

WILLETTS MIDDLE SCHOOL

Current 2009-2010*

Michael D. Hodson, Principal

Brian M. Miller, Assistant Principal
Noelle Feikle, Counselor
Charlotte Hartman, Secretary
Denine Bosak, Secretary
Karen Pasela, Educational Aide
Carolyn McCracken, Educational Aide
Cindy Sedely, Educational Aide
Mandy Demonte, Educational Aide

**1045 Hadcock Road
Brunswick, Ohio 44212
Attendance 330-273-8102
School 330-273-0489
www.bcsoh.org/willetts/**

Office Hours 7:45 A.M. - 3:45 P.M. Mon. - Fri.

WILLETTS MIDDLE SCHOOL MISSION STATEMENT

Willetts Middle School learning community will ensure high levels of academic achievement on grade level standards for all students. This will be achieved by the implementation of an integrated curriculum, instructional/enrichment strategies, academic interventions, and verified by objective measures.

*Some items have been changed and contacting the school regarding specifics is encouraged.

WELCOME

Dear Students and Parents,

Welcome back everyone to the start of the 2009-2010 school years. Willetts is very proud of our academic success. We believe in our students and take pride in providing Excellent academic and extracurricular opportunities for them. Over the years WMS has established a wonderful tradition. All three M.S. (Willetts, Edwards and Visintainer) are great places for students to grow and learn. We hope you will also take pride in being a part of the Willetts family.

Communication, sharing information is so important to a successful year. Please call school or e-mail us as soon as any questions or concerns come up. Grade information is again available online through Progress Book. If you need help accessing your child's information online please call the school office. Included in this handbook is a list of staff members that include e-mail addresses and voicemail numbers. Please make use of these two resources to contact your child's teachers. Progress reports and grade cards will be sent home in white student folders. These folders may also contain important school information. When progress reports and grade cards are sent home there will be a school newsletter posted on our website. If you do not have internet access we will provide a "hard copy" for your family.

There are many keys to success in Middle School. Two of the most important ingredients for success are 1) Involvement in school activities and 2) Filling in the student agenda planner with assignments and dates. Being involved in school activities helps students feel more a part of the school and take pride in doing their best. Filling in the agenda is the most important habit a student can have.

With the continued support of the community we will be a big part of the Excellent schools in Brunswick. The teachers, secretaries, para professionals, custodians, kitchen staff, nurses, administration and all of us at Willetts will work to help students and parents have a happy and successful school year.

We will have a successful academic year. Mr. Miller and I look forward to seeing you throughout the year at school activities and parent conferences.

Mike Hodson/Brian Miller
Willetts Administrative Team

SCHOOL CALENDAR 2009-2010

- September 1.....Student Picture Day
- September 7.....Labor Day (no school)
- September 8Open House (6:30 – 8:00)
- September 25.....1st Midterm
- October 21st Progress Report Sent Home
- October 16.....NEOEA Day (No School)
- October 30.....End of 1st Grading Period
- November 6...1st Report Card Sent Home**
- November 6 Picture Retakes
- November 10Fall Conferences
(4:45-7:45 P.M.)**
- November 18.....Fall Conferences
(4:45-7:45 P.M.)**
- November 25-27.....Thanksgiving Break
- December 42nd Midterm
- December 11..... 2nd Progress Rpt. Sent Home
- December 23 - January 1.....Winter Break
- January 14.....End of 2nd Grading Period
- January 15.....Teacher Inservice (No School)
- January 18.....MLK Day (No School)
- January 22.....Candid Picture Day
- January 25.2nd Report Card Sent Home**
- February 15.....President's Day (No School)
- February 19.....3rd Midterm
- February 26.....3rd Progress Report Sent Home
- March 4 Spring Conferences
(4:45-7:45P.M.)**
- March 10.....Spring Conferences
(4:45-7:45P.M.)**
- March 19.....End of 3rd Grading Period
- March 26.....3rd Report Card Sent Home**
- April 2 – 9Spring Break
- * APRIL 19 – 30 OAT TESTING ***
- April 30.....4th Midterm

Willetts Middle School Student Handbook

May 7.....4th Progress Reports Sent Home
May 28.....Inservice Comp Day (No School)
May 31.....Memorial Day (No School)
June 4.....Last Day for Students
June 4..... End of 4th Grading Period
Week of 6/7.....Report Cards Mailed Home

BELL SCHEDULE

We will use a bell schedule this year. This means that teams will change classes at the same time. Bells will ring at 8:20 A.M. to start the day and at 2:55 P.M. for dismissal. Period bells will ring to signal the beginning and end of each period. There will be no bells during lunch.

DISCLAIMER

Because a handbook of this nature can not cover every possible item or incident that may arise, final resolution of each of these situations will be made by the school administration.

ARRIVAL/DISMISSAL

The arrival bell rings at 8:10 A.M., and school officially begins at 8:20 A.M. when students are expected to be in their assigned seats. **The front and rear center doors will be opened at 8:10 A.M.** Students should not enter the building before 8:10 A.M.

WILLETTS PTO NEWS

PTO meetings are held on the second Thursday of the month at 9:15 A.M. in the media center. Membership is \$5.00 per family. The PTO has many activities that support the students and staff at Willetts.

Students are not to leave school property once they have arrived. Students leaving school property will be given consequences for their actions.

These activities include: fundraising, holiday and Mother’s day plant sales, T-Shirt sales, food provided at dances and parties. In addition you can support the PTO by registering for Giant Eagle cards, saving Campbell soup labels, and saving Box Tops.

The dismissal bell for students rings at 2:55 P.M. Students are to gather their belongings and proceed promptly to the bus area. Students are NOT to loiter inside the building or near the exit doors.

If you would like more information or wish to get involved, please contact our PTO co-presidents Wendy Pease or Mary Molchan @ 330-273-0489.

Students participating in after school activities that begin immediately after school should report directly to that activity. Students, who are participating in activities that begin later than 3:00 p.m., must wait quietly in the cafeteria until the activity begins. Students will not be permitted to wander the building or to begin dressing in the locker rooms until the supervisor of the activity arrives.

STUDENT OPERATING PROCEDURES

ASSEMBLIES

OHIO ACHIEVMENT TESTING

OAT testing will be April 19 – 30. Students should be well rested and prepared to focus on the testing material. Attendance during OAT testing is very important. Please make every effort possible to have students in school during testing.

Assemblies are held during the school year for a variety of reasons, including recognition of special achievement, presentation of speakers and promotion of school spirit. Students are expected to be attentive and courteous at all times.

ATTENDANCE

Page 4

We believe there is a direct, positive correlation between academic success, attendance, and the amount of quality time that is actually spent on instruction and/or learning activities.

Frequent absence from school disrupts the continuity of the instructional process. As a result, the benefit of regular classroom instruction is lost and cannot be entirely regained, even by make-up work. Furthermore, it is our desire to maintain regular communication with parents to ensure current and accurate information regarding their child's education.

The school must share the responsibility of student attendance with the student and his/her parents. It is for this reason these procedures have been developed and implemented.

In accordance with the Missing Children's Act of 1985, **our school policy requires that parents contact the school when their children are going to be absent.** In addition, Senate Bill 181, which became effective September 4, 2000, is a law that will significantly affect your rights and responsibilities as a parent of a school-age child. This bill designates any child who is absent from school without legitimate excuse for 5 consecutive days, or 7 days in one month, or 12 days in a school year as a "habitual truant." The school district is required to implement an intervention strategy or file a complaint with the juvenile court, or both.

Senate Bill 181 also designates any child absent from school without legitimate excuse for 7 consecutive days, or 10 days in one month, or 15 days in a school year as a "chronic truant." A chronically truant child may be found delinquent, subject to juvenile court interventions. Legitimate excuses for absence include **verifiable illness (doctor's note)**, death in the family, pre-approved vacation, and religious holidays. This law is designed to hold parents accountable for their child's school attendance. **Parents can be**

Willetts Middle School Student Handbook
charged with child neglect or contributing to delinquency, a first degree misdemeanor, if their child continually fails to attend school. Attendance letters to inform parents and students of absences and state requirements are regularly mailed home.

