

Huntington

Middle School

Student Handbook 2023 - 2024



“Teaching a kid to count is fine,
but teaching him what counts is best.” Bob Talbert

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Note: The student-parent/guardian handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. These Board 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 of 2020. If you have any questions or would like more information about a specific issue or document, contact your school principal, the superintendent or access the document on the District's website. You will be able to find the specific policy or administrative guidelines in the Table of Contents for the section.

HUNTINGTON MIDDLE SCHOOL
188 HUNTSMAN ROAD
CHILLICOTHE, OHIO 45601
PHONE: (740) 663-6079
FAX: (740) 663-6080

Dear Student, Parent, and/or Guardian,

Welcome to OUR school! The staff and I are very excited to begin our school year together. We are confident this is going to be an excellent year both academically and personally for you. We have lots of exciting activities planned throughout the 2023 – 2024 school year. Your success this school year is based on you, your parents, and us working together to provide you an excellent educational experience.

Our Huntington Local School District mission statement is: “We are passionately committed to cultivating the brilliance in every student, creating a brighter future”. We have high expectations for you both academically and behaviorally so you are able to gain the most out of your time here at Huntington Middle School. I am not anticipating any problems with your academics or behavior. However, should a problem arise, this handbook outlines possible consequences. Please remember the best way to prevent any negative problem from arising is to stop and think the situation through.

Again, welcome to the 2023 – 2024 academic school year. I am always available if you would like to discuss a situation with me. I am looking forward to the many opportunities to work with each of you this year. Be I.D.E.A.L. Huntsmen!

Be Better Every Day,

Matthew A. Murphy, Principal
Huntington Middle School
matt.murphy@huntsmen.org
740-663-6079

HUNTINGTON LOCAL SCHOOL DISTRICT

VISION

Inspire...
Develop...
Educate...
Achieve...
Live the Legacy!

MISSION

We are passionately committed to cultivating the brilliance in every student, creating a brighter future.

CORE VALUES

In the Huntington Local School District, we believe in education, embrace our community, value integrity, show pride in ourselves and expect success!

Middle School Motto: LET'S WIN GREEN!

Be Better Every Day

Huntington Local Schools Website: www.huntsmen.org (check out our mobile app)



2023-2024 HUNTINGTON MIDDLE SCHOOL DIRECTORY

BOARD OF EDUCATION

Greg Deal	President
Mark Hopkins	V. President
Derek Cox	Member
CR McCloskey	Member
Joe Williams	Member

DISTRICT ADMINISTRATION AND CENTRAL OFFICE STAFF

Pete Ruby	Superintendent
Katrina Hayes	Administrative Assistant
Lauren Williams	Treasurer
Nancy Deal	Assistant to the Treasurer
Dan Riddle	Special Programs Director
Craig Kerns	High School Principal
Matt Murphy	Middle School Principal
Heidi Gray	Elementary Principal

MIDDLE SCHOOL STAFF DIRECTORY

Matt Murphy	Principal
Julie Oates	School Counselor
Lois Hocker	Secretary
Tonya Gragg	Office Aide
Billie Kirk	Enrollment Secretary
Cathy Adams	Math 7
Chad Barrows	Graphic Art and Technology
Gage Bray	Special Education 5-12
Tiffany Carroll	Reading 6
Brittany Copley	Language Arts 7
Stacey DePugh	Social Studies 5
Dirk Foglesong	VoAg. 5-8
Cheryl Gibson	Language Arts 6
Kim Ginther	Health 5-8
Dylan Gragg	Special Education 7
Randy Hauswirth	Science 6
Lily Hocker	Language Arts 5
Denise Hulbert	Special Education 6
Paula Hutson	Social Studies 7
Ben Liggett	Math 5
Tina Maggard	Science 7
Jeff Magill	Social Studies 8
Tancy Matter	Science 5
Molly Montgomery	Math 8
Joanna Parker	Math 6
Mischelle Phillips	Social Studies 6
Alan Preston	Special Education 8
Mackenzie Ralph	Reading 7
Tricia Reed	Science 8
Travis Rinehart	Physical Education 5 - 8
Megan Secoy	Reading 5
Alicia Stritenberger	Reading 8
Amber Tripp	Special Education 5
Caley Uhrig	Lang. Art 8

EQUAL EDUCATION OPPORTUNITY

Adopted by the Board of Education on July 10, 2023:

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 2023-2024. If any of the policies or administrative guidelines referenced herein are revised during the 2023-2024 school year, 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 website.

The District provides an equal educational opportunity for all students.

Any person who believes that she/he has been discriminated against on the basis of her/him race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the school district's compliance officer:

Dan Riddle
Special Program Coordinator & Compliance Officer
740-663-7339

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 can provide additional information concerning equal access to educational opportunity.

