

# Gateway Middle School

2018/2019 Student Handbook



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Maumee, OH 43537

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Absence/Attendance Sec #1

Athletics - #5

Building Engineer #6

Guidance #3

Main Office/Principal #2

New Student Enrollment #7

School Nurse #4

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## **Middle School Philosophy Statement**

We at Gateway Middle School believe that all children can learn. We believe, also, that education is a cooperative effort between home, school and community. In order to promote self-esteem, self-motivation and a sense of responsibility in our students, we provide them with a supportive, caring educational environment, a strong curriculum, and teaching strategies designed to meet the needs of early adolescents. We strive to provide every opportunity for maximum achievement and to recognize and stimulate the unique abilities in all students.

## **Statement of Philosophy**

The Maumee City Schools are dedicated to the perpetuation and improvement of our democratic society by means of the fullest possible development of the knowledge, skills, habits, understanding, attitudes, and character traits essential for rich, personal living; the sound choice of and effective participation in a vocation; satisfying human relationships; and responsible, contributing citizenship. In order to accomplish these goals successfully, schools must reflect and be responsive to the needs of the community.

In the practical application of this philosophy, opportunities shall be provided each individual to develop:

- Ø moral and ethical values, which include respect for self, for others, for property, and for the laws of our society
- Ø physical and emotional health
- Ø an appreciation for his/her role in the family, in the school, and in the community
- Ø knowledge and respect of his/her natural environment
- Ø economic competence as a consumer
- Ø knowledge and appreciation of educational and vocational choices, which are available to each individual
- Ø knowledge and appreciation of the arts
- Ø knowledge and skill to allow for wise use of leisure time
- Ø zeal for continuous learning and self-improvement
- Ø the ability to make reliable judgments based on analytical and creative thinking
- Ø love of country and effective participation in the democratic process

## **Absences**

When a student is absent, a parent/guardian must call the school office by 8:30 a.m. and report the reason for the absence. The attendance line is available during non-working hours in order to report a student's absence. If no call is received, our office will attempt to contact parent(s)/guardian(s).

When a student returns to school after an absence, which has not yet been verified by a parent, the student must bring a note signed by the parent explaining the reason for the absence. If an absence is not verified after the student returns to school they will be considered truant.

The following are considered valid excuses for time missed at school:

- Personal/family illness, including medical/dental appointments.
- Recovery from injury.
- Required court attendance.
- Death in the family.
- Religious holidays.
- Such good cause as may be acceptable to the Principal.

The following are not considered valid excuses for time missed at school:

- Truancy.
- Employment.
- Shopping.
- Babysitting.
- Missing the bus.
- Oversleeping.

A student will be considered excessively absent if the student is absent with or without a legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in one (1) school year.

A student's daily homework can be found on their team website. On the 2nd consecutive day of absence, a parent/guardian may request collection of assignments for a student. This request must be called into the Main Office by 10:00 a.m. on the 2nd consecutive day of absence. Assignments may be picked up in the Main Office from 3:00 p.m. until 3:30 p.m. that day.

Upon returning to school after an absence, students are entitled to a number of days in which to make up work and tests equal to the number of days they were absent. Students must make arrangements to make up this work. For extended absences, alternative lessons may be used.

## **Acceptable Use Policy**

Maumee City Schools Board of Education requires that each student using the technology available at our school, fill out and turn in an acceptable use policy. This policy is signed by each student, their parent or legal guardian and will remain in effect while attending Gateway Middle School. Any violation of this policy may result in the revocation of the privilege of using school owned technology.

## **Activities and Clubs**

Activities/clubs originated because of a shared interest by students and faculty in exploring and participating in a particular after-school activity. A yearly, all-inclusive activity fee is charged for participating in after-school activities and clubs.

## **Address and Emergency Contact Information**

It is absolutely necessary that the school have up-to-date student/parent addresses and phone numbers, including parent work phone numbers, as well as additional emergency contacts in case a parent/guardian can not be reached. This is crucial in the event of an emergency. Please fill out the **Demographic Change** form that can be found on the Maumee City Schools website or in the school offices. This form is to be turned into the

school of your oldest child with any changes for your student(s). Proof of residency should be provided with any change of address. Please contact the main office for more information.

#### **Arrival & Departure Times**

- Students should arrive on campus no earlier than 8:00 am. .
- Students are to leave the building five (5) minutes after the final bell unless under the direct supervision of a teacher or other responsible adult.
- Students are not permitted to engage in any school-supervised activity after school hours without the activity sponsor or delegated individual present.
- Students returning to the building after hours to collect books or materials must be accompanied by an adult.

#### **Athletic/Extracurricular Activity Code of Conduct**

The following athletic/extracurricular activity code of conduct governs those out-of-class pursuits known as extracurricular/co-curricular activities sponsored by the Maumee City Schools. Included, but not limited to, are all clubs, student council and class organizations, athletic programs, academic competitions, honor and awards programs, intramurals, drama and music events and/or performances.

The Maumee Code of Conduct for athletics and extracurricular endeavors is based on the philosophy that participation is an honor and a privilege, not a vested right. Students involved in such activities have a responsibility to conduct themselves in such a manner as to be acceptable to their coaches, advisors and the general school community. Participants should remember that they represent their school and family and that they are to be a positive role model for the younger children in our community. Therefore, the following rules and consequences have been established. This Code of Conduct is applicable twelve months a year and twenty-four hours per day.

#### **Alcohol & Drugs Violation**

A participant, who possesses, transmits, conceals, consumes or shows evidence of consumption, or offers for sale: any alcoholic beverage, illegal drug, non-prescription drug, counterfeit drug, tobacco or tobacco product and/or related paraphernalia will not be tolerated in any location at any time during the calendar year. A participant who attends a party or gathering where any of the above named items are present and does not leave immediately will be subject to the penalties stated below.

