## INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidents and Injuries</td>
<td>14</td>
</tr>
<tr>
<td>Announcements</td>
<td>14</td>
</tr>
<tr>
<td>Anti Bullying Policy</td>
<td>13</td>
</tr>
<tr>
<td>Assemblies</td>
<td>7</td>
</tr>
<tr>
<td>Athletic Code of Conduct</td>
<td>4</td>
</tr>
<tr>
<td>Athletic Eligibility Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Attendance Regulations, Tardiness, Absences</td>
<td>9</td>
</tr>
<tr>
<td>Building Hours</td>
<td>10</td>
</tr>
<tr>
<td>Buildings and Grounds</td>
<td>5</td>
</tr>
<tr>
<td>Bus Rules and Consequences</td>
<td>14</td>
</tr>
<tr>
<td>Bus Transportation</td>
<td>13</td>
</tr>
<tr>
<td>Bus Pass</td>
<td>13</td>
</tr>
<tr>
<td>Cheating/Plagiarism</td>
<td>10</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>4</td>
</tr>
<tr>
<td>Clinic Use</td>
<td>5</td>
</tr>
<tr>
<td>Closed Campus</td>
<td>4</td>
</tr>
<tr>
<td>Crisis Procedure/Evacuations/Safe Schools</td>
<td>8</td>
</tr>
<tr>
<td>Detentions/Penalties</td>
<td>11</td>
</tr>
<tr>
<td>Disciplinary penalties</td>
<td>11</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>12</td>
</tr>
<tr>
<td>Emergency Closing</td>
<td>8</td>
</tr>
<tr>
<td>Expulsion for Firearms</td>
<td>12</td>
</tr>
<tr>
<td>Extra Help</td>
<td>4</td>
</tr>
<tr>
<td>Extended Curricular Opportunities</td>
<td>5</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>5</td>
</tr>
<tr>
<td>Fees</td>
<td>5</td>
</tr>
<tr>
<td>Field Trips</td>
<td>7</td>
</tr>
<tr>
<td>Fire &amp; Earthquake Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Free and Reduced Lunch</td>
<td>6</td>
</tr>
<tr>
<td>General Behavior Expectations</td>
<td>10</td>
</tr>
<tr>
<td>Grades, Honor Roll</td>
<td>8</td>
</tr>
<tr>
<td>Guidance and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Gym Floor Use</td>
<td>5</td>
</tr>
<tr>
<td>Hall Traffic/Changing Classes</td>
<td>6</td>
</tr>
<tr>
<td>Home Tutoring</td>
<td>5</td>
</tr>
<tr>
<td>Instructional Media Center</td>
<td>3</td>
</tr>
<tr>
<td>Internet &amp; Technology Policy</td>
<td>7-8</td>
</tr>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Lockers</td>
<td>6</td>
</tr>
<tr>
<td>Locks</td>
<td>6</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>6</td>
</tr>
<tr>
<td>Lunch</td>
<td>6</td>
</tr>
<tr>
<td>Medication Use</td>
<td>12</td>
</tr>
<tr>
<td>Middle School Advisor Class</td>
<td>3</td>
</tr>
<tr>
<td>Missed Assignments</td>
<td>9</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td>11</td>
</tr>
<tr>
<td>Pupil Failed Policy</td>
<td>8</td>
</tr>
<tr>
<td>Rights of the Principal</td>
<td>14</td>
</tr>
<tr>
<td>Sales and Promotions</td>
<td>4</td>
</tr>
<tr>
<td>Saturday School</td>
<td>10</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>15</td>
</tr>
<tr>
<td>Signs</td>
<td>6</td>
</tr>
<tr>
<td>Social Activities</td>
<td>4</td>
</tr>
</tbody>
</table>
Statement of Non-discrimination p. 14
Steroids, Drugs, and Alcohol p. 11
Student Appearance and Dress p. 12
Student Conduct Code p. 10
Student Council p. 4
Student Enrollment and Accounting p. 3
Student Handbook/Planner/Hall Pass p. 6-7
Student Journalism p. 7
Study Hall Traffic & Procedure p. 6
Suspensions p. 10
Teacher Classroom Rules p. 10
Telephone p. 5
Testing p. 3
Textbooks p. 5
Tobacco p. 11
Tornado Procedures p. 8
Vacations p. 9
Visitors p. 6
Wednesday Family/Church Night p. 4
Weight Room p. 6
INTRODUCTION
Welcome to Anna Middle School. The policies and procedures contained in this handbook have been carefully prepared and presented so that they will be of value in helping you adjust to the school, and to become an integral part of it. The school board has adopted this handbook as an official policy. It is mandatory that all students comply with the information in this handbook and with all local, state, and federal laws. Students are responsible for reading and complying with all information contained in the handbook.

The ultimate purpose of education is to help each student become an effective citizen in our democracy. By developing and accepting the responsibilities and obligations of good citizenship, you will be better able to participate successfully in the world of tomorrow. It is our hope that you will participate in the varied activities offered within the school.

The manner in which you approach and pursue your middle school career will determine to a great degree, your success or failure. Remember that your success at Anna Middle School will be directly proportional to your efforts. Let's have "Rocket Pride" in ourselves, our school, and our community.

STUDENT ENROLLMENT AND ACCOUNTING
(Missing and Absent Children)
A pupil at the time of his/her initial entry to school, shall present to the person in charge of admission a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the student does not present copies of the required documents, the principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child. Parent(s), guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or her designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

GUIDANCE AND COUNSELING
The services offered in the Guidance Office are many and diversified. Some of these include such areas as: Career Planning, Testing and Test Interpretation, Scheduling, Group Counseling in such areas as improved study skills, test registration, and the providing of information on personal topics of concern to the student.

Keep in mind that one of the purposes of Anna Middle School is to motivate each student to achieve at his or her capacity, and to encourage them to develop and broaden their interests, talents and abilities. Your counselor is aware that the success of your school is measured by the success each of you experience in school and after graduation. Your concerns are our concerns. Take advantage of the services your counselor can provide.

