

DURLING MIDDLE SCHOOL



2023-2024

Principal

Mrs. Laura Manning

Assistant Principal

Mrs. Penny Reinhart

100 N. Ridge Rd. West
Lorain, Ohio 44053

Telephone: (440) 233-6869
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www.clearviewschools.org

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Fax: (440) 233-6204

Laura Manning
Principal

Penny Reinhart
Assistant Principal

Dear Durling Middle School Parents and Students:

We would like to welcome back all of our students and their families. This handbook is prepared in an effort to provide information regarding policies and procedures for the school, as well as the district. Please take the time to discuss this information and the content of this handbook with your child.

The Mission of Durling Middle School is “to provide all students with appropriate opportunities to maximize their academic potential, while acquiring those physical, social and emotional skills necessary for responsible participation in a rapidly changing society.”

This Mission also includes that all students can and must learn at high levels of achievement. Through a challenging curriculum, and meaningful instruction delivered by highly qualified teachers, our students will achieve academic excellence. In order to achieve this goal all members of our community, families, and Houses, must work together to help our students gain academic success.

Our school environment looks a little different this year as we continue to celebrate our staff and students in 8 “Houses”. Every student benefits from a safe and respectful team made up of adults and student peers from all four grade levels that will serve as mentors and classmates in both the learning and social arenas of school.

We are all part of your child/children’s team. It is our goal to provide a positive and constructive learning environment. Please let us know how we can assist you in making that happen for your child.

We are looking forward to a successful school year.

Community Alternative Funding

Clearview Local School District participates in the Community Alternative Funding System (CAFS). CAFS is a federally funded reimbursement program. We use a third party billing agency to submit CAFS claims. The agency, WESwurd, LLC, is owned and operated by Susan Bollin and is located at P.O. Box 105, Holland, Ohio 43528. WESwurd is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with WESwurd: Student's name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, work study, case management, and psychological evaluations.

It is your right to deny access to personally identifiable information or to revoke the use of it for purposes of CAFS billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of WESwurd's privacy policy are available upon request. All requests should be made in writing and mailed to:

Susan Bollin, CAFS Coordinator
P.O. Box 105
Holland, OH 43528

TELEPHONE NUMBERS

Dr. Jerome Davis, Superintendent	233-5412 (1005)
Mrs. Laura Manning, Principal	233-6869 (3005)
Mrs. Penny Reinhart, Assistant Principal	233-6869 (3004)
Miss Natalie Hanna, Guidance Counselor	233-6869 (3006)
Mrs. Debbie Plechaty, Secretary	233-6869 (3001)
Mrs. Rebecca Woodson, Attendance Secretary	233-6869 (3002)

IMPORTANT DATES 2023-2024 School Year

August 21	5 th grade Orientation (3:30 - 5:00 pm)
August 21	Open House (3:30 - 5:00 pm)
August 21-22	Teacher's In-service Days
August 23	First Day of School
September 4	Labor Day – NO SCHOOL
September 28	Parent/Teacher Conferences
October 13	NEOEA Day – NO SCHOOL
October 20	Teacher In Service Day – NO SCHOOL
October 20	End of 1st Quarter
October 23	2nd Quarter Begins
November 6	Teacher In Service Day – NO SCHOOL
November 22 – 26	Thanksgiving Break
November 30	Parent/Teacher Conferences
December 20	2nd Quarter Ends
December 21 – January 7	Winter Break
January 8	Teacher Records – NO SCHOOL
January 9	School Resumes
January 9	2nd Semester - 3rd Quarter Begins
January 15	Martin Luther King Day – NO SCHOOL
February 8	Parent/Teacher Conferences
February 19	Presidents' Day – NO SCHOOL
March 18	In-Service Day – NO SCHOOL
March 18	3rd Quarter Ends
March 19	Quarter Begins
March 28 – April 8	Spring Break
May 10	Teacher Professional Development – NO SCHOOL
May 27	Memorial Day – NO SCHOOL
Jun 6	Last Day of School
Jun 7	Teacher Records Day