#### **Penalties**

For the first offense, any participant found in violation of the above mentioned will be disciplined by denial of participation (in athletics) of all interscholastic contests for the season. For participants in all other extracurricular activities, the penalty will be exclusion for sixty (60) days. In addition to the denial of participation, the participant will be assigned to one or more of the following programs as determined by the Maumee Extracurricular/Athletic Committee. This committee consists of the Assistant Principal or designee, Athletic/Activities Director and the Coach of the participant's team. The school Principal will then make the final decision based on the committee's recommendation.

A meeting will be held with the participant, assistant principal or designee and the athletic/activities director for the purpose of informing the participant of the program or programs that must be completed in order to restore the athlete to participating status. Examples of these programs follow:

- Special classes or assignments in drug, alcohol and/or tobacco education.
- School or community groups that may help the participant.
- Assessment and possible treatment for alcohol, chemical or tobacco dependence.
- A written report on the effects of alcohol, drugs and/or tobacco on our bodies.
- Upon completion of one or more of the above programs, the student may request, in writing to the Principal, that the 100% denial of participation be reduced.

A second meeting will then be held with the participant, Assistant Principal or designee and the Athletic Director for the purpose of discussing the reduction of the penalty based on progress in the program or programs that have been prescribed for the violating participant. Completion of any assessments (at the expense of the parents) and progress toward completion of assignments are a prerequisite to the holding of this second meeting.

After progress in the assigned program has been verified, the Principal may reduce the denial of participation period. In no case will the denial of participation be less than 20% of the maximum allowable number of games as prescribed by the Ohio High School Athletic Association. The Principal will determine the amount of reduction in the penalty. The reduction in the denial period for extracurricular clubs, etc. will be no less than twelve days as determined by the school principal.

For the second violation of the Code of Conduct, the penalty will be denial of participation for one calendar year beginning at the time of the Code of Conduct hearing.

For the third violation of the Code of Conduct, the penalty will be denial of participation for the remainder of the participant's eligibility at the middle school or high school.

Note: Participants may not practice or participate in contests while suspended from school. Participants run the risk of losing all awards for his/her season if coded for any of the above.

## CONDUCT UNBECOMING

### Violations

The following activities are examples of conduct unbecoming of a participant in the Maumee Athletic and/or extracurricular programs. By no means is this list all-inclusive.

- Vandalism
- Theft
- Abusive language
- Assaults and Fights
- Hazing

### Penalties

The penalty for performing acts that would be unbecoming of a participant in our athletic and/or extracurricular programs will be decided on a case-by-case basis by the Maumee Extra-curricular/Athletic Committee. The penalty will be assessed based on the severity of the violation. The penalty may include:

- Restitution for damages
- Letters of apology
- A period of non-participation

### Acknowledgment

All participants in interscholastic athletics and extracurricular activities at Gateway Middle School and Maumee High School are expected to follow all of the rules and regulations as set forth by the Ohio High School Athletic Association as well as the Code of Conduct for Extracurricular Activities. Furthermore, participants are expected to follow all provisions of the Maumee City School's Code of Conduct as well as any additional rules as stated by activity advisors and team coaches.

### Attendance

Regular attendance develops positive attitudes toward school, encourages promptness, and promotes the habit of dependability, all necessary ingredients for success in future career efforts. State law mandates that parents are responsible for their children's regular attendance at school regardless of academic achievement.

### Cafeteria

Breakfast and lunch service along with ala carte items are offered to all students. Maumee Schools participates in the National School Breakfast and Lunch Program. **Applications for free and reduced lunches may be found on the MCS website or in the GMS office. Applications may be turned in at any time during the school**

year.

Payment for food service may be made on-line at [k12paymentcenter.com](http://k12paymentcenter.com) or at meal service by check or cash. MCS knows the importance of students eating breakfast and lunch to prepare them for school. With this in mind, students are allowed to charge lunches. No charging is allowed at breakfast or for ala carte items. Students cannot exceed a charge balance of \$9.00. If a student will exceed \$9.00, they will be given an alternative lunch entrée. **All charges must be paid by the end of the year.**

**Calendar - District**

2018 - 2019 School Year			
Monday	August	13	Staff Safety In-Service
Tuesday		14	Staff Opening Day Meetings
Wednesday		15	Grades K-9 1st Day
Thursday		16	Grades 10-12 1st Day
Monday	September	3	Labor Day, NO SCHOOL K-12
Tuesday		4	NO SCHOOL K-12 (in-service)
Monday	October	8	NO SCHOOL K-12 (in-service)
Thursday		11	MHS Parent Teacher Conferences (evening)
Tuesday		16	End of 1st Quarter
Wednesday		17	2nd Quarter begins
Thursday-Friday	October	25-26	K-8 Conferences, NO SCHOOL
Tuesday	November	6	Election Day- NO SCHOOL K-12 (in-service)
Thursday		8	End of 1st Trimester
Friday		9	MHS teacher records day, NO SCHOOL 9-12
Monday		12	2nd Trimester begins
Wednesday-Friday		21-23	Thanksgiving Break, NO SCHOOL K-12
Thursday	December	20	End of 2nd Quarter
Friday		21	Records day, NO SCHOOL K-8 Last day before winter break 9-12
Monday	January	7	3rd Quarter - Classes resume Grades K-12
Thursday		10	MHS Parent Teacher Conferences (evening)
Monday		21	Martin Luther King Day- NO SCHOOL K-12
Monday	February	18	Presidents Day- NO SCHOOL K-12
Tuesday		19	NO SCHOOL K-12 (in-service)
Tuesday		26	End of 2nd Trimester
Wednesday		27	MHS teacher records day, NO SCHOOL 9-12
Monday		28	3rd Trimester begins
Friday	March	15	End of 3rd Quarter
Monday		18	4th Quarter begins
Friday		29	Last day before spring break
Monday	April	8	Classes resume K-12
Friday		19	Good Friday- NO SCHOOL K-12
Friday	May	24	End of 4th Quarter, end of 3rd Trimester Last Day of School K-12
Saturday		25	Graduation
Monday		27	Memorial Day
Tuesday		28	Teacher Work Day

