



Dear Danbury Laker,

Welcome to the 2022-23 school year! Danbury Local Schools continues to show to the community and surrounding area what achievements our students are capable of in the classroom and in extra-curricular activities. Our students have the opportunity to strive to break academic and athletic records set by previous classes. Our access to technology and the doors it opens continues to increase. This can be the greatest year to date with your support.

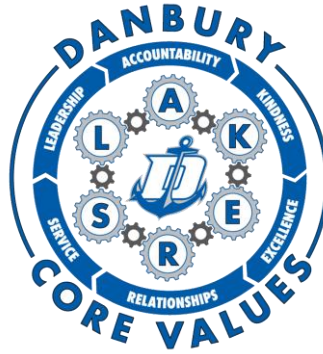
We encourage you to become involved in the many academic and extra-curricular activities that Danbury has to offer. The Danbury staff and administration are committed to helping you realize your goals and potential. We will work together to increase student achievement and Laker School Spirit, supporting each other in every way, every day. When we believe in each other and ourselves, we can accomplish much. Teamwork is what makes it happen.

The entire Danbury staff wishes you another successful and rewarding school year.

Joseph G. Miller
Principal Grades 6-12

Keith D. Mora
Assistant Principal Grades 6-8
District Athletic Director

Revised: 11/11/2022



DANBURY MIDDLE SCHOOL

STUDENT HANDBOOK

9451 E. Harbor Road
Lakeside-Marblehead, Ohio 43440

(419) 798-2258
Fax (419) 798-2259

HOME OF THE LAKERS

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



MIDDLE SCHOOL BELL SCHEDULE GRADE 6-8

BELL SCHEDULES

**MIDDLE SCHOOL BLUE DAY SCHEDULE
(MONDAYS, WEDNESDAYS)**

HOMEROOM	7:30 -7:49
BLOCK	7:49- 9:18
BLOCK	9:21- 10:50
LUNCH	10:53- 11:23
LEARN	11:26- 11:56
PERIOD	11:59- 12:42
PERIOD	12:45- 1:28
PERIOD (PLAN)	1:31- 2:14
PERIOD (TEAM)	2:17- 3:00

**MIDDLE SCHOOL WHITE DAY SCHEDULE
(TUESDAYS, THURSDAYS)**

HOMEROOM	7:30 -7:49
PERIOD	7:49- 8:32
PERIOD	8:35- 9:18
BLOCK	9:21- 10:50
LUNCH	10:53- 11:23
LEARN	11:26- 11:56
BLOCK	11:59- 1:28
PERIOD (PLAN)	1:31- 2:14
PERIOD (TEAM)	2:17- 3:00

MIDDLE SCHOOL FRIDAY SCHEDULE

HOMEROOM	7:30 -7:49
PERIOD 1	7:49- 8:32
PERIOD 2	8:35- 9:18
BLOCK 3 & 4	9:21- 10:50
LUNCH	10:53- 11:23
LEARN	11:26- 11:56
PERIOD 5	11:59- 12:42
PERIOD 6	12:45- 1:28
PERIOD 7	1:31- 2:14
PERIOD 8	2:17- 3:00

PEP RALLY SCHEDULE

Normal Schedule 1 st - 4 th	7:30- 11:56
PERIOD 5	11:59- 12:34
PERIOD 6	12:37- 1:12
PERIOD 7	1:15- 1:51
PERIOD 8	1:54- 2:30
PEP RALLY	2:35- 3:00

2 HOUR DELAY SCHEDULE

PERIOD 1	9:30- 10:08
PERIOD 2	10:11- 10:45
LUNCH	10:48- 11:18
PERIOD 3	11:21- 11:55
PERIOD 4	11:58- 12:32
PERIOD 5	12:35- 1:09
PERIOD 6	1:12- 1:46
PERIOD 7	1:49- 2:23
PERIOD 8	2:26- 3:00

**NOTICE OF NONDISCRIMINATION AND
INFORMATION ON SECTION 504 PROCEDURES**

The Danbury Local School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's nondiscrimination policies:

Mrs. Cari Buehler, Superintendent
Danbury Local School District
9451 E. Harbor Road
Lakeside-Marblehead, OH 43440
419-798-5185

Table of Contents

MIDDLE SCHOOL BELL SCHEDULES.....	3
BELL SCHEDULES.....	2
MIDDLE SCHOOL BELL SCHEDULE GRADE 6-8.....	3
PEP RALLY SCHEDULE.....	4
2 HOUR DELAY SCHEDULE.....	5
FIRE.....	9
TORNADO (SEVERE WEATHER).....	9
EVACUATION PROCEDURE.....	9
SCHOOL CANCELLATION DUE TO WEATHER OR EMERGENCY.....	9
SCHOOL POLICIES	10
ACCIDENTS.....	10
ANNOUNCEMENTS.....	10
ANTI-BULLYING.....	10
ANTI-HAZING.....	10
BOOKBAGS, BACKPACKS, GYM BAGS	11
BREAKFAST PROGRAM.....	11
BUS REGULATIONS.....	11
CAFETERIA RULES.....	12
CELL PHONE POLICY.....	12
CLASS OFFICERS (GRADE 7 & 8).....	13
STUDENT COUNCIL ELIGIBILITY (GRADES 5-8).....	13
CLOSED CAMPUS.....	13
DRESS CODE.....	13
ELECTRONIC DEVICES.....	14
ELIGIBILITY-EXTRA-CURRICULAR ACTIVITIES	15
GANGS/GANG RELATED ACTIVITIES	15
HALL PASSES.....	15
HARASSMENT.....	15
INTERNET ACCESS.....	16
LIBRARY PRIVILEGES.....	16
LOCKERS.....	16
LOST AND FOUND ITEMS.....	17
MEDICATION.....	17
RANDOM SEARCHES.....	17
SCHEDULE CHANGES.....	17
SCHOOL DANCES & FUN NIGHTS	17
SOLICITING, SELLING, DISTRIBUTION.....	18
STUDENT FEES.....	18
TDAP BOOSTER SHOT/MENINGOCOCCAL VACCINATION	18
TELEPHONE USE.....	18
TEXTBOOKS.....	19
VALUABLES.....	19