Durling Middle School 2023 - 2024 Bell Schedule

Period	Period Times	Description
Building Opens	7:45	Students Enter for Breakfast
1st Period	7:50 - 8:32	
2nd Period	8:35 - 9:17	
3rd Period	9:20 - 10:02	
4th Period	10:05 - 10:47	
5th Period - A	10:50 - 11:13	
5th Period - B	11:13 - 11:36	
6th Period - A	11:39 - 12:02	
6th Period - B	12:02 - 12:25	
7th Period - A	12:28 - 12:51	
7th Period - B	12:51 - 1:14	
8th Period	1:17 - 1:59	
9th Period	2:02 - 2:44	
Homeroom	2:47 - 2:50	Return laptops for charging
Dismissal	2:50	Bus riders are dismissed first

- Bell Schedule subject to change
- Bell Schedule may change for testing days, assemblies, etc.



1. Electronic devices (phones, smart watches, air pods, wireless headphones, etc.) must be left in lockers during the school day.
2. Students attire needs to cover their body from the arm pits to the mid-thigh.
3. Students need to report to the clinic or the office if ill. They should not be using their devices to contact a family member until checked by staff.
4. Physical horseplay, play fighting and contact will be treated as real.
5. Information about Durling is sent through the Final Forms platform. Please keep your phone and email address up-to-date in order to receive school information.
6. Students need to keep their school technology log-in information private. Students are responsible for technology violations on their school accounts.
7. Call the school before 9:30am for student absences. Complete the attendance process by submitting written documentation of the absence to the school office.
8. Detentions are each morning at 7:20am. The buses do not arrive at the school in time for students to serve morning detentions, and students are not allowed in after 7:25am. After school detentions are from 3:00pm – 5:00pm by appointment with an administrator.
9. Use of hate speech and racial slurs are not tolerated and are subject to serious consequences, including suspension and expulsion.
10. If at any point you call the school (during or after regular business hours), leave a voicemail with the specific nature for the call, including your name, and the student's name.

STUDENT SERVICES

BREAKFAST AND LUNCH PROGRAMS

- We have the National Breakfast and Lunch Program which provides free meals to **ALL**
- Drinks and food are NOT to be taken out of the cafeteria.
- Pop, energy drinks, and/or fast food is not permitted into the cafeteria due to federal and state mandates.
- Families wishing to eat with their students, and bring restaurant items must be cleared with the office *prior* to coming. Alternate locations need to be made as those items are not allowed in the cafeteria.

BUS PROCEDURES

- Riding the bus is a privilege and may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the bus. School suspension is a possible consequence. See the Durling Discipline Matrix for specific behavior consequences. **Failure to comply with stated rules may result in the loss of bus privileges.**
- Be at the bus stop early enough and remain late enough to allow for variations in the bus schedule.
- Enter and exit the bus in an orderly manner.
- Comply with all requests and instructions made by the bus driver.
- The bus driver may assign seats.
- Keep all body parts and objects to themselves and inside the bus at all times.
- No eating, drinking, smoking, having any sharp objects or animals on the bus.
- Remain properly seated and keep aisles clear at all times.
- No cursing/swearing, teasing/name calling, talking loudly, or fighting on the bus.
- No use of cell phones/devices on the bus for taking pictures or video. Using the phone to listen to music or videos may be done with the use of headphones/earbuds, etc.
- No littering, damaging, or vandalizing the bus in any way.
- Cross the street at least 10 feet in front of the bus and only upon signal from the bus driver.
- Changes to bus assignments must be made with the transportation department.

COMPUTERS/SCHOOL TECHNOLOGY

- Use of the Clearview's internet, Wi-Fi, computers, electronic devices, and on-line software/technology and equipment is governed by a Computer Use Agreement signed by students and parents in Final Forms.
- Disregard of the regulations included in the signed agreement will be considered abuse of technology.
- **Abuse or misuse of any of the technology or equipment will result in disciplinary action, which may include loss of computer and/or school privileges, suspension and/or expulsion from school.**

COUNSELING

- Durling Middle School has a full-time school counselor and a social worker.
- Students interested in speaking with the counselor or social worker should obtain a pass.
- Outside counseling agencies are able to meet with students at Durling, however they must

schedule these times with the office in order to be guaranteed space.

