportunities by conduct, which disrupts the educational process or deprives others of their rights.

1. **Disruption in School:** A student will not, by use of violence, force, coercion, threat, harassment, insubordination or failure to comply with school rules, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
2. **Damage of School or Private Property:** A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the Board).
3. **Fighting, Assault, and/or Threat:** A student will not physically attack or threaten to attack any person.
4. **Dangerous Weapons, Instruments, and Objects:** A student will not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person.
5. **Alcoholic Beverages, Drugs, and Narcotics:** A student shall not knowingly possess (includes, but not limited to purses, wallets, lockers, desks, cars, etc.), consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind.

Whenever a student of compulsory school age is expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the school will notify the Registrar of Motor Vehicles and the county juvenile judge. After receiving such notification, the current Ohio law requires the Registrar of Motor Vehicles to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, current law prohibits the registrar from issuing a temporary permit or license.

6. **Smoking:** Students will not be permitted to possess, smoke, or use a tobacco product or carry any smoking materials in any form in school buildings, or on school grounds, or at any school-related activity.
7. **Harassment, Profanity, and Obscenity:** A student will not, by written, verbal, sexual, gesture, or other means, annoy or humiliate others or disrupt the education process by using harassment, profanity, obscenity, sexual or verbal abuse.
8. **Truancy and Tardiness:** A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is considered a serious offense.
9. **Insubordination and Disrespect:** A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school. A student will not use any form of gross disrespect to others or fail to abide by rules which may be established.
10. **Frightening, Intimidating, Degrading, Profane or Disgraceful Acts:** A student shall not engage in any act which frightens, degrades, profanes, disgraces or tends to frighten, degrade, profane or disgrace any person by written, verbal, sexual, or gesture means.
11. **Theft:** A student will not take or attempt to take into possession the public property or equipment of the School District or the personal property of another.
12. **Extortion:** A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.
13. **Forgery:** A student will not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school.
14. **Trespassing or Loitering:** A student will not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption of an activity, function, or the educational process.
15. **False Identification:** A student will not use or attempt to use false identification to mislead school personnel.
16. **Breaking and Entering:** A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.
17. **Setting Fires:** A student shall not ignite or attempt to ignite fires on or about school property or at any school activity.
18. **Bomb and Fire Scares:** A student shall not communicate to a school or to school authorities by any means a false alarm regarding bombs or initiate a false fire alarm.
19. **Motor Vehicles:** A student shall not fail to abide by the building automobile regulations and parking privileges on school property.
20. **Inappropriate Dress:** A student will not dress or appear in a fashion that interferes with the student's health or welfare or that of others, or causes disruption or directly interferes with the educational process.
21. **Organizations:** A student shall not organize, join or belong to a fraternity, sorority or other like society composed of or made up of students of the public schools (Ohio Revised Code 2923.35).
22. **Violations of the Law:** A student shall not violate any law or ordinance when the student is properly under the authority of school personnel, e.g., theft of property of other students, of staff, of the School District; dangerous operation of a motor vehicle while on school property.
23. **Failure to Take Punishment:** A student shall not fail to fulfill the punishment prescribed by the school official.
24. **Repeated Offenses:** A student shall not repeatedly violate the Student Conduct Code.
25. **Hazing:** A student shall not engage in any act, or coerce another (including the victim) to engage in any act of initiation into any student or other organization, which act causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent to assumption of risk by an individual subjected to hazing does not lessen the prohibition.
26. **Misuse of Technology:** The rules contained in the Student Conduct Code apply to the use of telecommunication devices.

DRESS CODE - Students are expected to keep themselves clean, well groomed, and dress in “good taste”. **Baker’s philosophy regarding student dress directly relates to a conducive, safe, positive and non-distracting learning environment. Extreme or inappropriate variances to the dress code can and do interfere with the educational process.**

Unacceptable dress includes, but is not limited to:

