

Buckeye Central Middle School 5-8  
2020-2021 Student-Parent Handbook



*BC Pride!*

938 South Kibler Street  
New Washington, OH 44854  
419-492-1035  
Website- <http://www.buckeye-central.org>

## TABLE OF CONTENTS

<b>Topic</b>	<b>Page</b>
Equal Education Opportunity	10
School Day	10
Student Responsibilities	11
Student Well Being	11
Injury and Illness	11
 <b>Section I - General Information</b>	
Enrolling in the School	12
Scheduling and Assignment	13
Early Dismissal	13
Withdrawal/Transfer from School	13
Immunizations	14
Emergency Medical Authorization	14
Use of Medications	14
Non-prescribed Medications	15
Control of Casual-Contact Communicable Disease	16
Control of Non-Casual Contact Communicable Diseases	16
Control of Blood-Borne Pathogens	16
Students with Disabilities	17
Homeless Students	18
Student Records	18-21
Surveys	21-22
Student Fees and Fines	23
Student Fund Raising	23
Student Valuables	24
Meal Service	24
Visitors	24
Fire, Tornado, and Safety Drills	24
Emergency Closings and Delays	25
Use of the Library	25
Use of School Equipment and Facilities	25
Lost and Found	25
Use of Office Telephones	25
Use of Wireless Communication Devices	26
Advertising Outside Activities	26
 <b>Section II - Academics</b>	
Field Trips	26
Grades	27

Grading Periods	28
Graduation Requirements	28-31
Grade Point Averages	31
Honors Diploma	32
Early Graduation	33
Educational Options	33
College Credit Plus Enrollment	33
Recognition of Student Achievement	33
Homework	34
Student Assessment	34
Public School Choice Options	34

### **Section III - Student Activities**

School-Sponsored Clubs and Activities	35
Non-School Sponsored Clubs and Activities	35
Athletics	35
Academic Eligibility	36-37
National Honor Society	37
Student Employment	37
Student Attendance at School Events	38
Student Precinct Workers	38

### **Section IV - Student Conduct**

Attendance	38
School Attendance Policy	38-41
Code of Conduct	41-42
Bullying, Harassment, and Intimidation	42-48
Zero Tolerance	48
Student Discipline Code	48-55
Discipline	55-57
Due Process Rights	57-60
Search and Seizure	60
Interrogation of Students	61
Student Rights of Expression	61

### **Section V - Transportation**

Bus Transportation to School	62
Bus Conduct	62
Videotapes on School Buses	63

Penalties for Infractions	63
Transportation of Students by Private Vehicle	64
Self-Transportation to School	64

<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on the policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July 2017. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the most recent document on the District's website.
--------------	--

### Grades 5-8 Staff

Mrs. Robyn Ehresman	Math 5	<a href="mailto:rehresman@bcbucks.org">rehresman@bcbucks.org</a>
Mrs. Angie Neumann	Reading 5	<a href="mailto:aneumann@bcbucks.org">aneumann@bcbucks.org</a>
Mrs. Sue Steiger	Science; SS 5	<a href="mailto:ssteiger@bcbucks.org">ssteiger@bcbucks.org</a>
Mrs. Sherri Bean	SS; Reading 6	<a href="mailto:sbean@bcbucks.org">sbean@bcbucks.org</a>
Mrs. Stephanie Kantzer	Math; Reading 6	<a href="mailto:skantzer@bcbucks.org">skantzer@bcbucks.org</a>
Ms. Morgan McDowell	Science; Reading 6	<a href="mailto:mmcdowell@bcbucks.org">mmcdowell@bcbucks.org</a>
Mrs. Lisa McGinnis	Special Education Supervisor	<a href="mailto:lmcginnis@bcbucks.org">lmcginnis@bcbucks.org</a>
Mr. Chris Smith	Intervention 5-6	<a href="mailto:csmith@bcbucks.org">csmith@bcbucks.org</a>
Mr. David Born	Music 5-6	<a href="mailto:dborn@bcbucks.org">dborn@bcbucks.org</a>
Mrs. Andrea McCune	PE 5-6	<a href="mailto:amccune@bcbucks.org">amccune@bcbucks.org</a>
Mr. Michael Alonzo	English & Reading 8	<a href="mailto:malonzo@bcbucks.org">malonzo@bcbucks.org</a>
Ms. Amy Frederick	English & Reading 7	<a href="mailto:afrederick@bcbucks.org">afrederick@bcbucks.org</a>
Mrs. Kelly McCarthy	Math 7-8, Alg. 8	<a href="mailto:kmccarthy@bcbucks.org">kmccarthy@bcbucks.org</a>
Mr. Mitch Robinett	Social Studies 7-8	<a href="mailto:mrobinett@bcbucks.org">mrobinett@bcbucks.org</a>
Mr. Jordan Phillips	STEM 8	<a href="mailto:jphillips@bcbucks.org">jphillips@bcbucks.org</a>
Mrs. Marianne Williamson	Science 7-8	<a href="mailto:mwilliamson@bcbucks.org">mwilliamson@bcbucks.org</a>
Ms. Allison Crall	Intervention 5-8	<a href="mailto:acrall@bcbucks.org">acrall@bcbucks.org</a>
Mrs. Ann Heibertshausen	Paraprofessional Aide	<a href="mailto:aheibertshausen@bcbucks.org">aheibertshausen@bcbucks.org</a>

