



PREBLE SHAWNEE MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK 2025-2026

5495 Somers Gratis Rd.
Camden, OH 45311
937-787-4102

This handbook belongs to:

Name_____

Address_____

City_____State_____Zip Code_____

Phone_____

Grade_____Homeroom/1st Period Teacher_____

This district provides an equal opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact one of the School District's Compliance Officers identified below:

Jennifer Taulbee (937)787-3541 ext 4002

A signature in **Final Forms** signifies that my child and I have reviewed and understand the school rules and consequences.

Surveillance Systems: Security cameras have been placed inside and outside the buildings to help provide a more secure environment. Digital recording is done on a 24-hour-a-day basis.

Dear Parent(s)/Guardian(s) and Students

We want to extend to you and your family a warm welcome to Preble Shawnee Middle School. The middle school years are an exciting time when children embark upon new adventures in the world of learning. Each year will provide important transitions and the acquisition of new skills that will enhance each student's ability to apply learning in many ways. Preble Shawnee Middle School is committed to providing a challenging and rigorous curriculum that helps each student progress at a developmentally appropriate rate and provides a safe environment for all students.

The pages of this handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office at 937.787.3541. We feel that open and clear communication between school and home is important to the success of our educational program.

We look forward to working with you and your child and to a wonderful, productive school year filled with academic experiences supported by technology and personalized learning! We appreciate your cooperation and support, and we welcome your suggestions and ideas for improvement.

Sincerely,
Jennifer D. Taulbee
Middle School Principal

PREBLE SHAWNEE LOCAL MISSION STATEMENT

Preble Shawnee Local School District is committed to building trusting partnerships with all members of our community. We aim to prepare all learners by providing high quality, future-ready educational experiences that empowers and inspires them to realize their full potential.

DISTRICT INFORMATION

<u>Central Office</u>	937-452-1283	Fax: 937-452-3926
Todd Bowling, Superintendent		
Kassie Hosley, Treasurer		
Mary Snellgrove, Director of Curriculum		
Malissa Miller, Director of Special Education		

<u>Preble Shawnee Elementary</u>	937-452-1204	Fax: 937-452-3291
Heather Campbell, Principal		
Kyle Morton, Dean of Students		

<u>Preble Shawnee Middle School</u>	937-787-4102	Fax: 937-787-3664
Jennifer Taulbee, Principal		
Daniel Taylor, Assistant Principal		

<u>Preble Shawnee High School</u>	937-787-3541	Fax: 937-787-3664
Dianna Whitis, Principal		
Daniel Taylor, Assistant Principal		

Kelli Bishop, Food Services Coordinator	937-787-4435
Jeff Johnson, Technology Coordinator	937-787-3541
Kitty Line, Transportation Coordinator	937-787-4668

Attendance is an important factor in school performance and success. It is in the best interest of each student to maintain regular school attendance. Ohio Revised Code requires school attendance of every person between six and eighteen years of age during each school day.

Preble Shawnee Local Schools/State of Ohio/Preble County Attendance Policy

House Bill 410 was passed by the Ohio General Assembly to encourage and support a preventative approach to excessive absences and truancy. Schools will create policies and outline interventions for students that are truant. **Habitual Truant** is a new term referring to any child of school age (6-18) who is absent without legitimate reason. The criteria for a **Habitually Truant** student are measured in hours not days.

- a. Absent 30 or more consecutive hours without a legitimate excuse or
- b. Absent 42 or more hours in one month without a legitimate excuse or
- c. Absent 72 or more hours in one year without a legitimate excuse.

HB 410 includes an **“Excessive Absent”** component for students missing school **with or without** legitimate reason.

- a. Absent 38 or more hours in one month **with or without** an excuse.
- b. Absent 65 or more hours in one school year **with or without** a legitimate excuse.

EXCUSED ABSENCES:

Students must be in school unless the absence has been excused for one of the reasons listed below.

Legal Reason for Absences

1. Illness - The principal or designee may require the verification of the illness by a physician.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's faith.
5. Required court appearance or subpoena by law enforcement agency.
6. Scheduled doctor or dentist appointments.
7. Vacation - A vacation form must be submitted for approval at least one week prior to the vacation. Forms are available in the attendance office and in Final Forms. . NOTE– vacation hours are excused, but they will count towards the HB 410 total.

NOTIFICATION PROCEDURES

Parents are to notify the school, before the start of first period on the day of the absence, to explain the reason their child is missing school. Parents can report their child's absence by calling the attendance secretary at 787-4102 ext. 2004. Each absence must be followed with a note upon the child's return to school. The note needs to be given to the attendance secretary. **Parents can excuse 10 absences per year without medical documentation by writing a note.** Once all 10 parent notes have been used all further absences will be considered unexcused unless a medical note is submitted. If the note has not been received within five days, the absence will be unexcused. Students with unexcused absences will be notified after the following hrs/days of unexcused absence are accumulated:

- 18 hrs/3 days = 3 day letter mailed home
- 30 hrs/5 days = 5 day letter mailed home
- 60 hrs/10 days = 10 day letter mailed home

In addition, the Preble County truancy officer will be contacted after:

- 24 hrs/4 days of unexcused absence
- 36 hrs/6 days of unexcused absence
- 48 hrs/8 days of unexcused absence
- 60 hrs/10 days of unexcused absence

ATTENDANCE NOTIFICATION PROCEDURES (CONTINUED)

If there are questions concerning the authority and guidelines used for excusing student absences from school, please see ORC 3321.04 and Chapter 3301-51 of the Ohio Administrative Code. If a question still exists, consultation with the county superintendent must occur **prior** to the excused absence being granted.

Students with chronic medical conditions may submit documentation each year from a physician to be kept on file for the current year. This documentation will be reviewed by school officials with a student's parent /guardian to develop a plan addressing all absences.