**Middle School Office
Contact Information**

Matt Murphy, Principal
740-663-6079
matt.murphy@huntsmen.org

Pete Ruby, Superintendent
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Lois Hocker, Secretary
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740-663-2230
billie.kirk@huntsmen.org

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tonya.gragg@huntsmen.org

Keith Stevenson, Attendance Officer
740-663-2230

Lindley Leadingham, Attendance Records
740-663-2230
lindley.leadingham@huntsmen.org

Huntington Middle School

Daily Bell Schedule

2023-2024

07:40	First Bell (Teachers on Duty)	
07:45 - 08:33	1st Period	(48)
08:36 - 09:23	2nd Period	(47)
09:26 - 10:14	3rd Period	(47)
10:14 - 10:44	Advisory	(30)
10:44 - 11:14	Lunch	(30)
11:17 - 12:04	5th Period	(47)
12:07 - 12:55	6th Period	(47)
12:58 - 01:46	7th Period	(47)
01:49 - 02:33	8th Period	(47)

- 3 minutes between classes
- 5 minutes for students to get to 1st period

Notification of Rights and Designation of Directory Information Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Huntington Local School District ("School") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal, or his/her designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a further explanation, see item 5 below.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

5. FERPA permits the disclosure of PII from student's education records, without consent of the parent/guardian or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. A school official may include a volunteer or contractor outside of the school who otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4)).
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5)).
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11)). Specifically, the School may disclose appropriately designated “directory information” without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include this type of information from your child’s education records in certain school publications. Examples include:
 - A playbill, showing your student’s role in a drama production
 - The annual yearbook
 - Honor roll or other recognition lists
 - Graduation programs
 - Sports activity sheets: wrestling, showing weight & height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you must notify the Superintendent’s office within ten days of receipt of this notice.

Huntington Local School District
 Attn: Pete Ruby
 188 Huntsman Road
 Chillicothe, Ohio 45601
 740-663-5892

The School has designated the following information as directory information:

- Student’s name
- Student’s address
- Student’s telephone number
- Student’s date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Student’s weight and height (if a member of an athletic team)
- Dates of attendance (“from and to” dates of enrollment)
- Date of graduation
- Awards received

The Board also designates school-assigned e-mail accounts as “directory information” for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School Assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District’s Education Technology.

Parental Rights and Responsibilities Regarding Student Records

Parents of students attending Huntington Middle School have the right to inspect, review, and challenge the contents of official records and files directly related to their children. The school will consult with parents in advance before a student's records are transmitted to outside parties, agencies, or institutions.

Whenever a student has attained eighteen years of age, the consent required and the right accorded to parents regarding student records shall be required and accorded to the student.

Title IX Notification

It is the policy of the Huntington Local School District that educational activities, employment, programs, and services be offered without regard to race, color, national origin, sex, religion, handicap, or age.

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(s).

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 mail or hand deliver when appropriate. Parents have the option of receiving communication from the school via-email 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 trained for emergencies such as evacuation procedures, fire drills, 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, she/he 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 parent/guardian. 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 be seen by the nurse, go home or remain in school. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

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

- A. A birth certificate
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunization

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents/guardians 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.

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.

A student suspended or expelled by another public school in Ohio may be temporarily 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 temporarily 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 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
- D. A summary of the instructional record of the child's behavior

Foreign students and foreign-exchange students are eligible for admission on the same basis as other non-resident students.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at 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's office. Students may be denied course enrollment due to lack of available space or the need for the student to pass a prerequisite course. 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 permission from a written permission note signed by the custodial parent 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 parents and in compliance with State Law. A student who otherwise withdraws from school shall be reported to the Juvenile Judge of Ross County and to the Bureau of Motor Vehicles for suspension of their driver's license, if he/she 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 parent's 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. 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 immunization or exemptions should be directed to the District 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 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.

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 respective building principal 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 Principal's Office and must be delivered to the school Nurse by the parent/guardian in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, student's name and exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Medication must be delivered to the Principal's Office by the student's parent/guardian or by another responsible adult at the parent/guardian's request. 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 their physician and has submitted the proper forms. In the case of epinephrine autoinjectors, in addition to written permission and submission of proper forms, the parent must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, 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 (bus driver or aide) at parental request. This should be arranged in advance.
- E. Any unused medication unclaimed by the parent will be destroyed by personnel when a prescription is no longer to be administered or at the end of the school year.

- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

NON-PRESCRIBED (Over the counter) MEDICATION

No staff member will dispense non-prescribed, over the counter 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.

If a student is found using or possessing a non-prescribed medication without parent authorization and proper school authorization, the student will be brought to the school office. The medication will be confiscated. The student may receive disciplinary consequences for use/possession of alcohol/drugs.

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 provisions of the Code.

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

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, 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 Department. 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 definite 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 the Federal Law, parents will be required 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 bloodborne 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.

Whenever a student has contact with blood or other potentially infectious material, she/he must immediately notify his/her teacher, who will contact the building office or District Nurse and assist the student in completing the required documents. Parents of the students exposed, as well as the parents of the exposing students, will be contacted.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act prohibits 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 Law defines 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
- C. Is regarded as having such an impairment

The district has specific responsibilities under these two laws, which include identifying and reviewing 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."

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.

CHILDREN AND YOUTH FOSTER CARE

Students who meet the Federal definition of “in foster care”, including those who are awaiting foster care placement, will be provided a free appropriate public education in the same manner as all other students in the District.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State Law, Huntington charges specific fees for many activities and materials used in the course of instruction. Charges may also 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. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees or charges may result in the withholding of grades and credits.

STUDENT FUNDRAISING

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. Students may not sell any item or service in school without the prior approval of the Principal. 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. Students may also bring their own lunch to school to be eaten during the designated lunch period. No student may leave school premises during lunch period without specific written permission from the principal. For information regarding meal charging procedures, see AG 8500D.

SAFETY AND SECURITY

All visitors must report to the office when they arrive at school.

All visitors are given and required to wear a building pass while they are in the building.

Staff are expected to question people in the building whom they do not recognize, who are not wearing a building pass and to question people who are “hanging around” the building after hours.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

As many unneeded outside doors as possible are locked during the school day.