### **Civil Rights Statement**

The Maumee City School District, In accordance with guidelines established by Federal and State laws, offers educational activities, employment, programs and services without regard to race, color, national origin, sex, religion, handicap, or age. Anyone who has concerns or questions about possible discrimination should contact School District Title VI, Title IX and Section 504 Compliance Officers at 716 Askin Street, Maumee, Ohio 43537 (419-893-3200) for information or grievance forms. The Office of Civil rights, Region V, 55 Erieview Place, Room 222, Cleveland, Ohio 44114, (216-522-4970) may also be contacted.

### **In Case of Discrimination:**

The grievance procedures begin with the student presenting, in writing, his or her alleged grievance to the building principal or Title VI, Title IX, Section 504 compliance officer. A copy of the complete grievance procedure is available, upon request, from the Director of Pupil Personnel Services located in the Maumee City School District Board Office. The Maumee City School District is continuing to comply with Title VI, Title IX, and Section 504 regulations.

### **Closures and Delays**

Closures or delays are decided by the Maumee City School District Administration.

Closures/delays will be communicated immediately to the following:

- local radio stations
- local television stations
- SchoolMessenger (Alert System)

### **Communications**

Gateway Middle School uses a variety of communication tools to provide valuable information to student and parents. These tools are updated on a regular basis and should be accessed regularly by parents.

- Gateway Middle School website at [www.maumee.k12.oh.us](http://www.maumee.k12.oh.us)
- Twitter and Facebook
- PowerSchool Parent Portal – via “Parent Resources” on the district website
- Team teacher’s planning period
- GMS Monthly Newsletter
- Daily P.A. announcements – posted to the Bulletin on PowerSchool

### **Daily Schedule**

6th Grade				7th Grade				8th Grade			
Home Room	8:15	-	8:22	Home Room	8:15	-	8:22	Home Room	8:15	-	8:22
1st Period	8:25	-	9:10	1st Period	8:25	-	9:10	1st Period	8:25	-	9:10
2nd Period	9:13	-	9:58	2nd Period	9:13	-	9:58	2nd Period	9:13	-	9:58
3rd Period	10:01	-	10:46	3rd Period	10:01	-	10:46	3rd Period	10:01	-	10:46
4a Period	10:49	-	11:35	Lunch	10:49	-	11:14	4a Period	10:49	-	11:35
Lunch	11:38	-	12:03	4b Period	11:17	-	12:03	5a Period	11:38	-	12:24
5b Period	12:06	-	12:52	5b Period	12:06	-	12:52	Lunch	12:27	-	12:52
6th Period	12:55	-	1:40	6th Period	12:55	-	1:40	6th Period	12:55	-	1:40
7th Period	1:43	-	2:28	7th Period	1:43	-	2:28	7th Period	1:43	-	2:28
AA	2:31	-	2:55	AA	2:31	-	2:55	AA	2:31	-	2:55

### **Dance Rules**

All dances are considered to be school functions. Relevant school rules will be in effect during dances. These include no smoking, no drinking or possession of alcoholic beverages, no sexually suggestive dancing and proper dress is required. Students, in any case, will follow the dress and grooming code Gateway Middle School.



In addition, to ensure the safety and well being of everyone, the following rules have been instituted for Gateway dances:

- Students may not leave the dance or building on their own.
- Parents must come in and identify themselves to the chaperones if students are to leave early from the dance.
- Our dances are not the place for inappropriate public display of affection.
- Students from other schools are not allowed to come to Gateway dances.
- If any problem arises during the dance, parents will be notified and the student may be asked to leave.

### **Deliveries to School for Students**

Any emergency item(s) that need to be delivered to a student, once the school day has begun, should be brought to the Main Office. The office staff will notify the student when it is least disruptive to the staff and student that they have an item(s) in the Main Office. All flowers, candy, balloons etc. will be kept in the Main Office and then picked up at the end of the school day.

Lunch Deliveries: Lunch money will be given directly to the cafeteria for deposit. Lunch boxes will be put in the lunch tub in the back of the cafeteria for student to retrieve. No food deliveries for students will be permitted unless a parent/guardian drops off a single lunch intended only for their student to the main office.

### **Detentions**

- Thirty (30) minutes in length.
- Begin promptly three (3) minutes after the close of school on assigned days.
- Student needs to bring thirty (30) minutes of study/reading materials.
- Failure to serve may result in additional detentions or suspension.
- If a student is absent or school is cancelled, the student should serve the next day back to school.
- Student needs to follow all detention rules.

### **Disciplinary Code of Conduct**

The Board of Education acknowledges that conduct is closely related to learning, i.e., an effective instructional program requires an orderly school environment.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this district to adhere to the administrative guidelines promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school busses and property under control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes (1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property, and (2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee. In accordance with Substitute House Bill No. 421 and under the Ohio Revised Code, Section 3313.661, the following Student Discipline Code for the Maumee City School District has been formulated. Violation of the Code of Conduct may result in verbal or written warning or reprimand, demerits, referral to guidance counselor, parental contact or conference, detention, in-school reassignment, Saturday school, community service, emergency removal, referral to law enforcement agencies, out-of-school suspension, or expulsion.