House Bill 410 requires the District to notify the County Attendance Officer in the event the student is absent **with or without** a legitimate excuse for 38 or more hours in one school month or 65 hours in a school year. The County Attendance Officer will also notify a student's parent, guardian, or custodian regarding the absences.

HB 410 requires a school district or school to (1) make at least three meaningful, good faith attempts to secure participation of the student's parent within a specified time period and (2) investigate whether failure to respond to those attempts triggers mandatory reporting to child protective services.

With specified exceptions, **HB 410** requires a complaint to be filed in juvenile court against a student (and against any person who fails to cause the child's attendance at school) on the 61st day after the implementation of an absence intervention plan, provided that the school district made meaningful attempts to re engage the student and the student refused to participate or failed to make satisfactory progress.

Excessive Absence	Steps to be taken
Triggering Instance Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year	<ul style="list-style-type: none"> • District or school's new policy must include developing a truancy intervention plan for any student who meets this absence trigger • District or school must provide written notice to the parent, within seven days of the triggering absence • District or school may utilize any other intervention strategies contained in the new policy
Habitual Truancy Triggering Instance Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year	<ul style="list-style-type: none"> • District or school must assign the student to an absence intervention team within seven days of the triggering absence • District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services • Within 14 days of assignment of a team, the team must develop an absence intervention plan • Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent • District or school may contact the court about informal enrollment of the child in an alternative to adjudication
Student refuses to participate or fails to make satisfactory progress on absence intervention plan	<ul style="list-style-type: none"> • Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation

In the event a student reaches or exceeds the number of unexcused or excused absent hours, he/she will be placed with an intervention team, parents will be notified via phone or in writing, and depending on the number of hours absent, the Preble County truancy officer or court system may become involved.

Truancy Intervention Meeting - Parents and students may be asked to attend a meeting with the Preble Shawnee Intervention Team and the Preble County Truancy Officer to discuss their student’s absences from school.

College Visits – these visitations are for juniors and seniors only. The limit is four days per year. Visits are considered an excused absence. Permission forms can be picked up in the guidance office. Forms need to be completed properly with a parent/guardian signature one week prior to the absence. Return completed forms to the guidance secretary.

TARDY/PARTIAL ABSENCES

Tardiness to School/Partial Absences: Students are expected to be in class and on time daily. Students who are late in the morning or leaving school early must report to the attendance office to sign in/out. Students arriving at school late or leaving early will have the minutes/hours counted toward the State attendance requirements. In addition, an A.M. tardy or P.M. tardy will count toward a student’s number of tardies per the building discipline policy.

Sign-in – all attendance items are taken care of in the attendance office:

7:20 AM – 8:49 AM = AM Tardy
8:50 AM – 10:30 AM = half day AM absence
After 10:30 AM = a full day absence

Athletes who arrive after 10:30 AM will not be allowed to participate in games or practice without AD/Principal permission.

Sign – out procedure:

10:30 – 12:45 = half day PM absence
12:45 – 2:15 = PM tardy

Tardiness to Class: If a student is not in the classroom before the bell rings, he/she is tardy to class, unless he/she has a pass from another teacher or the office excusing his/her tardiness.

1 st – 4 th Tardy	No action
5 th Tardy	Conference with Principal or Assistant Principal and detention
8 th Tardy	Saturday/Thursday School
10 th Tardy	Saturday/Thursday School or a combination of detention and Saturday/Thursday School
Excessive Tardiness referral	Principal Discretion – Suspension, ISD, Saturday/Thursday School x 2 and/or court referral

DISCIPLINE PROCEDURES/CODE OF CONDUCT

Successful discipline requires a joint effort among administrators, teachers, board members, parents, and students. Preble Shawnee Local Schools are committed to providing your child a quality educational opportunity. In order to successfully provide a positive learning atmosphere, student discipline must be established and maintained. We believe that all students can be well behaved. Some choose not to, but with the use of Progressive Discipline students know the consequences for their actions. With your total support, your child will have a good school experience.

Preble Shawnee Middle School Guiding principles: “Arrows are on Target”

RESPECT	RESPONSIBLE	INTEGRITY
1. Be on time to class and all activities.		
2. Be prepared (Chromebook, textbook, supplies and/or other needed materials).		
3. Complete all assignments (including homework).		
4. Use appropriate voice, language and actions.		

Preble Shawnee Middle School uses Positive Behavioral Interventions and Support (PBIS).
The Student Behavior Expectations Guide is found on page 18 of the student handbook.

In the event that negative consequences are necessary, the Middle School will follow a progressive discipline policy.

A guide of disciplinary infractions and their possible consequences is listed on page 24 of the student handbook.

Academic Misconduct (Cheating): The administration and teaching staff will not tolerate cheating, plagiarism, or possession/transmission/distribution of unauthorized information. **PLAGIARISM** – (words or ideas) from another person and claiming you wrote these words or ideas. This is considered a very serious breach of the code of conduct and is subject to disciplinary action as outlined in the individual teacher’s classroom rules as well as the school’s code of conduct.

Bullying and Other Forms of Aggressive Behavior: The Preble Shawnee Local School District has a developed policy that strictly prohibits and will not tolerate: aggressive behavior, physical, verbal, and psychological abuse, electronically transmitted threats, the creation of “hit lists” and violence within a dating relationship. Student involvement in these behaviors can result in expulsion from school and court referral. The policy can be viewed on the school district’s website. Please refer to the school website for a link to report any bullying situations.

Detention: A student who violates school rules will be assigned detention. Office detentions are to be served after school. Failing to serve detention will result in further disciplinary action being taken by the principal. Teachers may assign detentions per their own class rules. Failure to serve a teacher detention will result in an office referral and further disciplinary consequences.

