

Paulding Middle School
Student Handbook
2018-2019

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ATTENDANCE POLICIES AND PROCEDURES

The attendance policy is on our school website and on the Final Forms website.

Attendance Awards

Students with outstanding school attendance will be recognized at the end of the year. Days absent for any reason, even when the absence is excused, will be counted as an absence for a perfect attendance award. Students on a school field trip will not be counted absent

Leaving During the School Day

Permission to leave during the school day, for any reason, must be secured from the Principal. Students who leave MUST sign out in the middle school office, and sign back in if they return during the same school day. *No student will be allowed to sign out without parental permission, regardless of the student's age.* If a student must leave school due to illness or emergency, parents will be notified at once. Permission must be granted by parent/guardian for the student to leave school. Failure to comply with these rules may result in a charge of truancy.

Any student who will be leaving school during the day due to a scheduled appointment must present a note (signed by parent) to the office in the morning before school. The note must state the nature and time of the appointment, and a parent signature.

We urge parents to put forth every effort to schedule medical, dental, and optometric appointments outside of school hours whenever possible.

We do not operate a medical clinic at school. If a student is ill, a parent may be called for permission to go home. Any student who is ill and does not notify the office of his/her whereabouts will be subject to disciplinary action.

Tardiness

Promptness to class is very important. A student is tardy when he/she fails to be in the assigned class when the bell rings to begin class. If you are tardy to school, you must sign in at the office and receive a Tardy Slip. Excessive tardies will be considered truancy.

After the fifth tardy to school each quarter, you will receive a Prime Time Friday assignment. Failure to serve the Prime Time Friday assignment may result in a suspension from school. Excessive tardies will be considered truancy. The classroom teacher will handle classroom tardies. After the fifth tardy to class each quarter, you will receive a Prime Time Friday assignment from the Principal. Failure to serve the Prime Time Friday assignment may result in a suspension from school.

STUDENT CODE OF CONDUCT

Legal Refs: 3313.20, 3313.66, 3313.661, 3313.662, 3313.534

No Student Shall:

Bullying and other forms of aggressive behavior

1. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibit toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). A student shall not by the use of violence, force, coercion, threat, harassment, or insubordination cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school approved or school-related activity or function such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is

engaged in school business. Physical, verbal and psychological abuse is prohibited. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating and menacing, coercion, name-calling, comments, gestures, taunting, or actions which cause or threaten to cause bodily harm or personal degradation and hazing. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated and may result in disciplinary action.

1. A student shall not cause or attempt damage to school property, or use the building or property without proper authorization or be in an unauthorized area during the school day, or after school hours.
2. A student shall not cause or attempt damage to private property on school premises during a school activity or event off school grounds while under the jurisdiction of school personnel.
3. A student shall not assault, threaten to assault, or behave in such a way as could cause physical injury to any student, member of the professional or classified staff of the school system, or other person. This would include fighting, horseplay, or any immature, mischievous acts.
4. A student shall not possess, handle, transmit, or conceal any object that could cause injury or fear of injury. A student shall not possess any inappropriate materials that may cause disruption to the educational process.
5. A student shall not possess, use, transmit, or sell any legal or illegally used chemical drugs, including steroids, or counterfeit controlled substances, either prescribed or patented, look-a-like drugs, or alcoholic substances, nor have any drug-related paraphernalia in their possession. Students using or possessing alcohol, drugs, stimulants, or look-a-like drugs and alcohol prior to attending school or school-sponsored activities will be disciplined.

6. A student shall not fail to comply with directions of teachers, teacher aides, principal, or other authorized school personnel during any period of time when student is properly under the authority of school personnel. Repeated violations of any minor rule, directive or discipline procedure shall constitute insubordination.
7. A student shall not fail to comply with the attendance rules as established by the State of Ohio and the Paulding Exempted Village Board of Education.
8. A student shall not steal, cause to be stolen, or possess property that has been stolen which belongs to the school or to any individual within the school.
9. A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon, including but not limited to a firearm, knife, explosive or dangerous instrument while on school property or under the authority of school personnel. Students may not possess a "look-alike" weapon, which is any object a reasonable person might consider under the circumstances to be a weapon while on school property or under the authority of school personnel.
10. A student shall not knowingly possess, use or transmit cigarettes, cigars, tobacco of any kind, or paraphernalia associated with tobacco (including lighters or empty pipes) while on school property.
11. A student shall not be permitted in school facilities or on school property after school hours if such student is not under direct supervision of authorized school personnel.
12. A student shall not violate any law or ordinance while under school authority.
13. A student shall not abuse or improperly use school property, including computer equipment and other technology, in violation of the Acceptable Use Policy.
14. A student shall not harass, intimidate, degrade, disgrace, show disrespect, disparage, incite, provoke, threaten, or discriminate against any other student or school employee or otherwise disrupt the school

environment. A student shall not make unwanted sexual advances upon another person, either, verbal, written, or physical.