VENDING MACHINES.....	19
VISITORS.....	19
ATTENDANCE POLICY	19
PROCEDURE FOR REPORTING AN ABSENCE AND RETURN TO SCHOOL.....	21
PROCEDURE FOR PICKING UP STUDENTS DURING THE SCHOOL DAY	21
ABSENCES & TARDIES	22
MAKE-UP WORK	22
FAMILY VACATIONS	22
DISCIPLINE POLICY	23
EMERGENCY REMOVAL	23
INTENT TO SUSPEND.....	24
DETENTION	24
IN-SCHOOL RESTRICTION.....	24
OUT OF SCHOOL SUSPENSION.....	24
EXPULSION	24
DUE PROCESS.....	24
CHEATING OR PLAGIARISM	28
STUDENT INFORMATION	28
ACTIVITIES	28
STUDENT COUNCIL.....	28
ASSEMBLIES - PEP RALLIES - SPECIAL EVENTS	29
FIELD TRIPS	29
WORK PERMITS.....	29
GUIDANCE INFORMATION	29
ADMISSIONS AND WITHDRAWALS.....	29
GRADES.....	30
PROGRESS BOOK	30
GRADING SCALE	31
HIGH SCHOOL ACCREDITED CLASSES.....	31
HONOR ROLL	32
LOSS OF CREDIT	32
PROMOTION AND RETENTION	32
TALENTED AND GIFTED PROGRAM.....	32
RELEASE OF STUDENT PICTURES FOR DISTRICT PUBLICATION	33
DANBURY MIDDLE SCHOOL HANDBOOK AGREEMENT	34

EMERGENCY PROCEDURES

In the event of emergencies at school due to weather conditions, each student must become acquainted with procedures for evacuation, tornado/storm alerts, and/or inclement weather.

FIRE

- The alarm will sound.
- All students will move quietly, orderly, and quickly out of the building using designated routes of exit.
- Students are not to go to their lockers or to the restroom.
- While outside, students should remain with their teachers 200 feet from the building.
- Students will remain outside the school building until the “all clear” announcement is made.
- If the alarm sounds during lunch, change of class, assembly, pep rally, or activity, all students are to exit through the nearest exterior doorway.

TORNADO (SEVERE WEATHER)

If a tornado warning has been issued:

- Students will be notified over the P.A. system.
- Staff and students will go to their assigned areas and will assume a protective position with hands over head.

EVACUATION PROCEDURE

If for some reason the building needs to be evacuated, the students will be evacuated to Hoover Auditorium in Lakeside, Ohio. The “One Call Now” System will be used to give parents information relating to the reason for the evacuation and the possible pick-up of their student(s).

SCHOOL CANCELLATION DUE TO WEATHER OR EMERGENCY

In the event that weather conditions are such that school will be delayed or canceled, students and parents will be receiving telephone notification through the “One Call Now” system from the Superintendent.

In addition, delay or cancellation information will be found on the following radio and television stations:

- Radio stations: WLEC (145.0 AM); WSPD (1200 AM), KISS (92.5 FM); WTOD (156.0 AM); WXKR (94.5 FM); WJZE (100.9 FM)
- TV stations: WTOL (Ch 11); WNWO (Ch 24); WTVG (TV 13)

SCHOOL POLICIES

ACCIDENTS

Accidents, which occur on school property during school hours or at any school function, should be reported immediately to the staff member in charge and the main office. An accident report should be completed on Public School Works.

ANNOUNCEMENTS

- All announcements will be given daily in the morning and at the end of the day as needed. Any announcements must be approved by school administration.
- All posters or handouts to students must be approved by school administration.

ANTI-BULLYING

Danbury Anti-Bullying Information

Definition of Bullying: a student is bullied when he or she is exposed repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

The Definition of Bullying Includes 3 Important Components:

- 1.) Bullying is aggressive behavior that involves unwanted, negative actions.
- 2.) Bullying involves a pattern of behavior repeated over time.
- 3.) Bullying involves an imbalance of power or strength.

Danbury's Anti-Bullying Rules:

- 1.) We will not bully others.
- 2.) We will help students who are bullied.
- 3.) We will include students who are left out.
- 4.) If we know that someone is being bullied, we will tell an adult at school and at home.