ATTENDANCE PROCEDURES

1. Deadline for reporting absences is 9:00 A.M. on the day of the absence. Student absences are verified daily by the assistant principal and the attendance secretary. Ten parent call-offs are permitted before absences must be verified by a medical excuse or go as unexcused.
2. Absences: Any absence that is not reported to the attendance office by the student's parent, guardian or custodian on the day of the absence will be listed as unexcused or truant and zero credit will be issued for class work on that day. To avoid this, please call 330-273-8102 between 3:00 P.M. and 9:00 A.M. and leave the following information on the answering machine: your name and relationship (mother/father); student's name; reason for absence; and the time/date of the call.
3. Make-up work: It is the responsibility of students who are absent for any reason to obtain their make-up work for every day missed. Students who are absent should request missed assignments upon their return to school. **If a student should need to be absent for an extended period of time (2 or more days), work may be requested by calling the school office before 8:45 A.M.** Assignments will then be ready for the parent to pick up in the school office at dismissal time. If a request for assignments is made after 8:45 A.M. they will be available at dismissal the following day.

When students are absent, the usual number of days allowed for completion of make-up work is equivalent to the number of days of absence. Students are asked to

cooperate by making certain their assignments are completed when they return to school. The secretary and the teachers have taken the time to get the assignments for students, so please make sure they are completed.

An extension of time may be granted by the teacher or the administration for lengthy absences and other extenuating circumstances. If there are circumstances requiring special services, please call the guidance counselor at 273-0283.

4. Early Dismissal: (After 1:25) if it is necessary for a student to leave early, a note from a parent must be presented to the office before school begins. A special pass will be issued to the student which he/she will give to the classroom teacher at the designated time. Students must sign out with the main office when they leave. Students will not be permitted to sign out with neighbors, siblings, or use public transportation unless the school receives permission from the student's parent or guardian. At no time should a student leave school without notifying the school office.

5. Tardiness to School: Teaching promptness and responsibility is very important for young adolescents. Students are expected to be in school/class on time daily. Any student arriving after 8:20 A.M. must report to the office. Only students who are late due to a medical appointment or an emergency will not be counted as tardy. (A doctor's note must accompany the student upon his/her arrival.) Oversleeping or transportation difficulties are not excused tardies and may be considered as truancy from school. Chronic tardiness will not be tolerated and will result in disciplinary action. Students are considered tardy/truant until 9:59 A.M. From 10:00 A.M. - 11:44 A.M. students will record a half day absence. A full day absence will be recorded after 11:45 A.M. All tardiness will be counted as such and is cumulative over the school year (note:

unusual circumstances at assistant principal's discretion). Punctuality to class is expected as well.

Students who are chronically tardy to school will be reported to the assistant principal. Consequences for excessive unexcused tardiness are as follows:

- 5th tardy = 1 detention
- 7th tardy = 2 x detentions
- 10th tardy = 1 x Saturday detention
- 13th tardy = 1 x CLC
- 14th tardy = Principals discretion

6. Out-of-School Suspension: Absence which results from out-of-school suspension will be counted as unexcused. Zero credit will be issued for any work during the out of school suspension.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office. Accident report forms should be completed when an accident occurs during school hours.

ATHLETICS

The following athletics are available to seventh and eighth grade students. Students who desire to become a participant should listen to announcements for initial meetings. All students must have a physical examination by a physician and pay fees before participating in any of the team's activities. Athletic fees are \$80.00 per sport and a family maximum of \$360.00 for the year.

- | | |
|---------------------|-----------------|
| Girls Cross Country | Boys Basketball |
| Boys Cross Country | Wrestling |
| Volleyball | Girls Track |
| Football | Boys Track |
| Girls Basketball | Cheerleading |

ATHLETIC ELIGIBILITY

Page 6

Eligibility is based on the following criteria:

Criteria 1. Students must pass 75% of all classes in the preceding quarter to be eligible to participate. All 7th graders are eligible for fall sports (1st. quarter).

Criteria 2. Students must have a 1.8 GPA from the preceding quarter (NOT cumulative not including summer school).

If Criteria 1 & 2 are met the student is eligible for that season. If Criteria 1 is not met students are ineligible for the entire 9 weeks - rest of the season. If Criteria 1 is met but Criteria 2 is not met (i.e., all "D's") student is placed on probation until midterm or end of quarter. A student on probation will be monitored weekly. Eligibility will be verified at the end of each quarter. Any student may be removed from any extra-curricular activities if they do not maintain a 1.8 GPA.

BICYCLES / SKATEBOARDS / ROLLER BLADES

Students riding bicycles to school must lock them to the bicycle rack at the back (north side) of the building. Bicycles are not permitted inside the school building. The school is NOT responsible for any damage done to bicycles while locked in the rack. There should be no skateboarding or rollerblading on school property.

BOOK BAGS

Students are permitted to carry book bags to and from school. Book bags are to remain in lockers from before 1st period until after school is dismissed. Students are permitted to carry around small sized purses. Large purse "bags" should be kept in the lockers.

BULLETINS AND ANNOUNCEMENTS

All announcements for the P.A. must be written in advance and signed by the activity advisor. During announcements, students are to be seated and silent. Daily announcements are very important and talking is not permitted.

Willetts Middle School Student Handbook

Video announcements are updated daily on the Willetts website.

BUS REGULATIONS

Students who are transported by the bus must demonstrate proper conduct while riding the bus. Improper conduct could result in loss of this privilege. Any misbehavior which distracts the driver is a very serious violation and jeopardizes the safety of everyone. While on the bus, students are under the authority of the driver. The driver reports all discipline cases to the transportation supervisor who will consult the administrator.

Students, who are engaging in disruptive or harmful activities, may be automatically removed from the bus and their parents called to come pick them up from school.

The following behavior will not be tolerated and will result in appropriate disciplinary actions, which may include Saturday detentions, bus suspensions, or out-of-school suspensions:

1. Being late at the bus stop or using inappropriate crossing procedures.
2. Moving from assigned seat.
3. Pushing, tripping, or other physical contact.
4. Using profane or obscene language or gestures.
5. Using, buying, or possessing tobacco, alcohol, drugs or look-a-likes.
6. Having an open flame and/or other dangerous/illegal items, instruments, weapons, or substances.
7. Making excessive noise.
8. Getting on/off at an incorrect stop (including the high school).
9. Throwing litter on or out of the bus.
10. Putting head or limbs outside of bus windows.
11. Vandalizing school property.
12. Eating and drinking on the bus.

- 13. Being disrespectful or not listening to the driver’s directives.
- 14. Interfering with the safe operation of the bus.
- 15. Using disruptive devices (including laser pens) jeopardizing the safety of others.
- 16. Any other conduct which is detrimental to the safe operation of the bus.

Students are not permitted to ride another bus home. Parents must contact the transportation office (330-273-0227) and obtain prior written permission for special circumstances. These special situations are for emergency reasons only.

CELL PHONE, DISRUPTIVE OR ELECTRONIC DEVICES

Cell phones are permitted for use after school to contact parents. Cell phones must be turned off and kept in the student’s locker during the day. We have a responsibility to maintain our building with a level of quiet, conducive to learning. Any device which is found to be on, making noise, vibrating, or other wise calling attention to themselves will be deemed to be creating a disruption. These devices include but are not limited to cell phones, cameras of any type, pagers, radios, TVs, games, I-Pods, MP3 players, data watches, lasers, personal calculators, or Blackberries.

Any device found to be in violation will be confiscated and turned in to the administration where it will be searched and logged.

