

LEONA MIDDLE SCHOOL
HANDBOOK FOR STUDENTS AND PARENTS
“A National Blue Ribbon School”

2026-27



Our core principles to ensure a positive learning environment are:

Respect, Responsibility, and being Ready to Learn

NAME: _____

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Dear Parents, Guardians, and Students,

Welcome to Leona Middle School! I am excited to start my 12th year here at Leona as the principal. This will be my 27th year as an administrator and I still have a great love for my job, the staff I work with, and most of all the students I care for each and every day. I am truly honored to be the principal here at Leona where our great students, parents, and staff have created such a great learning environment. We have created a learning environment that is second to none here at Leona Middle School. Our Ohio State scores continue to show us to be one of the best schools in the region. In 2023 we were awarded the 5 STAR rating by the state of Ohio which is the highest award given to Ohio schools. In 2024 we were awarded the nations highest distinction as one of fourteen schools in Ohio as a National Blue Ribbon School for our academic achievement. This is a great school filled with positive, hard working, and caring teachers who want only the best for your child. It is no wonder so many of our students come here from other districts to receive their education.

Along with the teachers and staff I will work hard to keep the lines of communication open and make sure your child receives the best education possible. I also hope to maintain the many positive relationships that have been created over the past ten years with our parents and community. It is vital for all parents to be involved in all parts of their child's education. Parental support is a must to make sure our students reach their full potential. You are the most important person in your child's life and they need you to help and guide them through the many challenges they face through their school age years. We will continue to use a rigorous curriculum, an emphasis on character education, pride of country, and use of our PBIS Framework to create a positive learning environment here at school. We never want to settle for the status quo and always want to strive to be the very best.

All of us here at Leona Middle School are excited to begin this new 2026-27 school year and make it the best ever for you and your child. This year will bring new academic experiences and challenges for your child that will broaden their minds and help them build connections to real-world problems and their solutions. As your principal, I will do all I can to create an atmosphere of learning where ALL students, staff, and parents come together to create a very special place to learn. This supportive learning environment will allow us to meet the challenges of academic excellence that is expected in our world today. My door is always open, and I welcome any helpful input from parents. I am not perfect, but I promise you I will do everything in my power to make your child's experience here at Leona a positive one. Please feel free to contact me at **740-676-9220** or email me at kevin.roseberry@shadysidelocal.org to discuss any concerns you might have throughout the school year.

I look forward to working with you during the school year to help your child be the best that they can be in a great learning environment.

Sincerely,

Mr. Kevin Roseberry
Leona Middle School Principal

Leona Middle School Staff

3rd Grade - Mr. Lay, Mrs. Butts , Mrs. Boltz

4th Grade - Mrs. Coyne, Miss Ponzo, Miss Dunlap

5th/6th Grade - Mrs. Hoepfner(Reading) Mrs. Edwards(Science),
Miss Johnson (6th Math/ Intervention), Mr. Merryman (Social Studies),
Ms. Nippert (Language Arts), Mrs. Simpson (5th Math/Intervention)

Resource teachers- Miss Lipperman, Mr. Andes, Mr. Edwards

Music/Band- Mr. Hunter Ramsay

Physical Ed. - Mr. Joseph

TAG -Mrs. Buckingham

Speech-Mrs. Roseberry-Brehm

Cafeteria - Mrs. Neavin/ Mr. Gibson

Custodian Mr. Penick/Mr. Gibson

Secretary - Mrs. Gorrell

Nurse - Mrs. Kaldor

Educational Aide - Mrs. LeMonte & Ms. Leonard

This Student Handbook is only a basic outline of some of Shadyside Local School District and Leona Middle School policies and rules. You may find Shadyside School District policies by going to the Shadyside Local web page and going to the Board of Education link.

School Issued Chromebooks

Chromebooks issued to students remain the property of Shadyside Local Schools. The device may be searched at anytime for any reason. Students are responsible for the care of their device and are expected to take care of them while in their possession. Any student found to be in violation of Shadyside Local Schools acceptable use policy on the Chromebook will be subject to the discipline policy. Any student who damages the physical hardware, either purposely or accidentally, will be expected to finance the repairs to the device, up to and including the individual retail cost of replacing the entire device. This also includes the chargers that go along with them.

Daily Operations:

Visitors and Volunteers

All parents/guardians can come to the front door and buzz in to communicate with the office staff.

All visitors and volunteers must report to the office and sign in. No one is permitted to enter a classroom unless cleared by the office. This includes before, during, and after school. This is strictly enforced to protect our students and staff. The office staff will make sure any items brought in are delivered to your child.

Mission

Our school Mission Statement is to always be **responsible, respectful** and **ready to learn**.

Academics

We are proud of our school here at Leona Middle School. Your children are being taught by a positive and professional group of teachers. They work together to create a great learning environment here at Leona Middle School. They go above and beyond in taking care of our students. The cooks, secretaries, aides, and custodians all help in making Leona a special place to learn. This past 5 years our Ohio State Tests have been outstanding, so much so we were 1 of 14 Ohio schools to be chosen as a "National Blue Ribbon School in 2024. This honor is a very rare and given only to the highest performing schools in the country. All our scores have been well above state average. You can be proud of Leona Middle School and be assured that your child is getting a great education.

Counseling

We are lucky to have a counselor who is here every day this year and can help your child if needed. She also has different groups that she goes into the classroom to provide different curriculum to students. I also may need to use the counselor or our therapist in crisis situations. Our therapist is here 2 days a week and works 1-1 with a group of students she places on her caseload with parent permission.

Testing

The following state tests will be given this year at Leona Middle School.

3rd grade-ELA- given in Fall and Spring Math-Spring

4th grade-ELA and Math-given in Spring

5th grade-ELA and Math-given in Spring Science-given in Spring

6th grade-ELA and Math-given in Spring

4th grade IOWA Testing in December for Gifted Eligibility.

* We also monitor your child each 9 weeks in math and reading to watch their progress.

Our curriculum is focused on the Ohio State Learning Standards which you can see by visiting the **Ohio Department of Education website**.

Arrival of Students

Bus students will enter the building upon arrival. All students are to go directly to the gym.

Please note that children walking or riding with parents should not arrive before 7:20 a.m. All students will come in the front of the building in the morning. They will go to the gym to their specified area.