Drugs/Alcohol/Tobacco: A controlled substance is defined as a drug, compound, mixture or substance in Schedule I, II, IV, or V of the Ohio Revised Code: 4729-11. Included in these schedules are narcotics such as amphetamines, depressants, hallucinogens, as well as many other types of drugs. “Counterfeit controlled substance” is defined in the following ways: 1) any drug or drug container or label that bears a trademark, trade name, or the identifying mark used without the owner granting the right to use such trademark authorization; 2) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. **(The Preble Shawnee Local Schools Board of Education has a “ZERO” tolerance for violation of this policy)**

Flight: Students fleeing an administrator or staff member to avoid questioning are considered to be admitting guilt and will be disciplined accordingly.

In-School Suspension: This is a disciplinary measure that may be used by the administration at any time during the disciplinary process with a student. Failure to comply with the rules governing ISS will result in further disciplinary actions.

Leaving Class (students): In order to leave class, students must have proper documentation and approval by the teacher. Students leaving class without permission will be considered skipping and assigned a Saturday/Thursday school. Students are not permitted out of class to speak with another student.

Leaving School Grounds: Upon boarding the school bus or driving onto school property, a student is considered to be under the direction of school rules and authority. Students are not permitted to leave school property before the end of the school day unless they have an early dismissal approved prior to leaving. Students in violation will be considered truant and appropriate disciplinary action will be taken.

Misinformation: No student shall knowingly make a false statement as to purposely mislead school personnel. Should such statements be made, appropriate discipline in the form of detention, Saturday/Thursday school, or suspension may be applied.

Profane or Obscene Language: A student shall not use profane or obscene language, either written or verbal, in communicating with any other person. This would include obscene gestures, signs, pictures, and publications that may be considered offensive to others.

Prohibited Articles: These are articles (determined by administration and staff) that are disruptive or hazardous to the learning atmosphere or other student's safety. These items will be confiscated by staff members and given to an administrator. **Any refusal will be considered insubordination.** Due to allergic reactions, substances containing strong, offensive odors are not permitted in the building.

Public Display of Affection (PDA): All students are expected to maintain a reasonable level of decency, as it relates to showing affection.

Removal from the classroom: A serious offense that disrupts instruction. If removal by the teacher/substitute, teacher aide or principal occurs, the minimum consequence is In School Suspension

Scope of Jurisdiction: The code of conduct is in effect while students are under the authority of district personnel or involved in any school district activity, on or off school grounds.

Search and Seizure: School officials have the legal right to search students, lockers, book bags, desks, computers, computer accounts, or other student-owned material at any time with reasonable suspicion.

Self-Injury: A student who participates in harmful activity toward himself or herself (self injury) may be subject to emergency removal. Prior to re-entry, the parents must provide documentation that the child has been assessed by a licensed mental health professional and is not presently at a risk for serious self-injurious behavior. This student may be referred to a crisis team.

Suspension: This is the temporary exclusion by the school principal or superintendent of a student from school and school-related activities. Per Ohio Revised Code 3313.66, any principal may suspend a student from school for a period of up to ten days for violations of the Code of Conduct. **After three major disciplinary infractions resulting in suspension, the student is subject to expulsion.** Students who are suspended or expelled may not be present on school property or participate in or attend any school activities on or off school property. A "Notice of Intended Suspension from School" form will be given to the student and explained to him/her. **The student is to take this notice home to his/her parent or guardian.** This notice also indicates the appeal procedure if the parent does not agree with the administrator's decision.

Appeal Process: Should a parent decide to appeal the suspension; he/she is to notify the principal. The suspension may be placed on hold until the appeal hearing has been conducted and a decision made.

Expulsion: This is the removal from any building within the district. Only the superintendent may expel a student. A parent may appeal the expulsion to the Board of Education by advising the superintendent. The board (or its designee) will conduct an appeal hearing and affirm, modify or reinstate the pupil. The parent will be notified in writing of the board's decision per Ohio Revised Code 3313.661. The disciplinary guidelines and all school rules apply to school buses, vehicles, and all co/extra-curricular activities. The superintendent may expel a student for up to 80 days or into the next school year.

Thursday/Saturday School: This is an assigned consequence for severe violations of the discipline code of conduct. Saturday School begins at 8:00 A.M. Thursday School begins at 2:45 P.M. Each session runs for three hours. (8 – 11 am) (2:45 – 5:45 pm) Tardy students will be dismissed and may receive out of school suspension. Any absence must be excused with a doctor's note. **No food or drink is permitted. Students without a completed assignment sheet will not be allowed to serve which will result in rescheduling or suspension.**

Vandalism: This is the willful or malicious destruction/defacing of public or private property. Restitution of damages will be required, and disciplinary action will occur. Any intentional act to add, alter, remove, change, or delete any program or operation of a technology related item will be considered as an act of vandalism. All privileges associated with technology may be lost. If the district incurs an expense as a result, students or parents will be held liable for reimbursement to the school district. Students may face suspension/expulsion for vandalism.

Weapons: The Preble Shawnee Board of Education is committed to providing students and staff with a safe educational environment. No person shall bring, possess, or transfer weapons while on school property or at school-sponsored events. In accordance with Ohio Revised Code 3313.66 Part 2 B, the superintendent shall expel a pupil from school for a period of one year for bringing a firearm onto school-owned property or into a district-owned building. In addition to expulsion, local law enforcement will be contacted regarding criminal prosecution.

GENERAL INFORMATION

Accidents: All accidents or injuries in the school building or on school grounds during a school activity must be immediately reported to the person in charge.

Assemblies: Students will be courteous, attentive, and cooperative for the speaker/presenter.

Athletic Eligibility: Preble Shawnee requires a 1.3 GPA and follows the Ohio High School Athletic Association Guidelines stating you must **PASS classes** in a Grading period. A grading period is defined as a nine-week length of time adopted by the Preble Shawnee Board of Education. Preble Shawnee board policy (5421) and OHSAA Bylaw (4-4-3 exception 2) states the length of time, after a grading window closes, in which a student becomes eligible or ineligible. All reported grades, at the end of a nine-week period, determine eligibility. Any grade changes, after the grading period closes, **will not** affect eligibility. Students receiving incompletes for one or more courses may have eligibility restored by the OHSAA director's office once the grade is changed to passing and providing the student meets the exceptions under OHSAA Bylaw 4-4-1.