#### **Rule 1**

- ❖ A student shall not possess, transmit, conceal, consume, or show evidence of consumption, or offer for sale any alcoholic beverage, illegal drug, unprescribed drug, counterfeit drug, or drug-related paraphernalia. A student needing to have a prescribed or non-prescription drug/medication in his/her

possession for health reasons shall register such drug/medication with the school principal or his/her designee.

Rule 2

- ❖ A student (K-12) shall not possess, use, transmit, or conceal tobacco.

Rule 3

- ❖ A student shall not cause or attempt to damage any school property.

Rule 4

- ❖ A student shall not haze, harass, coerce, physically threaten any student, staff, or faculty member or person.

Rule 5

- ❖ A student shall not damage and/or vandalize private property at a school activity, function, or a school-sponsored event off the school grounds.

Rule 6

- ❖ A student shall not participate in a fight in the school building, on school grounds, directly on his/her way to and from school, or at any school-related function or activity.

Rule 7

- ❖ A student shall not assault or behave in such a way as could cause physical injury to any party.

Rule 8

- ❖ A student shall not verbally assault, threaten, or use abusive and/or obscene language in addressing any person, the staff, faculty, or other students either verbally or in writing.

Rule 9

- ❖ A student shall not possess, handle, transmit, or conceal any dangerous weapon or any instrument capable or appearing to be capable of causing serious bodily injury to a person.

Rule 10

- ❖ A student shall not cause any school routine to be disrupted. This includes, but is not limited to, disruptions through acts of violence, bomb threats, false fire alarms, insubordination, use of explosives, or indecent exposure. This also includes disruptions to the programs in another school building after dismissal from his/her own school program. A student shall not ignite any combustible material or be party to such act in the school buildings or on school property.

Rule 11

- ❖ A student shall not engage in or be a party to the theft of private or school property while on school grounds or in the school buildings or at a school-related activity.

Rule 12

- ❖ A student shall not violate school board policy or school rules as outlined in individual school building rules and regulations (e.g., tardiness, truancy, insubordination, unauthorized use of automobiles, violation of MCS Dress code, skateboards and roller blades are not allowed to be used on our school grounds, violations of the Electronic Device policy, etc.)

Rule 13

- ❖ A student receiving multiple suspensions may be recommended for expulsion.

Rule 14

- ❖ A reassigned student, grades 6-12, may serve reassignment time in the reassignment classroom. Unexcused absences or refusal to attend reassignment will be treated as truant from school and could result in referral to the Children's Services Bureau and/or the Juvenile Court.

Rule 15

- ❖ A student shall not give or sign the name of another person for the purpose of misleading school personnel. When asked, the student must give accurate identification to school personnel. A student who has been expelled by another district, may be temporarily denied admission to the District's schools during the period of expulsion even if that student would otherwise be entitled to attend school with the District. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the Superintendent determines to be relevant.

## Dress Policy

### **Maumee City Schools Student Dress Policy (5511)**

The question of proper student dress often presents itself, especially at the upper grade levels. In an attempt to avoid as many problems as possible, it seems proper to express here a philosophy in the hope that parents, students, and administration can cooperate toward the avoidance of severe differences of opinion over dress and grooming.

Parents also have a responsibility; actually, the primary responsibility. Their example and their teaching at home have a profound effect upon the child. The students, the parents, and the school officials working together on this or on any other problem can create a school society in which a positive and cooperative atmosphere prevails.

#### MAUMEE CITY SCHOOLS STUDENT DRESS POLICY

Student dress for school is a matter that is perhaps most appropriately decided by the students and parents. In general, the District's policy is that students are not allowed to dress in a manner that would detract from the educational process. Accordingly the District has adopted the following dress code for all students, and all students are expected to comply with the dress code.

The purposes of the dress code are as follows: to enhance school safety, support the learning environment, promote good behavior, avoid discipline problems and prepare students for the world of work. Any student who is questionably attired will be referred to the administration and parents may be contacted if necessary. Often, the student will be requested to change into clothing more suitable for school.

#### GENERAL GUIDELINES & RESTRICTIONS

##### Overall Appearance

- A. Clothing and appearance that brings undue attention, prompting disruption to the learning environment is not permitted. Clothing and appearance that is deemed inappropriate is at the discretion of the building administrator. (Examples: low-cut, plunging or revealing necklines, visible underwear, yoga pants/leggings that are revealing, etc.)
- B. Clothing or appearance that promote gang activity, drugs, alcohol, or tobacco is not permitted. Also, clothing that has obscenities, profane language, sexual innuendoes, degrading wording or display symbols of hate or oppression is not permitted.
- C. Students must dress appropriately to meet safety requirements in labs, physical education courses and industrial technology courses. The instructor will discuss the requirements in class.
- D. Tops and bottoms must overlap at all times, including when arms are raised overhead and when seated.
- E. Clothing that is torn, has holes, or rips is not permitted.

##### Top Garments

- A. Female shirts and dresses must have a collar, or sleeves, or both. (No low-cut, plunging, or revealing necklines).
- B. Male shirts must have both a collar and sleeves. Collars may be of the rib neck variety. These would include collars on T-shirts and crew neck sweatshirts.

##### Dresses, Skirts & Bottom Garments

- A. Dresses, skirts and shorts must be no more than three (3) inches above the kneecap.
- B. Pajamas or lounge pants are not permitted.

