

ROSS MIDDLE SCHOOL

<https://rms.rossrams.com/>

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3425 Hamilton Cleves Road

Hamilton, Ohio 45013

RMS R.A.M.S. - Respectful, Accountable, Motivated, Service



Principal:

Assistant Principal:

Counselor (A-K):

Counselor (L-Z):

Head Secretary:

Attendance / Office:

Cafeteria Manager:

Athletic Director:

Chris Saylor

Tony Albrinck

Michelle Rice

Lisa Jeffery

David Eschenbrenner

Peggy Clevenger

Anita McConnell

Justin Beck

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MISSION STATEMENT

The Ross Local School District will recognize the uniqueness and potential of all learners and will develop each one academically, socially, and emotionally.

VISION STATEMENT

The Ross Local School District is a community of learners empowered to discover our purpose, to aspire to solve relevant and real-world challenges, and to recognize that we are better together than on our own.

Discover, Aspire, Relate. Every day.

Ross Middle School Mission Statement

Ross Middle School, recognizing its unique role in meeting the academic, social and emotional needs of students in transition, is committed to providing students with the help and care to empower them to become confident, cooperative, and curious, lifelong learners living productive lives. Our entire staff commits to an inclusive and comprehensive program of support to assure this outcome, while promoting each student’s social and emotional growth.

RMS R.A.M.S. - Respectful, Accountable, Motivated, Service

STUDENT DAY

8:15 am - 3:00pm (RMS doors open at 8:00 am)

SEVENTH AND EIGHTH GRADE BELL SCHEDULE

PERIOD	STARTING TIME	ENDING TIME
Homeroom	8:15	8:20
First Period	8:20	9:05
Second Period	9:09	9:54
Third Period	9:58	10:43
Fourth Period	10:47	11:32
Fifth Period	11:36	12:51
Intervention	12:55	1:23
Seventh Period	1:26	2:11
Eighth Period	2:15	3:00

ACCIDENT/ILLNESS

Pupils who become ill or are involved in an accident during the school day are to report to the office. The office will decide what action to take, i.e. rest in the office, go home, recommend going to the doctor or hospital, or returning to class. The student will not be allowed to go home unless parental permission can be secured. Only those adults listed on a student’s emergency medical authorization form (EMA) are permitted to be contacted to

remove the student from school. Only those adults appearing on the EMA will be permitted to remove a student from Ross Middle School.

ATTENDANCE POLICY

The State of Ohio requires that all children between the ages of 6 and 18 years of age attend school every day that school is open. All students are, therefore, required to attend school regularly. Students are also expected to be on time for class so that they may receive the maximum benefit from the academic program. Effective July 1, 2017, Ohio law mandated public schools to provide closer supervision and documentation for student attendance (House Bill 410).

Excused Absences Include:

- Personal illness or injury
- Illness or death in the family
- Funeral of immediate family member or relative
- Quarantine
- Religious holiday
- Court appearances
- Pre-approved absences. Five (5) days per year approved in advance by school administration (outlined in "Vacation Days" on page 26)

All other absences are unexcused. Students may not be permitted to make up work for any unexcused absences.

If a child accumulates (excused or unexcused) absences equal or exceeding **38 hours per month or 65 hours per year**, Ross Local Schools will provide written notification of these absences at those thresholds.

Students with excessive **unexcused** absences will be deemed "habitual truant" under HB 410. This is defined as students with unexcused absences totaling **30 or more consecutive hours, 42 hours or more per month, or 72 hours or more per year**. Students meeting this threshold will be assigned to the Absence Intervention Team. **Within 14 days** of an assignment to the Absence Intervention Team, an intervention plan will be developed. The district is expected to make reasonable efforts to communicate this plan to the parent/guardian **within 7 days** of the development. If of age, the district will contact the **Registrar of Motor Vehicles** for the suspension of a student's driver's license. Truancy will be filed **60 days** after the plan is initiated if the student does not participate or does not make progress.

Parents must phone RMS (513-863-1251) before 9:00 a.m. when their child is going to be absent and/or Parents/guardians may also complete the online Google "Report An Absence" form linked on the RMS website. Upon returning to school after being absent, pupils are to present an excuse note written and signed by a parent or guardian to the office. This written explanation of absence must be submitted to the office within two (2) school days following the student's return to school; otherwise the absence will be unexcused. Students must bring this note from home even though their parent or guardian may have spoken with the office the previous day. (**Filling out the google form does count as a parent note.) Time missed will also count toward the attendance policy established in HB 410.

Students may submit a maximum of five (5) parent/guardian notes per semester for absences deemed "excused". After five (5) parent/guardian notes, **written documentation** from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absences is required. If a student misses school due to a doctor's appointment we ask that the doctor's office print up an excuse for the child to bring to the school office.