Book Bags: For safety reasons, book bags must be stored in lockers during the school day. The principal will determine whether or not an item is considered a book bag.

Bus Transportation: The Board furnishes transportation in compliance with Ohio law. Students on the bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures have been followed. Students may only get off the bus at their assigned stop, unless the transportation director has been previously notified by phone at (937) 787-3541, Ext. 2030.

Notes are not accepted. You must have prior permission to ride a different bus. ** Only in Emergencies**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

- Students are always to go directly to their assigned seats and remain seated, keeping the aisle and exits clear.
- Disruptive activities, the use of profanity, possession or use of tobacco, alcohol or drugs, lighting matches or lighters are prohibited. No aerosol cans (hair spray, deodorant, etc.) are permitted on the bus.
- Transportation of animals, firearms and dangerous weapons are prohibited.
- Any misconduct that will distract the driver is prohibited.
- No food, drink or chewing gum is permitted on the bus at any time.
- Electronic devices may not be visible or used on the bus during school hours, unless permitted by an individual bus driver.
- No part of the body or any object is to be extended out of the window at any time. Students may not throw or pass objects on, from, or into the bus. Students may carry on the bus only items that can be held in their laps
- Students are to arrive at their bus stop five minutes before the bus is scheduled to arrive and wait in a location clear of traffic and away from the bus. Behavior at the bus stop must follow the Code of Conduct. Students are to remain seated until the bus has come to a stop.
- Students are to exit the bus and go to their place of safety until the bus leaves.
- Students are not permitted to exit the bus and go to the mailbox until the bus has left the area.
- Students crossing the road must wait for the driver's hand signal to cross.
- **Absolute silence shall be observed at all railroad crossings.**

Bus Rule Violations / Discipline Procedure

First Offense: Written report filed by driver. Principal will hold a conference with the student and issue a verbal reprimand and/or take disciplinary action, depending on the offense. Parents will be notified.

Second Offense: Written report filed by the driver. Principal will hold a conference with the student. Students are subject to detention, ISD, Sat/Thurs school. Parents will be notified.

Third Offense: Written report filed by driver. The student will be subject to 3-day bus suspension. Parents will be notified.

Continued Misconduct/Repeated Offenses: Multiple day bus suspensions (up to 10 days per infraction) and possible recommendation for denial of bus riding privileges and court referral may result.

Severity Clause: If in the judgment of the principal, the incident warrants more severe consequences, he/she may omit steps. Serious offenses may be referred to the Student Discipline Code for punishment.

Cafeteria Guidelines: Preble Shawnee has a closed lunch policy and all students must report during the appropriate scheduled lunch time unless excused by a teacher or administrator. All are encouraged to purchase a lunch or bring a bag lunch from home. **All food, drink must be consumed in the cafeteria.** Students are responsible for putting their trays, silverware, paper trash, etc. in the proper area/container. The table is to be left clean for others. Students must be courteous to all cafeteria staff and remain in their seats unless throwing away trash or given permission to leave. Insubordination will not be tolerated and disciplinary consequences will be issued. Students are restricted to the lunchroom and must have a pass from a teacher or cafeteria monitor to leave. The vending machines are off limits to any student not already in the lunchroom.

Playground Guidelines:

- Appropriate outer clothing (coats, hats, gloves, boots, etc.) must be worn during cold weather.
- Students are to be respectful and courteous to all students and staff.
- Displays of aggressive behavior during independent or group play will result in disciplinary action. (This includes basketball, soccer, and/or use of playground equipment.)
- Contact sports (football, wrestling, boxing) are not permitted.
- Students are to follow all school safety rules and procedures.
- Running games are to be played on the grass.
- Hardballs, wooden or aluminum bats, skates, rollerblades, skateboards, and scooters are not permitted on the playground.
- Retrieve out-of-bounds balls only with the playground supervisor's permission.
- Standing on swings and slides are not permitted.
- Doubling on swings and slides, jumping out of a moving swing, and swinging sideways or in a circle are prohibited.
- Throwing snowballs, sticks, stones, and other objects is prohibited.
- Hanging upside down from any playground equipment is prohibited.

Complaints by the General Public (Board of Education Policy, Public Complaints): Any requests, suggestions, complaints, or grievances reaching the Board, Board members, or administration regarding a staff member should utilize the following:

Level 1 – Shall be addressed initially to the staff member who will discuss it promptly with the complainant.

Level 2 – A meeting with the staff member and the principal

Level 3 – A written request for a conference shall be submitted to the superintendent with a copy to the Board.

This request should include:

- a) Specific nature of complaint and statements of fact.
- b) The way the child or complainant has been adversely affected.
- c) The action that the complainant wishes to take and supportive rationale for that action.

Should the matter be resolved in conference with the superintendent, the Board shall be advised of the resolution.

Level 4 - The complainant shall request in writing a hearing with the Board. After reviewing all materials related to the case, the Board shall provide the complainant with a written decision within ten days following the hearing.

Dances: Dances are for Preble Shawnee MS students only. All school rules apply during dances. There is no readmission should a student leave the dance. They must leave school property. All disc jockeys or bands must receive prior approval by the principal.

Dress Code (Grooming): The expectation of the administration is that each student's dress and grooming should be appropriate for school. Students have a responsibility and right to choose how they dress as long as the clothes they wear are well groomed, neat, clean, in good taste and appropriate for school.

The dress code provisions listed below are not meant to keep students from expressing themselves but to teach proper attire in a given situation and to permit the proper management and control of the learning atmosphere for the student body for 7 hours out of 24 hours a day. All students are expected to dress in a manner which will not bring undue attention to themselves and provide guidelines that can be enforced by staff.