Dismissal of Students

(3rd and 4th grade walkers/pick-ups will be dismissed at 2:25.) Walkers and pick-ups will leave out the front door and bus students will gather in the gym until their bus arrives by the back door to the playground. **The 5th and 6th grade walkers/pick-ups will be dismissed at 2:30 p.m. out the back (north door) and will walk down back steps.**

STUDENTS' CHANGE OF ROUTINES

Please try to call the office BEFORE 1 p.m. if you have a change of plans for your child on how they are getting home. Writing a note will help us with making sure they get home safely. Please be reminded that the number of bus students could be limited at times.

If school is delayed, or cancelled:

You will receive a **Parent Broadcast** district phone call if there is a 2 hour delay or if school is cancelled for bad weather. (Please make sure the office has your correct information to make sure you receive these calls.)

If you do not receive these calls, please watch the following television channels/websites for school delays/cancellations:

WTOV Channel 9 (www.wtov9.com)

WTRF Channel 7 (www.wtrf.com)

Lost and Found

The lost and found area is located in the middle hallway. Unclaimed items are donated to a local charity at Christmas and end of school year.

Report Cards

They will be sent home after each 9 week period.

Grading Scale

A	90 -100
B	80 - 89
C	70 - 79
D	60-70
F	below 60

Students with a 4.0 grade point average will be designated on the Principal's List.

To be placed on the Honor Roll a student must not have anything lower than a B for 9 weeks.

Promotion/Retention Policy

Promotion - A student will be promoted to the succeeding grade level when he/she has:

1. Completed the course and State-mandated requirements at the presently assigned grade.
2. In the opinion of the professional staff, achieved the instructional objectives set for the present grade.
3. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

4. **THE THIRD GRADE GUARANTEE** 2024-25 THIRD GRADE READING GUARANTEE PROMOTION SCORE

State law requires all 3rd graders to be proficient on the Ohio State English Language Arts test given in the Fall and Spring of their 3rd grade year. If the student is not proficient they may be exempt if they were retained in earlier grades, have an IEP, or upon parent request. (See below)

CHANGES that began in the 2023-2024 SCHOOL YEAR

Parent Request Exemption

Beginning in the 2023-2024 school year, a student's parent or guardian, in consultation with the student's reading teacher and principal, may request that a student be promoted to fourth grade regardless of the student's score on Ohio's State Test for grade 3 English language arts.

Students promoted to fourth grade through this exemption must continue to receive intensive reading instruction until the student is able to read at grade level.

You have the ability to check your son/daughters grades by accessing PROGRESS BOOK online anytime you wish. Please call the office if you have forgotten your password and we will help you.

Retention - Guidelines:

1. Parents are informed in advance of the possibility of retention of a student at a grade level.
2. Efforts will be made for remediating of student's difficulties before they are retained.
3. Students may be retained if they are truant for 10% or more of the required school days and have failed at least (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted.
4. The Principal has the final responsibility for determining the promotion, placement, or retention of each student.

TARDIES: Tardiness is a **disruption to the class** and the school day. Students that are tardy (NOT IN THEIR ROOM AT 7:50 a.m.) will receive recess detention beginning with the 5th tardy and progressing after every 3 tardies. If tardiness reaches 15 the attendance officer will be notified. **There is no excuse for chronic tardiness.**

***If a student gets 3 tardies in a 9 weeks they will not be considered for perfect attendance.**

ATTENDANCE (Our School Goal:3% fewer chronic absences/ 10% fewer tardies)

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Regular and punctual attendance shall be required of all students of Leona Middle School students during the hours that the school is in session. When in attendance, students are expected to be present, on time, and participate in all classes and study halls. **Daily attendance** of students is a matter of great importance as shown by the fact that prospective employers always check attendance. Student attendance and promptness to school is the primary responsibility of the student and his/her parent/guardian. It is also the responsibility of the student and parent/guardian to use discretion when scheduling appointments, planned absences, and early dismissals.

In accordance with state law, the Superintendent or his designee shall require from the parent of each student or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence.

The Ohio Department of Education (3321.04 RC) and School Board consider the following factors as reasonable excuses for time missed at school and will be considered excused absences:

- A. Personal illness or medical appointment with an accompanying physician's statement.**
- B. Illness in the immediate family that requires the student to stay home as determined by the Principal**
- C. Quarantine of the home**

- D. Death in the immediate family (maximum 3 days)**
- E. Religious observation in which a student is personally involved.**
- F. Emergency situation in which a parent can work out no other solution as determined by the Principal or for such good cause as may be acceptable to the Principal**
- G. Court appearance for child**

Examples of unexcused absences are employment, oversleeping, missing the bus, car trouble of any kind, running non-emergency errands, shopping, and running out-of-school errands.

Upon return to school the student must provide a written excuse to school administration within **seventy-two (72) hours to verify the absence.** Any absences not verified within the seventy-two (72) hour window will be deemed unexcused regardless of the nature of the absence. It will be the responsibility of the student to receive make-up work from the teacher and to have such returned by the specified date as set by the school. Teachers have the authority to assign zeros for all work that is not made up by the specified date. With exception of pre-approved absences, students have the same number of days missed to complete make-up work. For example, if a student misses two days, the make-up work is due on the third day back to school.

When a student is absent, **the parent or guardian should call the school between 7-8:30 a.m..** to inform school officials that their child will not attend school that day. As required by law, if the office does not receive a phone call by the completion of attendance a school representative will attempt to contact the home.

Appointments -Doctors, Dentist, etc...

Appointments should be made outside school time. If this is not possible the student should bring a note from home requesting early dismissal. The student will be given a slip from office to signify time of excusal. Students must stop in to be signed out in the main office upon leaving. The Principal may call the doctor's office to verify the appointment. When students return to school they need to provide a slip from their doctor, dentist, therapist, etc. verifying the appointment date and time. If they return to school the same day they should sign back in.

Excessive Absences

Other than specified above as excused absences, all other absences shall be considered unexcused absences. When a student meets the following thresholds, the corresponding actions will be taken by the School District in accordance with Ohio Law (ORC 2151.011):

Habitual Truancy [2151.011(B)(18)] is defined as absence of thirty (30) or more school hours consecutively or forty-two (42) hours/month or seventy-two (72) hours/year without legitimate cause.