15. A student shall not be late or absent from school or any portion of the school day without proper authorization.
16. A student shall not, orally or in writing, engage in misrepresentation, forgery, plagiarism, or any other form of cheating.
17. A student shall not use profanity, give obscene gestures, be verbally abusive, or possess materials that may be deemed obscene.
18. A student shall not violate the school dress code or disregard the directions of school authorities with regard to this policy.
19. No student shall plan, encourage, or engage in hazing. Hazing is defined as performing any act or coercing another, includes the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. **Gangs** that initiate advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.
20. Because no list can include every instance of prohibited conduct, students may also be disciplined for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place within the school or at a school event, or which substantially and materially is or poses a threat to the safety of persons or property.

DISCIPLINE

At Paulding Middle School, all students are required to behave in a socially and legally acceptable manner at all curricular and extracurricular activities. Violations of school rules will result in disciplinary action. The Paulding Village Police and/or other law enforcement agencies may be called when a student has violated a law which governs the citizens of Paulding, Ohio.

Students who choose behavior which violates the rules of our school will face the consequences of their actions. In addition, students who damage property, either accidentally or on purpose will be held responsible for paying for the damage.

Disciplinary action(s) may include:

1. **Denial of Privileges:** Students have many opportunities to participate in activities in addition to the regular school curriculum. Privileges will be denied if students fail to adhere to the Code of Conduct. Students may be removed from participation in, or attendance at, extracurricular activities.
2. **Detention:** As a correction for misconduct, the Principal, or a teacher may assign a detention to any student. The student will be required to stay after school or come before school for a designated amount of time. Lunch detentions may also be assigned; students will eat lunch in an assigned room or area. Detentions are handled by the teacher or administrator who assigns the detention. Detentions will be a study time with no sleeping or talking. A student who skips a detention will have the punishment doubled and/or receive a Prime Time Friday assignment.
3. **In-School Detention:** The Principal may assign an In-School Detention to students. The student will be removed from class and will spend the time in the office. School work may be made up.
4. **Justified Removal:** Emergency removal from a class will place the student temporarily in the In-School Suspension room. The student will be unexcused from the class he or she misses.
5. **Time Out:** Emergency removal from class for more than one class period. The student may be unexcused from the class missed.
6. **Prime Time Friday:** The Principal may assign a student to additional school time on Fridays from 3:00 – 6:00 p.m. Students must bring materials to study, and be prompt. Non-attendance at an assigned Prime Time Friday may result in suspension from school.

7. **In-School Suspension:** This disciplinary action results in the denial of participation in the student's regular classes, or any school activity for that day. The Principal will assign the student to a monitored room where he or she will spend the school day studying and working exclusively on school work. Credit for school work is given while the student is assigned to I.S.S. The student will also eat lunch in the In-School Suspension room.

8. **Out-of-School Suspension:** This suspension results in the denial of attendance and participation of any school class or activity. A student may be suspended for one to ten (1-10) days at a time by the building Principal. Progressive suspensions may be given to students who habitually or continually violate our school rules.
This penalty is considered very serious because days missed out of school due to a suspension are considered unexcused days. In the event that an out-of-school suspension is necessary:
 - a. Parents will be notified.
 - b. No credit will be given for schoolwork on the days of suspension.
 - c. The student may not attend classes or any school activity or function.

9. **Driver License Suspension:** The suspension of driving privileges for excessive absences may be imposed according to Ohio Revised Code 3321.13 and Board policy. (when applicable to middle school students)

10. **Expulsion:** A student may be expelled by the Superintendent of Schools for continual or extreme breach of school policy. Expulsion is the removal from school for no more than 180 days. If expelled, students will not be allowed to make up work (no credit), be assigned alternative placements, or be on school property.

11. **Exclusion:** Expulsions may be extended if the student is convicted of a violent crime.