Use the following as a guide to dress appropriately on a daily basis:

Clothing must be clean, well -fitted and in good taste. Pants should not have any holes above the mid-thigh and must be worn at the waist. Tights, yoga pants, running tights may be worn but must be covered by apparel that covers the bottom. Dresses, skirts and shorts shall be mid-thigh in length or longer. No head coverings (hats, bandannas, hoods etc.) should be worn during school hours. Pants and shorts must be worn at the waistline. Midriff tops, short tops, tank tops, halter-tops, string tops, or lace tops are not permitted and the midriff area must

be covered. Open Mesh garments or garments with large open sides may not be worn without an appropriate under liner. Clothing with references to the following will not be permitted: drugs, alcohol, tobacco, weapons, gang related symbols, inappropriate political statements, racially divisive symbols, and sexual suggestions. Shoes shall be worn for health and safety reasons. Outdoor apparel should be stored in the student's locker during the school day.

Students who are involved in after-school activities, which include athletics, are expected to dress appropriately, as determined by administration.

The responsibility of enforcing the dress code belongs to faculty, students, parents/guardians as well as the administration. In questionable situations, the administration will have the right to decide what is acceptable and unacceptable dress or appearance. The Principal may approve changes in the dress code for special occasions or special school events.

Electronic Devices (Cell Phones): The Middle School is a cell-phone free zone. Cell phones must remain in the student's locker from the beginning of the school day (7:00AM) until the end of the school day (2:15PM). The only exception to this rule are students who have a documented chronic medical condition that requires a cell phone to monitor such condition (ex. diabetes). This policy allows our students to be more present and engaged in their learning. The intent is to support our students in their academic success by removing a major distraction while promoting face to face interaction and connection. From getting alerts during class to the sending of inappropriate messages and/or pictures, cell phones are a major disruption to the educational process. Any cell phone in view will be considered a violation of the Middle School rules. The consequences are outlined below. Beginning with the 3rd offense, the cell phone will be confiscated and securely held until a parent/guardian is able to pick it up from the school.

1st Offense: Strong Warning

2nd Offense: Detention

3rd Offense: 1 day of In School Suspension and parent/guardian must pick up phone

4th Offense: 2 days of In School Suspension and parent/guardian must pick up phone

5th Offense: 3 days of In School Suspension and parent/guardian must pick up phone

6th Offense: 3 Day Suspension and parent/guardian must pick up phone

We understand that there are parents/guardians who rely on contacting their child throughout the day. Please know that if you need to speak with your child, you are welcome to call the Middle School Office (937.787.3541, press 1) at any time. Likewise, if any child needs to contact their parent/guardian they are permitted to call from the Middle School office.

Emergency Disaster Plan: Each building has an emergency disaster plan designed to provide for the safety of students and staff in cases of various emergency situations.

Fees (school): Families are expected to have all fees paid in a timely manner. All students must have 25% of school fees paid at the end of 1st quarter, 50% at the semester break, 75% at the end of 3rd quarter, and 100% by the end of each school year. Failure to pay fee percentages will prevent students from participating in school functions and privileges. These functions and privileges are: 6th grade camp and the 8th grade Washington D.C. Trip. Fees for instructional materials will be waived for students from families who receive Aid to Dependent Children or Disability Assistance. The fees will be waived upon completion of an application for waiver and proof of eligibility. Contact your child's guidance office for this waiver application form

FERPA and Directory Information: The Preble Shawnee Local School District is in compliance with the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the principal's office secretary

Field Trips: Students must meet the following in order to participate in a field trip:

- 1.. Complete emergency medical form in Final Forms
2. Parent permission
3. No excessive absence hrs.
4. No major office referrals
5. All fees must be paid (6th grade Camp and 8th Grade Washington DC trip only)

Fire Drills: Fire drills will be held at least once a month. At the sound of the fire alarm, all students must be quiet (no talking is permitted). Students and staff will exit the building quickly and orderly. Follow the procedures posted on the Fire Drill procedures card in the classroom. The following rules apply:

1. Leave your room/area walking in an orderly manner.
2. Leave all books/supplies in the room.
3. Stay with your class until 'all clear' is given.
4. Return to your room as quietly as you left.
5. Respond immediately to the teacher's instructions.

Library Use: When using the library, students should be polite to library staff. An atmosphere of "quiet study" will exist in the library. Students who are not with a class attending the library must have an official pass signed by a teacher. Library staff have the right to deny access to the library or to send students back to class.

Lockers: Lockers are the property of the school. Each student will be assigned a hallway locker. Nobody else should have access to your locker. Students are not permitted to switch or share lockers. Do not give your locker combination to anyone. You are responsible for keeping your locker locked and neat. No student created signs, paint, or posters are permitted on the outside of your locker. The locker and its contents are the property of the school and are subject to inspection by school authorities. If you have a problem with your lock/locker doors, report it to the downstairs unit office or the guidance office.

Medications (dispensing): Students needing to take any prescription or over the counter medication at school must provide a written request from a physician and parent(s) to the appropriate school personnel, that the drug be administered to the student. Students should bring only the amount needed while in school and in the original container. Students may carry their inhalers with them after filling out the medication permission form.

Physical Education Classes: Attendance and participation determine much of the grade earned, so it is imperative that each student change into athletic clothing and become an active participant each class period. Students must have shorts, T-shirt, and non-street gym shoes every day for class. Students with a temporary disability (illness or injury) will be provided accommodations, until he or she can return to normal activity, so they may complete the course. Alternative arrangements may also be considered. Discipline will be progressive for non-participation without an approved note. ***Valuables are to be locked in the student's assigned locker as the school is not responsible for damage or theft. Large amounts of money should not be brought to school or left unattended.***

School Closings: In the event of inclement weather, the school may close or delay the starting time, or dismiss early. Parents and students will be notified through the **Thrillshare (text and phone call)** system. School closings, delays, or early dismissals will also be posted on social media.