If you would like to learn more about our anti-bullying program, please visit the following website:

http://www.olweus.org/public/stop_bullying.page

ANTI-HAZING

Hazing activities of any type are inconsistent with the educational process and are prohibited. Hazing activities of any type including

those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator or staff member shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

BOOKBAGS, BACKPACKS, GYM BAGS

Book bags, backpacks, or gym bags are not allowed in the classrooms. They are to be stored in or above the students' lockers.

BREAKFAST PROGRAM

Middle school students will be given the opportunity to eat breakfast from 7:30-7:46 a.m. once they have been dismissed by their first period teacher.

BUS REGULATIONS

All students are to ride their assigned buses. Permission to ride home with another student must be in writing from both parties and approved by the principal. The bus driver is the staff member in charge. Referrals to the principal for misbehavior will result in detention, denial of bus transportation privileges, or other disciplinary action. Students are to maintain proper behavior on the bus and follow the bus rules:

- When waiting for the bus, stand at least 5 feet away from the bus as it stops. When walking in front of the bus stay at least 10 feet away from the front of the bus so that the driver can see you at all times.
- Follow the directions of the bus driver.
- Be courteous.
- Sit in assigned seats and remain seated until it is time to get off the bus.
- Keep conversation volume at a low level.
- Do not put your head, hand, or arms outside the window.
- Do not throw anything in the bus or out the window.
- Large objects or projects, live animals, or water pistols are not permitted on the bus.
- A video camera is located on the buses to insure student safety.
- All rules of decorum that apply in the classroom, apply on the bus.

TRANSPORTATION GUIDELINES

First Offense - Detention

Second Offense – One day suspension

Third Offense – Three day suspension

Fourth Offense – Five day suspension

Fifth Offense – Permanent bus suspension for remainder of the school year.

LEVEL TWO & THREE OFFENSES AS DEFINED BY THE STUDENT HANDBOOK WILL BE ON A CASE BY CASE BASIS. AGE AND GRADE LEVEL OF STUDENT WILL ALSO BE TAKEN INTO CONSIDERATION WHEN DETERMINING APPROPRIATE DISCIPLINE.

CAFETERIA RULES

- Students are to conduct themselves in an orderly and civil fashion.
- Students may not leave the cafeteria unless they receive permission from the adult in charge.
- Disruptive behavior will result in disciplinary action.
- Noise should be kept at a minimum.
- Lunchroom monitors are in charge of discipline.
- No food or drink is permitted outside the cafeteria.

CELL PHONE POLICY

Students may bring cell phones to school provided that they turn them off or put them on silent and keep them in their assigned school locker. Cell phones with videotaping or picture taking features may not be used during the school day. Students should only use phones after the school day is complete. **Students may not text message during the school day for any reason.** Students may use their cell phones before the school day starts (7:30 a.m.) and after the school day ends (3:00 p.m.). Smart watches with texting capabilities will fall under the same policy as cell phones. In emergency situations during the school day, students may use their cell phone by getting permission from the middle school principal or his/her designee before such use. Cell phones can be used in class for educational purposes provided that the teacher has granted appropriate student permission.

Cell Phone Infraction Rules:

*Every middle school student will receive their warning from the middle school principal at the opening day student handbook meeting.

First Offense – One Hour After School Detention
Second Offense – ISR-Parent/Guardian must pick up the phone from the Middle School office.
Third Offense – ISR/Out of School Suspension-Parent/guardian must pick up the phone from the Middle School office.

CLASS OFFICERS (GRADE 7 & 8) STUDENT COUNCIL ELIGIBILITY (GRADES 5-8)

Class offices include: President, Vice-President, Secretary, Treasurer, and four Student Council representatives. Students must have and maintain a 2.0 GPA. Students must have good conduct and could be removed from their office by the Principal for disciplinary reasons/issues. Class elections will be held in the spring. A class officer may not be a Student Council representative.

CLOSED CAMPUS

- Students arriving to school in the morning are to enter through the appropriate entrances. Students riding the bus will enter at the cafeteria doors or the athletic entrance. Students getting dropped off for school should enter the building at the high school entrance.
- All students should leave the building by 3:30 p.m. unless participating in an after-school activity under the supervision of an adult staff member. Students should only be in those areas designated by the coach/advisor/teacher.
- Students should not roam the building.
- During the regular school day, students may not leave the school building or grounds without the permission of the administration.

DRESS CODE

The **Danbury Local Board of Education** believes that the primary function of the school is to educate the students of the district and that the major responsibility for the appearance of the student rests with their parents/guardians. The school shall enact those rules necessary to maintain the health and safety of the students and insure an atmosphere of decency in which the educational function can be carried out. Administration reserves the right to determine what is "appropriate". Danbury students are expected to dress and groom themselves in good taste. How you dress is a reflection of the pride you take in yourself and your school.

