

John R. Lea Middle School
Student Handbook
2023-2024



John R. Lea Middle School
9130 Dover Road
Apple Creek, Ohio 44606

Phone: 330-698-3151
Fax: 330-698-1922
www.southeast.k12.oh.us

SOUTHEAST LOCAL SCHOOLS

General Information

The student day at John R. Lea is **7:30 a.m. to 2:45 p.m.** with a warning bell at 7:25 a.m. Students should not arrive at school before 7:15 a.m. Once students have arrived at school, they may not leave the school grounds without permission. Students will be considered tardy if they report to class later than 7:30 a.m. Students who arrive before 9:00 a.m. will be considered tardy. Students who arrive after 9:00 a.m. or leave before 12:30 p.m. will be considered ½ day absent. **Students that are being picked up at the end of school day MUST be picked up by 3 p.m.**

Emergency Cancellations and Early Dismissals

- If school is canceled for any reason, usually because of bad weather conditions, it will be announced on WQKT (104.5 FM) and WQMX (94.9FM) radio stations, TV Channels 3,5,8,19 and the Southeast School District website at www.southeast.k12.oh.us.
- Southeast Local Schools also uses the Blackboard Connect calling system. Please make sure your phone numbers are current and up to date with the school office.
- If school must close early on a given day due to inclement weather, or other emergency, it will also be announced on these sites. Please talk to your child about what they are to do in case they must return home early. This may be to call you, go to a neighbor, etc. Feel free to call the school if you have questions. The school must be notified if normal plans are changed.

Address Change

Please notify the school secretary immediately of any change in residential address and/or telephone number and also make those changes in FinalForms. This information is vital in case of an emergency.

Custody Notification

When a child custody order or decree, including a temporary order of child custody is issued, the custodial parent of the child shall notify the school of those custodial arrangements. A legal certified copy of the custodial order or decree must be supplied to the school office. The custodial parent has been assigned the responsibility to report the court action to the school.

Prescription and Non-Prescription Medication

All students taking prescription and non-prescription medication must have a Student Medication Request Form on file in the office. This form requires a doctor's signature. **All medicine will be kept in a locked cabinet in the middle school office.** Students who use inhalers or Epi pens do need to register them with the office but they can be kept with the student.

Visitors

Parents and other visitors are required to enter through the front lobby doors and report to the office.

Student Information

Steps to Solving a Problem

- 1) Discuss the matter with a teacher, coach, or advisor directly involved.
- 2) If a satisfactory conclusion is not reached, discuss with the Principal.
- 3) If a solution is not reached, proceed to discuss the matter with the Superintendent.

Student Fees

Student fees for the 2023-24 school year will be a one-time fee of \$20.00 per student and a \$10.00 technology fee. These must be **SEPARATE** payments. All fees will be turned into the middle school office.

Personal Property

The school cannot be responsible for the personal property of a student. Students should not bring large sums of money or other valuables to school. Valuable items should be kept on your person or left in the office. The process of recovering stolen items is time consuming with limited success.

Locks, Lockers and Locker Searches

Student lockers are the property of the Southeast Local District. It is the policy of the Board to permit the building administrator to search any locker and its contents, as the administrator believes necessary. There should be no expectation of privacy. **Every seventh grade student is encouraged to purchase a lock(s) from the school office for all their assigned locker(s) at the beginning of the year. The cost of the lock is \$5.** At the end of the school year, locks will be turned in with combinations and handed out the following year. Students must use a school lock. No exceptions.

Student Area

John R. Lea students will not be permitted in or around both the Waynedale building or parking lot before, during, and after school hours unless permitted. At the end of the school day, students are to leave the building unless they are under the direct supervision of a teacher or coach. Coaches will arrange for athletes to report to a designated area from school dismissal time until team warm-up time.

Hall Passes

Students are not to be in the halls, main office, guidance office, etc. during the school day unless a teacher has issued them a pass.

After school Procedures

- 1) Only students participating in extra-curricular activities are permitted to stay after school. Also, a student going home with a friend involved in an extra-curricular activity may NOT stay for that student's respective practice.
- 2) Students not riding the bus after school and not participating in an extra-curricular activity MUST be picked up by 3:00 pm.