Portions of the building that will not be needed after the regular school days are closed off.

A person is stationed at the main entrance of the building to greet visitors and guide them to the office.

All district employees are to wear photo-identification badges while in District schools and offices or on District property.

VISITORS

All guests/visitors will be required to have a pre-scheduled appointment to visit the high school or middle school office. Meetings with teachers, counselors and administrators must be scheduled through the middle school office prior to arriving at the building.

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 State Law. Safety drills will be conducted once per school year.

EMERGENCY CLOSINGS 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: WKKJ, ABC 6 or FOX 28, NBC 4 or CBS 10. Information concerning school closings or delays can also be found by accessing the school APP or website. Parents will also be notified of closings or delays via a pre-recorded telephone message delivered to the phone numbers on file. Parents and students are responsible for knowing about emergency closings and delays.

DISTANCE LEARNING

In the event the school is closed for an extended period of time due to weather, viruses, etc...all education will be carried out through distance learning. All teachers and students will use Google Classroom or any other appropriate online platform already utilized in the classroom. We encourage all students to check their G-Mail accounts on a daily basis.

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 in the staircase by the science classrooms. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity or discarded at the end of the semester and 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 telephone calls. Office personnel will initiate all calls on behalf of the student seeking permission to leave school.

USE OF WIRELESS COMMUNICATION DEVICES

See: CELL PHONE AND/OR PERSONAL ELECTRONIC DEVICES located on page 41

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

SECTION II - ACADEMICS

COURSE OFFERINGS

A list of course offerings will vary each school year. Students will be given a list of course offerings to help schedule their courses for the following school year. The School Counselor as well as the Principal will provide a list of courses upon request.

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 programs. 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 parents do not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

PBIS REWARDS AND EXPECTATIONS FOR HUNTINGTON MIDDLE SCHOOL

Students will be rewarded weekly, quarterly, and yearly based on **attendance**, **academics**, and **behavior**.

Weekly Expectation/Reward:

- Behavior:** No write-ups
- Attendance:** No unexcused absences or tardies to school (students must have blue slips)
- Academics:** No missing assignments, beyond the allotted time for absentee make-up work. (Special education teachers will determine expectations for their students to earn the reward)

Possible Reward: Gym Time (dodgeball), tech time, (Staff and teachers' determination).

Quarterly Expectation/Reward:

Behavior: No more than 1 write-up. However, it will be left up to each grade level to make exceptions the team is comfortable with. For instance, if a student gets two quick write-ups early in the quarter, but the team feels that student has really made positive strides, the team could forgive the second write-up. If the team cannot come to a consensus, the PBIS committee could be a possible arbiter to assist in making the decision.

Academics: Same as weekly expectations.

Attendance: No more than 2 unexcused absences/tardies. We will be looking to reduce this as we move forward into this system. The goal should be to get this number to “0”, and then work to formulate a plan that involves both excused and unexcused absences.

Reward: Staff and teachers’ determination

Yearly Expectations/Reward:

Expectation: Students must have been eligible for 3 of the 4 quarterly rewards.

Reward: A trip to COSI, Columbus Zoo, Kings Island are examples of possible rewards. (Staff and teachers’ determination)

GRADES

Huntington Middle School 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 inform the students at the beginning of the course. If a student is not sure how his/her grades will be determined, she/he should ask the teacher.

The School applies the following grading system:

93-100 = A	Working at or above grade level standards
85-92 = B	Working at or slightly above grade level standards
77-84 = C	Working at grade level standards
70-76 = D	Working below or not meeting grade level standards
69 and below = F	Not meeting grade level standards

F = Failure

I = Incomplete

P = Acceptable Achievement

GRADING PERIODS

Students will receive a report card at the end of each nine-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 prior grades.

PROMOTION, ACCELERATION AND RETENTION

Our motto in middle school is B.E.! B.E. = Better Every Day! In efforts to hold middle school students more accountable for their academic success, a promotion, acceleration and retention plan is necessary.

Grades 5, 6, 7 & 8

Grades 5th, 6th, 7th and 8th students must earn a passing score in the subject areas E.L.A. (Reading and English) and Math each year. Failure to earn a passing score 3 out of the 4 nine weeks will result in the student retaking the class as his/her elective the next school year. If the student fails both E.L.A and math, he/she will take E.L.A. as his/her elective the next school year. Students will be offered the opportunity to make up the coursework during summer school.

Grades 7 & 8

Students will need to earn cumulative units over the two-year period to move onto high school. Each course in grades 7 and 8 will count for 1.0 unit each. Students will need a passing average per semester to earn a unit for each course. Additionally, students will need an overall (7th and 8th grade) total of 7.5 out of 12 units offered. Units not earned during the semester can be made up in summer school or by retaking the course the following academic year in place of specials. If a student does not obtain a math, reading, or English unit during 7th grade, he/she can make up a 0.5 unit during summer or by taking the course as his/her special in 8th grade.

GRADUATION REQUIREMENTS

Regular Diploma

Students will complete graduation requirements in four years of high school. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education for graduation, the State approved alternate pathway, meet the school requirements for basic course work, and earn a 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.