Student Dress and Appearance at School

The spirit of the dress code is to encourage an appropriate atmosphere for school. Apparel worn to school should be clean, in good state of repair and not torn or tattered. The appearance of Paulding Middle School students is to be a reasonable reflection of our school and community. The mission of our school is to prepare our students for the world of work and for life after high school; our dress code reflects that of a typical professional work environment.

Paulding Middle School Dress and Appearance Code

1. All clothing, patches, decals, belt buckles, or buttons must be in good taste, modest, and modestly worn.
2. Any insignia or clothing depicting alcohol, drugs, foul language, or other offensive symbols is prohibited.
3. Any pictures, photographs, or writing on clothing, which is offensive, or demeaning to another person, will not be allowed.
4. The American Flag may not be worn inappropriately.
5. Clothing or jewelry that may cause injury to the wearer or others, in class, shops, or labs, or that may damage the building or equipment is not permitted.
6. Students may not wear chains dangling from their clothing or belts.
7. Shorts, skirts or dresses must be of an acceptable length (Minimum of 13" at the outer seam), and not too short or revealing. Spandex-like material or overly revealing pants are prohibited unless covered by shorts, skirts or dresses of appropriate length.
8. Students may not wear "spaghetti strap" shirts, clothing which reveals undergarments, or clothing that is excessively revealing. Tank tops and muscle shirts are prohibited as well, and all shirts worn must not expose bare shoulder(s).
9. Mesh shirts, biker shorts, boxer shorts, swimwear and midriff shirts are not acceptable.
10. Students may not wear caps, bandanas, hats, coats, jackets, gloves, headbands, back packs, or sunglasses at school.

11. Apparel worn to school is to be clean, in a good state of repair, and not excessively torn or tattered.
12. All dress, including footwear, must comply with health and safety standards. Slippers are not to be worn at school.
13. Students are not to wear underwear or pajamas as outerwear.
14. Body piercing to all visible parts of the body is limited only to pierced ears and/or nose studs. In addition, piercings which become a distraction or a disruption will not be allowed.
15. Hair color is limited to natural colors only. This includes hair extensions. No spiked hair is permitted.
16. Any clothing or appearance that causes a disruption in the orderly function of the school is not permitted.
17. No shoes with roller blades in the soles will be allowed at school.

If a student violates the dress code, the student may be asked to turn an objectionable shirt inside out (if applicable), or remove the objectionable item (if applicable). If a change of clothing is required, a parent or guardian will be called to bring in proper clothing. Students who are not willing or able to correct the dress code violation will not be allowed to return to class (unexcused) until the violation has been corrected. It is the student's responsibility to come dressed appropriately for school, and he or she will be expected to make every effort to follow the dress code of the school. The administration reserves the right to change the dress code to reflect changes in style.

SCHOOL PROCEDURES

Authorized Area Before School

All Middle School students (grades 6-8) will enter the school building through either the main Lobby entrance on Water Street, or the middle school main entrance. Students are to report to their first period class when the warning bell sounds at 7:55 A.M.

Student Agendas

All students will be issued an agenda at the beginning of the year. You are responsible for your own agenda, and must have your name written in it. Your agenda should be carried with you at all times, and will serve as your pass in the hallways. Agendas must be signed by your teacher to gain permission to leave class. Your teacher may deny your request to leave class. Agendas must not be altered, shared, or used by anyone but the legitimate owner.

Agendas MAY NOT be taken and written in by other students. Many times students take other students agendas and write inappropriate things in them. This is strongly prohibited.

You must fill out the destination and time/period before the teacher initials it. No student will be allowed to leave class for any reason without a signed agenda. Teachers or administrators may confiscate any agenda, which is being used inappropriately. If your agenda is lost, you must pay \$8.50 in the middle school office to receive a new one.

Medication

If it is medically necessary for a student to take any form of medication at school, a Medication form must be completed by the student's doctor and placed on file in the office. All medication must be in its original container, and will be stored securely in the office. An adult office staff member or the school nurse will dispense the medication in the office.

Student Cheating

Each student is expected to do his or her own work on homework, quizzes, and tests. Copying homework, plagiarizing, or cheating of any kind will NOT be tolerated. No credit will be given on any test, assignment, or quiz where cheating has taken place. Repeated instances of cheating will be subject to further disciplinary action. Parents will be notified. Teachers' Gradebooks, desks, and papers, and computer terminals are to be respected as private property.