- 1st offense = detention & parent retrieval from the office.**
- 2nd offense = Saturday detention & parent retrieval from the office.**
- 3rd offense = Principal’s discretion**

CLINIC

A nurse or a secretary is available in the clinic/office to help students who become ill during the school day. The procedures for students to follow if they become ill at school are:

- 1. Go to class first to get a pass from the teacher, unless it is an emergency.
- 2. Let the nurse or secretary make arrangements for you to go home. Attempts will be made to contact parents. While waiting for parents, students may wait in the clinic/office. If the parent cannot be reached, the student must return to class at the beginning of the next period unless they are actively displaying a serious illness.
- 3. **Students must have an Emergency Medical Authorization on file and keep the office updated on changes.** These forms are sent home on the first day of school. Please be certain to complete this form accurately and completely during the first week of school, and contact the school if any revisions are necessary throughout the course of the school year. It is imperative that parents keep their child’s emergency medical form up to date in the main office.
- 4. Dispensing of Medication: Parents and/or physicians may, from time to time, request that school employees dispense certain medications (including cough drops) or administer certain medical procedures to students while they are in school. To ensure the safety and the protection of all parties, specific procedures and necessary application forms may be requested from the school office. The school or its employees cannot provide aspirin or other over the counter medications. Students requiring the use of inhalers or cough drops MUST have a medical form signed by a doctor on file in the office.

CLUBS AND ACTIVITIES

Page 8

The following is a list of clubs and activities which may be available at WMS. Any questions concerning the following should be discussed with a guidance counselor or club advisor. Club fees are \$15.00 per club (excluding Student Council and other Service oriented clubs).

Drama Club	NJHS
Cheerleading	Office Assistants
Art Club	Orchestra
Flag Bearers	Jr. SADD
Intramurals	Ski Club
Jazz Band	Builders Club
Academic Challenge	Student Council
JR Voft/Builders Club	Jazz Choir
Library Assistants	Recycling

COMPUTERS

The Brunswick City Schools Board of Education recognizes that technology can greatly enhance the instructional program. Students must complete a computer user agreement before using a computer. Computers are to support learning and to enhance instruction and are to be used in a responsible, efficient, ethical and legal manner. Some examples of unacceptable computer use are:

1. Violating the conditions of the Ohio Revised Code or other laws dealing with rights to privacy.
2. Using profanity, obscenity, inappropriate language or changing settings.
3. Inappropriate use of e-mail.
4. Violations of copyright law.
5. Using a District computer for personal financial gain, for commercial activity or for any illegal activity.
6. Accessing inappropriate material.
7. Unauthorized downloading of any software.

Full details of the district's acceptable use policy (policy EDE) are available at each

Willetts Middle School Student Handbook

school, the board office, and on the district's web site.

COMPLAINT/CONCERN PROCEDURE

If there is a concern about a school issue, the following procedure should be followed in order to resolve the concern as quickly as possible:

1. Contact the staff member that the concern involves to discuss the situation.
2. If after speaking with the staff member, and the concern still remains unresolved, contact the principal or assistant principal to set up a conference.

CRISIS INTERVENTION

Under certain conditions, it is prudent that we provide Crisis Intervention to students via a school Crisis Intervention Team. Examples might include events such as: death or injury to student or staff or a natural disaster. Services may include one on one intervention, diffusing, debriefing, crisis management, family support etc. If you do not want your child to participate in crisis interventions, it is your responsibility to notify us in writing.

DANCES AND SOCIALS

After school and evening dances may be held during the school year for student fun and enjoyment. Students attending the school dances must stay the entire time and should make prior arrangements with their parents for prompt pick-up at the conclusion of the dance. 6th grade students can be picked up at the back entrance and 7th & 8th grade students can be picked up at the front entrance.

Any violations of school rules at dances including dress code violations may result in disciplinary action including suspension from future dances.

DETENTIONS

Willetts Middle School Student Handbook

Page 9

Detentions are held on Tue, Wed & Thursdays from 3:00 P.M. - 4:00 P.M. A one day notice is always given before the detention is to be served. **Students must return the detention notice with a parent signature prior to serving the detention.**

Students must be on time, work on school assignments, and be quiet during detention. Once a detention is assigned, it can not be rescheduled unless the student is absent on the assigned day. Failure to comply with rules or failure to serve a detention on the day assigned will result in additional disciplinary action. **Students who are absent on an assigned day are responsible for making up their detention on their day of return to school.**

DIRECTORY INFORMATION

Directory information concerning a student may be disclosed by the school unless the parent or student 18 years of age or older has requested in writing that all or part of this information is not to be released. Such requests shall be submitted within two weeks of initial enrollment into the Brunswick City School District, during the two weeks prior to the first day of school of each school year, or within two weeks of a student becoming 18 years of age. In emergency situations, requests to prohibit the release of directory information will be honored as soon as it is reasonably convenient to do so. **You must return this form to complete the enrollment process when initially enrolling in the district.**

Parents and students will be informed annually of the school district's definition of directory information in each school's student handbook and the district's annual report. Procedures for disclosure and for requesting non-disclosure will be included along with all other rights.

Directory Information records may include the following information:

1. Student's name
2. Student's address and telephone number

3. Student's date of birth and place of birth
4. Student's extracurricular participation
5. Student's achievement awards or honors
6. Student's weight and height, if a member of an athletic team
7. Student's e-mail address
8. Student's photograph
9. Student's dates of attendance (i.e., the period of time during which a student attends or attended school, such as a year, semester or quarter; does not include specific daily records of attendance)
10. Student's date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity. **Lists of secondary students are also released to local military recruiters upon request.** However, you can prevent the release of your child's directory information by filling out the following form.

We urge each parent to consider the options carefully and return this form within the next two weeks **if you want to limit release.** Because PTO and other school affiliate groups provide such valuable support to our students, we would strongly encourage you at least to authorize release of information to them if you choose to limit availability. We will do all we can to protect the rights and safety of your child and your family members and to act in the manner you wish.

If you have any questions, please contact your child's principal or the Office of Student Services at (330) 225-7731.

DRESS CODE

The staff of Willetts Middle School believes that a student's personal appearance should relate to the school's educational objectives and help promote a positive learning environment. Any form of dress or grooming which is contrary to good hygiene or which is distracting or disruptive will not be permitted.

Willetts Middle School encourages students to dress and groom themselves in an appropriate

manner. Clothing worn to school should be comfortable, clean, and conducive to an academic-like atmosphere. Any dress or appearance which clearly constitutes a threat to the health and safety of students or disrupts the educational process is prohibited.

Immodest or extreme dress or appearance of any nature which causes a disruption to the educational process will not be permitted. A full complement of clothing is required. The following guidelines will be in effect:

1. Shoes or sandals must be worn at all times. Sandals, slides, and clogs are permitted. (Flip-flops are not permitted)
2. Tops which expose midriffs, cleavage or torsos (with arms extended above the head) are not permitted. No spaghetti straps, halter tops, tube tops, backless or semi-backless tops, fishnet tops (see-through), or tank tops are permitted. Tops must extend to the end of the shoulders.
3. Reasonable length shorts are permitted. "Short" shorts are not. Mini skirts and mini dresses are not permitted. Shorts, dresses and skirts must be at least fingertip length.
4. Clothing with lettering or illustrations on the seat of the pants are not permitted. Clothing that is literally, or by implication, religiously, racially, ethnically, or sexually insulting or disrespectful, violent, or obscene are not permitted.
5. Sunglasses are not permitted to be worn inside the school.
6. Beer, alcohol, or drug related clothing and jewelry is not permitted.
7. Martial arts paraphernalia is not permitted on school property.
8. Hats, bandannas or other head coverings, or coats (outerwear) are not permitted to be worn in school. Remove head coverings as you enter the building and refrain from putting on hats until you are exiting the building.