Specific Course Requirements:

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Health	½ credit
Physical Education	¼ credit
Electives	6 credits

All students must receive instruction in economics and financial literacy during grades 9-12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

Credits will be earned by:

- A. Completing coursework
- B. Testing out or demonstrating mastery of course content
- C. Pursuing one or more educational options in accordance with the District's Credit Flex program

Honors Diploma

Huntington High School shall award the Diploma with Honors to any student who has:

1. Successfully completed the high school curriculum or completed the student's individual education program.
2. Attained at least the applicable scores on the achievement test required by the State Board of Education for graduation.
3. Completed the academic curriculum and met at least 7 of the following 8 criteria:
 - a. Earn 4 units of English
 - b. Earn 4 units Mathematics, which shall include Algebra 1, 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
 - 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
 - h. Obtain a composite score of 27 on the ACT or an equivalent composite score of 1210 on the SAT.

OR

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 Mathematics, which shall include Algebra 1, 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 4 units of a career-technical education program that leads to an industry recognized credential. Apprenticeship or be part of an articulated career pathway which can lead to post-secondary 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 ACT or an equivalent composite score of 1210 on the SAT.

It is the student's responsibility to maintain contact with his/her school counselor to ensure that his/her graduation requirements are being met.

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 ceremony of the year prior to the scheduled graduation date. Students must apply for early graduation prior to August 31 of their junior year.

COLLEGE CREDIT PLUS PROGRAM

Any student in grades 7-12 may enroll in a post-secondary program provided s/he meets the requirements established by law and by the participating college or university. Any student interested should contact the high school counselor to obtain the necessary information about college credit plus.

CAREER ADVISING

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievement 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 building principal.

ACADEMIC RECOGNITION

It is the desire of Huntington Middle School to honor the academic excellence of our students. To do this we have established the following levels of recognition:

Honor Roll

A - honors: Students must have all "A" in all subjects through the 3rd nine weeks

A/B - honors: Students must have an "A" and/or "B" in all subjects through the 3rd nine weeks.

Honor Society

Each year Huntington Middle School inducts new members into the Huntington Middle School Honor Society called the "Lights of the Round Table." The guidelines for this honor have been developed and are explained in this handbook under the section: Extra-curricular Opportunities page 33. Many consider this induction ceremony the most moving assembly program of our school year.

The American Legion Award

Each year the American Legion Post No. 62 of Chillicothe presents the American Legion Award to the Outstanding Boy and Outstanding Girl of the eighth grade. These students are selected by the faculty of the middle school and represent the best of our student body.

The President's Award for Academic Excellence

The purpose of this award is to recognize academic success in the classroom. To be eligible for the President's Award for Educational Excellence, 8th grade students must maintain a 93% or higher grade point average their 7th grade year and throughout the first semester of their 8th grade year. A student must also have scored in the ADVANCED range on the AIR Math OR AIR Reading test the previous school year. The President's Award for Academic Excellence is only awarded to 8th grade students.

AWARDS CEREMONIES

The Middle School will host an awards assembly to recognize students for attendance, Honor Roll and any other special awards to be determined by the staff. All parents and student guests are invited to attend and by such extend the prestige of this event and further honor the recipients.

HOMEWORK

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

COMPUTER TECHNOLOGY AND NETWORKS

Dr. Mark Grashel, Technology Coordinator
Zach Brownfield, Assistant Technology Coordinator

All students are given a copy of the District Acceptable Use Policy. Students are responsible for making themselves familiar with the policies that address the use of technology and networks.

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents or guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other premises and school sponsored events. Communication on the Internet is often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the

Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal Law or regulations, or Board Policy is prohibited.
- F. Any use of the Network for commercial purposes, advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging, defamatory personal websites or social media accounts, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

- 1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on weblog.
- 2. Sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill.
- 3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube.
- 4. Posting misleading or fake photographs of students or school staff members on websites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally accepted rules of Network etiquette:

- 1. Be polite, courteous and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use

obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network.

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you “meet” online without parent approval and participation.
 8. Check email frequently and diligently delete old mail on a regular basis from the personal email directory to avoid excessive use of electronic disk space.
 9. Students should promptly disclose to their teacher or other school employee any message they receive that is not appropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. All communication and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgements of authorship must be respected. Rules against plagiarism will be enforced.
- J. Downloading of information onto the Board’s hard drives is prohibited, without prior approval from the District Technology Coordinator or Building Principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- K. Students must secure prior approval from the Building Principal before joining a listserv and should not post personal messages on bulletin boards or “Listservs”.
- L. Students are prohibited from accessing or participating in online “chat rooms” or other forms of direct electronic communication without prior approval from a teacher or the Building Principal. All such authorized communications must comply with these guidelines.

- M. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that the user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.
- N. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as a result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- O. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- P. Students may not establish or access web-based email accounts on commercial services through the Network.
- Q. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- R. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network are limited, neither programs nor information may be stored on the system without the permission of the District Technology Coordinator. Each student is permitted reasonable space to store email, web and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class or instructional related activities have priority over other users. Students not using the Network for class related activities may be bumped by any student requiring access for class or instructional related purposes.
- S. Game playing is not permitted at any time.

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. 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.

SECTION III - STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Huntington Middle School 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 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

NonSchool-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 Principal. The applicant must verify that the activity is being initiated by a student, 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.

Membership in any fraternity, sorority or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

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

EXTRA-CURRICULAR OPPORTUNITIES—MIDDLE SCHOOL

Middle School Honor Society

Students with a cumulative grade point average of 95.00 or higher at the end of the third nine weeks of their seventh-grade year and 93.000 or higher at the end of the third nine weeks of their eighth-grade year are eligible to be inducted into the Huntington Middle School Honor Society. Students may demonstrate leadership skills by involvement in clubs, organizations, athletic, or artistic contests or performances, either at school or within their community. Recognition of achievements or commendations by school and community personnel may demonstrate the service component, and unless serious evidence demonstrates otherwise, all students will be considered of strong character, and thus eligible.