GUIDED STUDY/INTERVENTION Class

A Guided Study/Intervention class is to be used for added instruction, to complete homework, study school-related material, prepare for tests, or read. Students will not be allowed to sleep, play games, or leave class except for emergencies or to see other staff members to ask for intervention assistance. GS/Intervention will be used as a tutorial intervention class period.

Book & Duffel Bags

Students may carry their books and belongings to school in a bag. For safety and security reasons, book bags or duffel bags may not be carried to classes. Bags are to remain in your assigned locker. Girls may carry a small purse if necessary, but not large enough to hold a book(s).

Locks and Lockers

Each student is assigned a locker and is responsible for everything in his or her locker, and for keeping the assigned locker clean both inside and outside. Students who write, mark, deface, or inappropriately decorate their lockers will repair or be billed for the damage. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safe-keeping. Students are NOT allowed to make any locker changes. All changes must be made in the office with administration approval.

Signs and banners may NOT be taped to the lockers. Tape or glue may not be used on the inside or outside of the lockers.

Combination locks are on the lockers, and should remain on the lockers at all times. There is no initial charge for the lock, but the student will pay for lost locks. Lockers should be kept clean at all times. **Student Lockers are the property of the school district. The administration reserves the legal right to search lockers at any time to insure a safe and healthy school environment.**

Public Display of Affection

School is a place to work and learn. Publicly displaying affection is not acceptable behavior, and will not be tolerated. Disciplinary action will be taken if this rule is blatantly or repeatedly broken.

Dances

All Middle School (grades 6-8) dances are closed to younger, or older, students. The dances sponsored by middle school groups are specifically for the enjoyment of Middle School students, and younger pupils will not be allowed to attend. All dances will be chaperoned by parents and faculty.

Toys and Gadgets

Radios, cassette or CD players, headphones, games, toys, beepers, or other electronic gadgets of any type are NOT to be brought to school. Skateboards, rollerblades, scooters, etc. are not allowed at school. Students are not to use them on school property.

Signs or Banners in School

Any student or adult wishing to hang or post a banner in the Paulding Middle School building must receive the express permission of the Principal or Assistant Principal. Individuals or groups hanging signs are responsible for removing them in a timely manner.

Anti-Hazing Policy

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations shall plan, encourage, or engage in any hazing.

Master Calendar of Events

All extracurricular or curricular events must be approved by the Principal, and entered onto the Master Calendar located in the Principal's office. Fund-raisers, meetings, dances, athletic events, concerts, field trips, guest speakers, assemblies, and any other school-related activity must be authorized and recorded. Failure to do so will be considered an unauthorized use of the building and school facilities.

Telephone Use by Students



Telephone calls by students may be made only before school, at lunch, or after school, with permission. In case of an emergency, the Principal, or adult office staff member may grant permission for students to use the office telephone. **Cell phones MUST be turned off once a student enters the building, and put in their school locker for the day. ALL MS student calls MUST be made through the school office.**

Breakfast Program

The cafeteria offers a breakfast program before school. All food and drink is to be consumed in the cafeteria. There is to be no food or drink in the halls or classrooms.

LUNCH

Paulding Middle School students must eat in the school cafeteria. Students will be dismissed to lunch in an orderly and quiet manner. Respect and pride for our school, teachers, cafeteria staff, and fellow students must be demonstrated at all times. Inappropriate behavior during lunch time will result in disciplinary action.

Lunch period and breakfast before school are the only times during the day that students are allowed to eat or drink in the school building (only in the cafeteria), unless permission is obtained for special events scheduled by teachers, staff, or administration.

Food is NOT to be carried in or delivered to the school unless permission is granted in advance from the principal or assistant principal.

Visitors

For the protection of our students, all visitors (including parents) are to stop at the school office to sign in immediately upon entering the school premises. Young people of school age who wish to visit our school must complete a Visitor Request Form in the office. The form must be approved by the principal or assistant principal prior to the visit. Visitor's badges must be worn.

Assemblies and Programs

Assemblies will be held periodically to provide various programs for students. Students should move quickly and quietly to their assigned places in the auditoria or gym area. Everyone attending the assembly is expected to conduct themselves as mature young adults. Your behavior is a reflection upon you as an individual, your parents, and our school. Common courtesy demands the full attention of all students. Improper actions, talking, noise, etc. will result in loss of assembly privileges or other disciplinary action. A student who requests to be excused from the assembly must ask permission from the principal in advance.