1. Hours Threshold One [38 school hours/month or 65 school hours/year] for excused or unexcused absences:

- a. Send letter home to parent/guardian
- b. Truancy Intervention Plan must be developed for student

2. Hours Threshold Two [30 or more consecutive school hours or 42 school hours/month or 72 school hours/years] for unexcused absences:

- a. Absence Intervention Team assigned within seven (7) days
- b. Make three (3) good faith attempts to engage parents to determine if Children's Services referral is needed.
- c. Within fourteen (14) days of assignment of Absence Intervention Team, an Absence Intervention Plan must be developed
- d. Within seven (7) days of Plan being developed, provide in writing to parents. If juvenile refuses to participate or fails to make satisfactory progress on plan, a complaint will be filed with the Juvenile Court no later than sixty-one (61) days after plan implementation.

Summary

Number of Hours Absent	Policy
1-65 School Hours	Parent note required and accepted to validate absences.
65 + School Hours	Official documentation required in addition to parent note to validate absences.
65 + School Hours WITHOUT proper documentation	Policy will require a plan be put into place and charges to be filed if further absences take place.

Methods of Communication with Regards to Attendance Problems

1. Teachers will compile daily attendance and report concerns to the Leona Middle School office.
2. Days absent will be displayed on quarterly report cards.
3. Written correspondence will be sent home when the following thresholds are met. A student is absent for thirty-eight (38) school hours b. A student is absent for sixty-five (65) school hours4.
- Other informal means of communication such as phone calls may be used as needed.

PARENTAL EDUCATION AND TRAINING POLICY

The Board of Education of the Shadyside Local School District hereby adopts the following Parental Education and Training Policy in accordance with Ohio Revised Code Section 3313.663(B).

Parent(s) and/or guardian(s) of any student of the District, which student is truant or habitually absent from school, shall attend the Absence Intervention Team Meeting as scheduled by District Personnel and/or the Parent Intervention Meeting as scheduled by the Truancy Officer of the Belmont County Court of Common Pleas, Juvenile Division.

For purposes of this Policy, a student shall be considered truant or habitually absent if the student is absent without legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year.

This Policy is written into the Student Handbook and follows state law and district policies.

Failure of Parents/Guardians to adhere to this Policy may result in a referral by the Truancy Officer to the Belmont County Prosecutor's Office for charges pursuant to Ohio Revised Code Section 2919.222, Parental Education Neglect, a Misdemeanor of the 4th Degree, punishable by up to a thirty (30) day jail sentence and/or up to a two hundred and fifty dollar (\$250.00) fine.

Vacations - All vacations will be unexcused unless the building principal has granted prior approval. Vacations do count toward the total number of days that a student can be absent; therefore we encourage students to take vacations during school vacation time.

Appointments - Require a note from home. Please include the time the student is to be dismissed. A student who is signed out for an appointment will be assigned number of hours missed during that time period.

If a child becomes ill during the school day and is unable to remain in school, the office will contact a parent to arrange the parent / guardian to take the child home. Parents and/or guardians will be required to come to the office to check the child out.

*** Please send in the Doctor's Excuse to the office when your child has been sick.**

**** You will receive a letter from Mr. Roseberry(office) when your child has gone over allowable hours. These hours have been put into place by the state of Ohio and is not a district decision. Mr.Roseberry will work with the Belmont County Truancy Officer to help in chronic attendance issues.**

It is important that everyone understands how important school attendance is to success at school. When students miss multiple days of instruction the students fall behind and it is very difficult to catch up. Our goal is to improve our attendance in all grades for 2025-26.

Medication

Whenever possible, medication should be administered at home.

1. Students are not allowed to carry medication (prescription or nonprescription) on their person at any time. These medications can be confused with illegal drugs and can be dangerous to other students.
2. Students are not allowed to self-medicate. A school staff member must dispense medication.

Medication authorization forms for prescription and nonprescription drugs are available in the office. Forms expire at the end of the year, or if there is a change in the prescription. A copy of the medication authorization form must be on file in the office.

Information for medications related to allergies, must be on file with the office, as well.

Prescription drugs may be administered at the school only if:

1. A signed order from the physician and signed parent permission form is brought to school with the prescription. No medication can be dispensed unless this is received.
2. The prescribed medication is in the original prescription container. (The pharmacist will provide a container for school if you request it) labeled with the following information:

- Student's name
- Date
- Name of the drug
- Dosage and time interval
- Doctor's name

Non prescription drugs may be administered at school only if:

1. A medication authorization form is completed and signed by a parent or guardian. No medication can be dispensed unless this is on file in the office.
2. Medication is in the original container.

Control of Communicable Diseases and Pests

A school has a high concentration of people. Therefore, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: covid, diphtheria, scarlet fever, strep infections, conjunctivitis (pink eye), whooping cough, mumps, measles, rubella, coronavirus and other conditions indicated by the local and state health departments. Parents will be contacted to come pick their child up if there is a concern. Our nurse can be contacted for any questions you may have.

Cafeteria

Leona Middle School offers an excellent hot lunch program. Mrs. Neavin sees to it that our students are fed well and make it a good experience with her friendly and positive interaction with our students. Students are also permitted to bring their lunch to eat in the cafeteria. Leona Middle School operates as a closed lunch program and students are not permitted to leave the building for lunch.

Free and reduced lunch forms are sent home on the first day of school. These forms are also available in the office. Students previously on the free and reduced lunch program may continue for the first two weeks of school. New forms must be completed each year. You will be notified when the form is approved. Any student receiving free or reduced lunch must pay full price for milk when bringing a packed lunch.

We meet each morning in the cafeteria. There should be no HOT DRINKS, Energy Drinks, or POP. Water only.

Free and reduced lunch forms are available online beginning August 1 of the current school year. They can be accessed using the Shadyside Local School District website. Paper forms are also available in the office; however, the online form is preferred. New forms **MUST** be completed each year. You will be notified when the form is approved.

Any student receiving free or reduced lunch must pay **FULL PRICE** for milk when bringing a packed lunch or when getting an extra milk.