Mrs. Deb Moore	Intervention MH	<a href="mailto:dmoore@bcbucks.org">dmoore@bcbucks.org</a>
Mrs. Laura Hatfield	Paraprofessional Aide	<a href="mailto:lhatfield@bcbucks.org">lhatfield@bcbucks.org</a>
Mrs. Vicki Niedermeier	Art 7-8, 2 Periods	<a href="mailto:vniedermeier@bcbucks.org">vniedermeier@bcbucks.org</a>
Mrs. Chelsea Laughbaum	Family Consumer Sciences 7-8	<a href="mailto:claughbaum@bcbucks.org">claughbaum@bcbucks.org</a>
Mrs. Karla Niese	Choir 7-8 & Band 5-8	<a href="mailto:kniese@bcbucks.org">kniese@bcbucks.org</a>
Mr. Rick Young	PE 7-8	<a href="mailto:ryoung@bcbucks.org">ryoung@bcbucks.org</a>
Mr. Terry Oswald	Business 7-8	<a href="mailto:toswald@bcbucks.org">toswald@bcbucks.org</a>
Mr. Tyler Pope	Agriculture 7-8	<a href="mailto:tpope@bcbucks.org">tpope@bcbucks.org</a>
Mrs. Sandy Kaple	Paraprofessional Aide	<a href="mailto:skaple@bcbucks.org">skaple@bcbucks.org</a>
Mrs. Brenda Kehres	Paraprofessional Aide	<a href="mailto:bkehres@bcbucks.org">bkehres@bcbucks.org</a>
Mrs. Christine Close	School Counselor	<a href="mailto:cclose@bcbucks.org">cclose@bcbucks.org</a>
Mrs. Holly Keller	School Social Worker	<a href="mailto:hkeller@bcbucks.org">hkeller@bcbucks.org</a>
Mrs. Mary Rees	EMIS/Guidance Secretary	<a href="mailto:mrees@bcbucks.org">mrees@bcbucks.org</a>
Mr. Phil Loy	Athletic Director	<a href="mailto:ploy@bcbucks.org">ploy@bcbucks.org</a>
Mrs. Maria McWilliams	Library	<a href="mailto:mmcwilliams@bcbucks.org">mmcwilliams@bcbucks.org</a>
Mrs. Deb Daniel	Principal	<a href="mailto:ddaniel@bcbucks.org">ddaniel@bcbucks.org</a>
Mrs. Amanda Pace	MS Secretary (5-8)	<a href="mailto:apace@bcbucks.org">apace@bcbucks.org</a>

### **Buckeye Central Board of Education**

President	Mrs. Missy McDougal	<a href="mailto:mmcdougal@bcbucks.org">mmcdougal@bcbucks.org</a>
Vice-President	Mrs. Beth Diesch	<a href="mailto:bdiesch@bcbucks.org">bdiesch@bcbucks.org</a>
Member	Mr. Jerome Heydinger	<a href="mailto:jheydinger@bcbucks.org">jheydinger@bcbucks.org</a>
Member	Mrs. Lisa Aichholz	<a href="mailto:laichholz@bcbucks.org">laichholz@bcbucks.org</a>
Member	Mr. Chris Martin	<a href="mailto:cmartin@bcbucks.org">cmartin@bcbucks.org</a>

### **Central Office Staff**

Superintendent	Mr. Mark A. Robinson	<a href="mailto:mrobinson@bcbucks.org">mrobinson@bcbucks.org</a>
Treasurer	Mrs. Nancy Ackerman	<a href="mailto:nackerman@bcbucks.org">nackerman@bcbucks.org</a>
Admin. Assistant/Transport.	Mrs. Deb Briggs	<a href="mailto:dbriggs@bcbucks.org">dbriggs@bcbucks.org</a>
Assistant to Treasurer	Mrs. Haley Carrick	<a href="mailto:hcarrick@bcbucks.org">hcarrick@bcbucks.org</a>
Maintenance	Mr. Jarrod Clady	<a href="mailto:jclady@bcbucks.org">jclady@bcbucks.org</a>
Technology	Mrs. Tammy Studer	<a href="mailto:tstuder@bcbucks.org">tstuder@bcbucks.org</a>
Technology Coach	Mr. Zachary Kaple	<a href="mailto:zkaple@bcbucks.org">zkaple@bcbucks.org</a>
Supervisor of		
Instruction/Assessment	Ms. Rachel Stubblebine	<a href="mailto:rubblebine@bcbucks.org">rubblebine@bcbucks.org</a>
Director of Education	Mrs. Diane Ervin	<a href="mailto:dervin@bcbucks.org">dervin@bcbucks.org</a>

Quick Reference Page for often used areas of the student handbook...