Willetts Middle School Student Handbook

9. Pocket chains or any other inappropriate jewelry are not permitted (e.g. jewelry with spikes).
10. Pants must be worn at waist level No "droops" or "hip-huggers"). Baggy pants, tear-away pants, and wide-leg pants that touch the floor are not permitted.
11. Spandex apparel, pajama pants, cutoffs, tattered, torn and unhemmed clothing are not permitted.
12. Students are not to write on their clothing, their person, or anyone else's clothing or person.
13. Appropriate gym attire including footwear, **(NO SLIDES)**, will be determined by the teacher and/or the administration.
14. Undergarments may not be worn as outer-garments.
15. Hair must be groomed or styled so that it is free and clear of the student's eyes.
16. Any new "fads" determined to be inappropriate or disruptive shall be dealt with at the discretion of the administration.

The dress code will be enforced at all times. Students who do not comply with the above guidelines may be provided with a school t-shirt or sent home to change clothing and/or will be disciplined.

DRUG INTERVENTION SPECIALIST

A drug intervention specialist has been assigned to work with our students, parents, and staff. The drug intervention specialist can help resolve any problems that our students are experiencing at home, in school, with peers, or in the community by one-on-one or group sessions. Students needing to meet with the drug intervention specialist need to fill out a help form and drop it off in the main office. The drug intervention specialist will then contact the student for an appointment. Parents, as well as the students, should feel free to contact the drug intervention specialist regarding any concern.

E-MAIL/VOICE MAIL

Staff members may be contacted by e-mail. All staff members have as their address first initial + last name + @bcsoh.org. For example Mr. Hodson's e-mail address is mhodson@bcsoh.org. Staff can also be contacted by voice mail. Dial 330-273-0500, when directed enter the teacher's mailbox number. A staff directory is located at the end of this handbook.

EMERGENCY SCHOOL CLOSING/ DELAY

In the event of school closing or delay due to snow or other emergencies, the following plan will take effect:

Accurate information will be made available to all radio and TV stations including our School Access Channel 50 (& 51 Hinckley).

All efforts will be made to make announcements by 6:15 A.M. on the day school will be closed.

An announcement will be made only when our school will be closed and will be stated as "The Brunswick City Schools".

EMERGENCY MEDICATION

Brunswick Schools has a Shelter-in-Place plan to be used during a disaster. This situation is necessary so people can remain safe by staying inside when attempts to leave would expose them to more danger. If your child would need life-sustaining medication during such a situation you should obtain a copy of the "Life Sustaining Medication" form. Complete the form and return it to the school. If you have questions please contact Lisa Werner @ 330-225-7731.

FEES

Student fees are collected for consumable workbooks and lab fees. The appropriate fees are indicated on the student's schedule and must be paid for students to be eligible for all field trips. When paying student fees, parents should make checks payable to the Brunswick

Board of Education. According to board policy report cards are held pending payment of fees.

FIELD TRIPS

Field trip experiences are considered an integral part of approved courses of study and are intended as a means to discover different ways of learning. During field trips, students must follow code of conduct and dress code rules.

Traditionally, 8th graders attend an end-of-the-year field trip to Washington D.C. Other field trips by teams and/or grade levels are planned throughout the year. Information specific to these events will be sent home during the school year.

The principal/faculty/staff reserve the right to deny participation in all field trips, including Washington D.C. for the following reasons:

1. Lack of a parental permission form.
2. Unpaid student fees.
3. A student's behavior or attendance pattern as denoted by truancy, demerits, bus reports, detentions, Corrective Learning Center, and suspensions.

Behavior patterns will be evaluated by the following point system:

1. Each demerit equals 1 point.
2. Each after school detention equals 2 points.
3. Each Saturday detention equals 4 points.
4. Each day of CLC equals 5 points.
5. Each day of out-of-school suspension equals 6 points.

Any student with 25 or more demerits or 40 behavior points will be removed from all field trips for exhibiting a pattern of inappropriate behavior. (Note: consequences given for demerit violations are not included when calculating the 40 points. The number of demerits however is included when calculating

the 40 points.). Likewise, consequences for bus referrals should not be included when calculating the 40 points. However, the two points for each bus incident should be included.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held periodically in accordance with State law. Such drills should be taken seriously and students should proceed where directed in a quick, quiet, and orderly manner when the warning bell is sounded. An exit map is posted in each classroom. Teachers will make students aware of the proper exit route for each classroom.

Failure to follow directions is a serious offense and will result in disciplinary action. Under Ohio's Criminal Code, the penalty for a false alarm can be up to 6 months in jail and a maximum of \$1,000 fine (ORE 2917.32). In addition, any student inducing panic or making a false fire report is subject to disciplinary action, including expulsion from school. Misuse of dialing on the telephone will result in severe consequences.

FOOD, GUM, AND BEVERAGES

All food and beverages must be consumed in the cafeteria. Food and drinks are not to be consumed in the hallways or classrooms.

Gum is not permitted anywhere in the school building. Chewing gum and candy, blowing bubbles, etc., is disruptive and distracts others. Gum and candy can also be destructive when it ends up on the floors, walls, equipment, under desks and tables, or on personal property and clothing.

The consequences for chewing gum and/or candy is as follows:

- 1st Offense = Warning by teacher (dispose of gum or candy)
- 2nd Offense = 2 demerits issued by teacher.
- 3rd Offense = Office referral (1 detention)
- 4th Offense = Office referral (2 detentions)
- 5th Offense = Office referral (1 Saturday)

FUNDRAISERS

We have two major fundraisers each school year. The fall fundraiser is run by the school and the PTO. Eighth grade as well as 6th & 7th grade students can earn credit for the 8th grade trip by participating in the PTO certificate sale and butter braid sales. Other smaller fundraisers may be held by individual clubs or activities. The purpose of fundraising is to provide funds to purchase incentives and rewards for our students.

FIELD DAY ACTIVITIES

Field Day is an activity day for students who maintain appropriate behavior throughout the second semester. Students who earn less than 20 behavior points per semester are welcome. (See Field Trip requirements for the breakdown of behavior points.) Students who refuse to complete and turn in work and participate in class may be eliminated.

GRADING

Report cards are distributed quarterly. Parents can access their child's grades and assignments on Progress Book by following one of the two options below.

Checking Your Grades in Progress Book

New to BCS?

1. Request a user ID and password from BHSparentaccesshelp.org
2. When you get the information, log in to the district home page (www.bcsOH.org)
3. Click "parent access help" icon at the bottom of the page
4. Log in using the information provided

Already a registered user but forgot your user ID and/or password?

1. Follow #1-3 above
2. Follow the directions on screen to request a reminder email from Progress Book.

Willetts Middle School Student Handbook

Students and parents share the same user ID and password.

The grading system is based on the following standard:

A+ = 98% - 100%	C+ = 80% - 82%
A = 95% - 97%	C = 77% - 79%
A- = 92% - 94%	C- = 74% - 76%
B+ = 89% - 91%	D+ = 71% - 73%
B = 86% - 88%	D = 68% - 70%
B- = 83% - 85%	D- = 65% - 67%
F = 0% - 64%	

If at any time parents wish to confer with their child's teachers, they are encouraged to call 273-0489 for an appointment. In addition, parent/teacher conferences can be scheduled at your convenience in November and March. Please refer to the school calendar for the exact dates.

GUIDANCE

Willetts Middle School has one counselor. The counselor arranges student schedules and provides positive support for students as requested. The counselor should be regarded as a valuable resource in problem solving, study skills, and decision making. To see the counselor, a student must have an appointment. To make an appointment, students should go to the office and fill out a help form and leave it with the secretary. The counselor will then contact the student for an appointment. Parents, as well as the students, should feel free to contact the counselor about academic concerns.

In addition, WMS has a part-time prevention specialist and a part-time counselor who work with students who have specific concerns or needs.

HALLWAY PASSPORT

Students in the halls during class periods are to have their hallway passport located in their agenda. Students must fill out date, time, and destination and then the teacher will initial the passport if the student can leave the room.