Specific regulations:

- Proper footwear is required at all times (no slippers).
- Hats, gloves, sweatbands, sunglasses, etc may not be worn while school is in session or at formal dances, concerts, plays, or any academic after school function.
- All hoods on sweatshirts and jackets should be removed from head upon entering the school building.
- Jeans/shorts/skirts/clothing that have **holes of any kind/anywhere** may be worn only if all holes front & back, are below the fingertips-extended unless leggings are underneath.
- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
- Tank tops, halter tops, garments with spaghetti straps, backless or strapless, shirts that are one sleeve, see-through, "cut low" or expose one's midriff in any way are prohibited.
- All shirts must have sleeves and be long enough to cover the belt line of pants.
- Leggings/tights/yoga/sweatpants may be worn provided the shirt/top extends beyond the waistline.
- Skirts/dresses may not be shorter than the fingertips-extended and must have a hemline.
- No spandex shorts will be permitted.
- Heavy link chains are not permitted.
- Any other attire that is considered offensive, inappropriate, distracting to the educational process (as determined by the administration) will not be permitted.

ELECTRONIC DEVICES

Students may bring cell phones to school provided that they turn them off or put them on silent and keep them in their assigned school locker or backpack/book bag. Cell phones with videotaping or picture taking features, and Apple Watches (or similar text/app receiving devices) may not be used during the school day. Students should only use phones after the school day is complete.

Students may not text message during the school day for any reason. Students may bring electronic musical playing devices on the bus, on trips to sporting events/extra-curricular activities, or field trips with the permission of the coach, advisor, or faculty chaperone. Students who have electronic informational holding devices in school (laptop computer, zip drive, memory sticks, etc.)

could have the contents of those items reviewed by school personnel at any time.

Theft or damage is not the responsibility of the school.

ELIGIBILITY-EXTRA-CURRICULAR ACTIVITIES

Students who wish to participate in extra-curricular activities (Athletics, Academic Challenge Teams, Power of the Pen, etc.) must have a 1.5 GPA and no more than one F in any of their classes for the previous grading period. Students must be passing a minimum of 4 classes.

GANGS/GANG RELATED ACTIVITIES

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited.

HALL PASSES

Whenever a student is out of a classroom during the school day, they are expected to have their agenda. Students should not leave their respective classrooms or other assigned areas without their agenda hallway passport signed by an administrator, teacher, or other staff member.

HARASSMENT

- Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.
- It is a violation of school rules and the law for any student to harass or intimidate another student or staff member.
- Harassment may be verbal, non-verbal, or through physical conduct. This includes but is not limited to those of a sexual nature.
- Making of written or verbal sexual innuendoes, suggestive comments, sexual jokes or propositions.
 1. Sexual gestures, leering, or inappropriate sounds.
 2. Placement of sexual printed material or suggestive objects in the school environment.
 3. Unwanted touching, contact, or attempts to do so (patting,

- pinching, brushing of body, or coerced sexual activity).
4. Or relating to race, color, religion, national origin, or disability; including written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks.
 5. Or physical, including hitting, hissing, cussing, spitting, or any intimidating action.
- If a student is a victim of any unwanted sexual conduct or communication or of derogatory communications or conduct concerning his/her gender, religion, race, ethnic group or disability, the student should report such behavior to a teacher, guidance counselor, or principal.
 - All reports will be kept confidential and shall be investigated as soon as possible.
 - Students may not harass or threaten staff members at any time on or off school property. Disciplinary action will be taken and charges may be filed with the local authorities.

INTERNET ACCESS

Students may use the Internet with the permission of a classroom teacher or the librarian. Students working on assignments will have priority to use the Internet. An Internet Agreement must be on file for a student to have access. Misuse of the Internet will result in suspension of Internet privileges and the possibility of additional disciplinary action.

LIBRARY PRIVILEGES

Use of the library is a privilege. Students must follow the rules established by the librarian. Failure to follow the rules may result in loss of library privileges or other disciplinary action. Students on academic ineligibility may not use the library unless they have a note from a faculty member.

LOCKERS

- Each student will be assigned a locker with a combination lock.
- Students must keep lockers locked at all times
- Replacement of a lost lock is the responsibility of the student.
- Students are not to share lockers or change lockers without permission from the office.
- Any lockers that need repair should be reported to the office.
- Locker decorating is not permitted unless special permission is given by school administration.
- All student lockers are the property of the Danbury Local School

Board of Education. The lockers and the contents of all lockers

- Are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. (Board Policy and O.R.C. Sec. 3313.20)

LOST AND FOUND ITEMS

Each year we end up with countless boxes of lost items. Please encourage your student to label all school necessary items so that in the event that they are lost, they can be returned to the rightful owner. A lost and found container is located in the office.

MEDICATION

- Students who need to take medication during the day should give the original container (with the dosage clearly indicated) to the school nurse who will dispense it at the required times.
- Students are not to give any medication, prescription or non-prescription, to another student.
- Failure to follow these procedures will result in disciplinary action.

RANDOM SEARCHES

- The Administration may randomly plan police searches during normal school hours of school lockers and their contents, as well as student vehicles and other property. The school is not responsible for damaged items if drugs or any illegal items are found on/in such items.
- For the safety and welfare of students and staff, metal detectors could be used to search for weapons.

SCHEDULE CHANGES

After spring registration, no schedule changes will be made without the approval of the guidance counselor and principal. All general education students are required to have a minimum of five classes. Students may drop a class any time during the first four weeks of a semester with the approval of the parent, the guidance counselor, and the principal. Classes dropped at any other time will result in a failing grade for the semester.

SCHOOL DANCES & FUN NIGHTS

- Middle school dances or fun nights are not open to high school

students and vice versa.