Severe Weather/Tornado Drills: No talking when the signal sounds. Move quickly to your assigned area and assume a safe position. There is to be absolutely no talking. Listen for instructions at the end of the drill or for an ALL CLEAR call over the PA system. Proceed quietly back to the classroom.

Textbooks: Textbooks are the property of the Preble Shawnee Board of Education and are loaned to the student for use during the school year. Fines will be assessed for textbook damage caused by marking or rough handling. Lost books will be assessed at full value the first two years: 80% the third year, 60% the fourth year, and 50% the fifth year.

Visitors: Parents or other adults who have business at the school **MUST** identify themselves by video monitor at the front entrances before entrance is allowed.

GUIDANCE DEPARTMENT

Grading Scale: The following percentages are approved by the Board of Education.

A	= 94 to 100	C	= 73 to 76
A-	= 90 to 93	C-	= 70 to 72
B+	= 87 to 89	D+	= 67 to 69
B	= 83 to 86	D	= 63 to 66
B-	= 80 to 82	D-	= 60 to 62
C+	= 77 to 79	F	= 59 or below

Honor Roll: Scholarship is recognized and encouraged at Preble Shawnee. It is done so through various methods including, but not limited to, an academic honor roll. The honor roll is compiled at the close of each quarter. It includes those students who have achieved a combined scholastic grade point average of 3.00 or higher. Students receiving a grade below a B- in any subject are ineligible for the honor roll.

Advanced Classes: Students will be enrolled in advanced classes only with teacher's permission. Teachers will present students enrolled in advanced classes with a statement of class expectations at the beginning of each term. Please be advised that students failing to meet the stated expectations may be removed from class.

Parent Conferences: Parents are encouraged to contact the school any time they have questions in regard to their child. Every effort will be made to answer a parent's question. Teachers are available for parent/teacher conferences before and after school and during their planning period. A parent should call the unit office secretary to set up an appointment with a teacher. Staff members will not be called out of class except for emergency reasons.

Report Cards: Each school year consists of four nine week grading periods. Students will receive grade reports at the conclusion of each grading period (unless they owe school fees). Report cards will be distributed following the end of the nine weeks grading period. The last report card will be mailed after school is concluded in June.

STUDENT ORGANIZATIONS

A minimum grade point average (G.P.A.) is required for participation in extracurricular activities. Academics are important; therefore, the Preble Shawnee Local Schools require that a student meet a minimum G.P.A. level of 1.3 and be passing five core classes (classes worth ½ credit or higher) in order to participate in extracurricular activities.

Athletic Participation Requirements for 7th and 8th grade only: All students who intend to participate in the athletic program must:

1. Pass a physical exam
2. Obtain written permission from their parents
3. Obtain student insurance
4. Follow rules specified by the coach or supervisor and Athletic Constitution
5. Be eligible according to the rules set forth by the PSLS and OHSAA

Student Senate: Each fall, elections are held for student senate representatives. Interested students may sign up in the Middle School office.

Honor Roll: Students earning a GPA of 3.00 or higher and no grades below a B- will be on the honor roll.

Junior Honor Society (7th/8th grade): Membership in the Junior Honor Society is the highest recognition of academic achievement the school awards. Membership decisions are based on student demonstration of character, service, leadership, and academic achievement.

TECHNOLOGY – PREBLE SHAWNEE ACCEPTABLE USE POLICY

Acceptable Uses Limitations: Computer networks shall be used solely for academic purposes or other purposes that support the educational mission of the Preble Shawnee Local School District. Computer networks may NOT be used for illegal activities, transmitting or receiving sexually-oriented materials, commercial activity, political activity, personal use, entertainment, accessing unauthorized computers, promoting any illegal activity, or promoting the use of drugs, alcohol, or tobacco.

The School District reserves the right to determine what constitutes acceptable use and to limit computer access to such uses. The School District also reserves the right to remove files, to limit the time of access and to establish priorities among competing acceptable uses. The School District also reserves all rights to any material stored in files that are generally accessible to others. The school district will remove any materials that it believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. (Technology cont'd on page 24)

Security and Safety: The Internet and other computer networks may obtain information and images, which are obscene, offensive, false, fraudulent, or illegal. Other persons using a computer network may also be attempting to exploit children and other users. For these reasons, users:

- Should not reveal real names, address, phone numbers, or other potentially identifiable information about themselves or others without the express permission of a supervising teacher
- Should not transmit pictures or other information that could be used to establish their identity
- Should not participate in any real-time communications (such as “chat rooms”) without the express permission of a supervising teacher

- Should not agree to meet any person contacted through a computer network without parental permission
- Shall inform his/her teacher of any sexually oriented messages or unsolicited requests for personal information about a student
- Should exit immediately from any site containing sexually explicit material or other material deemed inappropriate under this policy

Responsibilities of Users:

It shall be the responsibility of the user to:

- Use the network only for appropriate purposes:
- Access the Internet or computer network by using only their assigned network account. Use of another student's account/address/password is prohibited. Students may not allow other users to use their passwords.
- Notify a teacher or administrator of computer or network malfunctions
- Notify a teacher or administrator of any charges which may have been incurred, and to arrange for reimbursement of such charges
- Reimburse the School District for any damage or loss incurred as a result of inappropriate use
- Be a courteous computer user by avoiding the use of language which is obscene, vulgar, abusive, or disrespectful
- Avoid any use or practice that interferes with the use of the network by others. Such practices may include, but are not limited to, development of programs that harass others or infiltrate a computer or computer system and downloading files that are dangerous to the integrity of the school's computers or network
- Respect the privacy of other computer users to the maximum extent possible
- Protect their passwords and account ID and not allow other persons to use their passwords and/or account ID.