##### Footwear, Outerwear, Head Coverings

- A. Footwear must be worn at all times. For safety considerations, all footwear must be adequately secured to the foot with heels no higher than two (2) inches.
- B. Thong sandals (flip flops), slippers, shoes with retractable skates or other footwear with flexible, soft soles are not permitted.
- C. Head coverings of all types are prohibited indoors from the beginning until the end of the school day. (Head coverings include but are not limited to: hoods, hats, bandanas, do-rags and sweatbands). Exceptions may be made by the building principal as required by law to accommodate sincerely held religious beliefs.
- D. Outdoor apparel may not be worn in the building from the beginning to the end of the school day

## **Drug Prevention Policy**

### **School Board Policy on Drug-Free Schools**

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school, or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State Statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, on school vehicles, or at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

### **Electronic Devices**

Cellular phones, portable radios, MP3 players, iPods, CD players, laser pens, electronic games, pagers, and other electronic entertainment equipment are prohibited during the school day and should remain in the student's locker turned off. Use of this equipment in the halls, classes, and other areas of the school can be disruptive to the learning atmosphere. These items may be used before 8:00 and after 2:55. The control and safekeeping of these devices is difficult, therefore the school will not be held responsible for any lost, confiscated, or stolen items.

Any electronic device (including but not limited to cell phones, ipods, tablets) confiscated for inappropriate use will be returned to the student at the end of the school day. Second offense may be picked up by the student's parent/guardian, while subsequent offenses will be returned at the end of the school year and will result in office or Saturday detentions.

Students may not use the telephone in the office except in cases of emergency. Forgotten books, instruments, assignments, permission slips, lunches, etc., will not ordinarily be considered an emergency. Please help us work with the students to develop responsibility for their obligations, assignments, etc.

### **Responsible Use Policy for Technology and Network Use (Board Policy 5136)**

\* Written below is the abridged version of policy 5136 which can be viewed in it entirety at [www.maumee.k12.oh.us](http://www.maumee.k12.oh.us)

Technology tools and resources profoundly influence education, the workplace, and everyday life. Users of technology are challenged with discerning appropriate boundaries of use and recognizing potential risks of constantly emerging technologies. It is the Maumee City School District's intention to provide a framework of digital citizenship by which all technology users within the District will co-exist. This document establishes a standard of expected behavior of good digital citizens.

#### **Elements of Digital Citizenship**

- A. Guiding Question: Does your behavior represent good work ethic and productivity identify appropriate uses of technology:
- B. Guiding Question: Does your behavior diminish technology resources for other users in the District community?
- C. Guiding Question: Does your product improve knowledge and understanding?
- D. Guiding Questions: Does your conduct impact the safety, security or reputation of yourself and others? Is your behavior honest and legal?

#### **Bring Your Own Device Program**

Maumee City Schools is committed to utilizing powerful online productivity tools and resources to enhance learning opportunities for our students. As part of this commitment, the district is allowing students in grades PK-12 and staff to bring their personally owned wireless electronic devices to school for the purpose of completing school work through the school's filtered wireless network. With staff approval, students will be able to access the school's filtered Internet connection and online resources (Google Apps, etc.) to complete their schoolwork. We realize that not every student owns a device; and for those who do, some may choose not to bring their personally owned device to school. There is absolutely no expectation that parents should provide a device to their child for this program.

**Approved Devices**

For the purpose of this "BYOD" program, approved devices include any privately owned wireless communication device that:

- A. Accesses the Internet through a fully functional web browser
- B. Has the capability to access the school's wireless network
- C. Has the capability to complete and submit schoolwork

Approved devices include, but are not limited to: laptops, netbooks, tablets, eReaders, and smartphones. Students should ask for clarification on devices not listed.

**Approved Use**

All use of the devices while on school campuses and on the district's network must be for the sole purpose of schoolwork. Non-instructional activities are not permitted. Use of school network or services for entertainment or social purposes is prohibited. Use of school network resources for political, religious, or commercial purposes is strictly forbidden. However, personal cell phone calls or text messages outside of school hours are permitted.

**Approved Access**

When using personal devices at school, students will only be permitted to access the Internet through the Maumee City Schools wireless network. This is the same filtered Internet connection that all school computers use and should not be circumvented in accordance with the Children's Internet Protection Act. Students may not use their device as a "hot spot" to allow other students to access the internet during the school day. Users should use school provided or approved web-based resources (i.e., Google Apps, etc.) for completing and submitting schoolwork. Personal devices will not have access to school internal resources or servers.

**Approved Places and Times**

<b>TIME OF DEVICE USE</b>	<b>HS</b>	<b>MS</b>	<b>ELEM</b>
Classrooms	Staff Discretion		
School sponsored extracurricular activities	Staff Discretion		
School buses or other transport	Staff Discretion		
Cafeteria / Breakfast, Lunch	Yes	Staff Discretion	Staff Discretion
Hallways / Class Change or Hall Pass	Yes	No	No
Restrooms, Locker Rooms, Changing Rooms	No	No	No
During State Assessments	No	No	No

The entire "Responsible use Policy for Technology and Network use (Board Policy 5136)" can be found at [www.maumee.k12.oh.us](http://www.maumee.k12.oh.us)

**Fees/Fines**

Fees are charged for lab classes, workbooks, field trips, etc., as allowed by State law. These fees are due at the beginning of the school year unless alternate arrangements have been made with the Principal.

Fines are collected for ~~overdue~~ damaged or lost library books and damaged textbooks. An exception will be made in cases for which a payment deferral has been granted. All fines and fees must be paid prior to the end of the current school year to ensure no delays in the next year's enrollment.

### **Fire/Tornado Drills**

Fire drills are held monthly. Exit directions are posted conspicuously in each room of the school. When the fire alarm is sounded, students are to silently, quickly and in an orderly manner follow the directions of the teacher. Students must move to a designated area outside the building, where the teacher checks attendance. During tornado drill evacuation students will follow the directions of the teacher in going quickly and quietly to a pre-designated place of safety. Further instructions for physical protection and/or orderly return to the classroom will be given.