Student Breakfast Prices Student Lunch Prices

(All trays, breakfast and lunch, include milk)

Full price: \$1.50 Full price: \$3.50

Free: No Charge Free: No Charge

Reduced: No Charge Reduced: No Charge

Extra Milk: \$0.50 Extra Milk: \$0.50

LUNCH PAYMENT POLICY

A computerized accounting system is used at the schools. Each student has a PIN assigned to them.

Payments can be made on a daily basis or you can put any sum on your child's account and it will remain on the account until he/she buys lunch or breakfast off of their account. When your child goes through the breakfast/lunch line, the appropriate cost will be deducted from your account. Please send in cash, check (made payable to Jefferson Elementary), or call the office to pay over the phone with card. You are also able to pay lunch balances and add funds to student lunch accounts by accessing PaySchools Central Parent Portal on the Shadyside Local School District website.

POLICY ON CHARGING LUNCHES/BREAKFASTS

Charges are allowed per student. After excessive charges and failure to bring accounts current, students will be served a standard lunch (sandwich, fruit, and a milk) until the account is paid in full. The appropriate cost for the sandwich, fruit, and milk is the standard price of \$3.50 and will be deducted from the child's account.

If after one week the parent(s)/guardian(s) fail to provide the student with a packed lunch or lunch money, school district personnel may be asked to intercede on behalf of the student. If the parent(s)/guardian(s) continue to fail to provide the student with a packed lunch or lunch money after school district personnel have interceded on behalf of the student(s), the district will file a report with the appropriate agency.

Lunchbox students may purchase or charge a milk as long as they do not have a negative balance on their account.

No charging allowed two (2) weeks prior to the end of the school year.

Students are not permitted to buy extra milk if they owe for any unpaid charges.

Once the student nears his/her charge limit, the school personnel will provide any of the following reminders in an effort to help the student continue to receive school meals:

- Student receives a verbal reminder
- Parent or guardian receives a written note/letter via the student or in the mail.
- Automated text notification sent to parents.

The Free and Reduced Meal Applications are available for all families! Please contact Dr. Mehlman at (740) 676-9669 with any questions in regard to the online or paper Free and Reduced Meal Applications.

All meal charges must be paid off by the end of the school year.

Breakfast is not served when we are on 2 hour delays.

Fees

Leona Middle School requests a fee for the school year (\$40). This includes the technology fee (\$10). The fee amount allows the teachers to provide additional learning activity and materials that may not otherwise be available. It is the responsibility of the parents to pay for all fees owed to the school. Students whose fees that have not been paid by the end of the year will have their report cards held and this 40 dollars will be added to next years amount. We realize that you may not be able to pay the full fee in one payment. Installments are welcomed. All fees must be paid no later than March 31. If you want to set up a payment plan or have any questions, please contact Mrs. Gorrell, School Secretary at 676-9220.

Custody

Parents have an obligation to inform the school anytime the custody of a child changes. The school officials will need to see the original court order and will copy the sections pertaining to the child's custody. It is the parents' / guardians' responsibility to send current paperwork to the school office.

Child Abuse

School Personnel are required by law to report any evidence of child neglect or abuse to Belmont County Children Services. The school will also cooperate with law enforcement officials.

Parent Broadcast

Parent Broadcast is our school-to-family notification service. With the convenience of this service, we can quickly contact all families in a matter of minutes with urgent and non-urgent news. We expect to use the service for general school information, school closings, delayed openings or early dismissals due to bad weather.

If your contact phone number has recently changed, please contact the school with any updated information.

If for any reason you choose not to participate and would like your primary phone number removed, please contact the superintendent's office at 676-3235. By declining, you will not receive Parent Broadcast announcements.

X Account

During the course of the year Mr. Roseberry will put basic information and some daily activities on our X Account account.(LeonaShadyside@LeonaShadyside1)

Dress Policy

Anything distracting or detrimental to the educational program cannot be considered appropriate. Our dress should reflect a positive image of our students and school. There is a **difference** in what is worn at home and what should be worn here at school. This will require cooperation between home and school.

The following limitations will be observed:

1. Inappropriate pictures/messages such as liquor advertisements, sexually suggestive messages or drug related messages are not permitted. None will degenerate others on a basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
2. Shorts and skirts must be at least mid thigh length. Shorts will be permitted when **announced by the principal. Normally from beginning of school to November 1 and when principal announces sometime in Spring to the end of year. They must not have tears, holes, or cuts.**
3. All shirts ,tops,,and dresses must have straps that are a minimum width of 2 fingers . No blouses or shirts that expose the midriff, see through, or that have an inappropriate neckline.
4. Tee shirts (including undershirts) or pants/ shorts (including those that have rips or holes) that do not provide proper coverage are not permitted. **This includes designer jeans.** Holes/rips above the knee are not acceptable without proper coverage underneath. Halter tops, tops without backs or straps or spaghetti straps are not appropriate. Tank shirts must fit appropriately and include straps with a width of approximately 2 fingertips.
5. Footwear must be appropriate to insure hygiene and safety. **Open toed shoes, flip flops and heelys** are not permitted. All shoes must have a back on them for safety reasons. **We are outside for recess every day that it is above freezing and not raining or snowing.**

6. Extreme Hairstyles that disrupt the academic process are not permitted.
7. No visible body piercing or any facial or tongue piercing will be permitted with the exception of the ears.
8. No hats, visors, hoodies over head, headbands, bandanas, or scarves are to be worn in the building.
9. No leggings/yoga pants with sheer panels above the knee are permitted.
10. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. No see through material. Undergarments must not be visible.

Final interpretation of appropriate dress and grooming reside with the building principal and/or his or her designees.

Every attempt will be made to correct the problem at school before contacting the parents to correct the situation. Anything to be considered extreme and is disruptive to the school setting may be addressed.

Bus Guidelines Riding the school bus is a privilege. This privilege can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey and respect him/her at all times. **THIS IS A SAFETY ISSUE.**

If there is a bus transportation problem, please contact the bus garage immediately (676-6136). The school office is not made aware of bus incidences until the driver submits a written notice.

While riding the bus, all students must comply with the following bus rules, the student code of conduct, or any other appropriate rule(s) as determined by the bus driver. Any violation of these rules will result in disciplinary action, which may include suspension of riding privileges.