General Prohibitions:

Users may not:

- Violate any copyright laws
- Engage in the unauthorized downloading, installation, or copying of files or programs or other software, installation of files or programs or other software, copying of files or programs or other software
- Engage in any form of plagiarism
- Write to any directory other than their own without permission of the supervising teacher
- Delete or modify any system files
- Engage in any interference/sabotage/vandalism of others' computers or software (such as "hacking," "spamming," or virus copying)
- Join mail lists without permission of the supervising teacher
- Incur charges without permission of the supervising teacher
- Alter, remove, change or delete any program or operation of a technology related item
- Use the technology resources of the School District for commercial or other unauthorized purposes
- Obtain, view, download, or otherwise gain access to material which is unlawful, obscene, pornographic, abusive, or otherwise objectionable

Computer, Electronic Device Vandalism: Any intentional acts to alter, remove, change, or delete any program or operation of a technology related item will be considered an act of vandalism. All privileges associated with technology will be lost. If the district incurs an expense as a result, the student (parents) will be held liable for reimbursement to the school district. Students may face suspension/expulsion for acts considered as severe vandalism.

Loss of Privileges: Computer network access is a privilege, not a right. Any person who engages in an inappropriate use or violates any other provision of this policy will have his/her access privileges suspended or revoked without notice by the Technology Department. Violations of this policy or inappropriate use will also be referred to the building principal for his/her actions under the Student Discipline Policy. Violations of this policy may also be punishable under the Student Discipline Policy. Lost privileges may be reinstated only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times.

Right of Access: Students should have no expectation of privacy in communication over the Internet or the school computer network. The School District reserves the rights to monitor, review, and inspect any directories, files and/or messages residing on or sent using the computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Disclaimer of Liability: The School District shall not be responsible for any material encountered on a computer network which may be deemed objectionable to a student or his/her parents, for any inaccurate information disseminated over the network, for any hostile or injurious actions of third parties encountered through a computer network, for any charges incurred by the user of a computer network without prior permission, or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications, it is also impossible for the School District to guarantee the confidentiality of communications sent and received over any computer network.

The School District does not guarantee that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted, nor shall it be liable for any direct or indirect, incidental damages, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

INFRACTION:	1st Offense	2nd Offense	3rd Offense
Dress Code	Warning/Detention	Detention/Thurs/Sat School	3-Day Suspension
Public Display of Affection	Warning/Parent Contact/Detention	Detention/Thurs/Sat School	Thurs/Sat School/3-Day Suspension
Academic Misconduct	No Credit/Warning/Detention	No Credit/ Thurs/Sat School.	No Credit/3-Day Suspension
Cell Phone Violation	Strong Warning	Detention	In School Suspension//Parent picks up phone
Failure to Serve School/Teacher Detention	2 Detentions	Thurs/Sat School/3-Day Suspension	3/5-Day Suspension
Inappropriate Language/Severe Profanity	Detention./Thurs/Sat./3-Day Suspension	5-Day Suspension	10-Day Suspension
Class Disruption	Detention	2 Detentions/Sat./Thurs. School	3/5/10-Day Suspension
Major Class Disruption/Excessive Marks	In School Suspension	In School Suspension/Thurs/Sat School	Thurs/Sat School/Suspension
Removal from Classroom	In School Suspension	Thurs/Sat School	Thurs/Sat School/Suspension
Insubordination/Disrespect to Staff	Detention/Thurs/Sat School	Thurs/Sat School	3/5-Day Suspension
Removing/Altering Student Records	Detention/Thurs/Sat School/3-Day Suspension	5-Day Suspension	10-Day Suspension
Skipping/Truancy	Thurs/Sat School/Parent Contact	Thurs/Sat School/Court Referral	3-Day Suspension/Court Referral
Damage to Property/Vandalism	Pay \$\$/ Sat./Thurs./3-Day Suspension	Pay \$\$/5-Day Suspension	Pay \$\$/10-Day Susp./Court Referral
Planning/Not Reporting/Participating in/ Intent to cause Severe Damage to Property (Vandalism)	3/5/10-Day Suspension/ Recommend Expulsion	5/10-Day Suspension/Recommend Expulsion	10-Day Suspension/Recommend Expulsion
Bullying/Harassment/Aggressive behavior	Thurs/Sat School/3-Day Suspension/Parent Contact	3/5/10-Day Suspension/ Parent Contact/Court Referral	5/10-Day Suspension/File Charges
Immorality/Deviant Social Behavior	Thurs/Sat School/3-Day Suspension	5-Day Suspension	10-Day Suspension
Continued Misconduct	3-Day Suspension	5-Day Suspension	10-Day Suspension
Failure to Serve Thursday/Saturday School	In School Suspension (1 day)	In School Suspension (2 days)	3-Day Suspension
Possession/Use of lighters, Tobacco Products, and/or a vape device	3-Day Suspension	5-Day Suspension	10-Day Suspension
Fighting	3-Day Suspension	5-Day Suspension	10-Day Suspension
Intimidation/Assault/Threats/ Inducing Panic	3-Day Suspension/Court Referral	5-Day Suspension/Charges Filed	10-Day Suspension/Recommend Expulsion Recommend Expulsion
Unauthorized use/Poss./Theft of Property	3-Day Suspension/Court Referral	5-Day Suspension/Court Contact	10-Day Suspension/Court Contact
Possession/Use of Weapon	10-Day Suspension/ Recommend Expulsion/File Charges	One-Year Removal	
Possession/Use/Distribution of Drugs/Paraphernalia/Alcohol/or Look Alike	10-Day Suspension/ 5-Day Rollback/Recommend Expulsion	10-Day Suspension/ Recommend Expulsion/File Charges	Expulsion
<i>Preble Shawnee School District makes every effort to use progressive discipline outlined in the above guide. The administration reserves the right to alter or use any step in the Progressive Disciplinary Action Guide depending on the situation and severity of the offense. In School Discipline may be an alternative consequence</i>			

CONTINUED MISCONDUCT: Students who repeatedly violate the student code are guilty of continued misconduct, which may result in ISD, Sat School, multiple day suspension, recommendation for expulsion and/or court referral.