Passes are to be used to go to the specified destination by the shortest possible route. Students are not to be outside of the building nor are they to disrupt classes in session.

HELP

Need Help? Students who need to speak to a guidance counselor, administrator, student assistance coordinator, or peer mediator should fill out a "help" form and turn it in to the office. Students will be called down as soon as possible by the requested individual. Help forms are available in all classrooms, the office, and the cafeteria.

HIGH SCHOOL CREDIT COURSES

Students taking courses for high school credit may withdraw from the course within the first nine weeks without penalty. If the course is dropped after the first nine weeks, a grade of "F" will be recorded on their high school transcript. An exception may be made for health reasons verified by a physician. A written application by the parents must be made to the guidance counselor. The counselor and instructor will meet to determine the validity of the request and at this point a recommendation will be made to the principal.

Homework Policy

Completing homework on a regular basis is one of the most important habits a M.S. student can have. Sometimes completing homework is not a priority for our students. We have worked with parents, teachers and students to develop a policy that sets clear expectations and guidelines for homework completion. The policy adds required help for students who do not complete their homework. The policy is consistent in philosophy with minor differences at each grade level. Homework assignments should be recorded in the student agendas. Teachers may also post assignments in Progress Book and Moodle.

Definitions:

Page 14

Core Classes: These classes include: Math, Language Arts, Science, Social Studies and RICA (Reading In The Content Area).

Encore Classes: These classes include: Technology, Music, Exploratory Studies, Health, Physical Education and Art.

Homework: This is assigned work by the teacher. This may include regular assignments to be done outside of class or completion of work already started at school. Homework includes regular daily assignments and projects as assigned by the teacher.

Homework Pass: A Homework Pass may be used by a student when they do not complete and turn in homework on time. A Homework Pass gives the student one additional day to complete the Homework and turn it in on time. A homework pass does not excuse a student from completing the homework. Homework passes will be recorded in student agendas.

Required Study Session: Required Study Sessions are held after school and will be assigned to a student who has missed several assignments. The study sessions are typically held in the school cafeteria and include help from teachers and staff. Students must come prepared to work study or read. Students will receive a consequence if they do not attend an after school study session.

Turning Homework in on Time: Students must complete homework and turn it in on time. If a student is in class and does not have their homework they have not completed the work properly.

6th Grade Homework Policy: Students receive two homework passes for each core class each quarter. When students miss a third assignment they will be required to attend an after school study session for help in completing their assignments.

7th Grade Homework Policy: Students receive six homework passes each quarter. No more than two homework passes may be used

Willets Middle School Student Handbook

in a core class per quarter. When students use up their homework passes they will be required to attend an after school study session to get help in completing their assignments.

8th Grade Homework Policy: Students receive one homework pass for each core subject per quarter. When students use up their homework passes they will be required to attend an after school study session to get help in completing their assignments.

LOCKERS

Flex teachers will assign lockers to every student. Students should not share their combinations with anyone, nor should lockers be "set". Pictures, photographs or graphics which are sexually suggestive, profane, or drug/alcohol related are prohibited.

Students are provided ample time to go to their lockers between class periods. As a result, they should not expect to leave classes to go to their lockers. Students going to their lockers between classes will not be given passes for tardies.

Lockers are the property of the school and the administration reserves the right to search any locker which may contain illegal materials or items which may constitute a danger to the health and safety of the student body.

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property.

Defective lockers should be reported immediately by completing a locker repair form.

LOCKER DECORATING GUIDELINES:

Students are expected to eat and socialize in an orderly manner with noise kept at reasonable levels. Students are responsible for disposing of trays and helping to wipe tables. Students are to be respectful of the adult supervisors in the cafeteria. Students must follow cafeteria

Willetts Middle School Student Handbook

Page 15

rules; failure to comply with the rules could result in disciplinary consequences.

1. Permission to decorate a locker must be obtained from the office at least one day in advance.
2. All students decorating a locker must sign a form and follow the Willetts Middle School locker decorating rules. Students are to use this form as a pass for early entry to the locker area.
3. A student's locker must be decorated before school. Only the outside of the locker may be decorated. Any mess decorating the locker must be cleaned up immediately.
4. Lockers may only be decorated with wrapping paper, balloons, crepe paper, ribbon and printed signs. The materials used cannot contain glitter or confetti.
5. Students must clean up and remove the decorations by the end of the school day.

LOST AND FOUND

All articles found should be turned in to the office immediately. Failure to turn in a found item is considered theft. If you should lose something, check carefully with all of your teachers in all of your classes as well as the office to see if your possessions have been found. Willetts students are expected to be trustworthy and to treat others as they wish to be treated. Items that are not claimed after 30 days will be donated or discarded.

LUNCH PROCEDURES

1. All students must eat lunch in the cafeteria. Students are not allowed to switch lunch periods unless told otherwise by an administrator and/or staff member.
2. Students must choose a "section" of the cafeteria to sit in during the first four days of school and remain in that section daily unless instructed to move by Willetts'

staff. Each day we rotate what "sections" get the opportunity to be first in the lunch line.

3. Students should take pride in the lunch facilities and are responsible for clearing tables of trays, litter, and debris before leaving the cafeteria.
4. Students are responsible for pushing chairs in/or returning them to their original location upon dismissal.
5. Lunchroom conduct should conform to the general rules of courteous behavior. Cutting in line, throwing food, leaving trays on tables, and boisterous behavior are unacceptable.
6. Students should stay seated in their "section" until directed by the lunch monitors to get in line and/or to use the rest room facilities.
7. Students arriving tardy to lunch without a pass may receive disciplinary consequences.
8. Students borrowing lunch money should report to the office at the beginning of their lunch period. Students must then complete a borrowing form which is given to the kitchen during the lunch period. Students not returning borrowed money promptly, will receive disciplinary consequences ranging from a letter/phone call to after school and Saturday detention.
9. All food and beverages must remain in the cafeteria.

MEDIA CENTER/COMPUTER LAB PROCEDURES

The media center is a facility which houses books, periodicals, audio-visual software, audio-visual equipment, and a computer lab. The purpose of this facility and the media staff members is to provide information for research, current materials on a wide range of

Page 16

topics, materials for pleasure reading, and technical assistance on special assignments.

Students coming into the media center must have a direct, constructive purpose for doing so and may not infringe on the rights of other students who also come to work in a quiet setting. Discipline guidelines are in accordance with the Willetts Middle School Discipline Code. Additionally, students may be removed for inappropriate behavior and/or use of the media center and computer lab. The duration of the removal will be determined at the time of the incident and will be based on previous infractions.

MEDICATION

Students who take medication (prescription or over the counter) at school must have written permission from their doctor. Medication is stored in the office; forms are available in the office and must be completed before bringing medication to school or taking any medication at school.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an prestigious group that was created by the National Association of Secondary School Principals to honor students who excel in four ways: scholarship, leadership, service, and character. The group is a national organization governed by national rules. Membership in National Junior Honor Society is one of the highest honors that can be given to any student. The selection process begins in March. Applications will be available in the office and media center. Anyone in sixth, seventh, or eighth grade who have met the scholastic requirement of 3.5 or above and are active in service or school related activities may apply. Membership in National Junior Honor Society is determined by a selection process established by both the national and local organizations. The last step in the selection process involves a committee of faculty members who review the applications and make decisions. Please keep in mind that due to the large number of applicants, students who

Willetts Middle School Student Handbook

apply will not necessarily be chosen. Parents will receive a letter inviting them to our Annual Induction Ceremony Evening Event if their child will be inducted.

POLICE LIAISON

A liaison from the Brunswick Police Department has been assigned to work with our students, parents, and staff. The liaison officer can help resolve problems that our students are experiencing at home, in school, or in the community. Students needing to meet with the liaison officer need to fill out a help form and leave it in the office. The liaison officer will then contact the student for an appointment. Parents, as well as the students, should feel free to contact the liaison officer about any concern.