AFTER SCHOOL DETENTION

Pupils in detention are expected to remain seated and silent throughout the entire detention; pupils are not permitted to sleep; pupils are expected to do meaningful work. After school detentions will be served from 3:05 to 3:50 p.m., Monday through Thursday in the cafeteria. Detention dates cannot be changed or rescheduled by students, only parents may request a change of detention dates, and the school administration must deem the

request legitimate. If a student is absent on the day of detention, it must be served the first day they return to school.

Students will receive a copy of the detention slip in their homeroom once the detention monitor has assigned a date on which the detention will be served. In addition, a copy of the assignment paper will be sent to the student's home address. We will attempt to provide an additional reminder notice to students during their homeroom period on the day they are to serve their assigned detention, however this is merely a courtesy. Failure to receive this notification will not be accepted as an excuse for a missed detention. Students who are absent or who leave school early for any reason on the day of an assigned detention are asked to inform the office as they sign out. Their detention will be automatically rescheduled for the following day (Monday-Thursday) and no additional notification will be sent.

BOMB, TORNADO, FIRE DRILL AND LOCK DOWN (SAFE SCHOOL) PROCEDURES

All teachers will go over the proper procedures to follow during these drills.

BULLYING/HAZING

Bullying, harassment and intimidation are intentional written, verbal or physical acts that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This type of behavior is prohibited on school property or at a school-sponsored activity.

Any pupil engaging in these types of actions either specifically or generally like the kinds of conduct listed above is subject to expulsion, suspension, removal or permanent exclusion from curricular or extracurricular activities.

BUS/TRANSPORTATION OFFICE

Devin Huff or Tina Sefton -Transportation Office - 738-2900

BUS CONDUCT

School transportation is an extension of the school day; therefore, all school rules and policies are to be followed. In addition, the following rules also apply:

1. Pupils are to be at the bus stops on time; the drivers cannot wait for pupils to walk from their homes to the buses.
2. Pupils will get off buses at their designated stops in an orderly manner.
3. Pupils ride only their regularly assigned buses and get off at their regular stops.
4. Pupils who wish to leave a bus at a stop other than their normal one must have written permission from their parents or guardians and these notes must be signed by an administrator.
5. Pupils must sit only in their assigned seats.
6. Pupils must be absolutely quiet at railroad crossings and other places of danger.
7. Pupils will cross the street at least ten feet in front of the buses and upon the signal of the drivers.
8. Large objects and school projects may need to be transported by parents.
9. Pupils are not permitted to eat or litter on a bus.

BUS PASSES

Due to all Ross Local School Buses being at or near capacity, students will not be allowed to ride a bus other than the one they are assigned to. Bus Passes will not be issued per the Transportation Department.

CAFETERIA EXPECTATIONS

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are responsible for cleaning up the area that they occupied while in the cafeteria. Failure to abide by this regulation could result in significant disciplinary action.

Cutting in line in front of others is always rude and discourteous and is prohibited. Students are to stay out of all hallways during lunch. All breakfasts, lunches and snacks are to be eaten in the cafeteria. No eating is permitted in classrooms, hallways or lobby. Students may use the restrooms closest to the cafeteria only. Pupils who finish eating before the lunch period is over must spend the remaining time in the cafeteria. Students may only leave the cafeteria with permission from the supervisor.

Treats (ex: birthday treats) must be purchased from the cafeteria. No outside treats may be brought into lunch and shared.

CARE OF SCHOOL PROPERTY

Students marking or damaging school equipment or property in any way will be required to clean the article or to pay for damages. The law specifically states that parents and students are responsible for materials loaned to the student.

CELL PHONES / EAR BUDS / ELECTRONIC DEVICES / DIGITAL COMMUNICATION DEVICES

Students are not permitted to use their cell phones, earbuds/pods, or other electronic devices, besides their school issued Chromebook, during the school day. It is recommended students do not bring any of these items to school. However, if they do, students must keep their phones, earbuds, and other devices locked in their school issued locker during school hours. RMS will not be responsible for any of these items and students bring these to school at their own risk.

Students are not permitted to have headphones or earbuds in their ears during school hours (unless using wired headphones to use digital tools / resources as approved by school staff). It is also recommended that each student bring non-expensive, wired headphones to help utilize digital tools and resources. Students should keep all of these items in their school issued locker. RMS will not be responsible for any of these items and students bring these to school at their own risk.

Students may not access, use or display digital communication / electronic devices including, but not limited to cell phones, earbuds, headphones, AirPods, and smart watches from 8:00 a.m. until 3:05 p.m. except for times and areas designated by the administration or if permission is explicitly given by the instructor or supervisor. Students should keep all of these items in their school issued locker. RMS will not be responsible for any of these items and students bring these to school at their own risk.

