

John R. Lea Middle School
Student Handbook
2017-2018



John R. Lea Middle School
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SOUTHEAST LOCAL SCHOOLS

General Information

The student day at John R. Lea is **7:35 a.m. to 2:45 p.m.** with a warning bell at 7:32 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 7:35 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 School Closing

In the event of an emergency situation or inclement weather, school may be closed or starting time delayed. Notification of such events will be announced over the radio stations WQKT- FM 104.5, WKVX- AM 960, and WKLM- FM 95.3. John R. Lea is part of the Southeast Local School District. You can sign up for district alerts at www.ohioalerts.gov.

Emergency Medical Form

Emergency medical forms need to be filled out by all students on a yearly basis. These forms are kept in the office for emergencies and made available to teachers who are taking field trips.

Address Change

Please notify the school secretary immediately of any change in residential address and/or telephone number. This information is vital in case of 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 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. Parents are welcome to visit their son/daughters class at any time after the first month of school as long as they have made arrangements with the teacher.

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 Principal.
- 3) If solution not reached, proceed to discuss matter with Superintendent.

Student Fees

Student fees for the 2017-18 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 required 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. **Every locker must have a school lock on at all times.**

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. (except for cultures students) 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.

Clubs and Organizations

Academic Challenge, Power of the Pen, Community Angels, and Spelling Bee.

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 the staff available schedule.

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 9:00 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 9:00 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 twelve (12) 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/guardian 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 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 County Residents

Under Ohio law, a student is considered a *Habitual Truant* if he/she has any of the following:

- 5 or more consecutive unexcused absences
- 7 or more unexcused absences in a school month
- 12 or more unexcused absences in a school year

And a *Chronic Truant* if he/she has any of the following:

- 7 or more consecutive unexcused absences
- 10 or more unexcused absences in a school month
- 15 or more unexcused absences in a school year

A *Habitual Truant* student may be adjudicated an unruly child and a *Chronically Truant* child may be adjudicated a delinquent child by the Juvenile Court.

In addition, the parent/guardian of a *Habitual Truant* or *Chronic Truant* may be prosecuted and if the Juvenile Court adjudicates the child as unruly or delinquent, a subsequent adjudication of that nature may result in criminal prosecution for non-support of dependents or contributing to the unruliness or delinquency of a child, against the parent/guardian.

1. When a student reaches five (5) unexcused days, the school will conduct a truancy intervention meeting with the student and parent(s)/guardian(s) to address the truancy issues and develop a plan to increase attendance.
2. Once a school sponsored intervention meeting takes place and attendance issues still have not been resolved, the school will then make a referral to the Truancy Intervention Program (TIP) through Wayne County Juvenile Court.
3. Once a Truancy Intervention Program (TIP) meeting takes place and attendance issues still have not been resolved, the school will then request to file formal charges with the Wayne County Prosecutor's Office.

Holmes County Residents

Under Ohio law, a student is considered a *Habitual Truant* if he/she has any of the following:

- 5 or more consecutive unexcused absences
- 7 or more unexcused absences in a school month
- 12 or more unexcused absences in a school year

And a *Chronic Truant* if he/she has any of the following:

- 7 or more consecutive unexcused absences
- 10 or more unexcused absences in a school month
- 15 or more unexcused absences in a school year

A *Habitual Truant* student may be adjudicated an unruly child and a *Chronically Truant* child may be adjudicated a delinquent child by the Juvenile Court.

In addition, the parent/guardian of a *Habitual Truant* or *Chronic Truant* may be prosecuted and if the Juvenile Court adjudicates the child as unruly or delinquent, a subsequent adjudication of that nature may result in criminal prosecution for non-support of dependents or contributing to the unruliness or delinquency of a child, against the parent/guardian.

1. After a student is considered a Habitual or Chronic truant, the school will notify by mail the parents/guardians of the child's obligation relative to Ohio Compulsory School Attendance Laws. Also, a truancy referral form will be sent to the Holmes County Juvenile Court, which will initiate your child's participation in their truancy diversion program. After your child's participation in the program, it will then be the decision of the Court as to pursue truancy charges or not.