PROGRESS REPORTS/REPORT CARDS

Midway through the grading period, progress reports are issued to the students. A uniform report is given to students in an effort to inform parents of their child's performance. In an effort to maintain communication with the parent, a folder will accompany the progress report with an area for parent signatures. Failure to return the folder signed will result in disciplinary action for the student! Student fees must be paid to receive progress reports.

Students receive report cards four times during the school year approximately every nine weeks.

June report cards will be mailed home. Students failing two or more major subjects for the school year will be considered for retention or recommended for summer school. If you have any questions, please contact the guidance office at 273-0283 for more information.

RECOGNITION

At Willetts Middle School we try to emphasize positive efforts made by our students. We recognize and reward students for achievement and accomplishments. Each student has the opportunity to be recognized for doing positive

Willetts Middle School Student Handbook

Page 17

things this school year in a number of ways. Some of the recognition awards include:

1. Team incentives throughout the school year.
2. Breakfast/lunch rewards for academics and improved behavior.
3. Recognition certificates for bringing up grades, citizenship, academic achievement (honor and merit roll).
4. Activity days for student who maintain appropriate behavior and academics throughout each quarter. Students with zero behavior points and no missing assignments for each quarter may participate.
5. Athletic celebrations held at the end of each sport season.
6. Celebration of Excellence Awards Night held in early June.

SATURDAY DETENTION

Students assigned to Saturday detention are admitted at the front of the building and are expected to observe the following:

1. Saturday detention will be held in room 203 from 8:00 A.M. - 11:00 A.M. Anyone arriving after 8:00 A.M. will not be allowed to enter and will be considered truant/absent.
2. Students are to enter the building directly into room 203 off the front driveway and must be seated by 8:00 A.M.
3. Students are to bring all books and materials to complete their assignments. No one will be permitted to go to their lockers.
4. No food, sleeping, talking, audio equipment, or any recreational/leisure activities will be permitted.

5. Students are responsible for having work to do to cover the complete time period.
6. Failure to follow the above stated rules will result in further consequences up to and including suspension.
7. If students are present in school on Friday, they are expected to be present on Saturday. Failure to attend the assigned Saturday will result in further disciplinary consequences. **Parents who have extreme emergencies are to contact the assistant principal personally by Friday at 2:00 P.M., prior to the scheduled Saturday. Saturdays may only be rescheduled once per year (in advance) for extreme emergencies.**

SCHOOL STORE

The school store, located in room 40C by the office, is open prior to first period and during lunches. Students may purchase a variety of school supplies, such as pencils, paper, or folders.

SPECTATORS AT SCHOOL SPONSORED EVENTS

Spectators are expected to act and behave in a courteous and considerate manner at all times. Students choosing to behave inappropriately at such events will be dismissed without a refund of the entry fee.

Other guidelines:

1. All school rules are always in effect when on school property or while attending school sponsored activities away from the building.
2. Students are to go to their lockers before going to the after-school event. Locked gates will prevent students from re-entering locker sections of the building.
3. Students are not "to roam" but to stay seated (including H.S. football games).

Page 18

4. Unsportsmanlike conduct such as booing will not be permitted.
5. Stomping your feet on the bleachers can cause damage, rendering them unsafe; therefore, this is not permitted.

STUDENT DISCIPLINE

Conduct

The transition from elementary school to Willetts Middle School is an important step in a student's educational life. During these adolescent years students encounter additional responsibilities, gain new experiences, and learn decision-making skills.

Willetts has attempted to create an atmosphere which helps and supports students so they may gain a positive self-image and have positive school experiences. Students have many responsibilities, but three of the most important ones are to get a good education, to respect the rights of others, and to be accountable for their actions. With students, parents, and staff members working toward these major goals, the environment at Willetts will continue to be a positive one.

Demerit System

The demerit system is designed for teachers and activity supervisors to provide consequences for minor forms of undesirable behavior through steps of progressive disciplinary action. This plan involves teachers, the counselor, parents, and administrators in the intervention process. Demerits are issued by teachers and activity supervisors when students do not comply with rules or do not exhibit acceptable student behavior. A student may receive one or two demerits per incident at the teacher's

Willetts Middle School Student Handbook discretion. A student receives a consequence each time he/she accumulates five demerits.

Some examples of violations are (but are not limited to) listed below.

1. Tardy to class.
2. Gum and candy violations (2nd offense).
3. Failure to return parent communication.
4. Violation of classroom rules.
5. Cheating.
6. Defiance of directives/requests.
7. Inappropriate language/gestures.
8. Excessive disruption in class.
9. Inappropriate physical contact/horseplay.
10. Classroom disruption for a substitute.

Demerit Consequence Scale

- 1.5 demerits = warning letter home to parents and one after school detention.
- 2.10 demerits = conference with team teachers and two after school detentions.
- 3.15 demerits = conference with team teachers/parents/counselor; Intervention Assistance Team meeting scheduled by the team; and one Saturday detention.
- 4.20 demerits = conference with principal/counselor/team and one day in the Corrective Learning Center (CLC).
- 5.25 demerits = conference with principal/counselor/parents/team; one day in the Corrective Learning Center (CLC); and withdrawal of field trip privileges.
- 6.30 demerits = two days in CLC.
- 7.35+ demerits = Principal's discretion. (Usually out of school suspension)

Parents will receive a letter at each step of the behavioral ladder.

BRUNSWICK CITY SCHOOLS' DISCIPLINE CODE

In instances where behavior is extremely inappropriate, or where there is a pattern of inappropriate behavior, a staff member may write a disciplinary referral to the administration. Such a referral will be handled with more severe consequences.

The following types of offenses by students of the Brunswick City School District may lead to disciplinary action which may include, but is not limited to, detention; social suspension; Saturday detention; Corrective Learning Center; out-of-school suspension; referral to local police; or expulsion.

A. Rules

A student is considered to be subject to the authority of the school when:

1. On school grounds (Including driveway to the high school).
2. Present at any school-related event on or off school grounds.
3. On a school bus.

1. Disruption of School

A student shall not cause, urge, encourage, or engage in conduct that may cause the disruption or obstruction of any lawful mission, process, or function by the school by the use of:

- a. initiating false fire alarms or bomb threats
- b. violence
- c. passive resistance
- d. force, threat, intimidation, or fear
- e. noise
- f. coercion
- g. any other conduct considered disruptive

Consequences: Ranging from detention to recommendation for expulsion.

2. Damage, Destruction or Tampering with Private or School Property

A student shall not intentionally or by careless act cause or attempt to cause damage to school or private property.

Consequences: Restitution and consequences ranging from detention to recommendation for expulsion.

3. Unauthorized Duplication, Possession or Use of School Property

A student shall not duplicate, attempt to duplicate, be in possession of duplicated school property (i.e., keys, tests, etc.), use or be in possession of any other school property without proper school authorization.

Consequences: Ranging from detention to suspension.

4. Theft

A student shall not steal, attempt to steal, or have in his/her possession stolen property—public or private.

Consequences: Ranging from detention to recommendation for expulsion including return of property and/or restitution and possible referral to the police.

All items found must be turned into the office so that the owner may be located.

5. Abusive Communication Towards Others

A student shall not use vulgar, profane, or abusive language/gestures toward any person, nor communicate in any form which is vulgar, profane, obscene, or abusive.

Page 20

Consequences: Ranging from verbal warning to suspension.

6. Causing or Attempting to Cause Physical Injury/Fighting

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to any person.

Consequences: Ranging from CLC to suspension; subsequent acts may result in expulsion.

7. Sexually Graphic or Explicit Material

A student shall not possess, transmit, or sell sexually graphic material.

Consequences: Ranging from CLC to suspension.

8. Inappropriate Physical Contact

A student shall not engage in inappropriate physical contact, including public displays of affection.

Consequences: Ranging from verbal warning to suspension; subsequent acts may result in expulsion.