Students may not access, use or display digital communication / electronic devices including, but not limited to cell phones, earbuds, headphones, AirPods, and smart watches while on a school bus.

Note: A student being asked to put these items in a designated area / locker is considered a “reasonable request” by a staff member. Refusal by a student to adhere to this request is subject to school issued consequences.

Students are expected to bring his/her fully charged, Ross Local School District issued chromebook in its case to school daily. In order for the chromebook battery to last an entire school day, it is imperative for students to fully charge it every evening.

Note: Instances of inappropriate cell phone / electronic device use (Cyber-bullying / Sexting, inappropriate picture or movie images, etc.) on or off of school property will result in disciplinary action if the actions or the effect of these actions of students result in a disruption of the school day for students, teachers, administrators or other school personnel. Discipline in these instances will be determined by administration and law enforcement will be contacted as appropriate.

CHANGE IN RESIDENCY OR CUSTODY

Please notify the office immediately if custody/guardianship, address and/or phone numbers change during the course of the year. Any falsification of such records may result in liability of tuition payment to the Ross Local School District.

CHEATING/PLAGIARIZING

To use ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own is plagiarism and dishonest. Dishonest actions are punishable under the Ross Local School District Code of Conduct; these actions may include but are not limited to: plagiarism, looking at someone else’s test or materials, copying work from another when the work is not intended to be collaborative, obtaining a copy of tests or scoring devices, unauthorized use of materials not permitted during a test, copyright infringement, allowing

another student to copy your work, putting your name on another student's work, or talking during a test. Teachers and/or Administrators will determine if cheating, plagiarizing or dishonesty has occurred. Consequences for violating this policy will range from receiving a zero on the assignment to suspension/expulsion from school. Consequences will be based on the number of occurrences and the severity of the action.

CHROMEBOOKS / TECHNOLOGY PROGRAM OVERVIEW:

Ross Local School District 1:1 Policy Handbook **Ross 1:1 Program Overview**

The Ross Local School District is excited to provide students in grades K-12 with anywhere/anytime technology to transform their learning experiences. Each student in grades 6-12 will be given a Chromebook laptop, power adapter and carrying case. Each student in grades K-5 will be issued a Chromebook to use in class. The Ross Local School District is committed to providing students with equitable access to digital opportunities that will prepare them for life after high school. Through the use of technology the district wants to encourage each student to foster problem-solving skills, responsible decision-making skills, communication, collaboration and student-centered learning.

1:1 Device Distribution and End of Year Hand-in Procedure

- Any student who moves into the district mid-year will be issued a 1:1 device from the remaining building inventory, and will be instructed on how to take care of their device.
- At the end of the school year, all student 1:1 devices will be collected and stored for the summer. At the time of end of year checkout, students are responsible for reporting any damage that needs repaired. Teachers and tech support staff will only check to ensure that all 1:1 devices and accessories have been returned and are accounted for. In the event that all items are not turned in, the student will be issued an obligation for the cost of the missing item(s). Parents will be notified with a listing of any missing items from the end of year 1:1 turn-in for their students.
- For any students who graduate early, or have been withdrawn before the end of the school year, or have been dismissed early for any reason, it is the students and parents responsibility to return all equipment before permanently leaving the district. If 1:1 devices are not turned in, the district will pursue all legal avenues to get the equipment returned. In the event that a 1:1 device is not returned, the device will be disabled, rendering the device unusable and a fee added to the student's account.

Ownership of the Device

Ross Local School District (RLSD) retains sole right of ownership and possession of the 1:1 devices. The devices are loaned to the students for educational purposes only for the academic year. RLSD's administrative staff and faculty retain the right to collect and/or inspect devices at any time, and to monitor student work or to alter, add, or delete installed software or hardware during school hours.

Student Expectations and Guidelines

All Ross Local School District (RLSD) students and families must understand that:

- All students using the district network and district devices must comply, at all times, with the student handbook and the district's Acceptable Use Policy. Students should also use their devices and access digital resources in accordance with all local, state, and federal laws and observe and follow fair use policies and copyright laws.
- Students in grades 6-12 need to bring their 1:1 device in their district issued always-on case, fully charged each day.
- Students may not be issued loaner chargers to charge their device, and may not be issued loaner devices if they forget their device.
- Students will be issued a loaner device in the event that a repair is necessary on their issued device, depending upon availability of district inventory.
- Students are expected to keep the equipment in good condition.
- Students should report any damage to their equipment as soon as possible. Report the damage to the respective building library/media staff.
- Students should notify a staff member immediately if they come across inappropriate information, images, messages or any dangerous, threatening material that makes them feel uncomfortable.