Make -Up Work

A student is expected to make-up work missed when his/her absence is excused. The student must contact the teacher to make arrangements immediately after returning or make-up work may be denied. All make-up work is to be done by arrangement with the teacher. Homework requests by the office will only be collected if the student has an extended illness (3 days). Please note that staff conference time is scheduled at the end of each day, so picking up homework will be according to staff availability.

Emergency Procedures

Fire Drills

Sounding of the fire alarm indicates the need for the building to be entirely clear. All students and staff must leave the classroom and building as quickly and as orderly as possible. Running is not permitted. Doors and windows must be closed. No talking is permitted during the drill.

Tornado Drills

An announcement will be made over the PA System indicating the need to move to their designated safe area. Students and Staff will move to the designated hallway locations as quickly and orderly as possible. No talking is permitted during the drill.

Attendance

Research has shown that regular daily class attendance and punctuality are directly related to increased student achievement. Frequent absences or tardiness disrupt the instructional process and often cause academic failure. For these reasons, maximum attendance standards must be required and enforced.

The laws of Ohio require daily attendance of all students until the age of 18 (or 16 if approved to withdraw and work full time) ORC 3321.04.

Daily Absence Procedure

1. Parents/Guardians of a student who is absent from school must notify the school by 8:00 a.m. the day of the absence as required by law. ORC.3321.04
2. If the school does not receive a phone call by 8:00 a.m. we will attempt to call the parent/guardian either at home or work. (messages will be left on answering machines unless noted otherwise)
3. Students who arrive before 9:00 a.m. will be considered tardy
4. Students who arrive after 9:00 a.m. or leave before 12:30 p.m. will be considered ½ day absent.

Excused Absences

1. Personal Illness (medical excuse)
2. Death of a relative.
3. Observations of religious holiday
4. Emergency Circumstances
5. One (1) pre-approved family vacation up to 5 days maximum.
6. Participation in the Holmes/Wayne county fair.

Unexcused Absences

1. All absences other than those excused absences listed above can be considered unexcused absences.

Minimum Attendance Requirements for Course Credit

1. Every student has a right to an education, but every student also has an obligation to attend school regularly.
2. Each student may not miss more than 72 hours (equivalent to approximately 11 days). Students may be denied credit and receive a grade of "F" for the year.
3. Exempt days would include medically excused days (doctor's note), death of a family member, absence due to an approved school activity, observance of a religious holiday, one (1) pre-approved family vacation (up to 5 days maximum), and Wayne/Holmes County Fair days when a student is showing.

Early Dismissals or Late Arrivals

1. If students are to leave school, parents/guardians must contact the school via phone or a written explanation (note) specifically stating the time, date, and reason for leaving early. Any student not providing this information will not be granted permission to leave.
2. If students are late arriving to school, then they must report to the office to sign-in and receive an admit slip before going to class.
3. All students getting to school late or leaving school early must sign (IN/OUT) in the office.

Truancy and Unexcused Absences

Wayne & Holmes County Residents

Under Ohio law, a student is considered a *Habitual Truant* if he/she has been absent without legitimate excuse from a public school:

- 30 or more consecutive hours
- 42 or more hours in 1 school month
- 72 or more hours in 1 school year

If a student's absences surpass the threshold for a *Habitual Truant*, the school shall develop an Absence Intervention Plan (AIP). This plan is developed in an effort to reduce or eliminate further absences.

The school must file a complaint in juvenile court against the student and parent/guardian on the **61st day** after the implementation of the AIP, provided that all of the following apply:

1. The student is a Habitual Truant
2. The school has made meaningful attempts to re-engage the student through the AIP
3. The student has refused to participate in or failed to make satisfactory progress on the AIP
4. The student, at any time during the implementation phase of the AIP, is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours in one school month, unless the school has determined that the student has made substantial progress on the AIP.