The induction of students takes place in late April or May and is one of the most solemn student assemblies. To be inducted is one of the highest academic honors for a Huntington Middle School student.

LEADERSHIP ACTIVITIES

To encourage the development of leadership, to display the creative talents and abilities of our students, to recognize and reward scholarship and service, and to provide early experiences in self-government and cooperative decision making. Huntington Middle School will establish the following opportunities for student involvement:

Student Council

The purpose of the Student Council is to provide a forum for student input. It aims to give suggestions to the faculty and the administration. Always in the background is the idea that its actions are subject to faculty and administration approval. Individual students or student groups may have the opportunity to have their recommendations or criticisms presented.

Student Council members (4 from each class) are elected in the fall of the year in which they serve.

Any student desiring to run for Student Council must pick up a petition from the Middle School Office, and return it with the signatures of ten students from their grade and three Middle School faculty members. Students are only permitted to sign four petitions, one for each council position. From the valid petitions, a ballot will be prepared and a student election held. Students in each respective grade may vote only for those running from their grade. Students running for office may be required to give a speech stating their qualifications for office, their platform, and reasons why they should be elected.

Student Council members will be responsible for planning monthly student activities that promote school spirit and meet the social and emotional needs of our student body.

Music

Students may participate in the Huntington Middle School Band. The band performs at special assemblies and pep rallies. They also are part of an annual Christmas and Spring concert. Select students from the Middle School Band are asked to participate in the Huntington High School Marching Band as well. This is an opportunity to stretch themselves as a musician and to showcase their talent as well.

Spelling Bee

Each year all Huntington Middle School students are eligible to participate in the Scripps Howard National Spelling Bee in Washington, D.C. To arrive at Washington students must compete and move on through a series of local, county, and state bees.

Students will be given the opportunity to register each year through a school administered written spelling test. The top spellers in each grade will then be extended additional time to study words from the Paideia spelling book provided through the Columbus Dispatch. A local spelling bee will be conducted in late January or early February to select the winners and their alternates from each grade. These students will continue their study in preparation for the Ross County Spelling Bee to be held at the Ross-Pike District Educational Service Center in March. Winners at the county level will go on to represent our school at the State Spelling Bee.

Dance Regulations:

- Huntington Middle School students only are allowed to attend school dances.
- There shall be no running in and out during the dance. If a student or guest leaves the dance he/she will not be readmitted.
- There shall be no tobacco use in the building or on school grounds.
- Pupils are to dress according to the announcement made by the sponsoring group.
- A minimum of one row of bleacher lights must be on at all times during the dance.
- The sponsoring group must see that a minimum of six (6) chaperones are present in the gym at all times during the dance.
- The sponsoring group must arrange to have deputies working at a dance (two deputies).
- All persons attending a dance must be stamped. The same two people are to work the entrance doors and not allow anyone to pass to the outside and be readmitted.
- Tables and chairs are to be put in place after the dance by the sponsoring group.
- Dances may be scheduled after receiving permission from the principal. The length of a dance shall not exceed three hours and must end by 10:00 p.m.
- Any sponsoring group must see that these regulations are enforced in order to get permission for another dance.
- Limit time to sell admissions.
- Sign out from dance.
- No inappropriate dancing

ATHLETICS

Huntington Local Schools provides a variety of athletic activities in which the 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.

The following is a list of activities currently being offered:

Fall:	Football, Volleyball, Cross Country, Cheerleading and Golf
Winter:	Basketball, Wrestling, Bowling (club) and Archery (club)
Spring:	Track & Field, Baseball and Softball

Physical Examination

Each student must have a physical examination prior to trying out for a sport. Physical forms can be downloaded from the school website. The athletic trainer will keep all completed forms on file. The athlete must have all paperwork on file before the first official practice.

For further information contact the appropriate personnel listed below:

Huntington Local Schools
188 Huntsman Road
Chillicothe, Ohio 45601

Middle School Office: Phone: 740-663-6079
Fax: 740-663-6080

Matt Murphy, Principal
Molly Montgomery, MS Athletic Director
High School Office: Phone: (740)663-2230
Fax (740)663-5042

Craig Kerns, Principal
Justin Kellough, Athletic Director

ACADEMIC ELIGIBILITY FOR ATHLETICS

To be eligible to participate in a student must meet all requirements set forth by the Ohio High School Athletic Association and Huntington Local Schools. Those requirements are listed below:

- Have clearly established their legal residence in the district or have been enrolled as an Open Enrollment Student.
- Have passed the equivalent of 5 credits the previous grading period. In Middle School the student/athlete must pass 5 classes.
- Must not turn 19 before August 1 for High School and 15 for Middle School.
- Follow all attendance policies.
- Have a current physical, insurance coverage/waiver, concussion forms and emergency medical forms on file.
- Meet the coach's requirements to make the team.
- Turned in their uniform from the previous sport they participated in.

Eligibility is established according to grades earned during the previous nine-week grading period. Semester, Summer School and yearly grades have NO effect on eligibility. All seventh graders are eligible for the first nine-weeks of their seventh-grade year.

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school.

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.

It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

SECTION IV - STUDENT CONDUCT

ATTENDANCE POLICY

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. 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.

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 absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.