- Students may not remove or interfere with the serial number and other identification tags, nor should they physically alter the device or carrying case. Under no circumstances should a student take apart their Chromebook or take their Chromebook to a third party for repairs. All repairs should be facilitated through the Ross Technology Department.
- Students must not circumvent installed content filters installed on Chromebooks.
- Students who do not meet these expectations will be subject to disciplinary action as determined by staff.

Responsibilities Regarding Electronic Data and Accounts

- Students should only use their own username and password and not share their account information with another student or access the account of another student.
- All student created files and electronic communication (student email) are subject to monitoring for safety precautions. Users of district technology should have no expectations of privacy to any data that is, or was, stored on their device, school network or any school-issued applications.
- Students are responsible for the appropriateness of all files, data, and internet history on their device. Although these devices will be filtered on campus it is still the responsibility of the student to use good judgment when accessing or transmitting data. Do not take photos or videos of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized data, photos, audio, or video to any website, network storage area, or person is strictly forbidden.

Technology Fee Information

- The district's technology fee is \$80 for all students in grades 6-12 and \$50 dollars for students in grades K-5. Fees are expected to be paid at the beginning of the school year.
- This fee will be collected for each student at the beginning of the school year.
- The technology fee has been implemented to assist the District in acquiring, upgrading, and maintaining technology hardware and software that support the district's 1:1 initiative. This includes the devices, device cases, management software, Insurance, and any other district identified ongoing costs that are necessary to maintain and support the district's 1:1 initiative.
- Students will NOT be charged for any repair that is related to a manufacturer defect.
- Students WILL be charged for ANY intentional physical damage or if the laptop is lost or stolen.
- Students who lose their Power Adapter will be charged \$35.00.
- Parents/Guardians will be notified upon a damage event, or any intentional damage.

Costs of Repairs/Replacements

Ross Local School District recognizes that with the implementation of a 1:1 initiative there is a need to protect this equipment by both the District and the student/parent. The following pricing chart outlines the costs of the most common repairs so that both the student and parent understand the cost associated with those repairs. These costs will be incurred in the event of intentional damage, or if the item is lost or stolen.

<i>Carrying Case</i>	\$30
<i>Chromebook Display</i>	\$50
<i>Chromebook Keyboard</i>	\$35
<i>Chromebook Power Adapter</i>	\$35
<i>Chromebook Trackpad</i>	\$15
<i>Chromebook outer casing parts</i>	
<i>- Display Bezel</i>	\$15
<i>- Bottom Case</i>	\$15

- Top Case	\$15
Miscellaneous Part costs	
- Hinge replacement	\$10
- Camera	\$10
- Charging port	\$10
Chromebook	\$320

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report should be filed by the student or parent as soon as possible, but in most cases no more than 48 hours after the theft or vandalism is discovered. The police report should be presented to the building office. Further, students/parents should contact their school as soon as possible after the device is determined to be stolen, lost, or vandalized. In cases where the device has been stolen, lost, or vandalized, the student/parents are responsible for replacement cost of the device and/or carrying case.

Care of Devices

- Due to insurance requirements school-provided cases must be on Chromebooks at all times.
- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices should be left in a secure location when not in use on and off campus.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways.
- Students are not guaranteed the opportunity to charge their devices at school. Devices are to come to school each day fully charged.
- Too much pressure may crack the screen. Avoid placing anything on top of your device or case.
- Extreme heat or cold can harm the device. Avoid leaving the device in a hot or cold car.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made through the RLSD Technology Department.

Policy Changes

The Ross Local School District reserves the right to modify, adapt, or alter any part of this policy at any time as deemed necessary by district administration.

CLASSROOM TARDIES

Teachers will handle cases of occasional tardiness to class in accordance with their classroom management plans. Frequent offenders will be referred to the administration for further discipline.

COMPUTER USAGE

It is illegal for any student to access another student's computer account. Entering and/or reproducing any information that is not directly related to the instructional assignment is strictly prohibited. Copying of any programs is also in violation of federal law, which could result in prosecution. Students are also forbidden to interfere with any operation of school business. Violation of this policy may result in suspension, expulsion and/or prosecution under existing laws. Students must have an "Acceptable Use Policy" signed and on file in order to be allowed access to the school computer network. Students who violate the Acceptable Use Policy will be in

violation of the Student Code of Conduct and will have their computer privileges permanently revoked, in addition to receiving the school-administered discipline.

CUTTING CLASSES / UNAUTHORIZED AREAS

Class cutting is a serious offense and may result in assignment to ACE, Friday School, and/or suspension from school. Any pupil excused from his/her assigned place for any reason must have in his/her possession an appropriate form (pass) signed by the responsible staff member. Pupils are scheduled for a definite place each period in the day and are expected to follow this schedule. Pupils in unauthorized areas are subject to search. Also, students who do not leave at their designated dismissal time will be considered in an unauthorized area.