### **Middle School Day**

Buses Arrive	7:30
Arrival Time for students	7:35 to 7:50
Breakfast	7:35 to 7:53
Warning Bell	7:53
First Period	7:55-8:45
Arrival after 8:48 is considered a half day absence and if it is unexcused, then no participation in extracurricular activities is permitted.	
Lunches	11:12-11:42 and 12:48-1:20
Last Period Ends	2:56

### **Dress Code**

The Administration at Buckeye Central Schools believes that clean, neat and “modest” dressing is to be encouraged. We believe that the way you look influences the way you think and act. Clothing worn to school should be comfortable, clean, fit at the waist, and conducive to a learning environment. Any form of dress, appearance, or grooming that constitutes a threat to health, safety, or interferes with the educational process will not be tolerated. The following list outlines specifics we feel must be observed:

The following styles or manners of dress are inappropriate:

- Sayings/phrases or drawings that promote violence, drugs, alcohol, sex, tobacco or any offensive language against an individual or group of people
- Low cut or plunging necklines that distract from the educational process
- Midriffs or backs exposed when standing or sitting
- Undergarments exposed
- Hats or bandannas
- Bedroom slippers
- Tank tops, halters, camis (spaghetti straps) or any shirt that is less than 2 inches in width at the shoulder
- Sheer, see through and wide mesh tops
- Pants with holes are acceptable. The exceptions are no holes mid-thigh and up to the waist and none in the buttock area. (Fraying is acceptable as long as there is no skin exposed).
- Biker shorts and swimwear
- Pajama pants

- Outerwear clothing (a jacket or coat) is to be stored in lockers. Students who find the building cold should wear sweaters, sweatshirts or an over shirt. Note: Outerwear may not be worn during class unless the conditions are such that coats and jackets are needed as deemed appropriate by the classroom teacher.

Certain classes require safety issues and may require a more stringent dress code for safety purposes- for example no open toed footwear or loose fitting clothing which could potentially get caught in a machine. Your instructor will advise you of those requirements.

Students who are representing Buckeye Central at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

#### Dress Code rules and requirements

- No off color or unnatural hair colors as the dominant feature of the hairstyle.
- Piercings are permitted in the ears. Small stud piercings are permitted in the facial areas. No large piercings are permitted, such as gauges, in any area of the body.
- All types of sandals and open-toed shoes are permitted except for classes where safety issues are concerned and some may be unacceptable when navigating steps.
- Sleeveless shirts must have an opening of no more than 1 inch below the armpit.
- All dresses, shorts and other types of clothing that exposes the leg must follow these guidelines with regards to length. The length must be as long as the mid-thigh.
- Undergarments are not to be visible.
- Dress-Up Days and special clothing days: On certain designated days, students will be allowed to dress down or follow the theme of the day. A small fee for the group running the special dress day may be charged to participate.

#### Violations

- Students will be asked to change into appropriate attire. If the student cannot, the student will spend the day in ISA (In School Assignment) to complete classwork.
- If there is a recurrence, the child will be asked to bring in an acceptable change of clothes to have on hand.

#### Basic Calendar Information- (Some dates may be revised due to COVID-19 plans.)

August 19, 2020	Students - First Day of School (current opening date)
September 7, 2020	Labor Day- No School
September 24, 2020	MS Parent-Teacher Conference Evening
September 25, 2020	Teacher In-Service- No School for Students
October 22, 2020	End of 1st Quarter; MS Parent-Teacher Conference

October 23, 2020	Staff PD-No School for Students
November 25, 2020	Waiver Day- No School
November 26 & 27, 2020	Thanksgiving Break- No School
December 21, 2020 - January 1, 2021	Winter Break- No School (return Jan. 4)
January 15, 2021	End of 2 <sup>nd</sup> Quarter - Early Release
January 18, 2021	ML King, Jr. Day- No School
February 11, 2021	MS Parent-Teacher Conference Evening
February 12, 2021	Teacher Inservice- No School
February 15, 2021	Presidents Day- No School
March 18, 2021	End of 3 <sup>rd</sup> Quarter; MS Parent-Teacher Conference
March 19, 2021	Staff PD Day - No School for Students
April 2, 2021	Good Friday- No School
April 5, 2021	Waiver Day - No School
May 21, 2021	Last Day for K-11 Students - Early Release
May 23, 2021	Graduation
May 24, 2021	Teacher Workday
May 31, 2021	Memorial Day

Telephone numbers for different areas of the school

High School Office	419-492-2266
Athletic Office	419-492-2251
Superintendent's Office	419-492-2864
Elementary Office	419-492-1022
Middle School Office	419-492-1035
School Counselor's Office	419-492-1021
Fax Number	419-492-2039



## **Student/Parent Handbook**

### **Buckeye Central Middle School**

*Welcome to Buckeye Central Middle School. The staff and I are pleased to have you as a student and will do our best to help make your experiences here enjoyable and successful. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact Mrs. Deborah Daniel, BCMS Principal.*

Deborah Daniel, Principal 419-492-1018 [ddaniel@bcbucks.org](mailto:ddaniel@bcbucks.org)

Amanda Pace, Middle School Secretary 419-492-1035 [apace@bcbucks.org](mailto:apace@bcbucks.org)

Christine Close, School Counselor 419-492-1021 [cclose@bcbucks.org](mailto:cclose@bcbucks.org)

Mark A. Robinson, Superintendent 419-492-2864 [mrobinson@bcbucks.org](mailto:mrobinson@bcbucks.org)

## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August, 2016. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes they have been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Mark A, Robinson, Superintendent 419-492-2864