- If a student leaves a dance or fun night he/she will not be readmitted, and the parent will be notified.
- **DMS dances are for Danbury middle school students only.**

SOLICITING, SELLING, DISTRIBUTION

No person is permitted to solicit, sell, or distribute anything, including printed material, on school property or buses without the permission of the administration. **This includes student birthday announcements.**

STUDENT FEES

- Fees for the 2020-21 school year will be \$45.
- If there is a need, a payment schedule can be set up to pay off fees.
- Fees will accumulate if not paid in full each year.
- Grade cards may be held until the fees are paid or other arrangements are made with the administration.
- Students who withdraw and owe fees will have their records held until all fees are paid.

TDAP BOOSTER SHOT/MENINGOCOCCAL VACCINATION

Due to state requirements issued by the Ohio department of Health, all students entering 7th grade after the 2010-2011 school year will be required to have a Tdap (tetanus, diphtheria, and pertussis) booster shot. In addition, all 7th grade students beginning in the 2016-2017 school year must have the vaccination of meningococcal disease (serogroups A, C, W, and Y). To avoid classroom exclusion from school, please make sure your student receives these booster shots before the start of the current school year. If you have any questions/concerns please contact Allison Holzaepfel our school nurse.

TELEPHONE USE

Students must have teacher permission to use the telephone in their respective classrooms. If a student needs to make a long distance call, they must obtain permission from their teacher to go to the office.

TEXTBOOKS

Students assigned textbooks are expected to handle them with care. All textbooks should be covered. (Book covers are available in the office or from your classroom teacher.) Any damage to textbooks is the responsibility of the student. Any fees for lost or damaged books will be added to the students' fees.

VALUABLES

Students are discouraged from bringing valuables to school or school functions. The staff and administration cannot be held responsible for lost or stolen items. (Locks are available for rent from PE teachers or coaches to secure items in the locker rooms.)

VENDING MACHINES

Students may use the vending machines in the cafeteria during their lunch period or during their designated breakfast time. Vending machines outside the cafeteria can only be used before or after school hours.

VISITORS

All visitors must report to the office and obtain permission from the principal to be on school property. All visitors must have a "Visitor" badge displayed at all times.

ATTENDANCE POLICY

According to the Ohio Revised Code every parent or guardian must send each school age child to school. Daily attendance is essential to obtain the maximum benefit of public education. The State of Ohio defines absences as legitimate and non-legitimate. The following are examples of legitimate absences and may require a parental or doctor's note when returning to school:

1. Personal illness (Doctor's Note Required)
2. Illness in the family
3. Quarantine of home
4. Funerals
5. Emergency

6. Observance of a religious holiday
7. Court-ordered appearances (verification is required)
8. Reasons granted by the principal at his discretion

TRUANCY

Danbury Local Schools endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regards to tardiness and non-legitimate absences. When our school determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the school to require the parent to attend a specified educational program. This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

When it comes to the attention of the school attendance officer and/or building administration, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

Danbury Local Schools must calculate absences by hours, rather than days, in conformance with the new definition of habitual truancy.

Danbury Local Schools will send written notification to the parent or legal custodian when students are considered habitually truant.

Students are defined as "habitually truant" when any student who is absent/tardy, without a legitimate excuse for:

- 30 consecutive hours without a legitimate excuse (formerly 5 days);
- 42 hours in one month without a legitimate excuse (formerly 7 days);
- 72 hours in one school year without a legitimate excuse (formerly 12 days)

The parent or guardian is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer must send notice requiring the child's parent through a mediation process.

TRUANCY INTERVENTION PLAN

Danbury Local Schools has a truancy intervention team that consists of but not limited to the building principal, guidance counselor, and the child's parent or legal custodian. This team will be assigned to the habitually truant students and send written notification to the parent or

legal custodian when students are considered habitually truant. Students are defined as “habitually truant” when any student who is absent/tardy, without legitimate excuse for:

- 30 consecutive hours without a legitimate excuse (formerly 5 days);
- 42 hours in one month without a legitimate excuse (formerly 7 days);
- 72 hours in one school year without a legitimate excuse (formerly 12 days);

This assignment to the mediation team and letter will occur within ten school days after the triggering absence.

- The team will then develop an intervention plan tailored to the student within fourteen school days after the team is assigned.
- The school district will provide a written copy of the plan to the student’s parent or legal custodian within seven school days after the plan is developed.
- The intervention plan will explain that the attendance officer is required to file a complaint with the juvenile court no later than 61 days after the implementation of the plan if the student fails to comply with the plan.

PROCEDURE FOR REPORTING AN ABSENCE AND RETURN TO SCHOOL

1. The parent/guardian should notify the school between 7:00 AM and 8:00 AM if a student is ill. Otherwise, the office will call the home to verify the absence.
2. Upon return to school after any absence, the student should report to the school office to provide a note from the parent if a call was not made informing the office of the reason for the absence.

PROCEDURE FOR PICKING UP STUDENTS DURING THE SCHOOL DAY

The safety of our students is our utmost concern and we need to know who is taking them from our building. We ask that the adult picking up the student park on the west side of the school in the visitor parking area and come into the middle school office. The middle school secretary will call your student’s room and he/she will sign out in the middle school office. No student will be released unless an authorized adult comes into the building to pick up their

student.