DELIVERY OF FLOWERS & GIFTS

Students may not receive delivery of flowers or other gift items during the school day for birthdays, holidays, or other special occasions. Any item that is dropped off at the school is subject to search by administration.

DIRECTORY INFORMATION

State law requires public schools to release to any party that requests directory information within a reasonable period of time. The following items are designated as Directory Information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and the student's photograph as published in the school year book. Any parent or adult student not wanting Directory Information released should contact the Ross Middle School office.

DRESS CODE

The Ross Middle School Dress Code has been designed to establish an atmosphere that allows all students to be engaged in the learning process while maintaining a safe and secure environment. In general, appropriate attire is defined as dress that allows for a positive learning environment to exist throughout the instructional school day and does not create an uncomfortable atmosphere for students or staff, insinuates a potential for an unsafe environment and meets community standards.

Students are permitted to wear shorts. Biking shorts, or leggings may only be worn in combination with another pair of shorts, a shirt, or dress of appropriate length. In addition, students are not permitted to wear low cut shirts that are deemed inappropriate by school administration. Students are required to wear shoes at all times on Ross Local School District property. Sandals are also permitted to be worn at RMS. Hats, head coverings, hoods on hoodies, bandanas, sweatbands, and sunglasses are not to be worn inside the building. The aforementioned, with the exception of hoodies, should not be visible during the school day.

Some examples of inappropriate attire includes, but is not limited to, bare midriff shirts, halter tops, and clothing adorned with drug, alcohol, weapons, tobacco, sexual, or other disruptive signs, words, or pictures. All articles of clothing and accessories that are disruptive to the educational process are not permitted to be worn at school. Undergarment clothing may not be exposed at any time. Students may not wear extreme or distracting make-up, hairstyles, or accessories. Spiked bracelets, dog collars, or heavy chains are forbidden. Students may not dress in a manner that the administration determines to be unacceptable in light of community standards.

Students are not permitted to wear jackets or overcoats during school hours. Students must place jackets and overcoats in their lockers prior to beginning the school day. In addition, students are not permitted to carry book bags during the school day. All book bags should be stored in the students' assigned lockers during the school day. For the purposes of Ross Middle School any bag that carries a school issued textbook will be considered a book bag, this includes oversized purses, athletic bags, over-the-shoulder bags or anything of the like. Students are not permitted to wear hats from 8:00 a.m. until 3:05 p.m.; failure to abide by these regulations could result in confiscation or disciplinary action.

School administration can make changes to the dress code standards at any time to ensure the health, safety, and well-being of all students.

E-MAIL ADDRESSES

Faculty and staff e-mail addresses are available on the website at rossrams.com.

FIGHTING

Pupils are expected to act in such a manner at all times that the rights of all other persons are respected. Fighting is never an acceptable way to resolve a problem and on the first incident will result in a three to ten day suspension. Additional incidents will result in additional discipline being administered and could result in a recommendation for expulsion.

GRADING SCALE

Letter Grade	Percentage	Description
A	90-100	Excellent
B	80-89.99	Above Average
C	70-79.99	Average
D	60-69.99	Below Average
F	Below 60	Unsatisfactory

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a hall pass in their possession.

HALLWAYS AND LAWNS

There should be no running, scuffing, loud talking or boisterous behavior in the hallways. The lawn in front of the building is not to be used as a playground.

HONOR ROLL

Students in grades six through eight are eligible for honor roll recognition. The criteria for high honors is 3.75-4.0 cumulative grade average and honors is a 3.25-3.749 cumulative grade average. All subjects receiving a letter grade will have an equally calculated effect on honor roll status. An "F" or "I" in any subject eliminates honor roll eligibility. Honor rolls will be distributed to local newspapers.

Grade Point Average (G.P.A.) is calculated using the following numerical equivalents:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

INTERIM REPORTS

Midway through each nine-week grading period, students receiving an "F" in any class will have a copy of their interim reports mailed home. Grades may be accessed through Progress Book throughout the academic year.

LIBRARY / MEDIA CENTER

We encourage use of the library at every opportunity. The library is open daily. Failure to comply with any library rules and/or to cooperate with the librarian may result in some students losing their library privileges.

LOCKS AND LOCKERS

Lockers will be assigned to students on the first day of school. No student is allowed to move from the locker that is assigned to them without the counselor's permission. Ross Middle School is not responsible for lost/stolen articles taken from lockers. Section 3313.20 Ohio Revised Code, permits the search of any pupil's locker and the contents thereof if the school personnel or administrators reasonably suspect that the locker or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule. The Board of Education has also

declared that lockers are the property of the Board and these lockers and the contents thereof are subject to random search at any time by school officials or in conjunction with local law enforcement agencies, which may include K-9 searches, without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. School personnel or administrators may also search at any time the locker and contents thereof of any pupil if any emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property.