If a student is habitually and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

TRUANCY (HB 410)

A. Habitual Truant - Habitual truant is a student of compulsory school age who is absent without legitimate excuse from the school:

1. 30 Consecutive unexcused hours
2. 42 Unexcused hours in a month
3. 72 Unexcused hours in a school year

If a student is “habitually truant” our district will follow these guidelines to work with the student/s and their families.

1. Within **seven** calendar days of the triggering absences, our absence intervention team will notify the family **in writing**.
2. Within **ten** calendar days of the triggering absence, the student will be assigned to an absence intervention team that will include two district representatives and the child's parent or guardian. If families are not responsive to at least three good faith attempts by the district to engage them in the absence intervention team process, the district may file a report to the county children services agency for abuse or neglect.
3. Within **14** school days after the assignment of the team, a student-centered absence intervention plan will be developed with and for the student containing an agreed-upon strategy for getting the student to school every day and may provide supportive services to families that could include counseling, education and parenting programs, mediation, or intervention programs available through juvenile authorities.
4. If the student does not make progress on the plan or continues to be excessively absent, the district will file a complaint in the juvenile court.

***The school district has the right to investigate the cause of each single absence as warranted. It is the school, not the parent or guardian, that may determine whether an absence is excused or unexcused.**

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 work and/or tests:

Excused absences/tardiness: Quarantine, emergency situations beyond the parent's control, i.e. subpoenaed as a witness, court cases, etc., personal illness, death in the family, medical and dental appointments, emergency work at home, and other unusual situations (job interviews, college visitations and family vacations up to 5 days must all be pre-arranged with the principal) can be excused absences. All other absences are considered unexcused. Work cannot be made up for unexcused absences. This includes out of school suspensions/expulsions which are considered unexcused absences. Please note that after 65 hours (10 days) of excused or unexcused absences, students will not be granted prearranged vacation days. See 65 hour (10 day) absence note below.

- A. Students are permitted 38 hours of absence in a month or 65 hours (10 days) each school year by parent note, call or email. Beginning on the 39th hour or 66th hour of an absence, professional documentation is required.

The professional (doctor/legal) note must specify the date(s) of the excused absence. Students have 3 school days after they return to school to submit documentation for professional excuses. This hour requirement is total, cumulative absences (excused and unexcused).

B. Absence from School Procedures for All Students:

1. The parent/guardian should call or email the school office before 8:30 am to report an absence.
2. Following an absence, preferably the day following the absence, the student must provide a note from the parent/guardian stating the reason for the absence. Information the note should contain:
 - A. Date(s) of absence
 - B. Reason for absence
 - C. Signature of parent/guardian
 - D. Phone number where parent/guardian may be reached.

If the appropriate school officials are not notified of an absence, the student will be considered unexcused. Students have 3 school days after they return to school to provide documentation to change an unexcused absence to an excused absence.

C. As cited in the Ohio Revised Code, absences from school that are excused, but count toward allotted days absence are:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death of a relative

5. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
6. Observation of a bona fide religious holiday
7. Out-of-state travel (up to a maximum of five days (30 hours) per school year) to participate in a District approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. Parents should complete Classroom Absence for Vacation Form and submit the form at least 3 days prior to the vacation.
8. Such good cause as may be acceptable to the Superintendent
9. Medical or Legal document in accordance with board policy.
10. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Board Policy
11. College visit

D. All students, regardless of age, must abide by all school rules. No student can sign himself or herself out without parent permission.

E. If a student does not attend school on a school day due to illness, fever or communicable disease, he/she is not permitted to attend school/co-curricular activities on that day.

Notification of Absence

If a student will be absent, the parents must notify the Middle School at 740-663-6079 or the High School at 740-663-2230 by 8:00 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. Skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

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. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the building principal.

Make-up of Tests and Other School Work

Students who are absent from school will be given the opportunity to make up missed work. The student should contact the teacher as soon as possible to obtain assignments.

The number of days for completion of make-up work will be equivalent to the number of days the child is absent.

If a student misses a teacher's test due to an absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State mandated assessment test or other standardized tests,

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.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from teachers beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school. It is the responsibility of the student to obtain missed work (by phone, email, google classroom, etc...).

The student must complete missed assignments during the suspension and submit them to the teacher by the end of the second day the student returns to school. The student will be given credit for properly completed assignments and will receive a grade for any made-up tests.

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.

If a student under the age of 18, has 10 or more consecutive or 15 total days of unexcused absence during a semester, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

Tardiness

A student who is not in his/her assigned location by 7:47 shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, she/he must report to the School office before going to his/her first assigned location. Any student who is late to class up to 8 minutes shall be disciplined by the teacher. Students who are more than 8 minutes late are considered to be skipping class without a legitimate excuse.

Students who are tardy to school more than 3 times during a semester shall be disciplined according to the Student Code of Conduct.

Vacations During the School Year

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. Depending on the student's attendance record the student may be able to apply for up to 5 vacation days. These 5 days must be pre-approved.

CODE OF CONDUCT

A major component of the educational program (at the school) 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
- 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
- Act at all times in a manner that reflects pride in self, family and in the School.

Classroom Environment

It is the responsibility of the students, teachers, and administrators to maintain a classroom that allow:

- A teacher to communicate effectively with all students in the class
- All students in the class have the opportunity to learn

CELL PHONES AND/OR PERSONAL ELECTRONIC DEVICES

Huntington Middle School, Huntington Local School District, and/or its employees are not responsible for theft, damage, and/or loss of a cell phone or electronic device. We feel students at Huntington Middle School do not need a personal electronic device (cell phone) at school. Therefore, we strongly encourage and promote our students leaving their personal electronic devices (including cell phones) at home.