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

Permission to Leave School

A student will be permitted to leave the school for an appointment provided he/she brings a written request from a parent or guardian. This note should be given to the office. The name of the student and the time he/she is to leave will be listed on the absence list.

Lunch/Breakfast

Weekly lunch tickets may be purchased the first day of each week. Students receiving free lunches will not be required to have a lunch ticket. Meals may also be paid for each day as the student goes through the lunch line. It is the student/parent responsibility to see that they either have a lunch or money before leaving for school. Please note the following lunch, breakfast and milk prices:

Daily Lunch - \$2.75 Daily Breakfast - \$1.50
Weekly Lunch - \$13.75 Weekly Breakfast - \$7.50
Milk - .50

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 are mailed at the end of the fourth week of each grading period.

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.
▪ These distinctions require all subjects marks to be "C" or higher.

Promotion/ Retention

A student must pass three out of four core courses of study or retention in that grade level will occur. Parents will be notified and consulted by the end of the second grading period 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. Suspension or 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 school and may result in the student receiving no credit for work missed during the suspension or expulsion.

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. 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)

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 |

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 form on file.

Cell Phones/Electronic Devices

Students must keep their cell phones/electronic devices in their lockers from 7:35 am – 2:45 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 Chrome Book. Consequences will be as follows:

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

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

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

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

The phones 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.

Requirements include and are not limited to the following:

- | | |
|-------------------------|---|
| SHORTS | -Shorts must be mid-thigh or longer. Cut-offs, ripped, patched, holey or spandex shorts are not permitted. We understand today's fashion includes "short-shorts"; however, we must set appropriate standards. General Rule: With your hands extended at your sides, shorts must be longer than your finger tips. |
| SHIRTS | -Cutoff T-shirts, tube tops, halter tops, bare backed, low cut and tight fitting shirts are inappropriate. -Girls' sleeveless shirts must have a min. strap width of 2". Combinations of shirts to meet 2" minimum is not acceptable. -All shirts must cover the mid section of the body. General Rule: In a relaxed position shirts must meet the waist line of the pants/shorts. |
| DRESSES | -Dresses are permitted however spaghetti strap and no back dresses are inappropriate. Hemlines need to be no shorter than mid-thigh. General Rule: With your hands extended at your sides, dresses/skirts must be longer than your finger tips. |
| PANTS | -Pants must be worn at the waist line. They must not have holes, rips, or tears in inappropriate areas. Holes above the knees are permitted with leggings underneath. No pajama pants except for designated days. |
| YOGA PANTS/ LEGGINGS | -Yoga pants and leggings are permitted with a top that is closed in the front and back, and must be finger-tip length. |
| FOOTWEAR | -Appropriate footwear must be worn at all times. Bedroom slippers and cleats are not permitted. |

- UNDERWEAR -Appropriate underwear must be worn in an appropriate manner. Garments designed, as underwear will not be worn as visible outer apparel.
- OTHER APPAREL -Hats, headbands, gloves, coats, and inappropriate jackets (other than sports coats or suit jackets) are not permitted. Jewelry or belt buckles which condone drugs, alcohol, or sex are inappropriate.
- HAIR -Hair shall be of natural color and styled appropriately.
- PIERCING -The only acceptable facial piercing will be the ears and nose piercing 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 is denied

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.

This student dress code represents what is believed to be reasonable rules and regulations and applies to all students anytime they represent the school in all activities.

- Clothing that advertises alcohol, tobacco, drugs, violence, obscenities, or activities against school regulations are prohibited.

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

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 is an extension of the educational program and is 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 superseded 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 75% of his/her classes 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 OHSAA due to the fact that the state standards are set as a minimum requirement.

Attendance

1. Student athletes must be in attendance by 10:30 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 one-self.
4. Remain positive without public criticism for 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 fall practice until the last day 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

JRL Middle School
2017-2018

PARENT / STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We, _____ and _____
Parent / guardian student

Have received and read the Student / Parent Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of John R. Lea Middle School. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent / guardian signature date

Student signature date