9. Weapons and Dangerous Instruments

A student will not bring, use, or possess any firearm, look-alike firearm, destructive device, knife, or other dangerous weapon or instrument or object used as a weapon or threat against others.

Definitions

- a. Firearm- any weapon (starter gun) or its form, receiver, or silencer designed to or converted to expel a projectile using an explosive. Firearm look-alikes are also prohibited.

Willetts Middle School Student Handbook

- b. Destructive Devices- any explosive, incendiary, or poisonous gas bomb, fireworks, or any similar device.
- c. Knife- includes but is not limited to a cutting instrument consisting of a blade fastened to a handle.
- d. Miscellaneous- the use of any miscellaneous objects or materials to inflict or to threaten harm is prohibited.

Consequences: Students who bring or are in possession of weapons and/or dangerous instruments will be suspended from school for 10 days, recommended for expulsion for the period of one calendar year, and referred to police and juvenile authorities. Students sixteen years of age or older may also be PERMANENTLY removed from school for these offenses.

10. Drugs and Alcoholic Beverages

A student shall not possess, use, transmit, sell, attempt to sell, buy, conceal, or be under the influence of alcohol. This also includes non-alcoholic beer, non-alcoholic wine and/or any product containing alcohol.

A student shall not possess, use, transmit, sell, attempt to sell, buy, conceal, or be under the influence of drugs of abuse.

A student shall not possess, use, transmit, sell, attempt to sell, buy, conceal, or be under the influence of any chemical substance being used as an inhalant or in any manner other than intended by the manufacturer.

A student shall not possess, use, transmit, sell, or conceal any instrument used for the purpose of abusing drugs.

A student shall not possess, misuse, sell, or transmit any over the counter drugs or prescription drugs authorized by a licensed physician.

A student shall not possess, use, transmit, or conceal any look-alike substances or any item or substance misrepresented as a drugs.

Consequences: Penalties for violations of the above rules will result in one or more of the following: 10 day suspension, recommendation for expulsion and/or referral to police. Referral to prevention/intervention specialist is also recommended.

DRUG OFFENSES ARE CUMULATIVE THROUGHOUT THE STUDENT'S SCHOOL CAREER.

11. Smoking or Use of Tobacco Products

The use, possession, sale, purchase, or transmission of tobacco products, matches, and lighters by any student is not permitted.

Consequences: Ranging from CLC to suspension.

12. Defiance or Violation of Directives or Requests

A student shall comply with directives and orders of authorized school personnel.

Consequences: Ranging from detention to suspension.

13. Unauthorized Student Movement

A student shall not leave his/her assigned school area at any time without proper authorization. A student shall not be in the halls or outside the school building without proper permission or an authorized pass. Students shall not leave school grounds at any time during the school day without proper authorization.

Consequences: Ranging from detention to suspension.

14. Arson

A student shall not knowingly burn or attempt to burn any private or school property.

Consequences: Restitution and 10 days suspension with recommendation for expulsion.

15. Trespassing

A student shall not be present on school property to which he/she is not assigned except with the permission of authorized school personnel. A student under out-of-school suspension or expulsion shall not be present on school property, attend school-related functions, or ride on a school bus without the permission of the authorized school personnel.

Consequences: Ranging from verbal warning to suspension.

16. Truancy, Tardiness or Class Cutting

A student shall not be absent from school, or from any portion of the normal school day, without school authorization and/or parental authorization.

Consequences: Ranging from Saturday detention to CLC with possible referral to juvenile court.

17. Misconduct during Co-Curricular/Extra-Curricular Activities

A student shall be subject to school policies, rules and regulations during co-curricular and extra-curricular activities. They shall not behave in any way which disrupts or interferes with the conduct of the activity.

Participants are also subject to and shall not violate the rules, regulations, and policies which govern participation or attendance in any co-curricular activity (i.e., coach's rules, athletic code of conduct, handbooks, group charters, etc.).

Consequences: Ranging from verbal warning to recommendation for expulsion.

18. Harassment/bullying/Intimidation

Acts of harassment, intimidation or bullying committed by or directed toward students, school personnel, school volunteers or others engaged in district business are prohibited. This prohibition is in effect on any district property, in school vehicles, at school-sponsored events, or at any time when the parties involved are subject to the authority of the school.

“Harassment, intimidation, or bullying” means any intentional written, verbal, graphic, electronic, or physical act that is exhibited toward another more than once that causes mental or physical harm and is severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive environment for the targeted individual.

Reports of harassment, intimidation or bullying should be made to a school administrator. Conduct constituting harassment may take different forms, including but not limited to those detailed below.

More anti-harassment, anti-intimidation, and anti-bullying information can be found in the district's Board Policy JFCFA.

Sexual Harassment:

Willetts Middle School Student Handbook

Verbal- a student shall not make written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to another student, staff member, or any other person.

Nonverbal- a student shall not cause the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to another student, staff member, or any other person.

Physical Contact- a student shall not threaten or cause unwanted or inappropriate touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual contact with another student, staff member, or any other person.

Gender/Ethnic/Religious/Disability Harassment:

A student shall not make written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, disability, etc., toward another student, staff member, or any other person.

Any student who feels he/she is being harassed should notify an adult IMMEDIATELY!

Consequences: Ranging from CLC to recommendation for expulsion.

Repeated violations of any one of the above mentioned rules or an accumulation of violations of two or more of the above mentioned rules will lead to more severe consequences and possible recommendation for expulsion.

B. Procedure for Suspension, Expulsion

1. Suspension

The superintendent or principal may suspend a student from class, school or extracurricular activities for not more than ten (10) school days. If at the time a suspension is imposed and there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year. Before a student may be suspended, the student must be:

- a. Given written notice of the intention to suspend and the reasons for the intended suspension;
- b. Provided with an informal hearing. At this hearing the student may challenge the reasons for the intended suspension or otherwise explain his/her actions.

Following a student's suspension, the school must, within 24 hours:

- a. Notify the student and his/her parents, in writing, of the suspension, the reasons for the suspension and the right of the student or the parent to appeal.
- b. Notify the treasurer of the Board of Education of the suspension.

2. Expulsion

The superintendent may expel a student from school for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply

any remaining part or all of the period of the expulsion to the following school year. Before a student may be expelled, the student and the parent must be:

- a. Given written notice of the intention to expel and the reasons for the intended expulsion; this notice shall include information, the right to have a hearing, the time and place of the hearing, and the right to have a representative at the hearing.
- b. Provided the opportunity for a hearing in order to challenge the reasons for the intended expulsion or otherwise explain the student's actions; a representative of the student may be present at the hearing. The time to appear shall not be earlier than three nor later than five days after the notice is given unless the superintendent grants an extension of time at the request of the pupil, his parent or representative. If an extension is granted, after giving the original notice, the superintendent shall notify the pupil and his parent or representative of the new time and place to appear. Following a student's expulsion from school, the superintendent must, within twenty-four hours: (1). Notify the student and parent, in writing, of the expulsion, the reasons for the expulsion and the right of the student or the parent to appeal; (2). Notify the treasurer of the Board of Education of the expulsion.

3. Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises:

- a. The superintendent, principal or assistant principal may without notice of hearing, remove a student from curricular or extracurricular activities, or from the school premises.
- b. A teacher may, without notice or hearing, remove a student from curricular or extracurricular activities under the teacher's supervision; as soon as practical after making such a removal, the teacher shall submit in writing to the principal the reasons for such a removal.

Any student so removed shall be given written notice and provided with a hearing as defined in the section of Suspension and Expulsion within seventy-two hours after the initial removal.

4. Disciplinary Removal

Before a student is removed for misconduct from a class or extracurricular activity for more than twenty-four hours, the student will be told of the intention to remove and the reasons for the intended removal. The student will be given the opportunity for an informal hearing to challenge the reasons for the intended removal or otherwise explain his/her actions.