- Contact the guidance office for more information on this service and to request a referral form.

LIBRARY

- The library/media center is available for all students to use.
- Students need written permission/pass signed by a teacher, or accompany a class.
- Fines and restrictions may be assigned to those students who fail to comply with necessary library policies.
- In accordance with the American Library Association, Durling Middle School does not restrict access to library services, materials or facilities based on age of students. Parents and families should discuss book choice with his/her students.

NATIONAL JUNIOR HONOR SOCIETY

- Applications are required for NJHS and will be given out to students.
- Students need to demonstrate the qualities of leadership, service and character.
- Candidate shall have an accumulated grade point average of 3.5

GENERAL INFORMATION

CALAMITY DAYS - SCHOOL CLOSURES - EMERGENCIES

- School closures will be made as quickly as possible with announcements made using the school's website and our automated phone call system.
- Various media outlets will also announce the school closures.
- Emergency Evacuations during the school day:
 - The location and time for pick-up of your student will be identified through the automated phone call system.
 - Contacts are based on the information in Final Forms
 - Students are only released to those adults listed in Final Forms.

CUSTODY

- Parents should provide the school with a copy of a signed divorce decree and/or parenting plan that outlines their child custody arrangement.
- Unless a court document is provided to the school, both parents are viewed as legal guardians and share the right to make educational decisions.
- Any custody order or agreement provided to the school/district is maintained in the student's cumulative file.

DISMISSAL: SCHOOL/ACTIVITY/ EVENT

- All students must plan to leave the building and/or school grounds within 1/2 hour following the conclusion of any school event.
- School personnel are not responsible for watching students once they leave the event and/or 1/2 hour after the event.
- If students are unable to leave school grounds within this time frame, the building administrator is to be notified by the student.

FAN/AUDIENCE CONDUCT

- Students and parents are expected to demonstrate good sportsmanship.
- At all sporting events, concerts, plays etc. students are required to remain seated.

FEES/DEBTS

- **Fees/fines must be paid before a child may participate in any extracurricular activity.**
- Each grade level has a separate fee schedule, including library fines or damaged book fines.
- Arrangements should be made to clear all student debts by the end of each grading period.
- Please contact the school office if problems with payment arise. Outstanding debts may be subject to the further consequence, such as loss of privileges, loss of report cards, etc.

HALL/PASSES

- Running and shouting in the halls is NEVER permitted.
- Passes are to be carried by any student, and made available to staff members upon request.
- Students without passes will be treated as skipping class and may incur a consequence.
- See-through water bottles are permitted in order to use the refillable water stations.

LOCKERS

- Each student is assigned one locker that they will keep for all four years at Durling Middle School. It is to be used for coats, gym clothes, electronic/digital devices, and lunches.
- Locker use is only at designated times.
- Lockers are **NOT TO BE SHARED** or traded without permission from the office.
- School lockers are the property of the Board of Education.
- Students will be fined for defacement or abnormal locker depreciation.
- School officials have the right to inspect lockers without notification or consent.

PARENT VISIT

- Parents are welcome to come to school to see what their student is doing.
- Call or email to make an appointment when meeting with teachers.

SAFETY DRILLS

- Students practice these drills throughout the school year.
- Students should move quickly and quietly as directed by school personnel.
- Students are **NOT permitted** to access lockers, cell phones or personal items.
- Students are **NOT permitted** to use their cell phones.

STUDENT PERMANENT RECORDS

- Student permanent records are available for inspection to any student 18 years of age or older and to any parent(s) of a student less than 18 years of age.
- The school requires prior notice of your intent to see records, please call to schedule an appointment.
- A staff member will be present during the inspection to assist and answer questions.

TEXTBOOKS

- All textbooks are the property of the Board of Education.
- Each student is responsible for the book originally assigned to him/her.
- Proper care is expected and **textbook covers are mandatory**.
- Students will be charged for lost books and fined for abnormal depreciation.