Unexcused Absence or Tardiness

In accordance with the section 3313.609 of the Ohio Revised Code the Board prohibits the promotion of a student to the next grade level if the student has been truant, meaning absent without excuse, for more than ten percent (10%) of the required attendance days of the current school year and has failed more than two subject areas in the current grade level unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

Few excuses will be accepted for being tardy and the following will occur:

1st-3rd tardy--Warning

10th + tardies-ISS

4th -9th tardy – Detention

Lunch/Breakfast

We offer an on-line system of payment called **mySchoolBucks.com** which allows you to make deposits into your student's school meal account. If you choose not to take advantage of the online payment service you may continue to make advance payments via check, which should be made payable to Southeast Local Schools. Please remember to write your child's full name on the check, along with their Student ID#. You can also pay with cash at the registers. For more information, please see the following attached forms: **Southeast Local Schools Cafeteria and Milk Prices** and **Southeast Local Schools Meal Charge Policy**.

Academics

Grading Scale PLEASE NOTE THIS IS A CHANGE FROM THE ELEMENTARY GRADING SCALE

A+ - 99-100

B+ -90-91

C+ -81-82

D+ -72-73

A - 94-98

B -85-89

C -76-80

D -67-71

A- -92-93

B- -83-84

C -74-75

D- -65-66

F -0-64

Report cards are mailed four times a year at the end of each nine-week period.

Interim progress reports will only be sent home to parents for the following reasons:

- Student has D or F
- Parent Request

All A's - a student must maintain a 4.0 average for all subjects for an entire grading period.

Honor Roll- a student must maintain a 3.5 to 3.99 average for all subjects for an entire grading period.

Merit Roll- a student must maintain a 3.0 to 3.49 average for all subjects for an entire grading period.

Promotion/ Retention

A student failing two or more core courses of study may be retained in that grade level. Parents will be notified and consulted at the beginning of the 2nd semester if retention is being considered.

Incomplete/Missing Work

Homework is assigned to reinforce instructional concepts and skills. Students are expected to complete homework on time daily. Incomplete work may result in students losing their intramural time and any other extra privileges.

Code of Conduct

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action, which may include one or more of the following: Detention, parental contact, referral to legal authorities, withhold participation in extra-curricular activities, emergency removal, in-school suspension, suspension, and/or expulsion.

EMERGENCY REMOVAL

Emergency removal in the Southeast Local School District will be done according to the provisions of O.R.C. 3313.66.

SUSPENSION - EXPULSION

Students failing to comply with the school regulations may be suspended and/or expelled. Each individual case will be judged on its own merits. Parents may request a conference during the suspension or be required to attend a conference for student's readmission to school. Expulsion may, at the discretion of the Superintendent, be carried over to the next semester or school year. Suspension or expulsion is total removal from the school.

Grounds for Suspension or Expulsion shall include, but not be limited to:

1. **Damage, Destruction or Defacement** of school property and or private/personal property of any Southeast employee on or off school property.
2. **Possession, Use and or Distribution** of tobacco products, narcotics, alcoholic beverages, counterfeit drugs, and or other drugs and related paraphernalia including vapes and e-cigarette during school or while participating in a school sponsored activity.
3. **Profane, indecent or Obscene Language:** Written or verbal, directed towards or used in the presence of school personnel or students. This shall include use of obscene gestures, immoral acts, pictures and signs.
4. **Insubordination** by refusing to comply with reasonable request or directions of school personnel. (i.e. persistent disobedience or gross misconduct).
5. **Fighting** among two or more students or contributing to and encouraging disruptive behavior, including but not limited to fighting.
6. **Possess, Conceal, Transmit or Threaten** with a weapon or any object, which might be considered a dangerous instrument of violence or mass panic.
7. **Harassment** of another individual(s) be it physical, verbal, extortion, or sexual in nature (see Harassment page)
8. **Theft or Unauthorized possession** of school property or equipment and the personal property of any school personnel, student or visitor.
9. **Falsifying** incidents, student records, test, grades or other correspondence directed to the school or its personnel. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.
10. **Truancy, Repeated Tardiness** from school, class, lunch or any other assigned activity for part or all of a day without school authorization.
11. **Any Offense** which is grounds for expulsion or that constitutes a violation of local, state or federal law. (ie. false alarms, mass panic)

Harassment

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school related event on or off District property:

- Sexual/ Gender/Ethnic/Religious/Disability/Height/Weight Harassment
- Verbal or written innuendos, propositions, suggestive comments, or threats.
- Placing suggestive objects, pictures, or gestures in the school environment.
- Threatened, attempted, or actual unwanted physical contact

Any student who believes that she/he is the victim of the above action should promptly take the following steps:

- Provide the name of the person whom she/he believes to be responsible for the harassment.
- Explain the nature of the harassing incidents to the Guidance Counselor or Principal.