Complaints will be investigated in accordance with the procedures described in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## SCHOOL DAY

The school day for students at **Buckeye Central Middle School** is from 7:55 a.m. to its conclusion at 2:56 p.m. The morning warning bell is at 7:53 a.m. Students arriving after 7:55 are considered tardy. The following is the bell schedule for the school year:

Period 1- 7:55- 8:45  
Period 2- 8:48- 9:33  
Period 3- 9:36-10:21  
Period 4- 10:24-11:09  
Period 5- 11:12-11:57 (5/8 Lunch, 11:12-11:42)  
Period 6- 12:00-12:45  
Period 7- 12:48- 1:20 (7/8 Lunch, 12:48-1:20)  
Period 8- 1:23- 2:08  
Period 9- 2:11- 2:56

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the appropriate staff member. Adult students (age 18 or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, they must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

### **Injury and Illness**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

During this uncertain time with the coronavirus, immunocompromised students and staff are advised to wear a mask.

During the school day, if COVID-19 is suspected in a student or staff member who becomes ill, we will provide a mask for them, quarantine them in the dedicated COVID symptom area, and send them home as quickly as possible.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside. Students may enroll under the District's open enrollment policy or enroll and pay tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school counselor or high school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll

the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public, charter or private school in Ohio may be denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student prior to the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of 18 is allowed to withdraw from school without the written consent of his/her parent's, permission from the superintendent and be in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if they is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to school nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year and must be turned in by the first Friday of the school year.

### **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the School Nurse-and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below,

students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("Epipens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, Epipens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel at parental request. This should be arranged in advance. In the event that a student must bring the medication to school, the student is to bring the medicine directly to the office at the beginning of the day with a note from home and if a prescribed medication, from the doctor. All medication will be kept in the clinic. Proper paperwork must be filled out by the parent for the medicine to be administered.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Non-prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice parents may also authorize that their child to self-administer non-prescribed medication in the clinic.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precautions to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.



Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, they must immediately notify his/her teacher, who will contact the school nurse or office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or county health service. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV viruses either in cooperation with his/her physician or county health service.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Special Needs Supervisor at 419-492-2864 to inquire about evaluation procedures, programs, and services.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students by contacting the superintendent's office.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

### **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a post-secondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - [Form 8330 F9](#) - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  2. the parent or eligible student, upon request, receives a copy of the record; and
  3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the

health or safety of a student or other individuals, considering the totality of the circumstances;

- C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and

local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See [Form 8330 F16](#))

The District will verify that the authorized representative complies with FERPA regulations.

- G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found by contacting the superintendent's office.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the high school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

## SURVEYS

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact superintendent's office to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost for the 2017-18 school year.

Charges may be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Students can avoid late fines by promptly returning borrowed materials.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.

Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' advisor.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal and Student Council. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **MEAL SERVICE**

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.75 (Gr 5-6) and \$3.00 (Gr 7 -8). Student breakfast will be \$1.75. Adult breakfast will be \$2.00. Adult lunch will be \$3.50. A la carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes they are eligible, contact the middle school secretary.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office and sign in when they arrive at school. During this uncertain time with the coronavirus, all visitors must have an appointment, a temperature check, and a mask. Parents need to call ahead for an appointment.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

### **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a PA announcement/air horn. Teachers will provide specific



instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

The School will comply with all Safety Drills laws and will conduct Safety Drills in accordance with state law. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WQEL; WVNO; WXML; WMAN/NCO; TV 68; WEWS Channel 5; Ten TV; WTOL Channel 11; NBC 4; Crawford County Now; One Call Now

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within the specified time.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **LOST AND FOUND**

The lost and found area is outside the middle school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **USE OF WIRELESS COMMUNICATION DEVICES**

Refer to the Acceptable Use Policy signed by students and parents to begin the school year. **Students are required to follow the rules as stated in the Authorized User Policy for technology use signed by the student and parent.**

Buckeye Central is a one-to-one school and all students are provided a Chromebook; therefore, students are asked to leave their cell phones in their lockers during instructional hours (7:50 am - 2:55 pm). Cell phones will be taken from students if they are misused. The first time, the phone is confiscated and will be returned to the student at the end of the day. The second time, it will be given to the principal and returned at the end of the day. If there is a third offense, the parent or guardian will need to pick up the cell phone from the principal.

Students are not to text or call parents to ask them to come pick them up if ill. Students are to report to the office/clinic for evaluation if ill.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

### **Access Issues**

The school district reserves the right to monitor, to access, to inspect, to intercept, and to take appropriate action with respect to all computer resources and communications. The school district also reserves the right to search and seize computer resources used by students, such as computers, flash drives, electronic mail messages, Internet materials, etc. The search will be conducted at the discretion of the school district and the systems administrator may be involved in all searches.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the proper administrative/supervisory personnel. The proper personnel will attempt to respond to a request for approval within 1 school day of its receipt.

## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

### GRADES

Buckeye Central has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, they should ask the teacher.

The School applies the following grading system:

90% to 100% = A = Excellent achievement

80 % to 89% = B = Good achievement

70% to 79% = C = Satisfactory achievement

60% to 69% = D = Minimum-Acceptable achievement

Below 60%= F = Failure

I = Incomplete

P = Acceptable achievement

Weighted courses are given the following additional weight .05 and .075 for Trig/Pre-Calculus and Calculus. Refer to the Course booklet for additional information regarding GPA and credit information.