- Any clothing, jewelry, insignia, or other item displaying symbols or messages that are obscene, profane, suggestive, sexually connotative, or pro-drug/alcohol/tobacco, suggest themes of death or violence, and/or identifies a student as a member of a gang or otherwise symbolizes support of a gang
- **Immodest length shorts, skirts, or hemlines**
- **Immodest skin-tight or spandex-type clothing**
- **Visible undergarments**
- Hats, non-religious head coverings, or sunglasses worn indoors
- See-through clothing, spaghetti straps, halter tops, or any clothing that bares the midriff, back, or falls off the shoulder
- Necklines or arm holes that expose cleavage or chest
- Earrings and other fashion items that may present a safety hazard (for example, no spikes)
- Stocking-feet, slippers, cloth-bottomed footwear, or going barefoot
- Any other dress/clothing (fashion trends) deemed inappropriate for a school setting by the administration

Teachers reserve the right and are encouraged to address dress code issues within the classroom. Exceptions may be made to these guidelines during spirit week at the administrators’ discretion. Students who choose to disregard the dress code will be asked to fix the problem themselves, be given an appropriate item of clothing to wear as a “loan,” or asked to call a parent to bring appropriate clothing to the school. If none of these solutions are viable, then students may be placed in a monitored area for the day. If a student refuses to comply with the remedy of a dress code infraction, or has repeated offenses, then the student will be considered insubordinate.

ELECTRONIC DEVICES –

Because technology has become more important to educational programming, BMS allows students to bring their smart phones, laptops, ebook readers, and tablets to school for use in the classroom setting. It is not a blanket approval for students to use these devices in any fashion they may desire. Penalties for inappropriate use of technology may include confiscation of the object, classroom consequences, detention, service learning, ADI and/or suspension. No electronic devices brought by students are the responsibility of Fairborn City Schools or its staff or representatives. Furthermore, teachers may set their own classroom rules for use and may also establish times for when using electronic devices is not appropriate or permitted.

The main tenets of the electronic device policy are as follows:

- May only be used before 7:45, during lunch in the cafeteria, and after 2:40.
- May **NOT** be used in halls or restrooms between classes.
- May be used in the classroom **ONLY** when the teacher allows.
- **NO** headphones that cover the entire ear allowed and only **ONE** ear bud allowed in the classroom with teacher approval.
- **NO** videos or photos should be taken during the school day.
- Students will **NEVER** access or post to a social media site such as YouTube, Twitter, Facebook, Snapchat, Instagram, Tumblr, GooglePlus, etc. while at school

Basic guidelines for acceptable classroom use include:

- Taking notes during class instruction
- Using the calendar feature to record and track assignments
- Checking Progress Book for student grade and assignment information
- Completing research for a project or assignment via the internet
- Using the calculator feature
- Reading books or stories via an e-reader device
- Taking photos or videos for educational purposes (class projects or assignments)
- Creating essays or projects using desktop publishing tools

Unacceptable electronic device usage includes the following:

- Students will never use technology, whether it be student or district owned, to bully, harass or otherwise threaten another person.
- Students will not create, transmit, download or copy any materials that are in violation of District Policies or any federal, state or local laws or that contain information for the purposes of creating explosive devices, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials. Any person possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs will be punished and may be reported to the appropriate law enforcement agencies.
- Students must obtain teacher permission to take a picture or video and these two forms of technology should never occur without the subject's direct knowledge and permission. Pictures and videos should never be taken in restrooms, locker rooms or other similar areas. Pictures that include students and/or staff should not be uploaded to the web as they may violate the district's "Do not publish" privacy guidelines.
- Students will keep their devices on silent as phone calls and text messages should not interrupt the learning environment.
- Students may not use their devices to call or text during the school day.
 - Students may **not** contact home to be picked up during the school day due to illness or other reason without the permission of the clinic or a principal. Students who do not obtain such permission to leave will be marked as "unexcused" or "truant".
 - If an emergency exists, a student should report to the main office, the finance office, the guidance office, the discipline office, or the clinic to report the emergency and to request to use the office telephone.
 - Telephone calls/messages for students (See "Messages and Deliveries for Students")
- Students must IMMEDIATELY turn over any electronic device to a staff member who requests the device due to misuse. Refusal to relinquish an item to a BMS adult when directed, whether it be for misuse, prevention of misuse, test security, etc., will be considered insubordination. Depending on the circumstances, if an electronic device is confiscated or turned into the office by school personnel, parents/guardians may be asked to personally pick up the device during regular school hours.
- Prank calls and threatening calls to emergency services (911) and/or to any school will be taken seriously. Students who make such calls will be suspended and prosecuted by the Fairborn Police Department.