MIDDLE SCHOOL ADVISOR CLASS
Every student will have a designated adult advocate or Advisor. Students will attend advisor class weekly. Advisor teachers will check students’ homework books; distribute medical, field trip, and other forms for students or parents to fill out; discuss the student handbook; release students to talk to teachers or the counselor, attend student council meetings, or work on special projects; discuss interim reports, grade cards, and detentions; conduct activities that promote: teamwork and cooperative skills, study skills, and character education; and assist each student in becoming the best student they can be.

TESTING
All Anna Middle School students will participate in Statewide Assessments. Ohio State Assessments will be administered on the following schedule:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th</td>
<td>Reading, Math, Social Studies</td>
</tr>
<tr>
<td>7th</td>
<td>Reading, Math</td>
</tr>
<tr>
<td>8th</td>
<td>Reading, Math, Science</td>
</tr>
</tbody>
</table>

State Assessments will be administered in March for Project-Based-Assessment and April/May for End-of-Year Exams.

INSTRUCTIONAL MEDIA CENTER
The IMC is yours for profitable and enjoyable reading - a quiet place where you may find useful and interesting books. There are computers to use for homework and research. Many research tools are available on the computer or from the reference section of the IMC. Books may be borrowed for a period of two weeks or for overnight use. At the end of each semester all library materials must be returned or you will not receive your grade card. Charges for lost or damaged books will be determined by the librarian. Please do not try to mend torn or damaged books but return them to the IMC for repair.

IMC Regulations
- Be respectful of others
- Must have Computer pass from teacher to use the Internet
- Disruptive behavior that distracts other students or teachers will be subject to the consequences posted.
- No candy, gum, or drinks around the computers.
- Follow the Acceptable Computer Use policy.
- Students must ask for permission to leave the IMC for any reason.

Good care of library materials and observance of IMC regulations should help us provide the best service and materials to our library patrons at all times.
SOCIAL ACTIVITIES
School dances will be held after school or in the evening for up to 2.5 hours. There must be at least two (2) teachers and the parents of two (2) students present. Plans for decorating and the use of facilities or public address system, must be approved by the administration. Only Anna Middle School students are permitted to attend the social activities. The school dress code applies.

SALES AND PROMOTIONS
All sales and promotions of merchandise or the collection of money must be approved by the school administration in advance. Fundraisers must be approved through the Principal’s Office and the proper Auditor’s form completed. (Minimum of two weeks notification)

STUDENT COUNCIL
Your Student Council provides student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a voice in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration. Student Council members are selected by students.

CLOSED CAMPUS
Anna Local Schools has adopted a closed campus policy. Students must remain at school the entire school day unless released by the appropriate school authority.

EXTRA HELP
If needed, teachers may be available during their planning period, during advisor, or beyond the regular school day for extra, individual help. Students are responsible for making arrangements with teachers for extra help.

ATHLETIC ELIGIBILITY REQUIREMENTS
A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Students who participate on any of the athletic teams at Anna Middle School are expected to represent our school well by displaying good effort and sportsmanship during competition. Our school abides by the rules of the Ohio High School Athletic Association and our athletes will receive an athletic handbook, which covers all of the rules and contains the AMS Athletic Code. Student athletes must be academically eligible to participate and must follow rules of the school and the coach. Anna Local School follows the rules for eligibility, which are posted on the Ohio High School Athletic Association. Athletes must have a completed, approved physical form on file in the middle school office in order to participate in sports conditioning, practice and contests. For students to be eligible to participate on the day of a contest, they must be in school by 10:30am and stay for the rest of the day. Any exceptions to this must be approved by administration.

ATHLETIC CODE OF CONDUCT
An athletic code of conduct is in force. Specific details and copies of the code may be obtained from your coach, the Athletic Director, or in the Principal’s office.

WEDNESDAY FAMILY/CHURCH NIGHT
One of the traditions and beliefs of the Anna Schools is that a young person is not just educated through the schools. We feel that the family is an integral part of the child’s development. Beyond that, we also feel that the child benefits from spiritual and religious nurturing as well. Therefore, in an effort to help encourage this attitude, we direct that all extra-curricular activities will be concluded no later than 6:00 pm on Wednesdays. This gives the students the opportunity to take advantage of religious, family, or social activities on that evening. This applies to all our extra-curricular activities, with the exception of any OHSAA activities (i.e. tournaments, etc.) which are scheduled and beyond our control.

CHEERLEADING
Any student who meets OHSAA academic standards is eligible to “try out” for cheerleading. Try-outs will be held in the spring for Middle School Cheerleaders. Cheerleaders will be selected by a panel of judges. Leadership, poise, pep, skill, a written test, and teacher evaluation will be considered. Middle school cheerleaders cannot participate in a second athletic activity in the same season. Students in grades 6-7 are eligible for Middle School try-outs. Cheerleaders must pay for the entire cost of their uniforms.

E-FUNDS
**NEW: A new on-line payment option for families is now available for your convenience.** The Anna School District is pleased to introduce a new program called e-Funds for Schools. This program offers various options for parents/guardians who choose to make payments on-line and is extremely user friendly. Not only will you have the ability to have lunch payments electronically withdrawn from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website. The e-Funds For Schools service is offered to you by a third party service provider and they charge for processing your payment(s), similar to other on-line banking services. The district does not request or keep records of family checking or credit card account information and does not retain any of the transaction fee. The "e-Funds For Schools" electronic payment service has a nominal fee. There is a $1.00 transaction convenience fee for each electronic checking payment that you make. The system carries a Non-Sufficient Funds (NSF) charge if the payment is “bad”. For payments made by credit or debit card, there is a convenience fee of $2.45 per each $100 increment in the transaction. When you set up your account, please review your options carefully.
You are in full control of your account and can make a payment at any time that is convenient for you. No payments will be allowed without your knowledge and authorization through this secure payment system. By providing your home and/or work email address, an email notification informing you of the student’s name, purpose of the payment, and the amount of the item will be sent to you each time that a payment is to be processed. The e-Funds For School site is secure and uses industry standard data encryption.