Grades are updated by staff and can be viewed at <https://parentaccess.noeca.org> or by going to the BC web-page and linking to the Progress Book site.

## **Grading Periods**

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## **GRADUATION REQUIREMENTS**

### **Regular Diploma**

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

As an alternate to the requirement that students attain passing scores on all graduation tests required by the ODE in order to be eligible to graduate, students can meet the State requirements if the following conditions are met (only for students graduating 2014-2017):

Passing 4 out of 5 tests and missed passing the fifth test by 10 points or less

A 97% attendance rate in each of the last 4 school years, excluded excused absences

No expulsions in the last 4 years

A grade point average of at least 2.5 out of 4.0 in the subject area not passed

Completion of the high school curriculum requirement in the subject area not passed

Participation in District intervention programs with a 97% attendance rate or a comparable outside program

A letter of recommendation for graduation from each of the student's high school teachers in the subject area not passed and the high school principal.

Specific course requirements are:

English	4 credits
---------	-----------

Health	.5 credit
--------	-----------

Phys. Ed.	.5 credit or taking the PE Sports Option (contact the school counselor's office for details)
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Electives	6 credits
Total	21 credits

Credit will be earned by:

- A. completing coursework
- B. pursuing one or more educational options in accordance with the District's Credit Flexibility Program or College Credit Plus Program.

***Ohio Department of Education's Graduation Requirements 2018 and Beyond:***

Students who entered ninth grade for the first time in the 2014-2015 school year follow graduation requirements for the class of 2018.

Students who entered ninth grade for the first time before the 2014-2015 school year and those who repeated ninth grade in 2014-2015 school year follow graduation requirements for the classes of 2014-2017.

---

**Credit Requirements**

Ohio requires students to take and complete a minimum of 20 required credits.	State Minimum
English language arts	4 units
Health	½ unit
Mathematics	4 units
Physical education	½ unit
Science	3 units
Social studies	3 units
Electives	5 units

Additional credits, if any, in district requirements	
Other Requirements	
Economics and financial literacy	
Fine arts	

**AND MEET ONE OF THE FOLLOWING THREE:**

**Ohio’s State Tests**

Students [earn a cumulative passing score of 18 points](#), using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-course exams are:

- Algebra I and geometry or integrated math I and II
- Biology
- American history and American government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these subjects for end-of-course state exams.

**Industry credential and workforce readiness**

Students earn 12 points through a State Board of Education-approved, [industry-recognized credential or group of credentials](#) in a single career field and achieve a [workforce readiness score](#) on the [WorkKeys](#) assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

**College admission test**

Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

**More information**

1) Mathematics units must include one unit of algebra II or the equivalent of algebra II. Exceptions: a) Algebra II is not a requirement for students following a career-technical pathway. However, students still must have four units in mathematics, and b) A family may decide that their child is not prepared to meet the graduation requirement for a higher level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student. [Here](#) is more information on Curriculum Choices.

2) Physical education - School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.

3) Science units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Exception: A family may decide that their student is not prepared to meet the graduation requirements for a higher level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student. [Here](#) is more information on Curriculum Choices.

4) Social studies units must include  $\frac{1}{2}$  unit of American history and  $\frac{1}{2}$  unit of American government in three units required for the classes of 2018 and 2019. The class of 2021 will need  $\frac{1}{2}$  unit in world history and civilizations in their required three units as well as American history and American government.

5) Elective credits must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

6) Other state requirements - All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades

7-12. Fine arts is not a requirement for students following a career-technical pathway.

7) The State Board of Education may decide to include an Algebra II end-of-course examination in place of the Algebra I end-of-course exam beginning for students entering ninth grade on or after July 1, 2016.

### **GRADE POINT AVERAGES (G.P.A.)**

Grade Point Averages and Class Rank are very important when applying for scholarships and colleges. These are figured at the end of each semester. Students will have two different G.P.A. scales. The first scale will be the traditional 4.0 scale and this will be used for colleges and universities that require reporting from a 4.0 scale. The second scale will be an "Add-On System". The "Add-On System" will be used to determine the class Valedictorian and Salutatorian. It will also be used to determine class rank for some scholarship competitions. Students who take certain courses that are marked "Add-On Course" in this booklet, will receive an additional .05 (.025 per semester) (Trig/Beginning Calculus - .075). If a student receives a grade of D or F in the course, they do not receive the "Add-On". Courses taken through the Post-Secondary Options Program or via the Internet must be approved by the Principal before any credit is awarded. **ADD-ON CREDIT IS ONLY APPLIED TO DESIGNATED BUCKEYE CENTRAL**

**AND PIONEER COURSES.** Make sure you check with the school counselor before you sign up for any of these courses.

### **Honors Diploma**

The Buckeye Central shall award the Diploma with Honors to any student who has:

1. Successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
2. Attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;
3. A completed the academic curriculum and met at least 7 of the following 8 criteria:
  - a. earn 4 units of English;
  - b. earn 4 units of Mathematics, which shall include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4 year sequence of courses which contains equivalent content;
  - c. earn at least 4 units of Science, including physics and chemistry;
  - d. earn 4 units of Social Studies;
  - e. earn either 3 units of 1 Foreign Language or 2 units each of 2 Foreign Languages (must include no less than 2 units for which credit is sought);
  - f. earn 1 unit of Fine Arts;
  - g. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year; or
  - h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT);

OR 3.B completed an intensive career-technical education curriculum and met at least 7 of the following 8 criteria:

- a. earn 4 units of English;
- b. earn 4 units of Mathematics, which will include Algebra I, Algebra II or equivalent, Geometry, and higher level course or a 3 4 year sequence of courses which contains equivalent content;
- c. earn 4 units of Science, including physics and chemistry;
- d. earn 4 units of Social Studies;
- e. earn 4 units of Career-Technical education program that leads to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to



postsecondary credit.

- f. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year;
- g. achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment of equivalent assessment aligned with State-approved and industry validated technical standards; or
- h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests, or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT).

It is the student's responsibility to maintain contact with his/her counselor to ensure that his/her graduation requirements are being met. The requirements set forth are determined by the Department of Education and may change. If a change occurs, students will be notified by the school counselor.

### **EARLY GRADUATION**

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

### **EDUCATIONAL OPTIONS**

Buckeye Central provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

#### **Educational Options**

A list of the approved Educational Options is available in the school counselor's Office. In order to participate in an Educational Option, the student must first submit an application for approval by the principal. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the school counselor's office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript.

### **COLLEGE CREDIT PLUS ENROLLMENT**

Any student in grades 7 through 12 may enroll in a College Credit Plus program provided they meet the requirements established by law and by the college/university. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the parents and attendance in counseling services/meeting offered with this educational option. Any interested students should contact the school counselor to obtain the necessary information.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics,

performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the coach, advisor or administrator in charge of the program.

### **HOMEWORK**

Homework will be assigned. Student grades may reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

### **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("email"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their email address.

### **STUDENT ASSESSMENT**

Unless exempted, each student must pass any State-mandated assessment test(s) required for graduation. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the school counselor.

College entrance testing information can be obtained from the school counselor's office.

### **PUBLIC SCHOOL CHOICE OPTIONS**

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, they also have the right to transfer to another school in the District. If there is not another school in the District providing instruction

at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

Every Student Succeeds Act (ESSA) will replace NCLP and reauthorized the Elementary and Secondary Act (ESA) for fiscal years 2017-2020. Full implementation begins July 1, 2017 it will provide greater flexibility and decision making to individual states. For details regarding graduation requirements please review section: **Ohio Department of Education's Graduation Requirements 2018 and Beyond**

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Buckeye Central provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Board Office. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

### **ATHLETICS**

Buckeye Central provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

## ACADEMIC ELIGIBILITY

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for both boys and girls as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another District.

The Board shall approve annually a program of interscholastic athletics.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event. In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extracurricular activity, a student:

- A. must have maintained at least a 1.5 grade-point average;
- B. must not be failing more than one (1) course for the grading period prior to the grading period in which they wish to participate.

In order to maintain eligibility for grades 7-12, a student must not be failing more than one (1) course for the preceding grading period and have at least five (5) full credits of passing grades.

An exception may be made by the principal if the student has been participating in an intervention program (study table) and has shown satisfactory progress toward achieving the minimum grade-point average of 1.5 and cannot drop below 1.0.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, they may be reinstated at the beginning of the next grading period.

These same eligibility standards shall apply to all other co-curricular and extracurricular activities sponsored by the District. (See Policy [2430](#).)

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individualized student's disability.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

The Board further directs that only those students may participate in the program of interscholastic athletics who have:

- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

"Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment."

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition from Extra-Curricular Activities).

### **National Honor Society**

Buckeye Central High School is a member of the National Honor Society of Schools and abides by the rules set forth for membership as determined by the national chapter. Membership is based on scholarship, service, leadership and character. In order to be a member of NHS at BCHS, a student must have a 3.5 weighted GPA, at least a C average for each semester during their high school career, be at least a junior in high school and be selected by a committee of faculty members. All prospective members receive a letter at the conclusion of the school year explaining the requirements for membership.

### **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, they must first contact his/her counselor to discuss any legal requirements and to obtain any required documents. Work permits are available in the high school office from the school secretary.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

## **STUDENT PRECINCT WORKERS**

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

- A. a United States citizen;
- B. a resident of the county;
- C. at least seventeen (17) years of age
- D. enrolled in the senior year of high school

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

# **SECTION IV - STUDENT CONDUCT**

## **ATTENDANCE**

### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

If a student is absent from school, the parent should attempt to call the school by 8:15 in the morning of the absence. If a school is not contacted, we must contact the parent via a phone call.

For all absences, a written note or phone call (placed or received) must be made to the office. In this communication, please provide the student's name, the date, the time, and the reason for the absence. All documentation regarding absences is retained for the school year. The district will allow two (2) school days from the original absence date for the phone call or the note to be received. If a note or call is not received, the absence is counted as unexcused and the student cannot make up the missed work. All excused absences allow for the work missed to be made up in a timely manner by the student. A timely manner is generally the number of days missed. All absences of three days or more may require a doctor's excuse as determined by the principal.