1. Obey and respect the bus driver.
2. No profanity or obscene gestures.
3. Keep aisles clear at all times.
4. No eating or drinking on the bus.
5. Keep hands, arms, feet and head inside at all times.
6. Do not leave bus without bus driver's permission.
7. Enter and exit by the front door only.
8. Stay seated at all times.
9. Do not move until the bus comes to a complete stop.
10. Do not throw objects inside the bus or out the windows.

School Facilities

Our school provides a clean, safe, attractive place to work, learn, and play. This is an effort shared by everyone.

1. Gum chewing/food is not permitted in the building or playground, with the exception of approved activities by teacher.
2. Textbooks will be covered if need be and handled with care. Students will be required to pay for lost or damaged textbooks.
3. Lockers are the property of the Board of Education and may be searched without student approval. A key or combination should be turned in to homeroom teachers. Please do not put any signs or papers on the outside of the lockers. Regular locker cleanup times will be set by teachers.
4. We do allow water only outside of the cafeteria. All pop, juice, and other liquids must be consumed in the cafeteria.

Assemblies and Extracurricular Activities

We expect our students to always follow the directions of the teachers while taking part in school assemblies. It also has always been tradition to walk to the high school for a few of the Football Pep Rallies.

Field Trips

Field trips are planned throughout the year. They are learning opportunities, but are a **privilege**. Students who choose to be **discipline problems** or have **unauthorized poor attendance** during the year **may not** be allowed to attend.

Dances

Dances are an opportunity for grades 4-6 to get together and socialize throughout the school year. The students have fun and enjoy the opportunity to get together. Normally there are 3 or 4 scheduled during the year. (All school rules must be followed at dances.) All behavior incidences at dances are handled as if in school. **It is possible to lose the privilege to attend dances and/or receive discipline.** This again is up to the discretion of the principal or his designee.

Discipline

Philosophy - It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right but also the duty to insist on good behavior. **We are here to learn. We expect respect for all adults and other students here at Leona.** The right of discipline extends to all areas of the school program. The building principal is charged with the proper enforcement of discipline in the total school setting. He/ She has the discretionary authority to use, or authorize other certificated personnel to use the following disciplinary measures to correct pupil behavior:

All students have the right to an education in a positive environment free from disruptions which interfere with teaching and learning activities and free from discrimination or harassment based upon gender, race, national origin, religion or disability.

Leona Middle School provides a positive environment for learning. All members of our school community are encouraged to achieve their personal best and to work collaboratively.

Our Code of Conduct is founded on three basic rules:

BE RESPECTFUL, BE RESPONSIBLE, AND BE READY TO LEARN

We will address behavior that is a disruption to the positive school environment we have established here at Leona Middle School. Some of the ways we address issues are:

1. Arrange student conference
2. Establish loss of privilege(s) (including recess, field trips, dances)
3. Assign detention. This could include lunch detention, After-school detention, or Saturday School
4. Arrange a parent conference
5. Recommend/ require counseling
6. Implement emergency removal
7. Out of School suspension (including C-Cap in St. Clairsville) (C-CAP is for 5th/6th grade ONLY)
8. Insist upon restitution
9. Call juvenile authorities, our own Resource officer on duty and/or notify police
10. Recommend expulsion to the Superintendent

5th and 6th graders may receive discipline that includes that they will have to attend **C-Cap** in **St. Clairsville**. They will catch our bus at high school and be dropped off there to catch their normal bus home. They complete all assignments at C-Cap during their suspension.

Violations by a student of any one or more of the following rules on school grounds or at school activities or school sponsored events on district/ school grounds may result in disciplinary action. These rules are not meant to be all inclusive. Anything not listed specifically but causing a disruption to the educational process may be treated as insubordination.

1. Assault - physical, harassment and threats - A student shall not hit, grab, bite, kick or behave in such a way as to cause physical injury to another person. (Student or staff)
2. Cheating - A student shall not use any unauthorized information from any source to improve academic or extracurricular performance.
3. Damage or Destruction of Property - A student shall not cause or attempt to damage or disfigure school or private property.
4. Dangerous Weapons - A student shall not possess, handle, transmit, or conceal dangerous weapons or instruments. This includes, but is not limited to, knives, guns, objects that are look-alike, and explosives. (No squirt guns)
5. A student will not, by use of violence, force, coercion, threat, harassment, insubordination, bullying, or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
6. **Personal Communication Devices (CELL PHONE Policy)- A student must follow school and board policy prohibiting the use of electronic devices. While we live in an age where we understand parents wish their child to have phones for after school activities, etc., they will not be able to use them during the school academic day. They may use them in the gym only in the morning and at end of the day. They are not ever to be used in restrooms, hallways, or classrooms. If it is an emergency the student can come to office and use in office or use school phone to call home. They are very distracting to the academic setting and our goal is to limit those distractions. Leona Middle School CANNOT be held responsible for these very expensive devices Phones must never be visible during class for any reason. It would be better for the student to keep in locker or book bag. It is also a good idea for all parents to monitor your child's phone at home to make sure no problems are happening at home that may cause issues at school. There are so many negative things that are happening with students that have 24/7 access to each other by phone and also the ability to reach so many inappropriate websites.** Also, Game boys, mp3 players and other devices are to be left at home. The school cannot be held responsible for lost, broken, or stolen items. If any item is visible or causes a disruption during the school day, it will be taken and returned at the end of the day. A second offense will result in the item being sent to principal to be picked up at end of day. Any additional offense will result in the item having to be picked up by parent and not allowing device back in the building.(Phones, Ear Buds, Head Phones, Tablets etc are included in this.) There have also been some issues with **Apple Watches** and if they become a distraction or are used inappropriately we will ask that they not wear them.
7. Inappropriate use of any communication device, chromebook, IPAD - Students shall not have any inappropriate material which would include pornography of any kind. **Contents of cell phones may be searched if there exists a reasonable suspicion that it something that goes against District Policy. We also can access their chromebook at any time to review any material(websites/apps) searched or downloaded.**