EXTENDED CURRICULAR OPPORTUNITIES

The Anna Middle School provides opportunities for students to extend their interest, acquire higher level knowledge, and develop their special talents in curricular areas. The following is a list of the extended curricular activities for specific grade levels that are available to our students:

- Power of the Pen – 7, 8
- Spelling Bee – 6, 7, 8
- Science Olympiad – 6, 7, 8
- Tomb of the Unknown Soldier essay contest - 8
- Future City – 7, 8
- Chorus – 7, 8
- Band – 6, 7, 8
- Student Council – 6, 7, 8
- Computer Club – 6, 7, 8
- FCCLA – 7, 8
- Lego Robotics – 6, 7, 8
- Math Counts – 6, 7, 8

EXTRA CURRICULAR ACTIVITIES

Leaving an extra curricular event (Example- basketball games) without permission will result in re-payment to enter. Students are expected to be in the appropriate area of the extra-curricular activity and not loitering in hallways, restrooms, or other areas. Students creating a disruption are subject to being ejected from the activity and are subject to further disciplinary action.

HOME TUTORING

Students who will be out of school for 30 days or more may be eligible for home tutoring. Typical valid reasons for approval include extended hospitalization, accident or injury which makes it impossible to attend school, or long-term illness. A written doctor’s statement must be presented stating the reason the student cannot attend school and the length of time projected for being out of school must be presented to document a home tutoring request.

TELEPHONE

If you have an emergency call to make, request permission to use the office phone by asking your teacher or a school administrator. DO NOT USE EXTENSION PHONES AT ANY TIME. Extension phones are for employee use ONLY.

TEXTBOOKS

The textbooks to be used in your school work at Anna Middle School are loaned to you by the Board of Education and are expensive. Books will be issued by your classroom teacher at the start of school. Book covers are required at all times. You are responsible for all books issued to you. If a book is lost, or damaged, you must pay to repair or replace it. Please place your name in the space provided so that lost books may be easily returned. Lost or damaged books will be the responsibility of the parent/student at the price of replacement.

FEES

Middle School fees are strictly for classroom materials used by the pupil furnished at cost. At the beginning of the year, the middle school office will advise you of the workbook and materials fee amount. All fees must be paid or grades and credits will be withheld. School Fees can now be paid through e-Funds (see page 4 of handbook).

CLINIC USE

The clinic is to be used only as special cases of sickness arise. It is not to be abused. The log book must be signed when entering and leaving. Permission to use the clinic will come from the Principal/or designee. Students are limited to one period of occupancy in the clinic.

BUILDINGS AND GROUNDS

Everyone appreciates a clean building and orderly landscape. Please utilize trash cans that are provided to help maintain a pleasant atmosphere for everyone. Keeping restrooms in good order helps reduce odors, makes them a more desirable place to utilize, and promotes good, clean, and hygienic practice.

GYM FLOOR USE

The gym floor is for your use, not ABUSE. Students are not to be on the gym floor unless they are wearing the proper kind of footwear, suitable for such use. The gym is to be used ONLY under a teacher's supervision. Any group or organization wishing to use the gym should get clearance through the office in order to avoid conflicts.
LOCKERS
Lockers are provided to students as a service for the storage of books, jackets, and other personal property. These lockers are the property of the school and are subject to search at any time for any reason. Contents of lockers are also subject to search at any time for any reason. Students must be aware that contraband of any kind must not be brought to school or stored in a locker at any time. There is no expectation of privacy in the use of student lockers. Students are responsible for securing their possessions in their locker and the school is not responsible for lost, stolen, or damaged belongings. Students will be assessed for any damages, writing on lockers, or graffiti placed on their locker. Promptly report any problems with your locker to the office. Physical Education lockers need to be secured and locked to avoid loss of personal belongings.

LOCKS
Anna Local Schools will not be responsible for personal items lost, stolen or damaged. A combination lock will be provided. If lost, replacement fee is $5.00. If the combination of your lock is known by someone else, you are inviting trouble. Students are cautioned not to keep money or other valuables in their lockers. Only school locks may be used.

LOST AND FOUND
Articles found in and around the school should be turned in at the principal's office where the owners may claim their property by identifying it.

LUNCH
Students will use their student ID to purchase lunch. This will eliminate the handling of cash in the lunch line which will expedite the delivery of lunches and á la carte items. Students may deposit money in their account every morning from 8:00 to 8:10 in the cafeteria OR use e-Funds to deposit money into the account (See e-Funds on p. 4 of handbook). There are two lunch lines; the regular class A lunch line and the á la carte line. Their ID number will debit their account. Students will be notified when their account is low. CASH FOR REGULAR MEALS OR A LA CARTE ITEMS WILL NOT BE ACCEPTED. Fruit juice vending machines are available. Adolescents need to eat healthy. We encourage students to purchase the regular class A lunch which meets the FDA’s nutritional diet standards. Parents may request a print-out of the child’s “lunch history” at any time. Parents may also request that their child’s account be valid for the regular class A lunch only.

FREE AND REDUCED LUNCH
Information and application forms are available in the High School/Middle School office.

WEIGHT ROOM
Proper teacher supervision is required for weight room use by students.

SIGNS
Students desiring to post signs must have the signs approved before posting them. When approved by the Principal, the sign may be posted in the designated area. Generally speaking, only signs promoting school or school-sponsored events may be posted.

VISITORS
Visitors must report to the Principal's Office immediately upon entering the building. Students are not to bring visitors with them without prior approval by the Principal. Examples of cases in which a visitor’s pass will be considered for a student include a visit by a foreign exchange student, student council exchanges, guest speakers, and guest observers for a school purpose.

STUDY HALL/TRAFFIC & PROCEDURE
Study halls are periods set aside for you to study while at school. Students should enter the study hall quietly and take their seat at once. Have your study material needed, ready to go to work. Keep your hands, feet and objects to yourself and do not talk unless given permission to by the supervisor. Hall traffic will be kept to a minimum. Individual study hall teachers will share any additional rules with their students.

HALL TRAFFIC/Changing Classes
Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have their planners or passes. Students are asked to be courteous at all time and to keep to the right when moving in halls. Running and shouting in the halls is unexcused.