C. Appeals to the Board of Education

A student or his/her parent, guardian or custodian has/have the right to appeal such suspension from school to the Board of Education's designee (Assistant Superintendent-Personnel). The decision of the Board's designee may be appealed the Court of Common Pleas according to Section 2506 of the Revised Code. The student or his/her parent, guardian, or custodian has/have the right to be represented in all such appeal proceedings.

*NOTE: Accumulation of Days Suspended — upon accumulation of days of suspension, a student may be recommended for expulsion.

Student Valuables

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property.

Substitute Teachers

If your regular classroom teacher is absent, requiring the services of a substitute teacher, please remember a substitute teacher is an important visitor whose impressions of our school and you will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate. Students are expected to treat substitutes as they would treat their regular teacher. Remember, a substitute teacher is a guest of Willetts Middle School. Removal from class by a substitute teacher for disciplinary reasons may result in a Saturday detention or other disciplinary consequences.

Team Supplies

To help our students develop better organizational skills and habits, students will be required to use an academic organizer specified by their team.

Telephones/Messages

Office telephones are for school business and may be used only in the cases of emergency with the permission of the secretaries or administrators.

Only messages from parents of an Emergency nature will be given to students during the school day. Transportation arrangements and the like are not considered an emergency!

Textbooks

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept covered and handled

carefully. It is recommended that students use book covers to prevent damage to their books. Students must write their name and grade on the book label in case the book is misplaced. Pupils will be required to pay for lost or damaged books.

Vacations (PLANNED ABSENCES)

Vacations should be planned when school is not in session so students are not missing school for an extended period of time. We do not want students to miss school at all, but if they must be absent, we hope it is only for a brief amount of time. **Students are responsible to make up the work missed. Material covered may not be re-taught. Work is due upon return to school. Parents must send in a note stating the dates of the vacation a week in advance. The students will then have all teachers sign a vacation packet and return it to the office.**

IMPORTANT: All attempts should be made to have your parents take their vacation the same time school is out. It is recommended that students who are not doing well academically not be taken out of school for an extended period of time (three or more days).

Visitors

Visitors (especially parents) are welcome. All Visitors must register in the office and secure a pass. Students must obtain permission from an administrator before bringing a guest to school. No visitors are allowed while incurring absences at another school in the area. The student must accompany his guest throughout

the school day and will be responsible for his conduct. Students must present a pass to each teacher at the beginning of each period.

Web page

Willetts Middle school maintains its own web page. The web address is: www.bcsch.org/willetts/. The web page has general information about what is going on at

school including special events and pictures. The site also contains links to staff members and information about homework. It is our aim to update the information as frequently as possible. If you have a question regarding the information or homework please contact your student's teacher.

Withdrawals and transfers and change of address

The student should inform the team teachers and the guidance department of their plan to withdraw from WMS and follow the following procedures:

1. Pick up the "final grade sheet" from the office, have it initialed by each teacher, and return it to the secretary.
2. Pay any fines and fees with the secretary.
3. Clean out locker and return textbooks to your teachers.

Students who change their address, telephone number or emergency information should report these changes to the office as soon as possible.

Staff members can be contacted by email and voicemail.
 To contact a staff member by email use the address listed below.
 To contact a staff member by voicemail dial 330-273-0500 and then enter the voicemail # listed.

2009-2010 Willetts Staff Contact Resource

Grade	Team	Teacher	Subject/Position	E-mail	Voicemail #
6	Navigators	Haibach, Sherry	Math	shaibach@bcsoh.org	5365
		Porter, Cheryl	Science	cporter@bcsoh.org	5377
		Klatka, Robin	Social Studies	rklatka@bcsoh.org	5366
		Deiotte, Dawn	Language Arts	ddeiotte@bcsoh.org	5391
	Rockets	Harwood, Amy	Math	aharwood@bcsoh.org	5361
		Sherman, Alissa	Science	asherman@bcsoh.org	5349
		Villwock, Kari	Social Studies	kvillwock@bcsoh.org	5371
		Gorka, Deanna	Language Arts	dgorka@bcsoh.org	5359
7	Lightning	Brown, Irene	Math	ibrown@bcsoh.org	5353
		Vasu, Megan	Science	mvasu@bcsoh.org	5347
		Grove, Jeff	Social Studies	jgrove@bcsoh.org	5360
		Checkelsky, Gretchen	Language Arts	gcheckelsky@bcsoh.org	1414
	Thunder	Settanni, Fran	Math	fsettanni@bcsoh.org	6002
		Sadd, Wendy	Science	wsadd@bcsoh.org	5381
		Aron, Corey	Social Studies	caron@bcsoh.org	6000
		Nichol, Brent	Language Arts	bnichol@bcsoh.org	5374
8	All Stars	Rodriguez, Jackie Hoy, Stacey	Math	jrodriguez@bcsoh.org shoy@bcsoh.org	5393
		Lehman, Rachel	Science	rlehman@bcsoh.org	5362
		Sandvick, Jan	Social Studies	jsandvick@bcsoh.org	5382
		Cutlip, Megan	Language Arts	mcutlip@bcsoh.org	5356
	Wizards	Sturgill, Sandi	Math	ssturgill@bcsoh.org	5384
		Wolf, Lawrence	Science	bwolf@bcsoh.org	5385
		Balzer, Gretchen	Social Studies	gbalzer@bcsoh.org	5352
			Language Arts		5392
6, 7, 8	Intervention	Hornberger, Patty	Intervention	phornberger@bcsoh.org	5375

Kittinger, Rebecca	Intervention	rkittinger@bcsoh.org	5380
Pistillo, Michelle	Intervention	mpistillo@bcsoh.org	5376
Pullum, Leann	Intervention	lpullum@bcsoh.org	5348
Rebec, Maryann	Intervention	mrebec@bcsoh.org	5378

2009-2010 Willetts Staff Contact Resource

Grade	Team	Teacher	Subject/Position	E-mail	Voicemail #
Encore	Striders	Albright, Adam	Choir	aalbright@bcsoh.org	5302
		Szymanski, Valerie	Orchestra	vszymanski@bcsoh.org	1251
		Wank, Michelle	Band	mwank@bcsoh.org	5481
		Spirakus, Karen	CCE/Research	kspirakus@bcsoh.org	5383
		Jenkins, Andrew	Technology	ajenkins@bcsoh.org	5364
		Maruna, Mark	PE	mmaruna@bcsoh.org	5369
		Schroder, Linda	Health	lschroder@bcsoh.org	5343
		Harrison, Kelly	Art	kpawlowski@bcsoh.org	5396
		Wagner, Bryan	PE	bwagner@bcsoh.org	5388

Auxiliary	Bair, Cathy	Media Center	cbair@bcsoh.org	1374
	Carrick, Dave	MH	dcarrick@bcsoh.org	5354
	Alberty, Kristie	MH	kalberty@bcsoh.org	5346
	Seigler, Greg	MH	gseigler@bcsoh.org	5303
	Wood, Dave	ED	dwood@bcsoh.org	1504
	Werner, Lisa	Nurse	lwerner@bcsoh.org	1223
		Adapt. PE		

Office	Hodson, Mike	Principal	mhodson@bcsoh.org	1280
	Miller, Brian	Assistant Principal	bmiller@bcsoh.org	1282
	Feikle, Noelle	Guidance	nfeikle@bcsoh.org	1283
	Hartman, Charlotte	Secretary	chartman@bcsoh.org	1281
	Bosak, Denine	Secretary	dbosak@bcsoh.org	1489
	McCracken, Carolyn	Paraprofessional	cmccracken@bcsoh.org	1284
	Pasela, Karen	Paraprofessional	kpasela@bcsoh.org	1571
	Sedely, Cindy	Paraprofessional	csedely@bcsoh.org	1570
	Demonte, Mandy	Paraprofessional	mdemonte@bcsoh.org	
	PTO			5389