### **Grading Scale**

	98	-	100	A+	73	-	76	C	
	93	-	97	A	70	-	72	C-	
	90	-	92	A-	67	-	69	D+	
	87	-	89	B+	63	-	66	D	
	83	-	86	B	60	-	62	D-	
	80	-	82	B-	59	-	0	F	
	77	-	79	C+					

### **Hall Passes**

Students outside their classroom during class time must have a hall pass either from the teacher to whom they are assigned that period or from the office. Passes are to be used only for their intended purposes.

### **Harassment**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

### **Definitions**

#### **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

**The Maumee City School district Harassment policy may be found in its entirety at the following web address or may be requested by contacting the Main Office.**

**Below are the terms and definitions we aim to teach our students regarding rude, mean and bullying behaviors.**

#### **Definitions**

**Rude** = Inadvertently saying or doing something that hurts someone else.

From kids, rudeness might look more like burping in someone’s face, jumping ahead in line, bragging about achieving the highest grade or even throwing a crushed up pile of leaves in someone’s face. On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

**Mean** = Purposefully saying or doing something to hurt someone.

The main distinction between “rude” and “mean” behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness or just about anything else they can find to criticize. Meanness also sounds like words spoken in anger — impulsive cruelty that is often regretted in short order. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down.

**Bullying** = Intentional behavior, repeated over time, that involves an imbalance of power between the student doing the bullying and the student being bullied.

Experts agree that bullying entails three key elements: an intent to harm, a power imbalance and repeated acts or threats. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse — even when targets of bullying show or express their hurt or tell the aggressors to stop. Bullying may be physical, verbal, relational or carried out via technology:

- **Physical:** was once the gold standard of bullying— the “sticks and stones” that made adults in charge stand up and take notice. This kind of bullying includes hitting, punching, kicking, spitting, tripping, hair pulling, slamming a child into a locker and a range of other behaviors that involve physical aggression.
- **Verbal:** is what our parents used to advise us to “just ignore.” We now know that despite the old adage, words and threats can, indeed, hurt and can even cause profound, lasting harm.
- **Relational:** is a form of bullying in which kids use their friendship—or the threat of taking their friendship away—to hurt someone. Social exclusion, shunning, hazing, and rumor spreading are all forms of this pervasive type of bullying that can be especially beguiling and crushing to kids.
- **Cyberbullying** is a specific form of bullying that involves technology. According to Hinduja and Patchin of the Cyberbullying Research Center, it is the “willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.” Notably, the likelihood of repeated harm is especially high with cyberbullying because electronic messages can be accessed by multiple parties, resulting in repeated exposure and repeated harm.

***What to do if this is happening to you***

Student’s Response	Rudeness	Meanness	Bullying
First few situations	Ignore, laugh, walk away	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult- Get help Immediately
When you feel you want them to stop and first response are not working	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult- Get help Immediately	
You want it to stop and you have told them to stop	Tell an adult- Get help Immediately		

***What to do if you witness this happening to someone***

Student’s Response	Rudeness	Meanness	Bullying
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First few situations	Ignore, Politely tell the person in private that may have been rude	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult- Get help Immediately
When you see it is bothering someone (hurting their feelings)	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult- Get help Immediately	
When the student is not listening and continues to do it	Tell an adult- Get help Immediately		

### **Honor Roll**

Honor and Merit Roll status are determined by grade point average. The Merit Roll requires a 3.0 - 3.49 GPA, while the Honor Roll requires a 3.5 - 4.0 GPA. No student who receives a D or F in a subject may be on either the Honor Roll or Merit Roll. Information on how these averages are determined can be obtained from the Guidance Office.

### **Interim Progress Reports**

Parents may access PowerSchool Parent Portal at any time throughout the year to view their student's current progress. A formal written request can be made to the Gateway Middle School main office to have a paper copy sent home with your student.

### **In-School Reassignment Program (IRP) @ Maumee High School**

In an attempt to provide a more constructive program and as an alternative to out-of-school suspension, students who violate the school conduct code/rules may be assigned to in-school reassignment program which is located at Maumee High School.

This will provide students with an opportunity to receive credit for their academic work while serving disciplinary consequences. When a student is assigned to IRP by an administrator, he/she will spend the assigned time in a designated area under a very strict set of rules. Students will not have a chance to socialize with the other students and will not be allowed to participate/attend in any school functions (interscholastic and intramural activities, sports, clubs, field trips, dances, etc.) during the time they are in IRP. The IRP is a 24-hour period beginning at 7:43 a.m. on the first day and ending at 7:43 a.m. on the next day following the last day suspension.

Students who refuse to cooperate with the guidelines of this program may have additional time added to the original assignment or be removed from the building by their parents/guardians, requiring that lost time will be made up.

1. Hours for IRP are from 7:43 a.m. - 2:30 p.m.
2. Students are responsible to bring all books and materials to the IRP room for the duration of their reassignment. Students may bring appropriate reading material which can be used when school assignments are completed.
3. Students are to remain in the room, in their seat, quietly working on school assignments.
4. Lunch: Students will eat in the IRP room.
5. Students are responsible for returning finished work to IRP supervisor. Following completion of assignments, the IRP supervisor will return them to the teacher. Teachers will give appropriate credit for work completed. The student will receive no credit for work not completed.
6. While in attendance, each student shall observe the Student Discipline Code and the rules for the IRP classroom.
7. Any violations while attending the IRP classroom may lead to an out of school suspension.
8. Absence/Tardy: Any student absent from the IRP, will make up the day missed. Any student tardy up to one hour will make up the time missed.
9. Tests may be sent to the IRP. teacher to administer. Test not sent by the classroom teacher will be made up following the re-assignment.