STUDENT HANDBOOK/PLANNER/HALL PASS
All students will be given a Student Handbook with a personal student planner incorporated in it. If the student loses their handbook, they will be required to buy a new one for $5. Students are encouraged to have their Handbook/Planner with them at all times. Your Handbook/Planner will also be your Hall Pass. If you need to travel in the hallways during class time, you must present your Handbook/Planner.

FIELD TRIPS
Anna Schools recognize the benefits of extending the school classroom with worthwhile field trips. All students taking part in field trips must have written permission from parents or guardian, and a copy of your Emergency Medical Authorization Form. The adopted Anna Student Conduct Code will be the standard for all participants. Anna Schools retains the option of luggage and/or room search. In the
event of missing a class or classes, it is the student's responsibility to obtain and complete the assignments in advance. Field trip participation is a privilege and may be revoked for disciplinary reasons.

**ASSEMBLIES**

At all times, the student's behavior needs to be refined and courteous. An indication of the cultural level of the school and its students is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, talking during a program, shouted comments, etc.  

*Please note:* Pep Assemblies will be scheduled by the Principal at appropriate times to encourage student body support of our athletic and academic teams.

**STUDENT JOURNALISM**

All official student publications (yearbook, newspapers, video programs, etc.) are a part of the school curriculum and editorial control remains with school authorities.

**INTERNET AND TECHNOLOGY POLICY**

**Student Internet/E-mail Usage**
- The use of school equipment and access to Internet (or e-mail) is a privilege, not a right.
- There is no expectation to privacy regarding the use of any school district equipment at any time.
- Internet use is limited to students who have a computer pass from a teacher for a specific assignment or to entire classes who are in the IMC with their teacher.
- Students are to work on the internet only when a staff member is present for supervision.
- Any effort by students to access chat lines, sexual material, graphic violence, or any other material not related to their specific assignment will result in indefinite suspension from use of the internet.
- Attempts to log into another user’s account, read other user’s mail or files, or in any way attempt to interfere with other user’s ability to send or receive mail is prohibited.
- A student will not be given an E-mail address unless they have a curricular project that is teacher guided. This E-mail address will only exist as long as the project is active.
- No information is to be downloaded to the C: drive.
- Teacher approval is needed for downloading any sound, graphics, or references to other sites to an individual’s H: drive or disk.

**Use of software**
- Only use appropriate school owned and legally licensed software.
- No games, programs or applications should be copied without approval from the Technology Team. This is to protect our system of viruses and copyright laws.

**Data Storage**
- Data is always to be saved to the H: drive or disk. The C: drive is for application storage not data storage.
- When students are transferring data between school and home, it is their responsibility to test all disks for viruses before use.

**Penalties**
- These penalties will be levied against any user abusing the equipment, programs, services, or conditions of use as outlined in this policy which governs the use of the Anna Local School District computer systems.
- Any penalty for minor infractions may be applied as determined by the Anna Local School District administration.
  1. 1st offense: 2 weeks loss of computer privileges.
  2. 2nd offense: 1 month loss of computer privileges.
  3. 3rd offense: Loss of computer privileges for the remainder of the school year. Privileges may be restored at the beginning of the next school year, but the first violation would then be counted as a third offense.
- The user is responsible for any costs for repairs to equipment resulting from misuse, vandalism, or carelessness. This means time and materials costs.
- Notification to parents will be made at any level of penalty.
- A serious violation of the Terms and Conditions of the Anna Local School ACCEPTABLE USE POLICY may result in immediate suspension of all privileges.
- Student users receiving the loss of privileges penalty will have any existing passwords changed during the penalty period. Teachers may request reinstatement of lost privileges for a student user only for the purpose of completion of required assignments. A student user reinstated under this provision must be supervised at all times.

**Security**
• Security on any computer is high priority, especially when the system involves many users. The enduser is responsible for keeping his/her password confidential. If a user suspects his/her password is no longer confidential, he/she is responsible to notify the Administrator of the system. If a user feels he/she can identify a security problem with any of the hardware or services owned or operated by the Anna Local School District, he/she must notify a faculty, staff member, or administrator. This is an ethical obligation. This is a summary the Anna Local School Acceptable Use Policy. Complete copies of the policy may be obtained in the IMC or Principal’s office.

EMERGENCY CLOSING
Should it be necessary to close school for an emergency, an announcement will be made utilizing the “One Call Now” system as well as radio and TV stations:

Channel 2 WDTN   Channel 7 WHIO   WIMA- Lima   WMVR- Sidney

DO NOT CALL THE SCHOOL OR SCHOOL OFFICIALS.

FIRE AND EARTHQUAKE PROCEDURES
Fire drills are required by the laws of our State. Pupils must leave the building as quickly and orderly as possible. Drills should be taken seriously and not be considered recreation. The purpose of the drill is to train pupils to empty the building as quickly as possible in case of fire and avoid possible injury. Fire routes will be posted near the door of each room.

THERE SHOULD BE NO TALKING DURING THE DRILL. (Recommended time by State Fire Marshall is less than one (1) minute).

Students with their instructor at the time of the drill will cross street, instructor will take roll, remain there quietly until signal is given to return to building. Students should assist in closing windows and doors as they leave the building.

• NOTE: EARTHQUAKE procedure is the same as "Fire Drill " except the building is to be evacuated after tremors.

TORNADO PROCEDURES
Tornado Watch -   A spotter will be placed at a window on the west side of the building.
Tornado Warning- Students will be notified by Public Address or shelter personnel.

Procedure:  
A. Students take a book to cover head.
B. Students will go directly to designated shelter area.
C. Students will kneel facing inside wall with head covered by clasped hands or an open book.

It is imperative that all students remain quiet during the drill, as attendance will be taken, and emergency information will be transmitted by word of mouth from shelter personnel.

Students will remain in shelter area until " All Clear " is indicated by the administration.