TRANSPORTATION

- Make all arrangements of bus plans, alternate car rides, etc. before your child leaves for school. **Dismissal changes must be done by 2pm.** Changes after 2pm will be considered if emergency.

ATTENDANCE

Absences are accumulated in hours and minutes per HB410 by the state of Ohio. This includes partial days, full days, tardies, and early dismissals. Unexcused absences are calculated as follows:

1. Accumulated 30 consecutive hours, or
2. Accumulated 42 hours in a school month, or
3. Accumulate 72 hours in a school year

The school administration is the determining agent for excused absences.

Excused Absence: Parents may write 7 notes (and/or phone calls) per year to verify an absence as excused (as per the list below). Any absences ***beyond these (7)*** must be documented by a doctor, hospital, funeral or court etc. to be excused and could result in an attendance referral.

Unexcused Absence: The absence does not fall within the 7 categories defined as excused, and/or has used the designated amount of parent excuse notes.

A student may request that a student be excused for:

1. Personal illness	5. Religious holiday
2. Medical, dental or legal appointment	6. Emergency/Circumstances beyond control
3. Pre-arranged Absence	7. Administrative Discretion
4. Funeral	

CALLING STUDENT OFF SCHOOL

- Call the School office at 440-233-6869 to inform the school of a student's absence
- The automated phone system will generate a phone call to the parent/guardian of any student who was tardy or absent. *Please call by 9:30am or you will receive the call.*
- A parent/guardian may either call the school or submit a note within 2 days of the absence once a student returns to school, or absence is considered unexcused.
- **The call and/or the note must state the date/dates absent and the reason (see above) for the absence.**
- Phone calls and/or notes both count towards the 7 parent excuses for the year.

Students may not use a cellphone to call home prior to visiting the nurse for illness or injury

ILLNESS DURING SCHOOL

- Students who become ill and/or are injured during the school day must obtain a clinic pass from their teacher prior to reporting to the clinic.
- Students that call a parent regarding an illness or injury without office permission, may be subject to disciplinary consequences, and the absence will not be excused by the school.
- If there is a necessity to leave school, **the nurse will contact the parent.**
- Parents are to pick up students in the school office.
- No student will be sent home without parent notification.
- School personnel may not administer any medication of any kind unless requested to do so in writing by the attending physician and parent.
- **NO STUDENT will be released to any person that is not listed on the Student Emergency Form located in FINAL FORMS.**

PARTICIPATING IN ATHLETICS/SCHOOL ACTIVITIES

- Students who are absent for any reason, and report to school *after 10:30am*, or sign out for early dismissal will be ineligible to participate in athletics or any activity on that day.

MAKE-UP WORK

- Students with extended absences of **more than 2 days** may request homework during the absence. Students should check Google Classroom as teachers post work daily.
- Please call the attendance line **440-233-6869 (option 1)** to request homework.
- Teachers will be given a form to fill out, and work may be picked up in the main office.

TARDINESS TO SCHOOL & EARLY DISMISSAL

- Students who report to school after 8:00am (first period) will be considered **TARDY** and need to report to the office where they will sign in, and be given a pass to class.
- If the student needs to be released from school early, the time for the dismissal begins when the student is released from the class, not the school.
- All minutes from tardies and early dismissal will be included in the attendance totals. The tardiness and early dismissals will be considered unexcused unless accompanied by a note. Notes for tardies and/or early dismissals count towards the 7 total notes for the year.
- A photo id must be presented when signing out a student during school hours. The person signing out the student must be 18 years old and be listed in Final Forms.

VACATION/PREARRANGED ABSENCE

- **Arrangements must be made with the school at least one week prior to the absence.**
- A written note must include the dates, location, and reason for the requested absence.
- Students will be given a form for each teacher to complete regarding the school work that will be required while absent, once the parent note about vacation has been submitted to the office.
- The principal will determine whether the absence is excused or unexcused.

WITHDRAWALS

- Students may not voluntarily withdraw from school until the age of 18 years.
- All school books and materials must be returned and all debts must be paid before the withdrawal is made official.