If a student brings a cell phone/personal electronic device to school it will be turned off and stored in the student's locker during the school day (7:44 a.m. to 2:33 p.m.).

A student will not use cell phones/devices to videotape or photograph another student and/or staff on school property (including bus, locker room, classroom, and/or other related school property/school event).

DRESS AND GROOMING

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)

The Huntington Board of Education and Administration believe that the parents are and should be primarily responsible for the manner in which a student dresses to attend school. It is also agreed that school should be conducted to maximize learning and that the environment should assure accomplishment of this objective. The very nature of the school requires that certain rules of conduct be established to protect the health, safety, and welfare of each student. Each attendance center represents an extremely compact, closely knit society. Also, an individual's dress, personal appearance, self-respect, pride and consideration for others is necessary in a well-rounded educational program.

Therefore, to avoid the spreading of communicable diseases and to maintain a pleasant environment for learning, good grooming and good health habits are essential to the successful achievement of each student.

Students who are representing Huntington 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.

GANGS

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

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. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, 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.

HARASSMENT, INTIMIDATION OR BULLYING

Board Policy 5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. Violence within a dating relationship.

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, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA) or wireless hand-held device) that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal, or superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or School Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board of Education President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified and when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board Members. Individuals may also be referred to law enforcement officials. Violation of this policy by students may result in up to ten days suspension, and could lead to a recommendation for expulsion.

ZERO TOLERANCE

No form of violent, disruptive or inappropriate behavior, including excessive truancy, 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
- Lunch 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.

OFFENSES AND PENALTIES

Alcohol and drug use: Refer to the alcohol and drug policy with the addition of 15 points for each offense.

Students are not permitted to use cell phones when school is in session unless directed to do so by a classroom teacher ONLY in conjunction with classroom instruction or unless given specific permission to do so by the principal. Students are permitted to use cell phones before and after school, and in the middle school office with permission. Violation of this policy will result in consequences under the electrical devices/cell phone offenses listed below. Students may not have cell phones out during class changes for any reason. Cell phones and electronic devices are to be turned off and in the student's locker. Students are also prohibited from using or wearing earbuds or headphones during the school day unless directed by a teacher in conjunction with a class. The excuse "I was just checking the time" is not a viable excuse for violating the cell phone policy. Habitual cell phone violations may be considered insubordination.

Lunch Detention:

Assigned to a student who violates the discipline code of conduct. If a student receives three lunch detentions, a chronic misconduct referral will be turned into the office by the lunch detention supervisor for disciplinary action. At any time, a Huntington staff member may turn-in a student who violates a discipline code of conduct standard into the office for disciplinary action by the principal.

Use/Possession Alcohol/Drugs:

50 points and 10 day suspension with recommendation of expulsion.

Falsifying/Misleading Information:

The action of misleading or falsifying information about another student or staff member is a serious offense. Depending on the severity of the false/misleading statements the student may be subject to disciplinary action that may include, but is not limited to, disciplinary points, detention or suspension.

Cafeteria Misconduct:

1st offense	Warning and clean up the mess or removal from cafeteria
2nd offense	Lunch Detention
3rd offense	Refer to Chronic Misconduct

Causing a Panic:

10 day suspension pending expulsion. This covers events such as:

- Bomb threat
- Hit lists
- Other events that cause a panic

Cheating/Plagiarism:

1st offense	A zero will be given for the assignment
2nd offense	Refer to Chronic Misconduct

Cheating is a serious offense. Most colleges will consider expelling students who are cited for cheating. If a student is caught cheating on a test or other class work, he/she is to be given a zero for the work. A student may be suspended for habitual cheating.

Chronic Misconduct:

Referral from a classroom teacher, staff member or bus driver:

1st offense	10 points and 1 after school detention (and/or bus suspension)
2nd offense	10 points and 2 after school detentions (and/or 3 day bus suspension)
3rd offense	10 points and 3 days out of school suspension

Clothing/Hat Violations:

1st offense	Warning/Student will change if deemed necessary
2nd offense	Clothing: Student will call parent/guardian to bring in proper clothing or student will remain in the office unexcused from class. If a student leaves school to change, that time is unexcused
3rd offense	Hats: Hats may be confiscated and picked up at the end of the day. Refer to Chronic Misconduct

Complicity/Videotaping/Sharing:

A student shall not actively or passively aid, abet, or encourage others to violate the rules contained in the code of conduct. This includes videotaping of any act committed that violates school rules. The penalty for complicity or videotaping and/or sharing of the violation may carry the same consequences as the rule that was violated.

Disruption of the normal classroom environment or functioning of the school environment/events:

1st offense	5 points and 1 after school detention or ISR
2nd offense	10 points and 2 after school detentions or ISR
3rd offense	15 points and 3 days out of school suspension

Disrespect to staff/ bus driver/students:

1st offense	10 points and 1 after school detention and/or ISR (or bus suspension)
2nd offense	15 points and 2 after school detentions and/or ISR (or bus suspension)
3rd offense	15 points and 5 day out of school suspension

Disrespect may be verbal, written or an action. Serious acts may result in immediate suspension, removal or expulsion.