ABSENCES & TARDIES

1. House Bill 410 requires Ohio school district to keep track of hours of school missed by each student.
2. Students are expected to be on time for school and classes. A student is considered tardy if he/she is not in the classroom when the bell rings. When a student is late to school, he/she must sign-in at the middle school office and receive an admit slip to class.
3. When a student is tardy to class, the teacher will admit the student and turn his/her name into the middle school office.
4. Penalties for tardiness (excused or unexcused) to school or unexcused to class during each semester will be as follows:

5th tardy	1 hour of detention and parent notification
7th tardy	1 hour of detention and parent notification
9th tardy	1 hour of detention and parent notification
10th tardy	Assignment to In-School Restriction
5. In order for a student to participate in an extra-curricular activity or school- sponsored event, a student must be in school prior to 11:15 a.m. the day of the activity or event. Excused absences listed on page 19 of the student handbook identify exceptions to this rule.

MAKE-UP WORK

Each student who is absent must immediately, upon return to school make arrangements with his/her teacher(s) to make up missed work. Students who are absent from school for reasons not permitted by state law (House Bill 410) may or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out of school suspension are permitted to make up missed classroom assignments. Students are required to bring a note to school after each absence explaining the reason for the absence or tardiness.

FAMILY VACATIONS

A vacation form obtained from the middle school office must be filed two weeks prior to the vacation date. The form must be

filled out by the custodial parent or guardian and state the following:

- 1. The proposed educational value of the vacation.**
- 2. Dates the student will be absent.**

If vacation is granted, teachers will provide missing assignments- students will be responsible for completion of the assignments. Parents will be notified in writing of approval or disapproval regarding the request. Vacation days will not be approved during the week(s) of state achievement testing or other standardized testing. **Please call the school if you have any questions regarding specific testing dates.**

ILLNESSES AT SCHOOL

If a student becomes ill during school, he/she is to ask the classroom teacher for a pass to the office. If the school nurse or the principal or his designee determines the student should go home, the student will be released only with the consent of the parent/guardian or designee as stated on the Emergency Medical Form. **No student will be released unless a completed Emergency Medical Form is on file in the office.**

DISCIPLINE POLICY

The primary purpose of our school is to provide a safe and secure educational environment for all of our students. This is done to ensure that all of our students are given the opportunity to learn in an environment that is conducive to learning. When this educational environment is disrupted or interfered with, corrective measures become necessary. Generally, these measures begin with staff intervention to change behavior. Repeated violations may result in referral for counseling, parental notification and conference, detention, Saturday School, In School Restriction (ISR), Emergency Removal, assignment to ALEC, Out of School Suspension (OSS), or Expulsion.

EMERGENCY REMOVAL

When a student is in a fight, found to be in possession of an illegal substance, shows gross disrespect to any staff member, threatens a staff member, threatens to harm themselves, or is considered to be a threat to the rest of the student body he/she will be removed from the student population and placed in a restricted area until the parent has been notified to take the student home.

INTENT TO SUSPEND

When a student has been involved in or accused of a suspend-able offense, he/she will be given a letter of intent to suspend. This letter does not mean that the student will be suspended, but there is that possibility. The administration will collect evidence and make a decision as to guilt and punishment, usually within 72 hours. However, school administration is not limited to the 72 hours if more time is necessary to collect additional information.

DETENTION

Any staff member may assign detentions. Detentions are held Monday after school from 3:00 p.m. until 4:00 p.m. Detentions must be served within 10 school days of assignment.

IN-SCHOOL RESTRICTION

In-School Restriction is a self-contained program housed in the Middle School office. Students will receive assignments from their teachers and will earn full credit for all work completed. On days in which students are assigned to ISR, no participation in extra-curricular activities is permitted. Students removed from ISR due to poor behavior may be suspended out of school or expelled.

OUT OF SCHOOL SUSPENSION

When OSS is given to a student, no credit will be given for any work missed, and the days count as class absences. Students may not participate in nor attend any extra-curricular activities while on OSS.

EXPULSION

Under some circumstances a student may be recommended to the Superintendent for expulsion. The student will not be allowed to come to school and will not earn course credits. The student may not participate in nor attend any extra-curricular activities.

DUE PROCESS

Students have the right to a hearing with the principal. If the student feels that he/she did not receive due process for a disciplinary assignment to OSS, an appeal may be made to the Superintendent. (Appeals are for OSS only.)

A student shall not cause a disruption or obstruction to the school's operation by threat of the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstances of the threat. Because of the widespread terror (fear?) that such threats produce, it will be deemed to be of the most serious nature and will be punished accordingly. Emergency removal and permanent exclusion of the student from school premises, as well as expulsion, and permanent exclusion shall be considered as remedies for the punishment of such conduct. This will result in the loss of participation in any extracurricular school activities, as well as the loss of the right to be on any school premises.