CRISIS PROCEDURES/EVACUATIONS/SAFE SCHOOLS
Drills for emergency evacuation of classrooms and the school are required by state law. Fire and tornado drills will be conducted on a regular basis. Students should become familiar with the procedures for evacuations from all locations in the school. During times of classroom and/or school evacuations, students should cooperate with and follow the instructions of school personnel and proceed to the assigned designated locations in a quiet, orderly manner. Procedures for evacuation due to an earthquake are similar to that for a fire drill, as the building would be evacuated after the report of tremors.

Safe School drills for an active shooter or other violent attack or threat will also be held. Staff members have received ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training. Students are to cooperate with and follow the instructions of school personnel. If a student is aware of any dangerous situation or accident, he/she must notify a member of the staff immediately.

GRADING
Graded courses (6-8 ) will be figured in Grade Point Averages and Honors. The Honor Roll (6-8) is achieved with a minimum of 3.00 GPA and no grade below "C" or "incomplete" grade. Honor Roll is figured each 9 weeks. Interim reports are available at the midpoint of each grading period and report sheets are sent home following each nine-week period. Each pupil is graded in each of his/her subjects according to the following scale:  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>B -85</td>
<td>85-93</td>
</tr>
<tr>
<td>C -75</td>
<td>75-84</td>
</tr>
<tr>
<td>D -65</td>
<td>65-74</td>
</tr>
<tr>
<td>F -64</td>
<td>-lower</td>
</tr>
</tbody>
</table>

P/F-Pass/Fail classes must have administrative approval prior to taking the class.

Any other class grading procedure must be approved by the administration, written, handed out and posted in a highly visible area.

PUPIL-FAILED POLICY
Any middle school student who has failed two or more academic classes (English, science, math, social studies) or the equivalent of two or more academic classes (band, semester classes, and nine weeks’ classes) will be referred to a committee appointed by the principal to determine placement for the following school year. The committee will make recommendations (retention, summer school, CCC classes, approved tutoring, placement in the next grade, etc.) based on the number of classes failed, the age of the student, previous retentions, performance on achievement tests, parent’s input, and other factors determined by the committee. The final decision on placement will be made by the principal and will be based on what is in the best interest of the student.
ATTENDANCE REGULATIONS

All students are required to attend school regularly and abide by school policy. The parent/guardian of each child must submit a written statement of the cause for absence to the principal's office the day following the student's return to school. (Each absence may be investigated).

Absence Procedure and returning to school
1. Parent/Guardian need to phone the school office (394-2011), before 10:00 A.M. on the day of the student's absence.
2. Parent/Guardian should write the reason for absence note. Included should be the student name, dates of absence, reason for absence and parent/guardian signature. If a doctor's service is required, please attach the doctor's note to the parent's note.
3. The student returning to school will present the written excuse to the Principal's office in exchange for an "Admission to Class" notice.
4. It is the student's responsibility to ask all teachers for make-up assignments. Assignments that are not made up will be reflected in the student's grades.
5. Students must sign out and sign in each time they leave or re-enter the building.
6. Any student who is not in school prior to 10:30 A.M. and present for the remainder of the day, is not eligible to participate or practice in extra-curricular activities on that day.

ABSENCES
The Anna Local Schools considers the following factors to be reasonable excuses for time missed at school.
- Personal illness (a written physician's statement verifying the illness may be required).
- Illness in the family (the absence under this condition shall not apply to children under fourteen years of age).
- Quarantine of the home.
- Death in the family.
- Necessary work at home due to the absence or incapacity of parent/guardian.
- Observation or celebration of a bona fide religious holiday.
- Such good cause as may be acceptable to the superintendent.

Habitually Truant
A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one month, or for twelve (12) or more school days in one (1) school year.

Chronically Truant
A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one month, or fifteen (15) or more school days in one (1) year.

In order to address the attendance practices of a student who is Habitually or Chronically Truant, the board authorizes the administration to take any of the following intervention actions:
- A. Assign the student to a truancy intervention program.
- B. Provide counseling to the student.
- C. Request or require the student's parent/guardian to attend a parental involvement program.
- D. Request or require a parent/guardian to attend a truancy prevention mediation program.
- E. Take appropriate legal action.

Repeated infractions of the Anna Local Schools policy on attendance may result in the suspension or expulsion of the student.

TARDINESS
Promptness to school and class is very important. Students are to be in their seats and ready to work when the bell sounds. Continual tardiness results in class disruption and will not be tolerated. A student reporting to school after the tardy bell, must register in the principal's office and receive an "Admission to Class" notice. Students will get two tardies to school each grading period without any penalty. After the third tardy to school in each grading period the student will receive a 1 hour detention. Any tardies after that one (#4 and beyond) the student will be assigned a Saturday school.

VACATIONS
Students are strongly encouraged not to take vacations during days school is in session. Vacations are not considered to be a reasonable excuse for time missed at school. There are things missed during class that cannot be made up. Parents must contact the school at least one week in advance of any school days a student will miss due to vacation. An absence form must be completed by a parent and signed by all of the students' teachers and the principal prior to the first day of vacation. The student is responsible for all of their make-up work.

MISSED ASSIGNMENTS
Students with excused absence, will make up all work missed during his/her absence as required. Work not completed after such time as designated by instructors will automatically be incomplete. Rule of thumb will be one make-up day for every day missed. Extended time for extreme circumstances will be considered by the administration and the teaching staff.
**BUILDING HOURS**

Students are permitted in the building at 8:00 a.m. Except for cases of inclement weather or when attending a scheduled meeting, all students are expected to remain outside the building until 8:00 a.m. Time schedules will be given to each student at the start of each school year.

**GENERAL BEHAVIOR EXPECTATIONS**

Every student has a right to an education. To safeguard that right, the Board of Education has adopted policies which are summarized here. Each student is expected to understand and comply with all school rules.

Students are expected to:
- Be under control at all times in school, on school grounds and at school related functions.
- Be respectful towards other students and staff members.
- Understand and obey Federal, State and Local Laws.
- Understand and obey Anna Middle School rules.
- Comply with the rules while riding school buses to and from any school related event, as well as to and from school.
- Comply with Ohio school attendance rules.