Uniform Grading Scale

90 - 100% A
80 - 89% B
70 - 79% C
60 - 69% D
59% and below F

Gold, Green, White Cards

To receive one of these cards, a student must get nothing lower than a "C" on their report card. Gold – All A's. Green – A's and B's. White – C's or better.

Incomplete Grades

Incomplete course work which results in an incomplete grade for a grading period must be made up in a two-week period. Students who fail to make arrangements with their teachers to complete the work will receive a failing grade.

Schedule Information

All students will register in the spring for the fall semester. Counselors and/or administrators will carefully explain information concerning scheduling and registration.

Schedules may be changed only with the recommendation of the counselor and/or principal, working with the student and parent. Changes to first semester schedule may be made in the Guidance Counselor's office.

Work-Study Programs

Only students who qualify for a state-approved Work-Study Program may be excused from school for work purposes. These Work-Study Programs are approved and administered by PEVS

Fines and Fees

Each year, students are assessed fees for consumable supplies used in some of their classes. Please pay student fees in the MS office before the end of the first nine-week grading period. Also, fines may be assessed for overdue library books, unpaid fund raisers, misuse or loss of books, locks, property, equipment, or furniture. No students with outstanding fees or fines may get a transcript, or participate in 8th Grade Commencement exercises, or

extra curricular activities. Parents and students are encouraged to make regular payments toward the school fees.



Withdrawal from School

In order to withdraw from school, the following procedures must be followed:

- a. Written notification from parents of the withdrawal is to be given to the Counselor or Principal.
- b. Withdrawal forms, which are available in the school office, are to be signed by each of the student's teachers and then by the Principal.
- c. Books must be returned to each teacher.
- d. Fines and fees must be paid in the office.

Transcripts of grades will not be forwarded to the student's new school until all financial responsibilities are fulfilled for Paulding Schools.

Media Center Information

- A. Hours: 8:00 a.m. – 3:00 p.m.
- B. Conduct:
 1. Little or no talking
 2. No damaging library materials
 3. Misbehavior will result in loss of library privileges – NO GUM
- C. Checking out library materials:
 1. A maximum of 4 items may be checked out at one time.
 2. Materials are due in 2 weeks.
 3. Materials may usually be renewed.
- D. Overdue, lost, and damaged materials:
 1. Materials not returned on time will result in a fine to the student; a grace period of four school days is given.
 2. Students will pay the cost of replacement for lost or damaged materials.
 3. Grade cards will be withheld from students who have overdue materials or outstanding charges.
- E. Library use:
 1. Each student may use the library twice each week to do school work. Additional privileges may be granted to students working on school assignments.


2. Students may use the library computers for word processing, to access the online catalog, research projects, or to access electronic databases provided through INFOhio. A permission form signed by a parent or guardian and the student must be presented to use the Internet.
3. Students in the library will not be allowed to leave to go to the office, lockers, restrooms, etc.
4. Teachers can arrange to bring their entire class for work requiring the use of library materials. This means the library may be closed to other students at that time.

Athletic Eligibility

Paulding Middle School is a member of the Ohio High School Athletic Association (OHSAA). All athletes shall meet all requirements in the OHSAA bylaws and the Paulding Board of Education rules affecting athletes in order to be eligible to participate in interscholastic competition.

Athletic Participation

1. In order to participate on any athletic team, the athlete must have:



 - a. A record of a current medical physical examination on record.
 - b. Adequate insurance to cover him/herself in the event of an injury.
 - c. Parental consent to participate.
2. An athlete must be in attendance for a minimum of four full periods of school in order to be eligible to practice or participate in a contest that day.
3. All athletes and their parents will sign the Paulding Middle School Athletic code, agreeing to follow the policies and procedures of the athletic department and the school.
4. **Academic Eligibility** – Eligibility for each grading period is determined by grades received the preceding nine-week grading period. Semester averages and yearly averages have no effect on athletic eligibility. Summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year.

Middle School students must meet these two criteria each nine weeks (each quarter) in order to be eligible the next quarter:

Pass 5 classes

AND

Earn a minimum 1.00 GPA

5. It is the position of the Paulding Exempted Village School Board of Education that satisfactory grades are necessary for interscholastic extracurricular participation. Such programs include: All Athletic teams and cheerleaders grades 7-12; academic groups that participate in competition with other schools (e.g.: Quiz Bowl, Science Olympiad, and FCCLA).