Bullying

An overt act against another person with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Examples of bullying include: hitting, teasing, deliberate exclusion, spreading rumors.

- Students are to report any instance of bullying to an adult with in the school. If they witness bullying, it is their responsibility to report their knowledge to any member of the school personnel.
- An accusation of bullying shall be investigated by a school official and may include interviews of students, review of school records, and identification of family issues.
- Consequences for students that bully others will depend on the results of the investigation and may include; a parent conference, detention, suspension or expulsion. Depending on the severity of the incident, the principal may take the appropriate steps to ensure student safety, which may include reporting incidents to law enforcement agencies.

Acceptable Use Policy (AUP)

Students at John R. Lea Middle School must have an Acceptable Use Policy (AUP) and a Student/Parent Technology Loan Agreement on file.

Cell Phones/Electronic Devices

Students must keep their cell phones/electronic devices in their lockers and turned off from 7:30 am – 2:43 pm. If a student is seen carrying a cell phone/electronic device at any time, it will be confiscated. The only electronic device that a student is permitted to carry with them during the school day is their Chromebook. Earphones/earbuds are also prohibited unless specifically directed for a class assignment or test. Bluetooth earphones/earbuds are prohibited at all times. Consequences will be as follows:

1st offense: Phone/electronic device turned into the office for one day.

2nd offense: Phone/electronic device turned into the office for a week.

3rd offense: Phone/electronic device turned into the office for a month.

4th offense: Phone/electronic device turned into the office for the remainder of the school year.

The phones/electronic devices will be returned to a parent and additional disciplinary actions are a possibility.

PDA-Public Displays of Affection

Any display of affection between students that attracts undue attention or is deemed inappropriate is prohibited.

Emergency Removal

Emergency removal in the Southeast Local School District will be done according to the provisions of O.R.C. 3313.66.

Dress Code

The Southeast Board of Education has adopted the following student dress code. Violation of the dress code policy can and will be addressed by faculty members. Students will be asked to comply with the dress code immediately or they will be sent home and counted as unexcused. Students who choose not to abide by this code will be considered insubordinate and subject to disciplinary action. Final discretion concerning the dress code rests with the principal according to the Southeast Board of Education.

Requirements include and are not limited to the following:

1. Students should be clean and neat in person with appropriate clothing at all times. The only acceptable facial piercing will be the ears and nose when flush with the skin. Eyebrow/lip piercings and nose rings are not permitted while in school. Physical education classes require all jewelry and piercings to be removed or credit may be denied.
2. Yoga pants, stretch pants, leggings, jeggings or tights are not permitted to be worn without outer garment covering from the waist to the mid-thigh.
3. Shorts, skirts and skorts must be below the fingertips when arms are resting naturally at the sides.
4. Hats, bandanas/head coverings, ear wraps, hoods and sunglasses are not permitted to be worn by male or female students during the school day.
5. Tube tops, halter tops, midriffs, tank tops worn alone, shirts revealing cleavage and tight-fitting body shirts are not to be worn to school. Sleeveless tops for girls must have a minimum strap width of at least 2 inches.
6. Shirts and pants must meet at the beltline at all times. Pants must not have holes, rips or tears in inappropriate areas. Holes in pants above the knees are permitted with leggings underneath. No pajama pants except for designated days.
8. Chains for the purpose of securing wallets or keys to clothing are to be attached and may not exceed 10 inches in length, with chain links no larger than a ¼ inch. The above are the only reasons for students to have chains in school.
9. Attire that has alcohol/drug/tobacco related connotations, obscene writing/graphics including racial, sexually explicit or ethnic slurs will not be permitted.
10. Appropriate footwear must be worn at all times. Bedroom slippers and cleats are not permitted.