8. Extortion - A student is not permitted to be involved in the act of extortion.
9. False alarms, arson or attempted arson - A student shall not make false alarms, including fire and/or bomb threats; nor shall they commit or attempt arson.
10. Fighting - A student shall not fight, incite and/or encourage others to fight.
11. Internet Use - A student must adhere to policies governing internet usage.
12. Leaving School Grounds - A student shall not leave school grounds during the school day without parental and administrative approval.
13. Narcotics and Alcoholic Beverages - A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug narcotic, 'look alike' drugs or any substance that causes physical or mental change.
14. Unacceptable language— A student shall not verbally or write any profane, indecent, or obscene language, messages gestures, signs, pictures, publications. Ethnic name calling of any kind is unacceptable.
15. Stealing - A student shall not take property belonging to another.
16. Tobacco - A student shall not smoke, transmit, conceal, use or possess any tobacco product. Smoking is defined as having a lit or unlit cigarette, e-cigarette, vaping instrument or other smoking equipment in the hand or mouth. The objects will be confiscated. No Vape equipment is to be on school grounds.
17. Unauthorized touching - A student is prohibited from unauthorized or inappropriate touching, including hitting, grabbing, pushing, kissing , hugging, holding hands ,etc.
18. **Bullying** , harassment, or intimidation includes any **intentional, persistent, and repetitive** written, verbal, graphic, electronically submitted, or physical act that a student or group of students exhibits toward another student and the behavior both: a). **causes mental or physical harm** to the other student AND b). is **sufficiently severe** that it creates an **intimidating, threatening, or abusive educational** environment for the victim. Bullying is not mutually not getting along, arguing , or fighting. While these type of things cause distress and will be dealt with they do not fit the definition of Bullying.
19. Insubordination - Student shall comply with the directions of teachers or other authorized personnel during any period of time when the student is under the authority of school personnel.
20. Public Display of Affection- Students should refrain from showing affection toward other members of the student body while present on school grounds and/or at school related functions. This includes holding hands, hugging, kissing, etc.
21. Students will not use any offensive ethnic written or verbal name calling.
22. Pornographic Material/Sexting A student shall not possess ,display, or access pornographic material. This type of infraction may be criminal and will be reported.
23. Fireworks, Explosives, Smoke bombs, Knives, or Weapons of any kind as well as objects that resemble them- Students who break these types of rules could face the most serious consequences from the school and district which could include suspension, counseling, and expulsion.
24. Throwing snowballs- this could be dangerous. No throwing them in vicinity of school.
25. False alarms- Fire and /or bomb threats. Students who break these rules could face the most serious consequences from the school and district which could include suspension, counseling, and expulsion.
26. No chewing gum due to it ending up on floors, under seats and down drains.

DISCIPLINE INFRACTION/POSSIBLE CONSEQUENCES

LEVEL 1

- Unacceptable language/Disrespect
- Disruption of class
- Running in hallway
- Red' or 'Blue' behavior for the day
- Dress code violation
 - Horseplay
 - Excessive tardiness
 - Dress Code
 - Public Display of affection

*Consequences for these infractions may include a conference with the principal, recess detention, parent contact, and after-school detention depending on the incident

LEVEL 2

- Dangerous Horseplay
- Continued violations from the Level 1 infractions
- Profanity, Obscene gestures/language, or threatening comments to students
- Physical aggression
- Inappropriate toys/items brought to school
- Bullying
 - Minor damage to school or personal property (or stealing property)
 - Possession of pornographic material
 - Inappropriate use of electronics

*Consequences for these infractions may include extensive detention time, in-school suspension, Saturday school, parent conference, out of school suspension, or alternative school suspension(C-Cap) depending on the incident.

LEVEL 3

- Continued violations from the Level 1 or 2 infractions
- Fighting or harming students
- Ethnic name calling
- Making threats or harm to staff
- Extensive damage to school or personal property (or stealing property)
- Use or possession of dangerous objects, weapons, and their likeness
- Use or possession of tobacco, vaping, alcohol, or drugs, including any and all counterfeit or look alike substances
- Assault on students or staff
- Fatal Threats

*Consequences for these infractions will include school suspension (After school, out of school, Saturday school, Alternative school (C-Cap), Counseling, or a combination of

the five) We will utilize parent contact or conferences, suspension and/or a recommendation for expulsion to the superintendent if serious enough to warrant. Depending on the Level 2 or Level 3 violation, the school **may require** intervention from a counselor or student services professional before returning to school.

The **principal** has the duty to maintain a positive learning environment at Leona Middle School. Behavior that is disruptive to the classroom or building will be handled immediately. We are here to learn and he/she has a duty to make sure ALL STUDENTS have a positive learning environment. The principal has the final decision on all discipline decisions.

Emergency Drills

The safety and health of the children is paramount at all times. It is essential that students follow all guidelines. In the event the signal is given, students:

- A. Will be silent and walk rapidly to the designated area or as the teacher instructs.
- B. Once in the designated area, students are ask to remain silent, as further instructions may be necessary and critical to their safety.

Fire Drills

Rooms

100, 101, 102

Procedures

Exit side door and proceed to front sidewalk

103, 104, 105, 112

Lounge, office, conference

Exit Front Door and Proceed to sidewalk

106, 107, 108, 109, 110, 111

Exit Back door and proceed to tennis court

Gym and Stage - Exit Playground Door (North) and proceed to Basketball court.

If Exits are blocked, the teachers will direct you to the safest exit.

Tornado Drills - Students will enter interior halls in their designated areas and assume the tornado safe position.

Diagrams are posted in each room and drills will be practiced.

Intruder and other Emergency Drills are conducted throughout the year and at various times without prior warning to students. Our goal is to always keep your children safe.

(Leona Middle School has camera's in and outside of the building that are active 24 hours a day.)

Classroom/Common Area Discipline

Teachers will use a discipline framework which utilizes various aspects of our Positive Behavior Intervention Supports program. The system will inform parents what kind of day/week their child has had as far as behavior.

Homework Expectations

Homework is an extension of the academic day. Homework will help reinforce the skills taught during the school day. Please help your child develop positive homework habits. If students fail to complete their homework, they may be required to complete it during recess time.

If missed homework becomes frequent, the teacher will contact the parent to try to solve the problem. If the problem still exists, a meeting will be set up with the parents, teachers, and principal to create a homework plan.

We strive to create a positive learning environment here at Leona. Positive Behavior Intervention & Supports(PBIS) is a framework where we teach and encourage our behavior expectations directly , using a best practice approach. Our goal is to create an environment based on the teaching of positive behavior on a daily basis and being consistent in our discipline.