Students sent home after coming to school by the school nurse do not need an excuse from home and are considered excused. This is only for the day sent home, not any days thereafter.

Buckeye Central allows for a student to miss no more than 24 days of school per year. This equals no more than 12 days per semester per class. Once a student accumulates 12 unexcused and/or parent excused days total in a semester or 24 days in a school year the student will be put on medical status. At this point only a doctor's statement, court excuse, letter from doctor explaining that the student has medical problems causing them to miss more than the average number of days, death in the immediate family or administrator's approval will be accepted within 72 hours of the student's return. All other days will be treated as unexcused. Make-up time may be assigned for credit recovery for special circumstances.

Students are considered tardy if they arrive to school late. If a student arrives between 7:56 and 8:48 AM they are considered tardy. Students arriving from 8:49 - 11:30 AM are considered half day absent AM. Students leaving the school from 11:30 AM – 2:05 PM are considered half day absent PM. Those leaving from 2:06 to 2:56 are considered early dismissals.

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, they must report to the school office before going to his/her first assigned location. Any student who is late to class (class tardy) will be sent to the office for a tardy slip. Students who are tardy to school for the fifth time, and each recurring cycle of 5 tardies, during a semester may receive an unexcused absence for first period.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered "habitually truant" if the student is a. absent 30 or more consecutive hours without a legitimate excuse; b. absent 42 or more hours in one month without a legitimate excuse; or c. absent 72 or more hours in one year without a legitimate excuse. The student will be considered "excessively absent" if a. absent 38 or more hours in one school month *with or without a legitimate excuse*; or b. absent 65 or more hours in one school year *with or without a legitimate excuse*.

Habitual truancy or excessive absences can result in potential revoking of the student drivers license after 60 or more consecutive hours in a single month or 90 hours in a school year or the attendance officer filing charges of truancy in the juvenile court system.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday

- G. out-of-state travel of 24 hours to participate in a District-approved enrichment or extracurricular activity  
Any classroom assignments missed due to the absence shall be completed by the student.
- H. such good cause or appointment as may be acceptable to the Superintendent when notified two days prior to the absence, except for emergencies.
- I. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725; medically necessary leave for a pregnant student in accordance with Policy 5751
- J. family vacations--need to be approved by the principal in advance of the vacation. It would be beneficial to both the student and teacher if the school is notified at least 5 days prior to the vacation.
  - 1. Vacation days do not exceed 5 in a year and do not put student in excess of 12 days in a semester or 24 days (excused/unexcused) in a year.
  - 2. The student is NOT failing any classes.
- K. college visitation- 2 days for seniors per year and 2 day for juniors per year (documentation provided).
- L. hunting- maximum of 2 days with hunting license brought in for verification. The absences do not put the student in excess of 12 days a semester or 24 days in a year.
- M. to attend state semi and finals of OHSAA sports that the student took part in as a Buckeye Central athlete.

### **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. During the COVID-19 pandemic, this instruction will include remote learning. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the principal.

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excused absence shall be given the opportunity to make up missed work. The student should contact the school secretary as soon as possible to obtain assignments if the absence is more than two days.

If a student misses a teacher's test due to an excused absence, they should make arrangements with the teacher to take the test at another time. A student is permitted to turn in work late to be determined by the days absent being equal to the number of days the student has missed with an excused absence. Tests announced prior to an absence are required to be taken when the student returns from an absence. If they miss a State-mandated assessment test or other standardized test, the student should consult with the school counselor to arrange for administration of the test at another time.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence and the process for making up work is outlined below:



- 1) First suspension: Student will make up the work and it will be counted for credit. Assignments may be obtained from the teacher or by calling the school secretary. The student must complete all work during the suspension and turn the work in upon returning to school. Make up of missed tests may be scheduled when the student returns from school. This holds true except in circumstances where the actions are grievous enough, as determined by principal or superintendent.
- 2) Second and successive suspension: Student will complete all classroom assignments missed during either in-school or out-of-school suspensions.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State as stated in the handbook section entitled Truancy. No grades or work will be permitted to be completed if a student is deemed to be unexcused absent.

### **Vacations**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

## **CODE OF CONDUCT**

A major component of the educational program at Buckeye Central is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Expected Behaviors**

Students are expected to: act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; complete assigned tasks on time and as directed; help

maintain a school environment that is safe, friendly, and productive and act at all times in a manner that reflects pride in self, family, and in the School.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows a teacher to communicate effectively with all students in the class; and all students in the class the opportunity to learn.

### **Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

If a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

### **Definitions of Terms:**

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless handheld device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student/school personnel; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was

communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

### **Types of Conduct**

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors;
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber-bullying"), such as the following:
  - 1. posting slurs on websites where students congregate or on web logs (personal on-line journals or diaries);
  - 2. sending abusive or threatening instant messages;
  - 3. using camera phones to take embarrassing photographs of students and posting them online/or otherwise distributing them;
  - 4. using web sites to circulate gossip and rumors to other students; and,
  - 5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

### **Complaint Procedures**

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels they have been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, they shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

- Step I            Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, they must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, they may either sign the charge or affirm its veracity before two (2) administrators.
  