LOST & FOUND

All articles that are found should be returned to the lost and found box located in the main lobby outside the main office. Any lost article, except textbooks, should be claimed there. Lost textbooks, when found, will be returned to the teacher's mailbox whose name appears on the label inside the book.

LUNCHES

Students must prepay for regular school lunches. A parent can place money onto a student's account at Pay School Central (PaySchoolCentral.com). Students may also bring in cash or check (Blue or Black ink ONLY) to the lunchroom to add to their lunch account. Additional information can be found at <https://www.rosslclschs.oh.schools.bz/administration/4> by cash/check (make checks payable to Ross Middle School) or credit card (minimum of \$20). Prepaying lunches should be taken care of prior to homeroom.

MEDICATION (Prescription)

If it becomes necessary for a student to take any form of medication at school:

- Each child to whom medication is to be dispensed must have on file a completed authorization form signed by his or her parent or guardian and a completed physician's request form signed before medication will be administered to the student.
- The medication to be administered to the student must be in the container in which it was dispensed by the prescribing physician or a licensed pharmacist when it is given to the school employee authorized to administer the medication. Students will not administer the medication to themselves.
- New request forms must be submitted each school year and as necessary for changes in medication orders.

MEDICATION (Non-Prescription)

Generally the use of medications (or over-the-counter medications) is discouraged in the schools. If it becomes necessary for a student to take any form of medication at school:

- Each child to whom medication is to be dispensed must have on file a completed authorization form signed by his or her parent or guardian before medication will be administered to the student.
- The medication must be brought into the RMS office by a parent/guardian in the original container. Students will not administer the medication to themselves.
- Student's name must be clearly visible on the medication container.

OFFICE UPDATES

The office tries to keep accurate records on each student. Please keep us informed of any changes.

OTHER MEANS OF TRANSPORTATION HOME

Parents should make prior arrangements with their child regarding other means of transportation home when not riding the bus. It is not necessary to sign your child out of school if you pick them up after 3:00 PM. Due to limited office help and disruption of classes, please refrain from calling the school or dropping by the office to pick up children without prior arrangements. We do not encourage students walking home.

PARKING

The Ross Middle School parking lot is located on the side of the building. Parking at any time in the circle in the front of the building is not permitted. When dropping off, or picking up your child, park in a designated parking space. Due to the safety of our students, cars should not park or idle on the side of the parking lot by the grassy area. Never block the designated crosswalk.

POSSESSION / USE OF DRUGS / ALCOHOL

The following disciplinary procedures for pupils who violate items #18, #19, #20, and/or #47 of the Student Code of Conduct involving the possession and/or use of drugs, drug paraphernalia, or alcohol will result in a suspension from school, possible recommendation for expulsion from school, and a possible referral to court.

PUBLIC DISPLAY OF AFFECTION

Public display of affection between pupils is considered inappropriate in the school setting, and is prohibited. Any act of a blatant sexual nature will result in an automatic 10-day suspension from school and recommendation for expulsion.

REPORT CARDS

Report cards will be sent home with students at the end of each nine weeks unless obligations are owed.

SCHOOL FEES

The Board of Education adopts and regulates school fees for Ross Middle School. Each parent will be required to pay a student fee for each child enrolled at Ross Middle School. These fees pay for art supplies, paper, science materials, magazines, workbooks, novels, etc. If a family has difficulty paying these fees, please call the office to make arrangements for delayed payment. Otherwise school fees should be paid the first two weeks by cash, check (make payable to RMS) or credit card. Students who owe fees may be denied participation in co-curricular or extra-curricular activities.

<u>RMS School Fees for 2022-2023:</u>	
RMS Class Fee:	\$40.00
District Technology Fee:	\$80.00
Total Standard Fee:	\$120.00
7/8th Band / Choir:	\$140

Board Policy on Student Fees (JN):

1. Beginning August 1, the Principal will advise parents of fees. Payment is due 30 days after the start of each semester.
2. Athletic Fees. Payment for each season's sport is due prior to the first athletic contest. In addition, all school fees must be paid prior to the first athletic contest.
3. Students with outstanding financial obligations from previous years will not be permitted to participate in extracurricular or co-curricular activities until such financial obligations are paid or a payment plan has been established with the Principal or Athletic Director.
4. Families will be notified at the beginning of each quarter of any outstanding financial obligations. This notification will be sent by the building Principal/Secretary.
5. Fees may be paid online.
6. A payment plan may be established by contacting the Principal or Athletic Director with the full payment to be received by the last day of school.