We are proud of the athletic program that is offered to our students. Being a part of that program is an honor and a privilege. Coaches and administrators have the right to deny this privilege to students if the student's actions or behaviors warrant removal from the team or event.

The Paulding Middle School Athletic Department fields the following approved teams:

Fall: Football, Boys and Girls Cross Country, Volleyball

Winter: Boys and Girls Basketball, Wrestling

Spring: Boys and Girls Track

Fall and Winter: Cheerleading



School Activities

The Board of Education, faculty, and staff recognize that a complete extracurricular program is an important part of a quality educational experience for students. Your school provides many opportunities for you to participate in a group, club, or team of your choice based on your interests and abilities. Participation in extracurricular activities is a privilege of every student, and excellent behavior is expected as you represent our school. Advisors/coaches and administrators have the right to deny this privilege to students if the student's actions or behaviors warrant removal from the team or event. In order to participate in any extracurricular activity, a student must be in attendance for a minimum of four full periods of school that day.

Computers and Technology

As a member of the NOACSC, Paulding Middle School is able to provide its students Internet access, connecting computers all over the world. Along with the privilege of accessing the Internet, goes the responsibility of following strict guidelines of proper conduct and use.

Paulding schools reserve the right to limit access to materials on this network which may not have educational value within the school setting, and have taken available precautions to restrict student access to inappropriate materials.

Use of the NOACSC network is a privilege, not a right. Students and parents must sign an agreement acknowledging the Guidelines for Acceptable Use before students are allowed to use the system. Any violation of this agreement, or the rules governing the use of computers of the network will result in denial of privileges.

Basic Rules of Technology Use:

1. Do not gain or attempt to gain access to someone else's account or files.
2. Do not write, obtain, or pass on any swearing, vulgarities, suggestive, pornographic, obscene, or threatening language or material.
3. Do not send or pass on any rumors or use the system to annoy or harass others.
4. Do not search or visit sites that may be considered by school personnel to be pornographic, dangerous, or inappropriate.
5. When using the computers, terminals, network, or other school equipment, students must follow the teacher's direction and/or school policies.

School Bus Rules for Students

With nearly 1400 students riding over 20 buses daily, it is important that a common set of rules for safety be maintained. The safety of students while riding the bus is a tremendous responsibility. The PEVS safety record is an enviable one, and we hope that students and parents will join us in keeping it that way.

Ohio laws do not require that any Middle School student be transported to school by bus. Since riding the school bus is a privilege, each student is obliged to read and obey the following regulations to insure his or her safe and orderly transportation:

1. Parents are responsible for the safety of pupils before entering and after exiting a bus. The bus arrival time before and after school may vary from day to day.
2. School employees will not enter disputes involving parents and students prior to pickup, or after return from pick-up points.
3. Busses operate on a time schedule as outlined by the Transportation Supervisor. The schedules do not allow enough time to wait for tardy students. Students must be at the bus stop before the bus arrives.
4. Students must cross all roadways at least 10 feet in front of the bus.
5. All passengers must maintain absolute quiet while at railroad crossings.
6. Pupils will ride assigned buses only.
7. One stopping place per family is all that is allowed. This means that all children must be dropped off and/or picked up at the same stop each day. The Transportation Supervisor must authorize any changes.
8. Discipline procedures that go beyond the bus driver will be handled according to the policy of the building principal.



In addition to these Safety Rules, a set of 11 Rules of Conduct has been established for students while on the bus. These rules, which are posted on the bus, are to insure that courtesy and order are maintained.

- Observe the same code of conduct as in the classroom.
- Students must be courteous to the driver and other students.
- No profane language will be tolerated.
- No eating or drinking is allowed while riding the bus.
- The bus must be kept clean.
- Cooperation with the driver is required.
- No smoking or tobacco use is allowed on the bus or at the bus stop.
- Destruction of property is forbidden. Parents will be responsible for any damage inflicted on a bus by their child.

- Students must be in their seats while the bus is moving.
- Heads, hands and feet must be inside the bus at all times.
- The bus driver is authorized to assign seats.

General Information

Weather Related Announcements

In case of severe weather (snow, ice, fog, etc.) the official announcement for school delays or closing may be heard over local radio stations. Listen to WONW, WBNO, WDFM, WOWO, WMEE, WAJI, WERT, WBTU, or WBCL. Announcements are also made on the following television stations: Fort Wayne Channels 15, 21, 33, and Lima Channel 35. An INSTANT ALERT will also be sent out to all parents.