	OFFENSE	CONSEQUENCES (One or more may be awarded)
L E V E L O N E	<ul style="list-style-type: none"> • Not following Directions (includes classroom rules set by teacher) • Inappropriate Comment(s) • Public Display of Affection • Disorderly conduct • Classroom or lunchroom disruption • Hall Pass Violation • Dress Code Violation • Horseplay • Possession of a cigarette lighter • Electronic Device Violation 	<ul style="list-style-type: none"> • Verbal Warning • Call to Parent • Recess/Lunch Detention • Detention • Saturday School • In School Restriction • Loss of Privileges • Community Service
L E V E L T W O	<ul style="list-style-type: none"> • Fighting or encouraging another student to induce harm to anyone • Causing harm to another person • Insubordination, insolence, or disrespect to a staff member or adult in charge • Use of vulgar comments • Threatening a staff member or student • Degrading act(s) toward another person • Gross sexual misconduct • Harassment / intimidation • Tobacco (possession or use of on school property)* • Vaping/vaping instruments are prohibited • Lying to or about a staff member • Leaving school/classroom without permission • Theft or unauthorized possession of stolen property or unauthorized removal of school or private property • Vandalism • Internet violation • Truancy • Failure to serve detention/Sat. School • Continual violation of school rules • Continual belligerent behavior • Cheating / Plagiarism • Destruction or mistreatment of lockers 	<ul style="list-style-type: none"> • In School Restriction • Out of School Suspension • Expulsion • Or any of the consequences listed above

	OFFENSE	CONSEQUENCES (One or more may be awarded)
L E V E L T H R E E	<ul style="list-style-type: none"> • Possession of illegal drugs, copycat drugs, or drug paraphernalia • Selling or distribution of illegal or copycat drugs • Possession of alcohol • Possession of a weapon • Causing intentional physical injury to another person • Being under the influence of alcohol or illegal drugs • Committing an act which may induce panic (such as calling a bomb threat, pulling a fire alarm, or anything that may cause panic or be interpreted as a threat toward the safety of the school) or any involvement with such an act 	<ul style="list-style-type: none"> • Assignment to ISR • Expulsion • Prosecution by school and/or local authorities • Referral to an appropriate agency for rehabilitation, counseling, or treatment • Or any of the above consequences

- The administration reserves the right to increase disciplinary consequences.
- The discipline code applies to any school function both on and off school property.

*As of March 2001, it is now illegal to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes.” (O.R.C. 2157.87) – As per Ottawa County Juvenile Court

First Offense:

- Mandatory attendance at a smoking education program
- \$100 fine

Subsequent Offenses:

- Increase in fine
- 20 hours of community service

CHEATING OR PLAGIARISM

Cheating will not be tolerated. Cheating may jeopardize a student's membership in some extracurricular activities. The policy for cheating is listed below and is cumulative per subject area.

1 st Offense	0% for the assignment/test, one hour detention, and parent notification.
2 nd Offense	50% (F) for the nine week grade, two hours of detention and parent notification.
3 rd Offense	50% (F) for the semester grade, assignment to ISR for the remainder of the semester (minimum 10 days), and parent notification.

Students who violate the cheating and plagiarism section cannot earn any academic honors in the grading period in which the violation occurs. Students could lose their opportunity to attend the Kalahari Top Ten trip if multiple cheating/plagiarism infractions occur within the school year.

STUDENT INFORMATION

ACTIVITIES

Students are encouraged to join extra-curricular activities, where they can have fun, make new friends, pursue special interests or develop academic or athletic skills at Danbury. Extra-curricular activities take time. The students must be aware of this and plan accordingly.

Those who miss practices, rehearsals, meetings, etc. damage the welfare and performance level of the organization. Regular school rules cover all activities.

Danbury offers the following athletic programs and clubs. Membership in some will be on a selection basis.

Academic Challenge Team, Power of the Pen, Class Officers, Student Council Members, Basketball, Football, Track, Cross Country, Volleyball, Athletic Statistician.

STUDENT COUNCIL

Each class elects members of the Student Council. A Student Council member may not be a class officer. As the student governing body, the council discusses concerns of the student population and brings proposals to the middle school principal for consideration.

ASSEMBLIES - PEP RALLIES - SPECIAL EVENTS

Students are expected to show proper behavior during assemblies. Giving performers and guest lecturers our attention and respect is expected of all Danbury students. Failure to be polite and respectful may result in suspension from all assemblies, special events, and pep rallies for the remainder of the school year. Disciplinary action will be taken.

FIELD TRIPS

All school regulations apply during field trips. Students must comply with rules and regulations set by the chaperones. Students may have field trip privileges taken away for discipline code violations.

CEDAR POINT TRIP

In order for students to attend the end-of-year Cedar Point trip (grades 6, 7 & 8) the following criteria must be met:

- No "F's" on report card at the time of permission slips being sent home. (any class on the report card counts)
- No more than 1 detention (or 2 lunch detentions); disqualified at 2 detentions/ 4 lunch detentions
- No suspensions out-of-school
- No ISR- due to behavioral reasons

WORK PERMITS

Permits for students under the age of 18 are available in the high school office.

GUIDANCE INFORMATION

ADMISSIONS AND WITHDRAWALS

Any student enrolling at Danbury Middle School must furnish:

- Birth certificate
- Immunization records
- Proof of residence or Open Enrollment Acceptance
- Proof of legal custodial parent/guardian at the time of enrollment before admission can be approved

To transfer to another school the student must:

1. Report to the middle school office and personally give the reason for withdrawal.
2. Have parents or legal guardians sign the withdrawal form for all students under 18.
3. Return all books and materials to classroom teachers and/or school library.
4. Pay all bills, and fulfill all financial obligations before an official transcript will be released.