SCHOOL HOURS

School begins at 8:15 a.m. and students are dismissed at 3:00 p.m. Students are permitted to enter the building at 8:00 a.m. Students should not be on school grounds after 3:05 p.m., unless under direct supervision of a

school employee. Students should be dropped off and picked up utilizing the side parking lot. The circle in front of the building is reserved for bus traffic only between 7:15 a.m. to 8:15 a.m. and 2:30 p.m. to 3:20 p.m.

SEXUAL HARASSMENT / HAZING

Sexual harassment may be, but not limited to, behavior or words that are directed at a person because of his or her gender that are uninvited, unwanted, or unwelcome, may cause a person to feel uncomfortable or offended, creates an environment that makes learning difficult, or may be repeated or on a one-time basis. All cases of sexual harassment must be reported to the office. If a student believes he/she is a victim of sexual harassment they should contact a building administrator or counselor immediately.

SMOKING/USE OF TOBACCO/VAPOR PRODUCTS, INCLUDING ELECTRONIC/VAPOR DEVICES

The Ross Local School District is a smoke-free and tobacco-free environment; therefore, the use of tobacco, tobacco products, cigarette lighters, matches, and/or related instruments or paraphernalia is prohibited at all times in or on all property owned and managed by the District, on school grounds, school buses, and while attending any school related functions.

The following disciplinary procedures for pupils who violate item #21 of the Student Code of Conduct involving the possession/use of tobacco, tobacco products, cigarette lighters, matches, and/or related instruments or paraphernalia will be as follows:

1st Violation – Three day suspension

2nd Violation – Three days of out-of-school suspension

3rd Violation – Five days out-of-school suspension, possible legal charges

4th Violation – Ten days out-of-school suspension with recommendation for expulsion

SNOW DAYS

On days that the weather prohibits students from coming to school on a regular time schedule, parents/children should listen to the local radio/TV stations or check the district website at www.rossrams.com for school delays and closings. Please refrain from calling the school.

STUDENT ACTIVITIES

There are numerous opportunities for students to participate in activities at Ross Middle School. These activities include: Football, Basketball, Wrestling, Cheer, Track, Volleyball, Band, NJHS, Choir, Good Morning Ross Middle School, Newspaper Staff, Student Council, Peer Groups, and many others that may come up during the school year. Students are advised to contact the people in charge of these activities to secure more information. Students who owe fees will be denied participation in co-curricular or extra-curricular activities.

STUDENT CODE OF CONDUCT

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, removal or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Compliance to the Student Code of Conduct is mandatory.

The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employee, or anyone connected with the school district, whether on or off school premises.

4. Assault or battery of a school employee, student or other person on school premises, while in the custody or control of the school, or in the course of a school related activity.
5. Possession or use of self defense devices.
6. Fighting, assault and/or inappropriate contact between students.
7. Chronic misbehavior which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators, teachers and other school personnel.
9. Any disruption or interference of school activities, or misconduct by a pupil on or off of school property.
10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher.
11. Leaving school during school hours without permission of proper school authority.
12. Distribution of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authority.
13. Demonstrations by individuals or groups causing disruption to school activities.
14. Disrespect to administrators, teachers or other school personnel.
15. Skipping detention.
16. Refusing to take detention or other administered discipline.
17. Falsifying of information given to school authorities.
18. Buying, selling, using, having used, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, distributing, using, possessing, having possessed, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance).
19. Buying, selling, transferring, distributing, using, or having used, or unauthorized use or possession of any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance.
20. Possessing, using, having used, or being under the influence of any alcoholic beverage, inhalant, or intoxicant of any kind, or selling of drugs, drug paraphernalia, or alcohol on school premises or at a school sponsored function.
21. No student shall smoke, use or possess any substance containing tobacco or related instruments or paraphernalia, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, cigarette lighters, matches, related instruments or paraphernalia and chewing tobacco, or use of tobacco products in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.
22. Turning in false fire, tornado, or disaster alarms.
23. Making a bomb threat or any kind of threat to any school building, property, or vehicle.
24. Placing of signs or slogans on school property without the permission of the school authorities.
25. Extortion of a pupil or school personnel.
26. Forgery of school related documents.
27. Cursing.
28. Truancy.
29. Cheating or plagiarizing.
30. Harassment, intimidation or bullying of students in written form, verbal form or in any other medium of communication.
31. Harassment or hazing of school employees on or off of school premises, or misconduct by a pupil regardless of where it occurs, that is directed at a school official or employee.
32. Theft or possession of stolen property.
33. Gambling.
34. Tardiness.
35. Improper or suggestive dress.