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

File: **JFCF**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once.

The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: April 10, 2003]

[Revised: April 10, 2008]

[Revised: April 15, 2010]

[Revised: September 13, 2012]

[Revised: February 13, 2014]

NOTE: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Violence within a dating relationship is also included in this prohibition against harassment, intimidation and bullying.

The Children's Internet Protection Act added a requirement that effective July 1, 2012, all school districts participating in the E-Rate program must include language in their Internet safety policy regarding the education of minors concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response and to develop an educational plan to implement the program. Helpful resources are available at OnGuardOnline.gov.

HB 116 (The Jessica Logan Act), signed by the Governor on February 2, 2012, requires districts to update Hazing and Bullying policies to include several new requirements by November 2012. The majority of language changes appear in Ohio Revised Code Section 3313.666.

PLAGIARISM AND CHEATING

Cheating is claiming the work of other individuals, groups or agencies as one's own. Cheating includes:

- Copying, faxing, emailing or duplicating anything turned in and claiming it as one's own work;
- Exchanging assignments with other students, whether it is believed the work will be copied or not;
- Using any form of memory aid during tests or quizzes without teacher permission;
- Giving or receiving answers for tests or quizzes. (It is the student's responsibility to secure his/her papers so that other students will not have the opportunity or the temptation to copy);
- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final product;
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration or securing copies for the purpose of providing it to others
- Using summaries and commentaries (*Cliff's Notes*, *Spark Notes*, etc.) instead of reading the assigned materials or for completing essays and responses.

Plagiarism is a form of cheating. It happens most often when students are researching information on topics for class projects or papers. Baker Middle School staff members view plagiarism as a serious form of cheating because it gives teachers a false view of a student's strengths and weaknesses. It prevents the opportunity for further instruction in areas where the student may be struggling and delays the student in reaching his/her academic potential. Plagiarism includes:

- Taking another person's assignment (or a portion of the assignment) and submitting it as one's own;
- Submitting material written by another person or rephrasing the ideas of another without giving the author's name or source;
- Presenting the work of tutors, parents, siblings or friends as one's own;
- Failing to properly cite sources used in writing a paper or preparing a project;
- Submitting purchased papers or papers from the Internet written by another person as one's own;
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not.

SEXUAL HARASSMENT – The Fairborn School District is committed to eliminating and preventing sexual harassment in all forms (verbal, nonverbal and physical). Sexual harassment is improper, immoral and illegal and will not be tolerated. This includes sexual remarks and derogatory statements or harassment of student for their sexual orientation. Students should report inappropriate behavior to an adult in the building immediately. Please be respectful to others at Baker Middle School.

TRUANCY (FILE: JEDA) – The Ohio Truancy Law, SB.181, requires school districts to enter a complaint in Juvenile Court (Greene County) on students, and/or parents of students, who have attendance records which fall into either a 'habitually' or a 'chronically' truant category. 'Habitually' truant refers to any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month, or twelve or more school days in a school year. 'Chronically' truant refers to any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more days in one month, or fifteen or more school days in a school year.

DISCIPLINARY ACTIONS

The principal retains all rights to determine and issue penalties for violations stated or not stated in this handbook and to alter penalties and make interpretations of the contents of this handbook as are necessary to meet the circumstances of particular situations and for any new situations that may arise. This handbook supersedes all prior handbooks. [Approved: August 2016]

TEACHER ASSIGNED DETENTIONS - Teachers may assign detentions to students in their classes for various violations of their discipline plans. The purpose of a teacher detention is to counsel and/or confer with the student. Although attendance is mandatory, it is not considered punitive; therefore, it cannot be appealed. Teachers will give students 24 hours to arrange for transportation before enforcing detention assignments. Lunchtime detentions do not require prior notice.

ADMINISTRATIVE DETENTIONS – For making poor choices a student may be assigned an after school administrative detention. Administrative detentions are held after school and last from sixty (60) to ninety (90) minutes. The discipline office will give students 24 hours to arrange transportation before enforcing detention assignments.