How do we do it?

We use PBIS (Positive Behavior Intervention Supports) and the 6 Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Mr. Roseberry goes over each one during his weekly student talks, on announcements during the year and we address it at the classroom level throughout the year.

We use the following to focus on POSITIVE BEHAVIOR:

Monday minute - Mr. Roseberry will talk on a certain topic to encourage positive behavior or safety every Monday before school day starts.

Wednesday Wake-up- Mr.Roseberry will add something that has been an issue that needs addressed in middle of week to make sure all students understand our expectations.

Awesome Pawsome - Students can receive recognition by doing the right thing, helping out, turning in lost items, honesty, being kind to someone. They have name announced, letter home, and name on board outside the office.

Student of the Month - One student in every grade level each month is chosen to be recognized.

9 WEEKS AWARDS

Along with the changes in reporting behavior and homework, we also have a rewards/ recognition program. We will have a behavior award and homework award. Also, students will be recognized for being on the Honor Roll and Principal's List.

Behavior Award - 0-1 days allowance for behavior during the 9 weeks

Homework Award - 0-1 missing assignments during the 9 weeks

Perfect Attendance - No missed days ,partial days, or more that 3 tardies per 9 weeks.

Honor Roll: This award will be given to students that earn nothing lower than a B for the 9 week period.

Principal List: Students that receive all A's on their report card

*Honor Roll and Principal List will be for newspaper and website listing purposes

Individual grades and teachers also give out awards for a variety of accomplishments at the end of each 9 weeks and encourage students on an ongoing basis by rewarding Positive outcomes.

Testing 2026-27

4th grade- COGAT for Gifted testing/ December 2026

Math/Reading monitoring

Ohio's State Tests in English Language Arts, Mathematics, Science and Social Studies (OST)

Each school district chooses a consecutive series of school days to administer state tests within specified windows, or periods of **time**.

FALL 2026 TEST ADMINISTRATION WINDOWS•

Fall Grade 3 English language arts: Oct. 19-November 6, 2026
Five consecutive school days, including makeups
Results December 8th-Online Family Report January 20, 2027
Dropout Prevention and Recovery: Sept. 14-Nov. 20, 2026
Adult Testers: Oct. 26-Nov. 20, 2026
Fall high school end-of-course: Nov. 30, 2026-Jan. 15, 2027
15 consecutive school days, including makeups

SPRING 2027 TEST ADMINISTRATION WINDOWS

Dropout Prevention and Recovery: Jan. 25- April 2, 2027
Adult Testers: Feb. 8- March 5, 2027
Spring English language arts: March 29-April 30, 2027
15 consecutive school days, including makeups
Spring math/science/social studies: April 5-May 14, 2027
15 consecutive school days, including makeups
Family notification June 30, 2026

2027 ACT Tests

Spring 2027 ACT Test Dates

Districts choose test mode (paper or online) and then the start date. All of the subsequent dates for the particular mode chosen are available for testing.*

Window 1

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Paper: February 23, 2027

Online and Accommodated: February 23 - March 5, 2027

Window 2

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Paper: March 9, 2027

Online and Accommodated: March 9 - 19, 2027

Window 3

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Paper: March 23, 2027

Online and Accommodated: March 23 - April 2, 2027

Daily Schedule
Leona Middle School

Opening Bell	7:40
Homeroom	
Tardy Bell	7:50
Flex	8:00 - 8:48
1sr Period	8:50 - 9:32
2nd Period	9:34 -10:16
3rd Period	10:18 - 11:00
Lunch/Recess	11:00 - 12:00
4th Period	12:05 - 12:47
5th Period	12:49 - 1:31
6th Period	1:33- 2:20

ALL EARLY BUS STUDENTS LINE UP AT 2:20 p.m.

3rd/4th	Grade	2:25	Front exit
5th/6th	Grade	2:30	Rear exit

2 Hour Delay Schedule

Opening Bell 9:40 a.m.

Homeroom 9: 50 a.m.

1st period 10:00 a.m.-10:26 a.m.

2nd period 10:28 a.m.-10:54 a.m.

3rd period 10:56 a.m.-11:22 a.m.

Lunch 11:22 a.m. - 12:22 p.m.

4th 12:22 p.m.- 12:48 p.m.

5th 12:50 p.m.- 1:16 p.m.

6th 1:18 p.m.-1:44 p.m.

Flex 1:46 p.m.- 2:20 p.m.

Early Bus 2:20 p.m.

3rd & 4th Grade Dismissal 2:25 p.m. Front Exit

5th & 6th Grade Dismissal 2:30 p.m. Back Exit

ACCEPTABLE USE AND INTERNET SAFETY POLICY

- Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.
- The Shadyside Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.
- In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.
- Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.
- Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

- By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

Term of permitted use

- A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

Acceptable Uses - Educational Purposes Only

- The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

Unacceptable Uses of Network

- Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
- Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
- Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

Netiquette

- All users must abide by rules of network etiquette, which include the following:
- Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

General Warning; Individual Responsibility of Parents and Users

- All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

Personal Safety

- Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

“Hacking” and Other Illegal Activities

- It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

Confidentiality of Student Information

- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

Active Restriction Measures

- The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.
- Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
- The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:
 - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

- Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Failure to follow policy

- The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

Warranties/Indemnification

- The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

Updates

- Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

Chrome books and/or chargers will need to be paid for if damaged or lost. Prices are set at beginning of each year.

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August 2026

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- **Notice to Residents of the Shadyside Local School District**
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Child Find is the process of identifying, locating and evaluating all children from age three to twenty-one who may have a disability and be in need of special education and related services, regardless of the severity of the disability. The district seeks to identify through child find, all children in the Shadyside Local School District who attend a public or non-public school in the district or who are homeless or wards of the state who may be in need of special education and related services.

The Individuals with Disabilities Education Act (IDEA) is a federal law that assures children and youth with disabilities a free appropriate public education (FAPE) in the least restrictive environment (LRE). The Shadyside Local School District provides a continuum of special education programs and services for preschool and school-age students with disabilities.

A child with a disability is a child having a cognitive disability (e.g. developmental delay), hearing impairment (including deafness), visual impairment (including blindness), a speech or language impairment, a serious emotional/behavioral disturbance, an orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities.