- Step II            The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) workdays after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident,

including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

- Step III If the complainant is not satisfied with the decision at Step II, they may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) workdays after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) workdays of the appeal being filed.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

### **Publication of the Prohibition Against Harassment, Intimidation, and Bullying**

The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student in the Buckeye Central School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students, including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

### **Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

### **Remedial Actions**

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

### **Non-Disciplinary Interventions**

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

### **Disciplinary Interventions**

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

### **Intervention Strategies**

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.
- B. Planned professional development programs addressing targeted individuals' problem, including what is safe and acceptable Internet use.
- C. Data collection to document victim problems to determine the nature and scope of the problem.
- D. Use of peers to help ameliorate the plight of victims and include them in group activities.
- E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).
- F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.
- G. An attitude that promotes communication, friendship, assertiveness skills and character education.
- H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

### **Intervention Strategies for Protecting Victims**

- A. Supervise and discipline offending students fairly and consistently.
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.
- C. Maintain contact with parents and guardians of all involved parties.
- D. Assist the victims to obtain counseling if assessment indicates that it is needed.
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- F. Check with the victim daily to verify that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

## **Training**

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education in grades 7-12, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

## **Police and Child Protective Services**

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed time lines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

## **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior will be tolerated.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement



officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, they may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, they will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### **2. Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

### **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

### **4. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any

toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Pocket knives with a blade of less than two and one-half (2 1/2) inches are acceptable ONLY with the prior approval of the student's parents, principal and teacher of a class where the pocket knife is needed for use.

**5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

**6. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

**7. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire is strictly prohibited. Arson is a felony.

**8. Physically assaulting a staff member/student/person associated with the District.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

**9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

**10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

**11. Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

**12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

**13. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

**14. Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as the use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

**15. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

**16. Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

**17. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, a combination of substances or articles prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

**18. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or

when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

**19. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the staff member in charge. The School is not responsible for personal property.

**20. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

**21. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

**22. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

**23. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

**24. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

**25. Aiding or abetting violation of school rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

**26. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes hand holding, touching, kissing, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**27. Possession of electronic equipment**

Unauthorized use of electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken. Students in grades 5- 8 are required to put all electronic devices in their locked lockers daily. The school is not responsible for any lost, stolen or misplaced devices.

**28. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

**29. Violation of bus rules (see Section V – Transportation)**

**30. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

**31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

- 1. Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

2. Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

3. Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that they are the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s).

**32. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

**33. Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

**34. Improper Dress**

Refer to the Dress Code in an earlier section of this document.

**35. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

**36. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

**37. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

**38. Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames.

**39. Possession of Pornography**

Possessing sexually explicit material.

**40. Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parental permission and/or school authorization.

**41. Throwing Objects**

A student shall not throw or propel any object which may inflict injury to another student or individual.

**42. Toys and Personal Items at School**

Students should keep their toys and personal items at home. They can be a distraction from learning and students risk breaking or losing their valuables. After giving the student a warning, the teacher or principal will confiscate any toys or personal items brought to school and return them to the parent at the end of the school year. The school will not be responsible for any of these items if they are lost or broken. (For example, non-prescribed fidget spinners)

**DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

change of seating or location;  
pre-school, lunch-time, after-school detention;  
in-school discipline; Saturday school.

### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### In-School Discipline

A student missing any portion of his/her assigned time in Detention; In-School Discipline; Saturday School will have their time in the discipline doubled. Failure to timely serve any form of discipline may lead to suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to detention, in-school discipline and Saturday school:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.

No food or beverages shall be consumed.



Any student who has not passed all of the State-mandated assessment tests may be required to work on a study packet for one or more of the unpassed tests.

Transportation to and from Saturday school is the student/parent's responsibility.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for one school day only, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, they may be subject to school disciplinary action as well as action through local law enforcement.

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, they and his/her parents will be given written notification of the suspension within one (1) day

setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 2 days after receipt of the suspension notice. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

The emergency removal is not to exceed one (1) school day. A hearing will be held within one (1) school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within two (2) school days of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within one (1) school day and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of

the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Post-secondary Enrollment Option at the time the expulsion is imposed.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;

- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal (or other administrator) will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, they and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

## **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning. If the student is 18 years of age or older, the parent may not be contacted.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and they (or a designated school counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated school counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **Bus Transportation to School**

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### **Prior to loading (on the road and at school)**

Each student shall:

be on time at the designated loading;

stay off the road at all times while walking to and waiting for school transportation;

line up single file off the roadway to enter;

wait until the school transportation is completely stopped before moving forward to enter;

refrain from crossing a highway until the driver signals it is safe to cross;

properly board and depart the vehicle;

go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

#### **During the trip**

Each student shall:

remain seated while the school transportation is in motion;

keep head, hands, arms, and legs inside the school transportation at all times;

not push, shove or engage in scuffling;

not litter in the school vehicle or throw anything in, into, or from the vehicle;

keep books, packages, coats, and all other objects out of the aisle;

be courteous to the driver and to other riders;

not eat or play games, cards, etc.;

not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;

not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### **Exiting the school vehicle**

Each student shall:

remain seated until the vehicle has stopped

cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe; stopping at the center line to check traffic before proceeding

be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **Transportation of Students By Private Vehicle**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form [8660 F2](#) – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.