STUDENT RESPONSIBILITIES

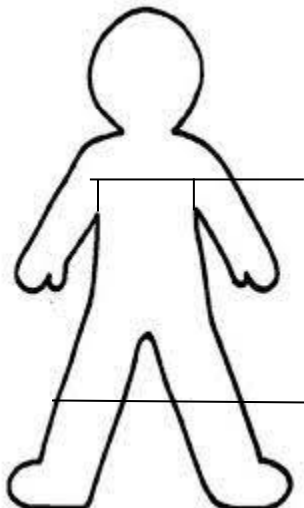
CELL PHONES/SMART WATCHES/HEADPHONES/MESSAGES

- Cell phones, personal tablets or computers must remain in the lockers during the school day.
- Air pods, headphones (wireless or otherwise), and smart watches may be used for educational purposes. Students should not have air pods and headphones in their ears except when using a device. Otherwise they should be in a pencil pouch, pocket, etc. Students using them to connect to bluetooth/wireless headphones to connect to their phones will have consequences.
- Please try to make discussions of bus plans, alternate car rides, etc. before your child leaves for school. Alternate dismissal plans **MUST** be reported to the office by 2pm. Do not contact your children via text, etc. expecting them to respond during the school day. This includes messages to smart watches, as students cannot understand when not to use devices.
- A full-time nurse is available. Students that do not feel well should report to the nurse. They are **NOT** to call home from their own phone. Students will be allowed to call once they reach a staff member and been assessed.
- **Parents that sign out their children due to the student calling, will be constituted unexcused or parents will be charged one of their 7 excuses for the year if available.**

Please do not encourage your child to call you in the hallways, bathrooms or classrooms. Students are not permitted to use cell phones during the school day. If an emergency phone call needs to be made home, the student must do this from the office.

DRESS AND GROOMING

The dress code applies to ALL school functions



- **Clothing should cover the body between the horizontal lines (between the arm pits and the mid-thigh).**
- **Attire and grooming that distracts or disrupts the learning environment will not be permitted at school. Administration reserves the right to determine whether the attire is inappropriate.**
- Students will be asked to change or cover exposed skin between the arm pits and mid-thigh.

ACCESSORIES

- No sunglasses may be worn, except on spirit days as announced.
- **NO purses.** Pencil pouches are allowed.

FOOTWEAR

- NO slippers.
- Students that feel their tennis shoes are too nice for recess or gym class, should bring another pair to school. They cannot be in the gym or on the playground without shoes.

HEADWEAR

- NO hats, caps, head covers or bandanas.
- Anything that is constituted as excessive head ornamentation is not permitted.
- Anything that is of a religious nature, must be approved by administration.

MASKS/FACE COVERINGS

- Masks may be required intermittently in the building when announced.
- The school may ask student to use a different mask if it distracts from the learning environment.

OUTERWEAR/JACKETS/SWEATSHIRTS

- Winter jackets, coats, and gloves are not to be worn to class.
- Sweatshirts with hoods are permitted, but hoods must remain down in the building.

PANTS

- Sagging pants are prohibited and must be at waist level.
- No undergarments/shorts should be visible.

LOST AND FOUND

- Lost and found is maintained in the middle school cafeteria.
- All items of value are to be brought to the office and may be picked up by the owner once proper identification has been made.
- Clearview Schools are not responsible for lost or stolen articles.
- Please do not leave your valuables unattended at any time.

LUNCH/RECESS

- All students who are scheduled for lunch and recess must report **ON TIME** and remain in the cafeteria or recess location for the entire period section.
- Each student is responsible for disposing of his own refuse, returning appropriate materials to the cafeteria staff, and cleaning up after his/her own spills.

STAFF AUTHORITY

- Students are expected to comply with reasonable requests **made by all authorized school personnel** (administrators, teachers, monitors, secretaries, custodians, cooks, bus drivers, and other school system employees whose work involves contact with the student body).
- This is expected at all school related activities.
- All school rules apply during all school activities and on all of the school's property.

CURRICULUM

ACADEMIC HONORS

- At the conclusion of each marking period, an academic honors list will be prepared to recognize outstanding scholarship.