ADI – ALTERNATIVE DISCIPLINARY INTERVENTION - ADI is a consequence and an alternate form of in-school suspension. Students earning ADI will be in a self-contained classroom with a teacher/monitor for a time determined by an administrator. Students will be working on their assignments during that time, will earn grades for their work, and will be able to participate in after school activities. The school-provided lunch is an alternative sack lunch.

SERVICE LEARNING – Service Learning is a two hour after-school detention in which students are working with adult supervision while assisting the custodial staff clean the building. No student is subjected to harsh or abrasive chemicals and no student will be asked to perform tasks that they are physically incapable of completing.

CONFLICT RESOLUTION – It is the student's right and responsibility to resolve any conflict that may arise at the lowest possible level; that is, with the person(s) with whom there is a problem. Common social/emotional problems that arise with young adolescents can include name-calling, verbal disagreements, rumors or harassment.

STUDENT SUSPENSION – The Superintendent or Principal may suspend a student from school for disciplinary reasons for not more than 10 school days. If, at the time a suspension is imposed, less than ten school days remain in the school year, the Superintendent may apply any or all of the period of suspension to the following school year. The suspension will be in accordance with the disciplinary reasons outlined in the Student Conduct Code. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee will be dealt with under the general suspension and expulsion policies. Students are not permitted on school grounds while their suspension is in place unless permission is given by the principal and the student is accompanied by a parent/guardian.

STUDENT SUSPENSION/MAKE UP WORK File: JGD-R

Students suspended from school by the building principal or superintendent for a violation of the Student Conduct Code will be required to make up ALL work missed. It is the responsibility of the student, upon his/her return to school to make up all work missed within the same number of days he/she was suspended. An "F" shall be assigned to work not made up within the allotted number of days. Credit will be granted for the work that was made up if the suspension was for three days or less and it was the first suspension which the student received in the school year. If the suspension was for more than three days or it was not the first suspension of the school year, the student will be required to make up all work, but the student will receive no academic credit. An "F" shall be assigned to work not made up within the allotted number of days. Students expelled by the Superintendent for longer than a 10-day period may not make up classroom work or exams missed during the expulsion.

STUDENT EXPULSION File: JGE (Partial)

Only the Superintendent may expel a student from school. Expulsion will be in accordance with the disciplinary reasons outlined in the Student Conduct Code. Expulsion is a removal of a student for more than 10 days duration, and may be for a period of up to 80 school days. If, at the time of expulsion, there is less than 80 school days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The Superintendent is authorized to expel for up to one year any pupil who has committed an act that inflicts serious physical harm to persons or property if the act was committed at school, on other school property, or at a school activity, event or program on or off school property. The Fairborn City Schools will honor the disciplinary expulsions and removals imposed by other public schools, both within and without Ohio. The Superintendent is required to initiate expulsion proceedings against a pupil who has committed an act that warrants expulsion under the district's expulsion policy even if that student has already withdrawn from school. If after conducting the hearing to expel, the Superintendent finds that the student has committed an act warranting expulsion, the Superintendent must expel the student for the same period of time as an expulsion would be imposed on a student who has not withdrawn from school.

EXTRACURRICULAR FIELD TRIPS AND DISCIPLINARY ACTION – Students who have received ADI, OSS, Administrative Detention, or Service Learning are subject to exclusion from incentives and extracurricular field trips.

6th Grade students who receive an administrative consequence (Afterschool Detention, Service Learning, ADI, or OSS) during fourth quarter will not be permitted to attend the end of the year Young's Jersey Dairy field trip. Students with excessive unexcused absences may also be excluded.

8th Grade students who receive ADI or an out of school suspension at any time during the school year, will not be permitted to attend the 8th Grade Washington DC trip. Students with excessive unexcused absences may also be excluded.

Suggested Problem Solving Guidelines for Students to Use

1. If a problem exists with another student, help be a part of the solution by not engaging in negative or derogatory behavior with that other student. If attempts to solve the issue on your own have not been successful:
 - a. Explain the situation to your WEB Leader, Access Teacher, or Classroom Teacher and ask that person's advice or assistance as a mediator.
 - b. Seek the help of another teacher or the guidance counselor regarding the problem.
 - c. If the problem often occurs in the neighborhood, outside of the school setting, or if you need additional assistance, discuss the problem with your parents.
2. If the problem exists with a member of the school staff:
 - a. First, do not challenge that person's authority in front of a group. Emotions and feelings on the part of both parties may get in the way of problem solving. Obey reasonable requests and calmly and politely ask to discuss the matter with an adult.
 - b. If needed, then ask another teacher, another student, or the guidance counselor to listen and help you solve the problem.
 - c. If you need additional assistance, discuss the problem with your parents.
 - d. If all of the above don't help, ask for a meeting with the adults involved - teacher, counselor, parent, and possibly an administrator.