Emergency Medical Forms

Ohio State law requires that Emergency Medical Forms be kept on file for immediate access in case of injury. These must be on file in the office by Friday of the first week of school. Students may not participate in any field trip or out of school activity without an emergency medical form. Athletes must have two copies on file; one in the Principal's office and one in the Athletic Director's office.

Work Permits

Paulding school district residents ages 14-17 need to have work permits on file if they are employed. Work permit application forms may be picked up in the high school office. Completed forms are to be returned and a Birth Certificate or Baptismal Certificate is to be presented. A work permit will be prepared and presented to the student, or mailed to the workplace.

Emergency Drills

FIRE DRILL: Know the exits from all rooms in which you might be attending classes. Our aim is to leave the building in a quiet and orderly fashion and in a minimum amount of time. The first student to reach an exit door should hold the door open until the group is out. Exit without excessive noise and with no running or shoving.

TORNADO DRILL: Learn the procedures for a tornado drill in each of your classrooms. As a general rule, inner halls and locker rooms are the best place to be. Stay away from doorways and windows. Students should crouch on their knees, and cover their heads with their hands.

EVACUATION DRILL: In the event of a threat from inside the building (explosive, chemical spill, etc.) students will exit the building quickly and quietly following the same procedures as the fire drill.

SAFE SCHOOLS DRILL: In some cases, a danger may be present from within the building (hostage situation, intruder alert, etc.). Students are to remain in, or go to, the closest classroom. Teachers will close, secure, and cover all exterior doors and windows and move students away from the exits.

ALICE DRILL: This drill is included in the **Safe Schools Drill** and is a process of removing students in the event of a threat within the building determined by the location of the threat. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated.

2018-2019 Bell Schedule

Locker Bell	7:50 a.m.
Warning Bell	7:55 a.m.
Period 1	8:00 – 8:42
Period 2	8:45 – 9:25
Period 3	9:28 – 10:12
Period 4	10:15 – 10:55
Lunch	10:58-11:25
AAA	11:28 –12:08
Period 6	12:11 -12:51
Period 7	12:54 – 1:34
Period 8	1:37 – 2:17
Period 9	2:20-3:00

TWO HOUR DELAY SCHEDULE

Locker Bell	9:50 a.m.
Warning Bell	9:55 a.m.
Period 1	10:00-10:32
Period 2	10:35-11:05
Lunch	11:08-11:41
Period 3	11:45-12:15
Period 4	12:18-12:48
Period 5	12:51-1:21
Period 6	1:24-1:54
Period 7	1:57-2:27
Period 8	2:30-3:00

THREE HOUR DELAY SCHEDULE

Locker Bell	10:50 a.m.
Warning Bell	10:55 a.m.
Attendance/Announcements	11:00-11:02
Lunch	11:02-11:32
Period 1	11:35-11:58
Period 2	12:01-12:24
Period 3	12:27-12:50
Period 4	12:53-1:16
Period 5	1:19-1:42
Period 6	1:45-2:08
Period 7	2:11-2:34
Period 8	2:37-3:00

Please note that on the Two and Three Hour Delay schedules there is no AAA (Academic/Assistance/Activity) period.

PAULDING MIDDLE SCHOOL INTERNET ACCESS CONSENT FORM

I hereby acknowledge that I have read the Paulding Middle School Handbook and agree to abide by its terms and conditions.

Student Signature Date

Parent or Guardian Signature Date

Student Internet Consent Form

By signing below, I agree to follow the Internet Use Agreement and NOACSC Acceptable User Policy. I understand that the use of the network is a privilege and may be revoked at anytime for misuse of the network. I agree to follow the guidance of my parent(s) and or guardian(s) as well as that of school district personnel regarding access to materials of an offensive or inappropriate nature and pledge to restrict my usage of the internet and or associated equipment to purposes consistent with my schoolwork.

Student Signature Date

I give my permission for my child to be granted access to the Internet through the NOACSC Acceptable User Policy. I understand that some material contained in the interconnected systems is inappropriate for school aged pupils. I agree to indemnify the NOACSC and my school district from any and all claims arising out of or related to the usage of this network of interconnected computer systems. A complete copy of this acceptable use agreement is available in the Middle School office.

Parent or Guardian Signature Date