Parents, relatives, public and private agency employees, and concerned citizens are asked to help the Shadyside Local School District find any child who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify Dr. Angela Hicks, Curriculum and Special Education Supervisor at angela.hicks@shadysidelocal.org.

Progress Report Information

In an effort to reduce district costs, as well as, being more environmentally responsible, Shadyside Local School District will no longer issue paper mid-nine weeks progress reports.

In order to view your child's data, you must have an account. If you do not have an account please email john.grinch@omeresanet.net for a registration key to create an account. Once you have the registration key please go to the following web site:

<https://pbparent.omeresanet.net/district/shs>

Once you are at the page choose to sign in if you have an account already or choose to create a new account which requires a registration key.

Once you have gained access to your child's account, you will be able to view grades, attendance and assigned work.

****IMPORTANT****

If you do not have computer access to check your student's progress please contact your student's school and a paper copy will be provided.

Teacher/Parent Conferences

Parents are encouraged to communicate with their child's teacher. Communication can often times clear up any misunderstandings between home and school. I know the teachers use several different ways to communicate with home and want the very best for your child. The teachers are available for in- person conferences or phone conferences and you can make those appointments by calling the school to arrange those. (Planned Parent -Teacher Conferences are held 3 times during the course of the year.) Fall/Winter/Spring

Signing in or signing out students to school

Please be sure that you go directly to the office when dropping off or picking up your child during school hours. Do not report directly to the class, playground, or lunchroom. This is for the safety of all our students and staff.

What is IDEA?

The Individuals with Disabilities Education Act (IDEA) governs how states and public agencies provide early intervention, special education and related services to more than 6.5 million eligible infants, toddlers, children and youth with disabilities. It ensures that students with a disability are provided with a free, appropriate, public education tailored specifically to their individual needs.

The History Behind IDEA

Legislation in 1973 provided for the establishment of vocational rehabilitation services, with special emphasis on services to those with the most severe disabilities. In 1975, Congress passed the Education for All Handicapped Children Act (EHA). This required public schools to evaluate handicapped children and, along with parental input, create an educational plan that would mirror as closely as possible the curriculum and overall educational experience of non-disabled students.

In 1990, the EHA was replaced with The Individuals With Disabilities Education Act (IDEA), in order to focus more on the individual along with improving their post-education opportunities.

The Six Pillars of IDEA

Key to the legislation are six pillars that ensure a child's education needs and progress are met with:

1. **Individualized Education Program (IEP).** The roadmap of the student's educational program. It is designed to meet the child's unique educational needs as determined by parents, educators and others who can assist in designing an appropriate course of study.

2. **Free Appropriate Public Education (FAPE).** Assurance that the student, regardless of disability, receives the same general education as his peers.
3. **Least Restrictive Environment (LRE).** Integrating special needs students into regular classrooms to the maximum extent possible.
4. **Appropriate Evaluation.** Evaluation standards that ensure the student is placed correctly, his/her progress assessed at regular intervals and receives additional help as needed.
5. **Parent and Teacher Participation.** Regular, consistent and cooperative communication between parents and educators, with an eye towards student progress and growth.
6. **Procedural Safeguards.** Parents understanding their rights and responsibilities and the mechanisms by which they may review progress, be involved and mediate disputes.

Part B vs. Part C

IDEA is comprised of two main parts:

- Part B is for children and youths ages 3-21, assisting with special education and related services.
- Part C serves infants and toddlers through age 2 with developmental delays or who have diagnosed physical or mental conditions with a high probability of resulting developmental delays. Part C is designed to help families receive early intervention services.

If you have any questions about IDEA or are looking for information for your child, please contact Dr. Angela Hicks , Curriculum /Special Ed. Supervisor at or the high school at

LEONA MIDDLE SCHOOL (676-9220)

Reminders for 2026-27

Leona Middle School

We are the best because we expect the best. (High Expectations =High Achievement)

Our top goals this year is to improve our chronic attendance/tardy rates and to achieve 80% in all tested areas.

All students will come in the front of building (South entrance) when they are dropped off on Leona Ave. Be careful as you drop off and pull out into traffic.

Please do not drop off your child before 7:25 a.m. to help with overcrowding in the gym.(First bell to homerooms do not ring until 7:40 a.m.)

3rd/4th grade will be dismissed out front(South) at 2:25 p.m. and 5th/6th out the back (North) at 2:30 p.m.

Please have your child bring their own water bottle to school. Only **water** is allowed in water bottles in the classroom.

Bell to rooms ring at 7:40 a.m. and tardy bell rings at 7:50 a.m. Students need to be in their classrooms by 7:50 a.m. or they are tardy. Chronic tardiness is unacceptable and will be handled by principal and truancy officer.

Please read attendance policy in STUDENT HANDBOOK on first day.

Be sure your number is on the Parent Broadcast System to make sure you are getting the most up to date information on your school. Also make sure you can access Progress Book to follow your students grades.

Please read and be aware of DRESS CODE in STUDENT HANDBOOK on first day.

Follow us on our site @LeonaShadyside1 X site (Twitter).

You can contact anyone here at Leona by e-mail or phone 740-676-9220.

If you have a concern to share with me, please contact me to set up a time we can meet. (740-676-9220)

**“Behind every young child who believes in himself is a parent who believed first.”
– Matthew Jacobson**

LEONA MIDDLE SCHOOL HANDBOOK AWARENESS SHEET

I have received the Student Handbook, which includes general information, procedures, and rules. This includes Acceptable USE Policy for all technology use at Leona Middle School. I realize I am responsible for following the contents for the safety and welfare of all students.

STUDENT SIGNATURE_____DATE_____

PARENT SIGNATURE_____DATE_____

During course of year we take many pictures of activities, recognition, and awards, etc.

My child's picture may be used in school publications such as yearbook, school social media platforms, newsletters, and outstanding student awards.

Please check YES or NO for the above picture use. Yes_____ No_____

THANK YOU!

Realizing that the contents of this handbook cannot be all-inclusive, the administration reserves the right to act on any issue affecting the safety, order, and discipline of students of Leona Middle School.

Failure to return does not exempt the student from the policies and guidelines found in this handbook.