Disciplinary Actions for Non Compliance of Schools Code of Conduct

Warning

Detention – in school or after school

Removal from school sponsored activities

Emergency removal

In School or Out of School Suspension

Expulsion

BUS TRANSPORTATION RULES AND GUIDELINES

Guidelines

- ◆ Principals are to make sure that the parents' copy is sent home.
- ◆ Principals are to call home when there has been a suspension.
- ◆ Principals will let the board office know when there has been a suspension so the bus drivers can be notified.
- ◆ Principals will deal with bus referrals within 24 hours unless there are extenuating circumstances.
- ◆ Bus drivers will be as specific as space allows in describing the incident. Note should be made of previous actions taken by the driver. If necessary, the driver may make the report verbally.
- ◆ Bus drivers will turn forms in the same day as the infraction occurs if possible and no later than the following school day. The category of the offense is to be written on the form.

ACTION

INAPPROPRIATE LANGUAGE

1 st offense	reprimand
2 nd offense	detention
3 rd offense	1 day suspension

GRADES 7-12

FOLLOWING RULES

1 st offense	reprimand
2 nd offense	detention
3 rd offense	1 day bus suspension

DISRESPECT

1 st offense	3 day bus suspension
2 nd offense	5 day bus suspension
3 rd offense	10 day bus suspension

FIGHTING OR PHYSICAL ASSAULT

1 st offense	3 day bus suspension
2 nd offense	5 day bus suspension
3 rd offense	10 day bus suspension

JRL Athletic Handbook

At John R. Lea we believe that we can maintain a competitive program and at the same time do things “the right way.” First class conduct is expected at all times. The goal of this handbook is to put into writing the policies and procedures for our interscholastic athletes. The handbook's contents have been adopted by John R. Lea in adherence with the rules of the Wayne County Athletic League and Ohio High School Athletic Association.

Philosophy

The purpose of interscholastic athletics is to offer well planned and well balanced programs for as many middle school students as possible, consistent with available facilities, personnel and financial support. These athletic activities will operate in harmony with our physical education program, Southeast Board of Education, the Wayne County Athletic League, and the Ohio High School Athletic Association.

Objective

1. Athletics are an extension of the educational program and are a privilege. ACADEMICS MUST ALWAYS TAKE PRIORITY.
2. To promote a cooperative and supportive environment among athletes, coaches, and teams.
3. To develop and maintain the highest level of sportsmanship, proper attitudes toward winning and losing, and to encourage respect for teammates, fellow competitors, and officials.
4. To develop in our athletes a TEAM concept, building upon the intrinsic values that make athletic participation and competition worthwhile.
5. To be aware that the health and welfare of the individual always supersedes that of the sport.
6. To acknowledge that athletics can serve to greatly enhance the overall spirit of the school and community.

Eligibility

Athletic eligibility is determined through guidelines adopted by both the Ohio High School Athletic Association and Southeast Board of Education.

Ohio High School Athletic Association Standards

1. A student must pass a minimum of 5 of his/her classes in the preceding nine weeks to be eligible for the following nine weeks. (Semester and yearly grades have no effect on eligibility).
2. A student must carry a minimum of 1.0 GPA on most recent report card.
3. Both 7th and 8th grade students must maintain the 1.0 GPA standard for the fourth quarter to be eligible for a fall sport the next school year.
4. If a student attains the age of 15 before August 1st, he/she is ineligible to participate in middle school interscholastic athletics for the school year commencing in that calendar year. (The student is eligible to participate in high school athletics)

John R. Lea Standards

The final determination of student eligibility will be made at the building level. The guidelines and standards may differ from that of the OHSAA due to the fact that the state standards are set as a minimum requirement.

Attendance

1. Student athletes must be in attendance by 11:00 am on the day of competition.
2. If an athlete is absent on Friday, they must have parental permission to participate in a Saturday contest. The coach maintains the final decision.
3. Excused absences other than illness won't effect requirement #1
4. Athletes serving an Out of School Suspension are not eligible to participate. If the student is serving an In School Suspension they are eligible to participate; however, final discretion is with the coach.