Note: If a teacher, staff member, or bus driver refers a student to the office, the consequences listed above will be used as a guideline, taking into consideration the age of the student, the severity of the problem and the frequency the student is referred to the office. ISS = In-School Suspension

Preble Shawnee Middle School Student Behavioral Expectations

Area	Be Respectful	Be Responsible	Have Integrity
Hallways and Stairwells	<ul style="list-style-type: none"> • Talk quietly. • Use school appropriate volume. • Maintain personal space. • Respect others' property. 	<ul style="list-style-type: none"> • Keep right and move with a purpose. • Plan for restroom visits. • Report problems to staff. • Speak appropriately. 	<ul style="list-style-type: none"> • Do what is right, even when no one else is around. • Accept consequences.
Cafeteria	<ul style="list-style-type: none"> • Keep voice volume respectful of others. • Demonstrate a positive attitude. • Maintain personal space. • Respect others' property. 	<ul style="list-style-type: none"> • Stay in assigned area. • Push in chairs. • Keep area clean. • Throw trash away. 	<ul style="list-style-type: none"> • Wait turn in line. • Do what is right, even when no one else is around. • Accept consequences.
Classrooms and LMC	<ul style="list-style-type: none"> • Speak to and treat others kindly. • Follow directions first time given. • Maintain personal space. • Respect others' property. 	<ul style="list-style-type: none"> • Arrive to class on time. • Turn in assignments on time. • Come to class ready to learn. • Be the best you can be. • Store/Use class materials correctly. 	<ul style="list-style-type: none"> • Be truthful. • Create your own original work. • Inform staff of any problems. • Do what is right, even when no one else is around. • Accept consequences.
Activities and Events	<ul style="list-style-type: none"> • Maintain personal space. • Respect others' property. • Demonstrate a positive attitude. • Respond in a positive manner. 	<ul style="list-style-type: none"> • Participate with pride. • Report problems to staff. 	<ul style="list-style-type: none"> • Do what is right, even when no one else is around. • Accept consequences.
Busses and Parking Lot	<ul style="list-style-type: none"> • Maintain personal space. • Respect others' property. • Monitor voice volume. 	<ul style="list-style-type: none"> • Move with a purpose. • Board bus at correct time. • Speak appropriately. • Report problems to staff. 	<ul style="list-style-type: none"> • Report problems to staff. • Do what is right, even when no one else is around. • Accept consequences.
Restrooms	<ul style="list-style-type: none"> • Maintain personal space. • Respect privacy. • Keep graffiti free. 	<ul style="list-style-type: none"> • Return to class promptly. • Place garbage in trash cans. • Use appropriate language and volume. • Go. Flush. Wash. Leave. 	<ul style="list-style-type: none"> • Report problems to staff. • Do what is right, even when no one else is around. • Accept consequences.
Playground	<ul style="list-style-type: none"> • Be safe, friendly, and include others. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Use/return equipment safely/properly. • Follow directions and signals from adults. • Line up and walk appropriately. 	<ul style="list-style-type: none"> • Do what is right even when no one is around. • Use appropriate language and volume.

Daily Bell Schedule		
Arrow Time	7:20-7:42	
1st period	7:46-8:32	
2nd period	8:36-9:22	
3rd period	9:26-10:12	
4th period	10:16-11:35	
	5th Lunch	10:16-10:46
	5th Enrich	11:25-11:40
	5th Recess	10:50-11:20
	6th Recess	10:16-10:35
	6th Lunch	10:35-11:05
	6th Enrich	11:08-11:35
	7th & 8th Class	10:16-11:05
	7th & 8th Lunch	11:05-11:35
5th period	11:39-12:35	
6th period	12:39-1:25	
7th period	1:29-2:15	

One Hour Early Release Schedule			
Grades 5 & 6		Grades 7 & 8	
1st period	7:20-8:01	1st period	7:20-8:01
2nd period	8:05-8:45	2nd period	8:05-8:45
3rd period	8:49-9:29	3rd period	8:49-9:29
4th (lunch)	9:33-10:03	4th period	9:33-10:12
4th period	10:07-10:42	4th (lunch)	10:12-10:42
5th period	10:46-11:46	5th period	10:46-11:46
6th period	11:50-12:30	6th period	11:50-12:30
7th period	12:34-1:15	7th period	12:34-1:15

One Hour Delay Schedule

Grades 5 & 6		Grades 7 & 8	
1st period	8:20-9:01	1st period	8:20-9:01
2nd period	9:05-9:45	2nd period	9:05-9:45
3rd period	9:49-10:29	3rd period	9:49-10:29
4th (lunch)	10:33-11:03	4th period	10:33-11:12
4th period	11:08-11:55	4th (lunch)	11:12-11:42
5th period	11:58-12:46	5th period	11:46-12:46
6th period	12:50-1:30	6th period	12:50-1:30
7th period	2:34-2:15	7th period	1:34-2:15

Two Hour Delay Schedule

Grades 5 & 6		Grades 7 & 8	
1st period	9:20-9:51	1st period	9:20-9:51
2nd period	9:55-10:22	2nd period	9:55-10:25
3rd (lunch)	10:25-10:55	3rd period	10:29-10:58
3rd period	11:00-11:28	3rd (lunch)	10:58-11:28
4th period	11:32-12:32	4th period	11:32-12:32
5th period	12:36-1:06	5th period	12:36-1:06
6th period	1:10-1:40	6th period	1:10-1:40
7th period	1:44-2:15	7th period	1:44-2:15