Students who break school rules and disregard the rights of others may be subject to disciplinary action. The administration may exercise discretion in cases with extenuating circumstances.

**PENALTIES**

Discipline penalties which may be imposed include warnings, conferences, confiscation of objects, after school detentions, in-school suspensions, Saturday School, loss of privileges, work assignments, financial restitution, in-school suspension, suspension from school, court or police referrals, expulsion from school, permanent expulsion from school, removal from a bus, removal from an activity, or other penalties that may be appropriate for a given discipline infraction as determined by the administration.

**AFTER SCHOOL DETENTION**

After School Detention will be held in a designated room on Friday for 30 or 60 minutes from 3:15 to 3:45 or from 3:15 to 4:15. All students serving detentions must be on time and working on assignments in order to get credit. Students are responsible for arranging their own transportation and for notifying coaches, employers, and others that they have a detention to serve and will not be available until after detention. Students who miss an assigned detention are subject to additional discipline. Students who continue to miss detentions are subject to suspension from school. Upon receiving the fourth detention, a Saturday School may be assigned and upon receiving the seventh detention two Saturday Schools may be assigned. At the eighth detention, the student may be subject to suspension.

**SATURDAY SCHOOL**

Students who are assigned Saturday School will serve their assignment from 8:00 A.M. - 11:30 A.M. on their designated date. Students will come prepared with school work to last the entire 3 1/2 hour time period. Students who arrive late or otherwise do not successfully complete the Saturday School as determined by the teacher in charge, are subject to further disciplinary action including suspension from school.

**SUSPENSIONS**

The Anna Middle School will employ in-school and out-of-school suspensions. Students assigned to in-school suspension are required to complete all regular course work. Completed assignments will be returned to the school staff who will determine grade and/or credit. Student’s assigned out-of-school suspension will receive no credit for work missed. For a day of out-of-school suspension to count, school must have been in session on that day.

**TEACHER CLASSROOM RULES**

Teachers have classroom discipline plans that work in conjunction with the school Student Conduct Code, and will be applicable in their classroom or area of supervision. A copy may be obtained for review from teachers.

**STUDENT CONDUCT CODE**

It is the responsibility of all students to conduct themselves in an orderly fashion that complies with the rules and regulations of Anna Local Schools and our judiciary system. The code of conduct, which pertains to all school activities and school property, confirms that students come to school for an education, and that the school should provide a wholesome atmosphere for a good experience. The Student Code of Conduct is an attempt to list the main violations and the penalties for each. Other acts are, however, not listed but could be disciplined if the act is disruptive to the educational process, hinders student learning or is deemed inappropriate for a school setting. Some violations may result in court referrals and/or criminal charges when that is deemed appropriate. Students aiding or abetting another student in the commission of any school violation may receive a penalty equal to the attempted violation.

**VIOLATION A OFFENSES:**
Students misbehaving in an inappropriate manner described below will be given a one-hour detention to be served during Friday detention time and their parents will be notified.

1. Chewing Gum, eating food or consuming beverages in class or at their lockers.
2. Disruptive behavior
3. Public Display of Affection
4. Indecent exposure - depending on the severity of the act this could be a higher level offense.
5. Plagiarism/Cheating - The student or students involved will also receive a zero on the assignment or test.
6. Any other disruptive acts to the educational process.

**VIOLATION B OFFENSES:**

Students misbehaving in an inappropriate manner described below can be given one day of Saturday school or one day of in-school suspension.

1. Insubordination
2. Disrespect
3. Forgery
4. Truancy
5. Tardiness
6. Leaving school without permission
7. Being in an “off limits” area
8. Skipping detention
9. Possessing or bringing profane material to school
10. Disobeying a reasonable request from a teacher or school employee
11. MINOR damage to school property (this penalty includes restitution)
12. Possession of tobacco products (will also be referred to Village authorities) Students participating in the athletic program are also subject to the athletic code of conduct.

**VIOLATION C OFFENSES:**

Students misbehaving in an inappropriate manner as described below may be given two to five days of Saturday school, or days of in-school suspension, or a combination of both.

1. Sexual Harassment
2. Intimidation/Bullying
3. Hazing
4. Fighting/Assault
5. Destruction of property (includes restitution)
6. Repeated A violations

**VIOLATION D OFFENSES:**

When the school believes or has reason to believe that a student is in violation of drug and alcohol rules, the following actions will be taken:

A. The first offense for possession, use, evidence of use, storing, concealing, or being under the influence:
   1) The student’s parents and/or guardians will be notified in writing and will also be contacted, if possible, by phone.
   2) The student will be removed from school for the remainder of the day under the terms of an emergency removal.
   3) Proper law enforcement officials will be notified.
   4) The student will receive an automatic 10-day suspension from school.
   5) If the student provides proof of subsequent assessment at a professional drug or alcohol assessment agency, he/she will need to serve only 5 days of the suspension or assignment

B. Second and subsequent offenses during the student’s enrollment at AMS for possession, use, evidence of use or being under the influence
   1) The student will be suspended for 10 days.
   2) Parents and/or guardians will be called and notified in writing.
   3) The appropriate law enforcement officials will be notified.
   4) The student will be recommended for expulsion.
   5) The student will be referred to an assistance center.

C. Selling or distributing any quantities, or possessing any quantities of intoxicants, controlled substances, illegal drugs, alcoholic beverages or counterfeit controlled substances:
   1) The student will be suspended for 10 days and will be recommended for expulsion.
   2) Parents will be notified immediately and student will be removed from school under the emergency removal procedures.
   3) Appropriate law enforcement officials will be notified.
   4) Student will be referred to an assistance program coordinator.

When a student creates a look-alike situation by presenting a substance as an alcoholic beverage, illegal or controlled substance or other drug the school reaction will be the same as if the actual substance were present. The Administration will cooperate with Law Enforcement officials by reporting offenses, turning over evidence, supplying names and helping with the prosecution of students who violate this policy. Students participating in the athletic program are also subject to the Athletic Code of Conduct.
Any person misbehaving in an inappropriate manner as described below can be assigned 10 days of Saturday school or 10 days of in-school suspension. Depending on the nature of the offense, a student who violates a “C” rule may also be recommended for expulsion.