Medical Requirements

Every athlete must have the following forms turned into the Athletic Director prior to participation.

1. Completed and signed physical form.
2. Completed and signed Emergency Medical Form
3. OHSAA Authorization Form

Parent/student acknowledgment of Athletic Handbook

- A doctor must clear any athlete returning to competition following a Doctor authorized injury.
- **An athlete can not practice before the forms are turned in!**

Transportation

The Board of Education provides transportation to and from all athletic events. It is crucial that all student participants be transported to and from contests by authorized school vehicles unless prior approval is granted by the coach or athletic director. The safety of our students is our top priority.

***A request form must be submitted by the parent/guardian to the coach for the alternate transportation to be considered.**

Parental pick up after practice

At John R. Lea it is important that parents feel comfortable about leaving your child here after school. We will make sure that there is always a coach present until the last student is picked up. At the same time, **please be here to pick your child up on time!** If a problem arises, please make an effort to communicate with the coach.

Sportsmanship

We believe that promoting sportsmanship, ethics and integrity in interscholastic activities is a responsibility that we owe our students, parents, community, and guests of John R. Lea Middle School. It is our intention to strongly adhere to a policy that reflects these ideals.

Our Students will:

1. Treat opponents and officials with the respect that is due them as guests of John R. Lea Middle School
2. Shake hands with opponents regardless of the outcome.
3. Dress appropriately without bringing undue attention to ones-self.
4. Remain positive without public criticism of officials or opposing players/coaches after a contest.
5. Refrain from using foul language, obscene gestures, and rude or inappropriate behavior to fellow competitors, fans, and officials.

Our Parents/Fans will:

1. Treat opponents and officials with the respect that is due them as guests of John R. Lea Middle School
 2. Refrain from using foul language, obscene gestures, and rude or inappropriate behavior to fellow competitors, fans, and officials.
 3. Refrain from any physical or verbal confrontations with coaches, players, security personnel or administration.
- ◇ **Failure to abide by the above listed expectations could result in the fans removal.** (See Southeast Board Policy IGDJ-R)

Code of Conduct

The Coach, Athletic Director, or Principal has the right to amend or create rules beyond those stated in the athletic handbook. The student handbook code of conduct remains in effect and will be adhered to. A violation of school rules may result in additional disciplinary action including but not limited to the denial of participation or dismissal from the activity. These rules are in effect on or off school grounds from the first day of fall practice until the last day of spring participation.

Due Process

The following procedures are established for all extra-curricular activities sponsored by John R. Lea Middle School. Included, but not limited to, are all class organizations, and athletic programs etc.

Rules and Regulations

Each coach/advisor shall distribute and explain the rules and regulations pertinent to their particular activity. A list of procedures and possible consequences will be reviewed. Their rules/ regulations must be on file with the Athletic Director/ Principal.

Exclusion Procedures

1. The coach/ advisor may recommend that a student be excluded from an activity for a period of time not to exceed ten (10) school days. The Athletic Director or committee may recommend a student be excluded from the activity for the remainder of the season.
2. The coach/ advisor must give a written/ verbal notice of intention to exclude and the reason why to the Athletic Director/ Principal in a timely manner.

Conditioning Program

Coaches/ Advisors may organize and conduct conditioning programs for groups of student provided the guidelines are within the framework of OHSAA regulations. Programs must be open to all students who are interested in participating. The conditioning program is not to supersede state established practice dates. The OHSAA rules do not require physical exams and insurance before a student participates in a conditioning program. Conditioning programs are not sanctioned by the OHSAA.

Communication

In a situation regarding suggestions, complaints, problems, or criticisms, or any other related situation, whether it is specific or general, all situations will be heard. We ask that you adhere to the line of communication in which an appointment is scheduled outside of practice or game time. The line of communication will be as follows:

- 1) Coach
- 2) Athletic Director
- 3) Principal
- 4) Superintendent
- 5) Board of Education