SAFE SCHOOL HELPLINE – 1-800-4-1-VOICE ext. 359 (numerically 1-800-418-6423 ext. 359) Use this contact if you should ever fear for the safety of another student and/or suspect someone is planning an event that would threaten our safety at school.

MISCELLANEOUS GUIDELINES, PROCEDURES, & EXPECTATIONS

1. **Skateboards:** in-line skates, heellies/ wheelies, and other such recreational items are not permitted.
2. **Sales:** selling items or promoting sales with postings/announcements must have prior approval of the main office.
3. **PDA:** Public displays of affection (kissing, hugging, etc.) by students, either in school or on school grounds, are prohibited at all times.
4. **Language:** Students are expected to use **language** appropriate for the school setting. Respect for oneself and for others is the expectation at all times. "Street language," derogatory, lewd, foul or profane words or gestures are not to be used in school or at school functions or events.
5. **Physical Behavior:** Horseplay or inappropriate physical behavior will not be tolerated. Students should walk in classrooms and hallways (no running) and keep their hands, feet & objects to themselves.
6. **Backpacks:** Due to space limitations and classroom safety, it is strongly recommended that students leave large backpacks/duffle bags in lockers during the school day. String-style cinch bags, purses, and small totes are great ways to carry the supplies you may need from class to class. Students should NOT need to carry all of their belongings and all of their textbooks to every class.
7. **Large Social Events/Dances:** BMS social events/dances are open to BMS students only. Tickets will not be sold at the door. Students who have received administrative discipline (ex. ADI, Service Learning, OSS) since the previous social event are not permitted to attend.

8. **Meetings:** Meetings, parties, programs, and activities held on campus must be approved in advance by the principal and put on the calendar of events. A responsible adult must be present as a sponsor.
9. **Teacher Planning Areas** (i.e. lounges and workrooms): Teacher planning areas, workrooms, and staff restrooms are off limits to students at all times. Students who need to talk with a staff member located in a planning area should ask another teacher or the office to convey the message.
10. **Furniture and Fixtures:** Students are not to sit on, lay on, nor put their feet on the backs of chairs, tables, desks, or other furniture. Students should keep all four chair legs on the floor (not lean the chairs back on two legs). Students should never write on or otherwise deface walls, furniture, or other school property.
11. **Bicycles:** Students riding bicycles to school must park them in the bike racks provided immediately upon arrival. Bike locks are highly recommended! Bikes may not be ridden in the bus loading area or on the sidewalks. Follow all rules of the road. Mopeds may not be ridden to school.
12. **Security:** Be responsible for the security and use of your own personal items. Do not "loan" cell phones or other things to other students, share your locker combination or leave valuable items in unattended bags or purses. Make sure your name is clearly etched in your calculator. Again, do not leave bags unattended.
13. **Outlets:** Students may not charge personal devices using classroom/school outlets; please do this at home.

Fairborn Baker Middle School is your school. Please be proud of it and take care of it.

COMPUTER LABS – Computer labs, with a supervisory teacher, are available to all students. Misuse or destruction of the computer lab facilities and technology will cause the student to be denied access to the lab and result in disciplinary action.

COMPUTER/ON-LINE SERVICES: File: EDE-R The following procedures are expected to be utilized by staff, students or community members who are authorized to use the District's networks:

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your home address or phone number or the home address and phone numbers of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be private property.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account numbers.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, introducing computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher or to the principal or immediate supervisor.

FIRE/TORNADO/EMERGENCY DRILLS – Fire drills are conducted monthly throughout the school year, and tornado drills are conducted monthly during tornado season. Emergency drills such as shelter-in-place and evacuation drills occur periodically throughout the school year. Evacuation exit routes and appropriate shelter areas are posted in each classroom. Teachers instruct students in the appropriate procedure for going to the assigned “safe” area. Fire, tornado, and other emergency drills are to be taken with extreme seriousness.