1. Theft
2. False alarms
3. Fighting
4. Fireworks or other explosive device
5. Repeated B offenses
6. Truancy that is a result of a forged document or the manipulation of a class schedule
7. Damage to a computer, computer network, unauthorized use or attempted use or manipulation of computer files, programs or software.
8. In addition to school discipline, illegal acts may be referred to the appropriate law enforcement officials.

VIOLATION E OFFENSES:
Students misbehaving in an inappropriate manner as described below can be suspended (out of school) for 10 days and a letter recommending expulsion will be sent to the superintendent. If the act is illegal, it will be turned over to the appropriate law enforcement agency for action.

1. Selling or furnishing illegal drugs, alcohol, or purchasing same.
2. Striking a teacher or other school employee.
3. Creating a bomb scare or causing any other emergency evacuation of the building.
4. Willful destruction of school property, in an extensive manner (includes restitution).
5. Attempting to do deliberate and/or severe bodily harm to another.
6. Starting, setting, causing, or any unauthorized use of fires in the building or on school grounds at any time.
7. Possession of a firearm or other type of weapon, per the Ohio Revised Code.

ELECTRONIC DEVICES
A student may possess a cellular phone or other electronic device in school, on school property, at after school activities, and at school-related functions, provided that during school hours and on school vehicles the cellular phone or other device remains off. Students may not use a device on school property or at a school sponsored activity to access Internet websites otherwise blocked to students. Students who are caught with cell phones will face disciplinary consequences (minimum of detention) and confiscation of the phone (minimum of the rest of the school day). Students who are caught texting or calling during the school day may be assigned a Saturday School for a first offense.

E-Readers may be used by students during the school day for educational purposes only, such as silent reading and core class assignments.

*Students must connect to the school network only. Passwords to the network change often.
*The school assumes no responsibility if any of these items are lost, stolen, damaged, or vandalized when brought to school. All devices must remain locked in student lockers when not in use for educational purposes.

EXPULSION FOR FIREARMS
Federal law requires that any student who brings a firearm on school property is to be expelled from school for a period of one year. A firearm, under the Federal law is defined as:

A. Any weapon (including a starter gun) which will or is designed to, or may be readily converted to expel a projectile by action of an explosive;
B. The frame or revolver of any such weapon;
C. Any firearm muffler or firearm silencer; or any destructive device.

STUDENT APPEARANCE AND DRESS
Students are expected to keep themselves clean, well groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and/or detrimental to the purpose or conduct of the school will not be permitted. This regulation will be interpreted by the Principal and/or Superintendent.

A. No cut offs, or jeans with holes of any kind are permitted.
B. All tops must have a sleeve and be of a length that can be tucked in. No bare midriff or visible underwear will be permitted. No see-through apparel or similar items of clothing which are too revealing. No razorback tank tops. Three-finger rule for tank tops.
C. Headgear will not be worn in the building except for special days or activities.
D. No signs or phrases on clothing that infers or references to obscenity, derogatory remarks, racism, unlawful behavior, or advertise/promotes drug or alcohol use.
E. Skirts and shorts must be loose fitting and no shorter than straight arm knuckles length.
F. Jewelry and other decorative items that are hazardous are not permitted. (spike wristband, chains, etc.)
G. Gangs, gang-related clothing, gang-related symbols, and other gang-related references and activities are prohibited.
H. Leggings are permitted, but must have a top that covers the buttocks.

MEDICATION USE
Administering Medicines to Students
Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it must be done in accordance to the following:

1) The appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.

2) Written permission must be received from parent or guardian of the student, requesting that the school district comply with the physician's order with the following information:
   a. The name and address of the student
   b. The school and class in which the student is enrolled.
   c. The name of the drug and the dosage to be administered.
   d. The times or intervals at which each dosage of the drug is to be administered.
   e. The date the administration of the drug is to be administered.
   f. The date the administration of the drug is to cease.
   g. Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency.
   h. Special instructions for administration of the drug, including sterile conditions and storage.

3) The parent, guardian, or other person having care or charge of the student, agrees to submit a revised statement signed by the physician who prescribed the drug to the Board, or a person designated by the Board, if any of information provided by the physician as described above changes.

4) The designated individual must receive and retain a statement, which complies with O.R.C.3313.713 and is signed by the physician who prescribes the drug.

5) The parent, guardian or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the nurse or other designated individual if any of the information originally provided by the physician changes.

6) No employee who is authorized by a Board to administer a prescribed drug and who has a copy of the most recent physician's statement would be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute "gross negligence" or wanton or reckless misconduct.

7) No person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

**ANTI-BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

Anna Middle School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). For the complete policy, reporting process, etc., please refer to “Bylaws and Policies of the Anna Board of Education,” section 5517.01.

**BUS TRANSPORTATION**

No student is permitted to be transported by a school bus other than the one to which he has been assigned without special written permission from parent, guardian, or school personnel. Students must board and leave the bus only at their regular assigned stop. Pupils who ride the bus in the morning are expected to ride it home in the evening. If a pupil does not intend to ride the bus, either in the morning or evening, the bus driver should be informed. The conduct of pupils riding the bus will be handled by the bus driver. PLEASE COOPERATE WITH THE DRIVER AND BUS PATROL. Improper conduct could result in riding privileges being suspended. Seats will be assigned. No food or drinks are to be consumed on the bus. Students are to remain seated while the bus is in motion.

**BUS PASS**

Students must be transported by the bus they are assigned unless they have a bus pass. A bus pass can be acquired at the middle school office. Both parties must have written permission from their parents/guardians approving the change of bus transport. The bus pass must be given to the driver of the bus which the student intends to ride.