GRADES

PROGRESS REPORTS

- All students will receive progress reports halfway through each grading period.

GRADE CARDS

- Nine-week report cards will be mailed to the student's home one week after the end of each grading period.

INCOMPLETE GRADES

- Students are expected to complete assignments in a timely manner. Sometimes students receive an incomplete grade if they have excused absences and have not completed their make-up work. All incomplete grades will become F's two weeks after the end of the grading period.

PROGRESS BOOK

In addition to progress reports and nine week grade reports, parents and students will have access to their students' grades on-line through Progress Book. Progress Book is a web-based grade viewing system, which can be accessed by visiting the Danbury Local Schools web page (www.danburyschools.org). User accounts can be activated by contacting Danbury Middle School at (419) 798-2258. Once user accounts have been established, their accounts remain the same throughout their entire school career.

GRADING SCALE

Percentage	Grade	Grade Points
100-94	A	4.00
93-91	A-	3.70
90-88	B+	3.30
87-84	B	3.00
83-81	B-	2.70
80-78	C+	2.30
77-74	C	2.00
73-71	C-	1.70
70-68	D+	1.30
67-64	D	1.00
63-60	D-	0.70
59-0	F	0.00

HIGH SCHOOL ACCREDITED CLASSES

Middle School students have the opportunity to take high school level classes for high school credit. These classes include, but are not limited to: Band, Spanish, Health, Algebra 1, and Studio Art & Design 1. If a middle school student receives a grade lower than a B- in any of the above classes (except band), they would have the right to re-take that class again during their freshman or sophomore year and replace their previous grade from that class.

COLLEGE CREDIT PLUS (CCP)

Ohio's new College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university College Credit Plus is free. That means no cost for tuition, books or fees. If you choose to attend a private college or university, you may have limited costs. Danbury Local Schools offers courses for college credit from Bowling Green State University and the University of Findlay. The Danbury faculty members are approved and certified through these institutions.

- **In the event that a student withdraws from a class after the college/university determined deadline or fails the class, the student is fiscally responsible to reimburse the school district at the regular tuition price.**
- **Off campus and online CCP students must provide their quarterly grades to the high school office no later than the Friday after the Danbury grading period**

to be included on the honor roll lists sent to the local newspapers and to verify their athletic eligibility.

HONOR ROLL

- High Honors: a GPA of 3.7 or higher with no grade lower than a B-.
- Honor: a GPA of at least a 3.00 with no grade lower than a C-.
- Merit Roll: (2nd, 3rd, and 4th grading periods only) This is for students who do not qualify for either the honor or high honor roll. Students must improve their grade in at least two subject areas while maintaining previous grades in their other subjects. **Students may not have any failing grades.**

LOSS OF CREDIT

If a student has exceeded his/her allowed absences for the semester and has lost credit for a course, he/she may apply for tutoring to make up the missed days. The Principal will determine if tutoring is applicable. Another solution to this situation would be mandatory attendance at summer school.

PROMOTION AND RETENTION

In order to be promoted from grade level to grade level, a student must pass a minimum of 75% of his/her core area classes (Language Arts, Mathematics, Science, Social Studies.) Students who fail to meet this criteria may be given the opportunity to attend summer school in order to be placed in the next grade level. The Superintendent will have the ultimate responsibility for determining retention or placement.

TALENTED AND GIFTED PROGRAM

- The Danbury Local School District uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts.
- The District ensures that there are ample and appropriate scheduling procedures for assessments and reassessments. Referrals are accepted on an on-going basis. Referral forms can be found on the district webpage.

Also available are:

- *Identification of Children Who are Gifted*, describing the eligibility

criteria, the Identification plan, and the appeals process allowable by HB282.

- Assessment Instruments used by the District for Gifted Identification, which lists the instruments accepted by the Ohio Department of Education.
- This identification system follows the assessment process delineated in Amended House Bill 282, the Rule for Identification and Services for Children Who are Gifted effective July 1, 1999, and the recommended procedures by the Ohio Department of Education's Division of Gifted Education.

For further information regarding gifted identification, contact your building principal.

RELEASE OF STUDENT PICTURES FOR DISTRICT PUBLICATION

From time to time the district may want to print students' pictures in school publications (news releases, newsletters, or brochures) or on the website. If you do not want your child's picture included at any time, please provide the school with a written letter stating this.

FOR ANY INFORMATION NOT FOUND ON THESE PAGES CONTACT THE MIDDLE SCHOOL OFFICE.

DANBURY MIDDLE SCHOOL HANDBOOK AGREEMENT

Parents and students should read and review the 2021-22 Danbury Middle School Student hand book together. You and your student should sign the Danbury Middle School Handbook Agreement in FinalForms. By signing, you acknowledge all rules and regulations set forth for the 2022-2023 school year. The handbook agreement should be signed no later than Friday, September 9, 2022.

Your student was also given a *Student Authorization and Information Update Form*. This form must be completed and returned as soon as possible.

The *Computer Network and Internet Use Agreement* that was sent home with your student must be returned as soon as possible. Your student may not use the Internet without this form on file.

Thank you for your cooperation.

Joseph G. Miller
Principal Grades 6-12

Keith D. Mora
Assistant Principal Grades 6-8
District Athletic Director