HALL PASSES - Students must use hall passes when they leave their classrooms during class time for any reason. It is the student’s responsibility to request a pass.

HIGH SCHOOL CREDIT - Senate Bill 55 in the Ohio Legislation permits districts to grant credit for high school level courses taken at the middle school level. For the 2015-16 school year, the Algebra I class meets this classification. Students enrolled in this course are under all pacing and programming practices, grading policies, examination requirements, and course credit attendance policies that are in effect for those classes at Fairborn High School for the current school year. Students in these courses will be expected to participate in all BMS standardized assessments, as well as any State mandated assessments, in addition to any course requirements.

LOCKERS – Students are assigned a locker to store their personal items during school. Sixth graders’ lockers are located in the East wing within the classrooms. These lockers are large and so there are 2-3 students assigned to each locker. There are no locks on sixth grade lockers. Seventh and eighth graders are assigned smaller, individual lockers located in the first or second floor hallways in the Baker wing of campus. **Lockers are the property of Fairborn City Schools.** Fairborn Baker Middle School conducts random searches of lockers. **Lockers in hallways should be kept locked at all times. Fairborn City Schools is not responsible for items that are lost, stolen, or damaged.** Students are required to participate in periodic locker clean-outs. Students will be notified as to the final day of the year that they may use lockers. All personal items should be cleaned out of lockers prior to that date. Decoration of the outside of student lockers requires permission of the school administration. Students are not permitted to use permanent decorative elements on the insides of lockers (i.e. no glue, contact paper, paint, etc.) without permission of the administration. **Students should never share hallway lockers or give out their combinations to friends.**

LOST AND FOUND – It is very important that all possessions are marked with the student’s name. If textbooks, clothing, or other personal items are lost, check in the designated Lost-and-Found area in the cafeteria in the Baker wing and the lost-and-found bin in the East wing. If the item is not there, the student should check in his/her classrooms and with the school secretary in both main offices. Unclaimed items will be discarded or donated to a charitable organization.

MEDIA CENTER/LIBRARY – The Media Center/Library provides a wide range of instructional and recreational material for both students and staff. The check-out system and card catalog are on computer programs. The check-out of materials is for a twenty-eight day period. Lost or destroyed materials must be paid for by the student. Report cards will be held for unpaid fines associated with overdue/lost library materials.

MESSAGES/DELIVERIES for STUDENTS –

As children enter adolescence, it is reasonable and encouraged that they take on more responsibility for understanding, communicating, and remembering routine family matters such as transportation arrangements, school materials, scheduling of after school activities, etc. before heading to school each day. Office personnel will deliver *emergency* messages to students upon proper identification of the calling party. Students will not be excused from class to talk on the telephone for routine matters, however if an emergency arises, the office staff will make arrangements to ensure that your child is supported and cared for should they need to return your call quickly. Emergencies are generally considered to be unpredictable circumstances which involve the health and/or safety of an individual. If an emergency exists, parents should call the school office and explain the nature of the emergency; **PLEASE DO NOT CONTACT YOUR STUDENT DURING SCHOOL HOURS ON HIS/HER CELL PHONE BY PLACING CALLS OR SENDING TEXT MESSAGES.** Not only does this distract your child and others from the learning process, it could also leave your child without adequate counseling services or support in a stressful situation.

Parents/Students/Visitors may not deliver or have items/food delivered from outside establishments during regular school hours. Because deliveries of this nature often cause a distraction and disruption in school, **items such as balloons, flowers, gifts, etc. will not be accepted in the main office for delivery to students.** Please have these items delivered to your home. The office will refuse the items or return the items to the delivery person. Items that are needed for classroom or school activities will be delivered to students, or students will receive a note that a delivery is in the office for them. These items may be picked up between class periods.

NATIONAL JUNIOR HONOR SOCIETY – students with a cumulative scholastic average of 3.5 or above are eligible for selection into this society. Eligible students are notified and asked to apply for selection if interested. Then teachers will rate students who are academically eligible and interested in the areas of character, leadership, service, and citizenship. The final selection is determined by a faculty council. It is a privilege to be selected for National Honor Society, not a right. Additional information will be given to students on the specific requirements for membership by the advisors. Community service and a participation fee is required.