10. Assigned days not served at the end of the school year may be carried over to the next school year.

### **Lockers & Locks**

Each student will be assigned a locker at the beginning of the school year. Lockers should be kept neat and clean with no adhesive stickers or writing on or in the lockers. Lockers require a combination lock which must be purchased from the school. Non-school purchased locks may be cut off at owner's expense. Each student is responsible for the security of his/her own locker and should guard against making the combination known to anyone else. Sharing lockers is prohibited and students may not change lockers without permission.

Students shall not keep in their school lockers or desks any prohibited items (drugs, alcohol, tobacco, weapons). These items include drugs not registered with the Principal's office, other hazardous material/combustibles or property of another (including school property) which the student is not authorized to possess.

School lockers and desks that are assigned to a student are, and remain, school property. The lockers must be secured with a school issued lock at all times. They may be inspected at any time by school officials. Prohibited items uncovered during a search may be seized, and the student may be subject to disciplinary action.

### **Lost & Found**

Articles found on school grounds will be taken to the "Lost and Found." Items with a name on them will be returned to their owner. Items that are not labeled with a student's name will be taken to the "Lost and Found" table in the Express Hallway. Items such as jewelry, keys, cell phones, iPods, etc. will be held in the Main Office. Students have access to the "Lost and Found" before and after school. Any item unclaimed at the end of the school year will be donated to charity.

### **Medical and Safety Related**

The school enforces all rules which promote the safety of students. If an accident should occur, the injured student will be brought to the Main Office where appropriate action will be taken according to the parent's wishes as indicated on the Emergency Medical Authorization card. Parents will be contacted either at home or their place of employment. No student will leave the building unless released to an authorized person.

Parents should inform the office in a timely manner about special treatment required by their child in the event of allergic reaction to bee sting or other allergens. If special medical equipment is needed, such as a bee sting kit or inhaler, parents must provide that to the school, along with instructions for its use, and a doctor's authorization. Reasonable accommodations will be made to assist injured students.

### **Emergency Medical Forms**

Each student must have an up-to-date emergency form and a medical authorization card on file in the Guidance Office. Without this information we cannot provide treatment in the event of an emergency. Changes must be communicated to the school as they are made.

### **Immunizations**

Written evidence must be presented upon registering a new student that the student has received, or is in the process of receiving all current immunizations, unless a written statement by the parent/guardian objecting to immunization for philosophic or religious reasons has been presented to school authorities.

### **Use of Medications**

The Maumee City School District will consider the diagnosis and treatment of illnesses and the prescription of all drugs, medications, preparations and/or remedies as the direct responsibility of the parent(s) and/or physicians of their choice.

The total responsibility for dispensing or administering any non-prescribed (over-the-counter) drugs, medications, preparations, and/or remedies shall rest solely with the parent(s) or legal guardian, and that student. School personnel will, under no circumstances, dispense or administer such non-prescribed (over the counter)

medications to any student. Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent/guardian. This document shall be kept on file in the school counseling office.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs, preparations and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

When a student is ill to the extent that over-the-counter medication is required during the school day, parents or legal guardians should consider keeping that student home until the need for medication is gone. The administration of prescribed medication during the school day will be discouraged. There may be unique circumstances which require that physicians and parents cooperate with school personnel in authorizing the administration of prescribed medication(s).

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require a written note from the child's doctor's office accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the district for the administration of the medication. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered, and only in the presence of another adult. Parents or students authorized in writing by a physician may administer medication or treatment.

Students who require administration of an emergency medication may have such medication, identified as a fore noted, stored in the school office and administered in accord with this policy.

#### **Messages to Students**

If a parent needs to get a message to a child during the school day, he/she may call the school and ask the secretary to give the child a written message. Please DO NOT text or call your student during school hours on their cell phone to give them messages yourself. This could result in your child having their cell phone confiscated by his/her teacher. Please allow enough time before the end of the school day to call the school. We cannot guarantee that messages left after 2:45 p.m. will get to your child.

\*\*\*Classes will not be interrupted for a child to come to the phone except in cases of emergency.

#### **Out-of- School Suspension**

Within twenty-four (24) hours after the time of the student's suspension, written notice of suspension will be given to the student, parent or guardian. This notice shall include the reason(s) for such suspension, the duration of the suspension, and the right of the student, parent or guardian/custodian, or representative to appeal such action to the Superintendent. Suspended students are excluded from school and school activities, therefore academic assignments may not receive credit.

#### **Parent/Teacher Conferences**

Parent/teacher conferences for all students in grades six, seven and eight are scheduled once a year and are generally held in November. The district calendar lists the exact dates of these conferences. However, each team will also make contact with parents when there is a concern regarding a student's academic progress. Likewise, parents may schedule a meeting with their child's teachers by getting in touch with the team leader.

### **Passports**

If it is necessary for a student to leave school for a portion of the day, he/she should bring a note signed by the parent/guardian stating the reason and time for departure. This note should be given to the Home Room teacher who will issue the passport. All persons picking up a student may be asked to show a photo ID and **MUST** be on the Emergency contact list before that student will be released from school. If the student returns to school during the day, he/she must report to the Main Office where an admit slip will be issued, permitting the student to return to class.

### **Removal Policy**

The Superintendent, a Principal, or an Assistant Principal may remove a pupil from curricular or extracurricular activities or from the school premises. If the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place, either within a classroom or elsewhere on the school premises.

### **Report Cards**

Issued every nine weeks (4 times yearly), grade reports are sent home with students. Parents may access PowerSchool Parent Portal at any time throughout the year to view their student's current progress.

### **Restraint/Seclusion Policy**

The Maumee City Schools will operate in compliance with the Ohio Department of Education Policy on Positive Behavior Interventions and Support, and Restraint and Seclusion adopted by the State Board of Education on January 15, 2013.