36. Engaging in sexual acts or displaying excessive affections or other inappropriate behavior with a person of the same or opposite sex on school premises or at a school related function.
37. Publication, possession or distribution of obscene, pornographic or libelous material.
38. Use of indecent, abusive or obscene language in oral, written or in any other medium of communication.
39. Indecent exposure.
40. Arson, or inappropriate use of fire.
41. Failure to abide by reasonable dress and appearance codes set forth in student handbook or established by the administration or the Board of Education.
42. Failure to abide by rules and regulations set forth by the administration for student parking.
43. Disobedience of driving regulations while on school premises.
44. Presence on school property with a communicable disease.
45. Willfully aiding another person to violate school regulations.
46. Convey, attempt to convey or knowingly possess a deadly weapon, lookalike weapon, any item intended to be used as a weapon, or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the Board of Education.
47. Selling, offering to sell, distributing, or possession of a controlled substance, or drug paraphernalia on school premises or at a school related function (trafficking drugs).
48. Carrying concealed weapons.
49. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or sexual penetration.
50. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location, shall be reason for expulsion, suspension, removal or permanent exclusion from school.
51. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location.
52. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process of a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location.
53. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.
54. Threats of physical harm or damage to school property, school personnel, parents, students, or other individuals, in either written, verbal or within any other form of communication.
55. Behavior, which causes, results in, or may result in the creation of fear, panic, intimidation, or a threatening atmosphere regardless of whether on or off of school premises or at a school related activity regardless of location.
56. Any violation of the district computer network and internet acceptable use policy.
57. Statements, oral, written or over any other medium of communication, which causes, results in or may result in the creation of fear, panic, intimidation, disruption of the learning environment or a threatening atmosphere regardless of whether on or off of school premises or at a school related activity regardless of location.

School Board policy permits students to complete any classroom assignments missed due to suspension. Students will receive at least 50% partial credit upon completion and submission of any assignment missed due to suspension.

TARDIES/EARLY DISMISSALS

If for some reason, your child will be late to school, please send a note along with the student stating the reason for his/her tardiness. Students must report to the office upon arriving at school to sign in to receive a pass to class, they do not need to be signed in by their parent/guardian. After five (5) tardies, your child will receive a detention for every tardy thereafter.

When arriving after 8:15 a.m. but prior to 11:15 a.m., students will be considered “tardy”. Students arriving after 11:15 a.m. but prior to 12:15 p.m. will be marked with a half-day absence. Any student arriving after 12:15 p.m. will be counted as a full-day absence.

If your child needs to leave school early for a doctor's appointment or for some other reason, please send a note stating the reason and time of dismissal. If someone other than the parent/guardian will be picking up your child, please include this information in your note. It is necessary for an adult to sign your child out of school; this is done in the main office.

When leaving school prior to 11:00 a.m., students will be counted with a full-day absence. Students leaving after 11:00 a.m. but prior to 12:00 p.m. will be marked with a half-day absence. Any student leaving after 12:00 p.m. but prior to 3:00 p.m. will receive an “early dismissal”.

ALL time missed will also count toward the new attendance policy established in HB 410.

TELEPHONE

Students are not to use the office phones for personal calls except in emergencies and with staff permission. In the event a student receives a call he/she will be called out of class only in the case of an emergency. Phone calls for students should be handled between classes, during lunchtime, or after school. Telephone calls should never make a student late for class. Parents wanting to contact their student during the school day should contact the office. Any use of a cell phone by a student during the school day will be considered a violation of Ross Middle School's acceptable use policy.

EDUCATIONAL MATERIALS

The Ross Local School District furnishes various educational materials to all students (chromebooks, printed materials, et. al.) Each student is responsible for the care of the materials issued. Students are responsible for any damaged, lost, or stolen materials.

VACATION DAYS

Students may be taken out of school for trips or vacations a maximum of 5 days. At least two weeks advance notice must be given to the school for the absences to be considered excused. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. It is the responsibility of the student/parent to notify teachers and to request work. The two-week time frame must be strictly followed in these cases.

VISITORS

All visitors must register in the office and receive a visitor's pass in order to be allowed in the building. All visitors are expected to leave promptly when their business is completed. Students are not permitted to bring visitors to school. Ross Local Schools do not allow visitors to eat lunch with students.

WEAPONS

Possession and/or use of any weapon or look alike weapon, or any item intended to be used as a weapon, as indicated in the Student Code of Conduct items #5, #45, and/or #47, will result in a 10 day suspension from school, recommendation for expulsion from school, and a referral to court.

Federal law requires that all students in possession of a deadly weapon be expelled from school for one calendar year from the date of the incident. Effective July 1, 1997, all students under age 19 who convey a deadly weapon or other dangerous objects on school premises will have their driver license suspended through the criminal court or juvenile court or have their right to apply for a driver's license revoked until the age of 18.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school, parents are to come to school and fill out necessary forms for withdrawal.