NEW ENROLLEES – Ohio law requires pupils entering a new school system to provide school authorities with a copy of the birth certificate, custody verification, health records and other school records maintained by the school most recently attended. If these records are not provided by the parent/guardian or former school in a reasonable amount of time, the local law enforcement agency will be notified about the possibility of the student being a missing child. The primary responsibility for supervision of a student rests with the parent/guardian or other responsible adult. The school district's staff will provide assistance to parents in this responsibility.

P.E. LOCKERS – P.E. lockers are provided. PE lockers do not lock, so students are encouraged to **not keep personal valuables and money in these lockers.**

POSTINGS/DISPLAYS – Students wanting to display posters to advertise a school event or school-related activity should have approval from the group/club advisor or by administration. Signs and displays should be hung in designated areas, on bulletins boards, cork strips, and display wires whenever possible. Unapproved or inappropriate postings will be removed.

STUDENT PUBLICATION File: JHFE-G

The Fairborn City School District is proud of our student achievements and the district utilizes local media and social media (Fairborn City School's business website, business Twitter, and business Facebook) to showcase student achievements throughout the year. The media enables the district to communicate with the Fairborn community and surrounding communities to inform citizens about the notable achievements of our students and school district.

During the school year, the Fairborn City School district publishes electronic messages, school newsletters, etc., as well as maintains information on the Fairborn City Schools' website at www.fairborn.k12.oh.us. The district also works with local print media to provide coverage of student achievements at each building. At the time of enrollment and at the beginning of each successive school year, parents are provided with a Student Information/Emergency Medical Form (FCS 49C). This form has a Consent/Agreement section that gives parental permission for the district to publish a child's photograph/school work. This sheet must be signed and returned to the school for each child. The information is then referenced during the school year, as needed.

As further explanation, it should be understood that the school takes candid pictures of students throughout the school year. If no name is attached to a picture, parental permission is not necessary. When names are attached to specific children, permission is always needed and verified before publication.

Please contact the district Public Relations Department at the Board of Education, 878-3961, extension 117, with any questions or for further information.

TRANSPORTATION (BUS) SERVICES – Transportation is provided from pickup points to school for all pupils who live in excess of one mile from the school. Bus schedules are published by the Fairborn City Schools Transportation Office in the local newspaper, displayed at the FCS Booth in August at the Fairborn Sweet Corn Festival, and are usually made available to building offices before school begins. **For information about routes, schedules, and other bus information, please visit the district web site or call the Fairborn City Schools Transportation Office at 878-1772.** Students will load and unload the buses in the in the large parking lot near Whittier Avenue. The parking lot is closed to other traffic during loading and unloading times. Students are to always ride their assigned bus and use their assigned bus stop. **Bus passes are required to ride a bus other than your assigned bus or to use a different bus stop. A parent/guardian requesting a bus pass for their child should write a note that includes their child's name, the student's name that he/she will be traveling with, the bus number, and date/time (am or pm). For pm passes, the student MUST turn in the note to the Main Office NO LATER THAN THE END OF FIRST PERIOD in the morning in order to coordinate the pass with the Transportation Office. For am passes, the request must be turned in THE DAY BEFORE, no later than the end of first period.** It is HIGHLY recommended that parents contact transportation beforehand to be sure that the bus can take on additional riders. **Some buses are too full and the bus pass may not be granted.** For more information about alternate transportation, please contact the Transportation Office.

VISITORS: PARENT/STUDENT VISITS – All visitors must report to the school office upon arrival. This policy exists for the protection of our students. When bringing items to school for your child, please label the items and bring them to the school office. Students may then pick up the items on the office counter. In addition to regularly scheduled opportunities, parents are welcome to visit the school at other times. However, to provide for student safety and the continuity of the regular instructional program, all visitors are to register at the main office and obtain a visitor's nametag. Those planning to visit a classroom must make arrangements with an administrator at least 48 hours prior to the desired visitation. Any questions regarding the progress of a student should be referred to the Guidance Office who will arrange conferences with teachers. Unplanned visitations can be very disruptive to the learning environment. **Student visitors are not permitted at BMS during the school day.**

WEATHER DELAYS/CANCELLATIONS – The most effective way to get information about school delays, closings, and other time-sensitive announcements is to subscribe to the FCS e-Communication system. The e-Communication system sends emails and text messages to subscribers of particular schools quickly, oftentimes before it is announced in the local media outlets. Detailed instructions on setting up your subscription are sent home with students the first day of school and can also be found on the district's web site. If there is a possibility of school cancellation due to inclement weather you can also tune into listen to local TV and/or radio stations, FCS Channel 24, and/or check FCS Web-site.