Excellence Roll: All A's will consist of High Honors

Honor Roll: All A's and B's

Merit Roll: All A's, B's and one C

ATHLETIC ELIGIBILITY

- To be eligible, a student athlete must have received passing grades in a minimum of four of all subjects in which they are enrolled the immediately preceding grading period.
- This requirement must be met at the end of each grading period (9 weeks) for the student to remain eligible for the following grading period.
- Grades and/or poor attendance will affect athletic participation.

FIELD TRIPS/SPECIAL ACTIVITIES

- Students must complete a Field Trip Permission Form to attend any activity off school grounds.
- Student participation these extracurricular activities is based on teacher and administrator permission. Students must be passing all academic classes and comply with any behavioral requirements for the activity.
- **Final Forms must be completed for students to attend out-of-school field trips.**

GRADING

- Classroom grades are computed on the following percentage scale:
A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59 or below
- Yearly grades are computed as an average of four nine-week marking periods.
- Incomplete grades automatically become "F" grades 10 days after the end of the grading period unless special arrangements are made with the teacher.

STUDENT DISCIPLINE

GENERAL INFORMATION

Durling Middle School is committed to working with students and families to maintain a safe environment conducive to learning. A discipline matrix has been established to understand the inappropriate behaviors and the consequences that may be incurred. Please read the discipline matrix for an exhaustive list of inappropriate behaviors and their consequences.

DETENTIONS

- Morning detentions are everyday at 7:20am. Schedule adjustments may be made for a different day to accommodate a family's ability to get his/her student to the school at that time.
- If a student misses the detention, they may come to the next day's detention in order to make it up.
- Afterschool detentions are from 3:00pm – 5:00pm and by appointment with administration.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY.

- Examples of plagiarism include discussing and/or copying answers to homework assignments with other persons, taking pictures/screenshots of material, copying or paraphrasing information found on the internet or in another reference source without citing the information as coming from a secondary source, and copying or paraphrasing research papers.
- Students guilty of plagiarism are subject to a teacher's consequences for the assignment (i.e. zero, redo, lesser grade) and disciplinary action from the administration.

HORSEPLAY

- Horseplay, or "play fighting" or "just playing" is not permitted anywhere in the school or on the grounds.
- Students stating that they are friends, or that they were joking/playing will not be accepted as an excuse for this behavior, as it is dangerous in a school setting.
- It is treated the same as real fighting, as we cannot discern what the students' intentions are, and students involved may face consequences including suspension.

SMOKING/VAPING/GUMMIES

- Smoking and/or vaping or use of gummies in school by students, staff and community members is prohibited.
- Smoking and/or possession of tobacco or non-tobacco products or related paraphernalia are grounds for disciplinary action from school.
- This includes electronic cigarettes, and any vaping products of any kind.

Refer to the DMS Discipline Matrix, Clearview Local School District Board Policy Manual sections JGD: Student Suspension, JFC: Student Conduct and JFC-R: Student Code of Conduct.

BULLYING, HAZING, HARASSMENT, INTIMIDATION, DATING VIOLENCE

- Any intentional written, verbal, electronic or physical act that a student has exhibited toward another more than once.
- The intentional act also includes violence within a dating relationship.
- This includes school property, transportation, events, or, if the harassment, bullying and intimidation materially or substantially disrupts the educational environment.

See the complete Hazing and Bullying Policy as adopted by the Clearview Local Schools

FIGHTING/ASSAULT

- **Fighting** is defined as a situation in which aggressive physical contact is exchanged by each party involved in the incident.
- **Assault** is defined as an attack or violent act directed at students, staff, visitors or community members on school property or at school sponsored activities.
- Use of **racial slurs and hate language** is considered assault and is grounds for suspension or expulsion.
- Students who react nonviolently/defensive when struck or otherwise assaulted will not be subject to suspension.

Refer to the DMS Discipline Matrix, Clearview Local School District Board Policy Manual sections JGD: Student Suspension, JFC: Student Conduct and JFC-R: Student Code of Conduct.