### **Saturday Detention**

The Saturday Detention Program can be offered to offenders of the discipline code at the discretion of the Principal or designee. This alternative to In-School Reassignment (I.S.R.) and Out-of-School Suspension can be served by reporting to the detention classroom at Maumee High School on a designated Saturday morning from 8:00 a.m. - 12:00 p.m. The detention room is supervised by a teacher from the school district, and those students serving detention must submit to the authority of that teacher and abide by all rules set forth. Failure to attend, lack of sufficient work for the four hour time frame, or tardiness to Saturday detention may cause the student to serve an In-School Reassignment upon returning to school.

### **School Counselor Services**

In addition to providing individual and group counselor services to students, the counselor staff aids the faculty in educational planning to give all students the opportunity to achieve a measure of self-understanding and personal growth. Students or parents may request a conference with a school counselor. It is suggested that an appointment be made in advance.

### **School Mascot and Colors**

Gateway Middle School's colors are purple and gold. Its mascot is the Panther. Students can show their school spirit by wearing their school colors on days of athletic events.

### **Tardiness**

Observing school hours is important to ensure no disruption of the educational process as well the importance of punctuality. Students who are tardy to school must report to the Main Office to get a tardy slip. If a prior phone call has not been made to the office, the student must provide a note, signed by a parent/guardian, failure to do this within 48 hours of the tardy will result in the tardy being regarded as "unexcused" for that morning.

Accumulation of three (3) unexcused late arrivals to school or three (3) tardy slips for tardiness to classes will result in a detention given by the team or administration. Accumulation of unexcused tardiness beyond four (4) may result in a Saturday detention. Subsequent Saturday detentions will be given for continued tardiness. Tardiness is tracked by semester.

**Transportation Regulations**  
**Maumee City Schools Transportation Policy**  
**Student Responsibilities**

The Maumee Board of Education transports students who are eligible to the middle school. This is a service provided by the Board, not required by the State Department.

- Students will wait for the bus at a location for the bus designated as a “place of safety” which is determined by their bus driver; behavior at school bus stops must not threaten life, limb, or property of any person.
- Positively no use of tobacco, producing an open flame, or use of drugs or alcohol is allowed on a school bus.
- Students shall enter and leave the bus in an orderly manner. They shall take their seats quickly and quietly. Seats may be assigned by the driver to maintain order. Students will be seated while the bus is in motion, keeping aisles and exits clear.
- Noise shall be kept to a minimum at all times, with no talking at railroad crossings and other places of danger, as specified by the driver. Reasonable visiting and conversation are permissible. No vulgar language is allowed.
- Students will ride their assigned buses to and from school and get on and off at their assigned stops. If a student rides a bus other than the assigned bus, he/she shall have a note from his/her parent explaining a hardship and signed by the Principal. Requests for students to ride the bus home with a friend will not be approved. The Superintendent or his designee may, at his discretion, approve temporary transportation. Approval must be in writing stating the length of time the student is eligible for transportation.
- Students shall not hang any objects or parts of their bodies outside the bus windows or doors, open windows without permission from the driver, throw any object out of or inside the bus and/or litter.
- Students must refrain from eating or drinking on the bus except as required for medical reasons.
- Students shall cross the street at least ten feet in front of the bus, never behind the bus. They should be alert to traffic conditions upon entering and leaving a bus.
- While riding on the bus, students may not have in their possession alcohol or drugs, animals, firearms, ammunition, explosives, or other dangerous materials or objects which may interfere with the safe operation of the vehicle.
- Parents are responsible for any damage to a school bus caused by their children. (This also applies to private or public property while students are at a school bus stop.)
- The driver on a regular bus run shall be in full charge of the bus at all times and shall be responsible for order and the safety of the students on the bus. Any teacher, while accompanying a class on a field trip, is responsible for the discipline and control of behavior of the students.
- Refusal by a student to give his/her correct name to a bus driver or to proper authorities is considered to be a serious violation, and the student will be referred to the Building Principal for disciplinary action.

Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for school principals to refuse transportation service to any student. School principals shall notify the parents in writing of such refusal.

Students may carry on the bus only objects that can be held in their laps.

**BUS STOP RULES**

Students shall:

- be on time at the student’s designated school bus stop as assigned.
- stay off the road while waiting for the bus, wait until the bus comes to a complete stop before attempting to board.
- line up in an orderly single file manner and not rush to board the bus.
- no fighting, no horseplay, and no physical games at the bus stop.

- at the time of drop off, students must go directly to their designated place of safety, identified by the driver and remain there until the bus has departed.

### **Truancy**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that school is in session. In accordance with statute, a statement from the parent of each student who has been absent from school or from class for any reason is required. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

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

Truancy will be dealt with in accordance to school policy. Excessive unexcused absences may lead to legal action against the custodial parent(s)/guardian(s) under the State of Ohio Truancy Laws.

### **Vacation Request Form**

If a student takes a family vacation during the school year, or is to be absent for any reason other than personal or family illness or death in the family, a Personal Convenience Absence Request form must be completed. This form can be obtained from the school office.

### **Visitors**

Visitors must make prior arrangements with the teacher for classroom visitation. All visitors must report, sign in, and obtain a visitor's badge upon entering the building at the main entrance (#1) on Gibbs Street.

\*\*You may be asked to show a photo ID upon entry.

### **Web Sites**

[www.maumee.k12.oh.us](http://www.maumee.k12.oh.us)

<http://www.dynacal.com/maumee.k12.oh/calendar.asp?T=F&D=N&CID=1878&EO=Y&OrgID=2691>

Gateway's Google Calendar  
GW\_Calendar

**View Gateway Middle School's morning announcements at:**  
PowerSchool Parent Portal