WITHDRAWAL PROCEDURES – The school must be notified at least one day prior to a student's last full day of attendance so that grades can be finalized and textbooks can be collected. A custodial parent/legal guardian needs to personally come in to the main office in order to sign the official withdrawal forms to indicate where the student is moving. The office will give the student a "withdrawal form" to take to all teachers and all other offices for signatures. The student should return books to the appropriate teachers. The physical education lockers and school lockers are to be cleared and cleaned. All personal supplies are to be taken with the student. Return the withdrawal slip to the guidance office to receive a copy to take to the new school. All outstanding debts for lost books and class fees must be paid upon withdrawal. Outstanding fees must be paid in cash, money order, personal check or certified check.

Rights of the Principal

The principal retains all rights to determine and issue penalties for violations stated or not stated in this handbook and to alter penalties and make interpretations of the contents of this handbook as are necessary to meet the circumstances of particular situations and for any new situations that may arise.

This handbook supersedes all prior handbooks. [Approved: August 2016]

INDEX

Absence	29
Reporting.....	9
Time Frames.....	9
ADI.....	28
Administration.....	See Directory
Advisors-Activities.....	See Directory
Assistance Locations.....	See Directory
Athletics	
Eligibility.....	13
Pay-to-Play.....	See Pay to Participate
Attendance.....	8
Awards.....	17
Backpacks.....	29
Breakfast Procedures.....	11
Bus Information.....	32
Cheating.....	27
Clubs	
Eligibility.....	12
Pay-to-Play.....	See Play to Participate
Code of Conduct.....	22
Computer Labs.....	30
Computer Use.....	30
Conflict Resolution.....	28, 29
Counselors.....	See Directory
Courses	
Access class.....	7
Encore classes.....	6
High School level.....	6
Detention	
School-assigned.....	28
Teacher-assigned.....	27
Directory.....	3, 4, 5
Dress Code.....	24
Early Dismissal Procedure.....	10
Emergency Medical Form.....	16
Enrollment.....	32
Evaluation.....	12
Expulsion.....	28
Extra-Curricular Activities.....	12
Faculty and Staff.....	See Directory
Fees.....	13
Payments.....	13
Refunds.....	14
Waivers.....	13
Field Trips.....	29
Fines.....	13
Fire/Tornado/Emergency Drills.....	31
General BMS Guidelines.....	29
Grading Scale.....	12
Guidance Services.....	14
Health Services.....	16
High School Credits.....	31
Honor Roll.....	12
Houses.....	6
Immunizations.....	16
Library.....	31
Lockers.....	31
Lost and Found.....	31
Lunch Procedures.....	11
Make-Up Work.....	10
Medication at school.....	See Health Services
Messages/Deliveries for Students.....	31
National Jr Honor Society.....	32
Pay-to-Participate.....	14
PBIS.....	20
Permission to Publish.....	See Student Publication
Plagiarism.....	27
Postings/Displays.....	32
Progress Book.....	12
Retention.....	12
Rules.....	See General BMS Guidelines
Code of Conduct.....	22
Safe School Helpline.....	29
Schedule	
Changes.....	16
Scheduling Process.....	15
School Supplies.....	13
Secretaries.....	See Directory
Service Learning.....	28
Signs.....	See Postings/Displays
Social Events.....	29
Student Publication.....	32
Suspension.....	28
Make-Up Work.....	28
Tardiness.....	10, See Absence: Time Frames
Telephones	
Calls for students.....	See Messages for Students
Textbooks.....	13
Travel with Parents.....	10
Truancy.....	27
Visitor Procedures.....	33
Weather Delays/Cancellations.....	33
Withdrawals.....	33