**ANNA SCHOOLS STUDENT BUS RULES AND CONSEQUENCES**

*Do What Drivers Request The First Time and Follow These Rules:*

1) Students are to go directly to their assigned seats and must remain properly seated at all times.
2) Face Forward
3) Keep Aisles Clear of Feet and Personal Property.
4) Noise on the bus must be kept to a low level.
5) No screaming, shouting, or other loud noises.
6) Absolute quiet is needed at railroad crossings, stops and intersections.
7) Bad weather conditions require a lower noise level.
8) No Profanity or obscene language or gestures.
9) Keep yourself and all object inside the bus.
10) No eating, gum chewing, or drinking on the bus at any time. **

**Consequences**

1st Misconduct - Verbal warning to student
2nd Misconduct - Bus driver calls parent and sends misconduct notice home. Misconduct form completed and sent home with copy given to principal. Misconduct form signed and returned by student in order for bus riding privileges to continue. Student conference with principal and one hour detention.
3rd Misconduct - Two (2) day suspension from bus and Misconduct form completed.
4th Misconduct - Five (5) day suspension from bus and Misconduct form completed.
5th Misconduct - Permanent suspension from bus. Consequences are for all bus rules. **Severe behavior: i.e. fighting, abusive behavior or language toward a driver or fellow student, vandalism, etc. may result in immediate suspension or expulsion from the bus.**

**ACCIDENTS AND INJURIES**

Accident Insurance is available to students at a nominal cost and we urge all students who need to do so to take advantage of this plan. Should an accident occur, report to the teacher or school personnel in charge of supervision IMMEDIATELY. An accident report must be filed in the Principal's office.

**ANNOUNCEMENTS**

An individual wishing to make an announcement relative to school, should write it out and submit to the Principal. Announcements will be made in the morning before 1st period class and at the end of school if needed. We will not be making birthday or other such personal announcements.

**STATEMENT OF NON-DISCRIMINATION**

The Anna Local School District will provide equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex or handicap. In cases of alleged discrimination, a grievance procedure has been adopted which begins with the student presenting, in writing, his or her alleged grievance to the appropriate compliance officer. A copy of the complete grievance procedure is available upon request in the high school office. The Anna Local School District is working to be in compliance with Title II, Title VI, Title IX, and Section 504 regulations. To carry out this policy statement, persons, and offices as identified herein shall be responsible for compliance within designated areas.

**Title II Coordinator:**
Any Bixler, Anna Local School, Phone 394-2011

**Title VI Coordinator**
(non-discrimination on the basis of race, color, or national origin)
Michelle Hollsinger, Anna Middle School, Phone 394-2011

**Title IX Coordinator:**
(non-discrimination on the basis of sex)
Michelle Hollsinger, Anna Middle School, Phone 394-2011

**Section 504 Coordinator:**
Any Bixler, Anna Local School, Phone 394-2011

**RIGHTS OF THE PRINCIPAL**

The Principal retains the right to issue penalties for violations not stated in this handbook and to alter penalties as deemed appropriate by the Principal.

**SEXUAL HARASSMENT**

Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1) Unwanted touching, holding, grabbing, hugging, patting, fondling, kissing, or pinching.
2) “Accidental” collisions, brushing up against someone or blocking movements.
3) Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
4) Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making remarks about another person's sexual behavior.
5) Explicitly or implicitly offering benefits in exchange for sexual favors.
6) Making or threatening reprisals after a negative response to sexual advances.
7) Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
The term “sexual harassment” is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage. *What matters most is how the behavior makes another person feel.* When unwelcome activities like those described occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, recourse should be sought through a school counselor, teacher, or school administrator.

**STAFF QUALIFICATIONS**

As a parent of a student at Anna Local Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires the school to give you this information in a timely manner. Specifically, you have the right to ask for the following information:

1. Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher’s college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
4. Whether any teacher’s aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.
ANNA SCHOOLS STUDENT-PARENT HANDBOOK CERTIFICATION

I, ____________________________ a _____________ grade student at Anna Middle School, hereby acknowledge having received a copy of the Anna Middle School Student-Parent Handbook. I realize that I will be responsible for knowing and following procedures and regulations outlined in the handbook. I will also take the handbook home for my parents to read in order for them to understand the procedures and regulations of the school.

Signed ____________________________ Date __________

Advisor ____________________________

CONSENT TO USE MATERIALS ON WEB SITE

The undersigned parent(s) or guardian(s) hereby consent to Anna School District's (the "School") use, reproduction, display and performance of any creative works made or authored by the below named student as part of his or her School activities (including, without limitation, pictures, sketches, essays, short stories, and poems), together with the student's first name and last initial and his/her grade for identification purposes, for inclusion and display in the School's web site. As a safety precaution, if a picture of a student or class is displayed on the school web site, there will be no reference to student names, initials or other personal information relating to the student. We understand that the School has no control over who will access the School's web site. We also understand that, if at any time, we wish to revoke this consent, we may do so by giving the School written notice. Upon receipt of such revocation, the school will remove all of the student's materials from the School's web site, if any, as soon as reasonably possible under the circumstances.

(Please check one)

_____ YES, my child's work may be displayed on the school web site.
_____ NO, I do not want my child’s “individual” work and/or picture displayed on the school website. I understand club/group pictures may exist on the Anna web page with no referral to the student.

Child's Name: ____________________________ Date ______

Parent/Guardian Signature: ____________________________
Anna Middle School Commitment to School Safety

As a student of the Anna Middle School, I pledge to help ensure that my school is a safe place to attend and to learn in. With my pledge, I promise to share with my advisor, teacher, counselor, principal, or other administrator any information that could result in someone being injured or harmed. If I am uncertain of the seriousness of the concern, I will report it and allow the adults to make that judgement. I believe that my school should be a place where all students are treated with respect, receive a quality education, and feel safe. And I also understand that I may remain anonymous when I report my concern. I may also give my name when reporting, and if I do, my report will remain confidential.

As part of my community and the Anna Local School District,

I will pledge to be a part of the solution.
I will eliminate taunting from my own behavior.
I will encourage others to do the same.
I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of the Anna Middle School.
I will set the example of a caring individual.
I will eliminate profanity towards others from my language.
I will not let my words or actions hurt others.
....and if others won't become a part of the solution, I WILL.

Student's signature___________________________________

Parent's/Guardian's signature as a witness:___________________________