Serious acts of Disrespect--physical or verbal:

Any student who abuses or intimidates any school employee, student, and/or community member, either physically or verbally, is subject to disciplinary action which may result in suspension, removal or expulsion. In addition, charges may be filed against the student and/or his parents in the Ross County Juvenile Court if the seriousness of the offense warrants such actions.

Electronic Devices/Cell Phone:

1st offense	Device will be confiscated and may be picked up at the end of the day.
2nd offense	Device will be confiscated and may be picked up by parents/guardians during school hours.
3rd offense	5 points and parent pick-up
4th offense	Refer to Chronic Misconduct

Students accessing unauthorized websites on school property may lead to a referral under the fourth offense of Electronic Device and/or under obscene literature.

Failure to comply with a reasonable request(s) of school authorized personnel:

1st offense	5 points and 1 after school detention or ISR
2nd offense	10 points and 2 after school detentions or ISR
3rd offense	15 points and 3 day out of school suspension

Unauthorized recording (audio or video) of a staff or student:

1st offense	10 points and 3 days out of school suspension
2nd offense	15 points and 5 days out of school suspension
3rd offense	15 points and 10 days out of school suspension

Fighting*/:**

1st offense	10 points and 3 days out of school suspension
2nd offense	15 points and 5 days out of school suspension
3rd offense	15 points and 10 days out of school suspension

*In cases where a criminal offense may have taken place the proper law enforcement agency will be contacted. A student allowing himself/herself to be drawn into a fight may be subject to discipline action along with the instigator.

**Physical attack of a school employee can result in a suspension up to 10 days and recommended for expulsion.

Recording a fight or other acts of violence:

1st offense	10 points and 3 days out of school suspension
2nd offense	15 points and 5 days out of school suspension
3rd offense	15 points and 10 days out of school suspension

Harassment:

Will be handled under the Bullying and Harassment/Hazing Policy.

Horseplay/Physical Contact:

No student shall engage in horseplay, hitting, pushing or any other form of physical contact which could result in injury to others and/or initiate a fight. The excuse that “I was just playing around” will not be acceptable to eliminate disciplinary actions if a student is engaging in such activity.

1st offense	5 points and 1 after school detention or ISR
2nd offense	10 points and 2 after school detentions or ISR
3rd offense	15 points and 3 days out of school suspension

Forging names on passes or notes:

1st offense	5 points and 1 after school detention or ISR
2nd offense	10 points and 2 after school detentions or ISR
3rd offense	15 points and 3 day out of school suspension

Immoral acts or indecent exposure:

1st offense	25 points and 5 days out of school suspension
2nd offense	25 points and 10 days out of school suspension
3rd offense	10 days out of school suspension, pending expulsion

Mask: (Students are required to wear a mask covering his/her nose and mouth)

1st offense	Warning
2nd offense	Warning and phone call home
3rd offense	Refer to Chronic Misconduct

Making offensively coarse utterance, gesture or communicating unwarranted vulgar or abusive language to any person and/or possession of obscene literature (pictures, cards, posters, videos, clothing, etc...):

1st offense	10 points and 3 days out of school suspension
2nd offense	10 points and 5 days out of school suspension
3rd offense	15 points and 10 days out of school suspension, pending expulsion.

Possessions of firearm or deadly weapon:

50 points and a 10 day suspension with recommendation of expulsion.

All cases will be handled under the zero tolerance policy on weapons and dangerous instruments.

Public display of affection:

1st offense	Warning
2nd offense	Call parents/request a conference
3rd offense	One (1) after school detention
4th offense	Refer to chronic Misconduct

Being in unauthorized area:

1st offense	10 points and 1 after school detention or ISR
2nd offense	10 points and after school detention or ISR
3rd offense	10 points and 3 days out of school suspension

Skipping school, skipping class, or leaving the classroom and/or school building without permission:

1st offense	10 points and after school detention or ISR
2nd offense	15 points and after school detention or ISR
3rd offense	15 points and a minimum of 3 days out of school suspension

Shakedown, strong arm, extortion, giving money or accepting money:

1st offense	10 points and 3 days out of school suspension
2nd offense	10 points and 5 days out of school suspension
3rd offense	15 points and 10 days out of school suspension, pending expulsion

A student shall not force another person/student to give money or article of value.

Tardy to class:

On the fourth tardy for the year the student will be assigned a lunch detention. Refer to the chronic misconduct policy after the fourth tardy to class.

Tardiness to school:

1. If a student comes tardy to school he/she must sign in at the office.
2. When a student receives his/her fourth tardy in a semester, he/she will receive after school detention which can be used to complete work missed. A meeting will be arranged with the parent/guardian, student and administration to discuss the pattern of tardies.
3. Every tardy following the fourth tardy will result in a detention.
4. On the eighth tardy, and all others thereafter, it will refer to the second offense of chronic misconduct on the disciplinary code.
5. Tardies may or may not carry over from one semester to another at the principal's discretion.
6. Refer to the tardiness to school's signing out of school policy in this handbook.

Use of profane language:

1st offense	5 points
2nd offense	5 points and 1 after school detention
3rd offense	10 points and 2 after school detentions or ISR (and/or bus suspension)
4th offense	15 points and 3 days out of school suspension

Use or possession of tobacco products: (on school grounds or school bus)

1st offense	10 points and 3 days out of school suspension.
2nd offense	15 points and 5 days out of school suspension.
3rd offense	15 points and 10 days out of school suspension

Vandalism:

1st offense	5 points and 1 after school detention or ISR (bus suspension)
2nd offense	10 points and 2 after school detentions or ISR (bus suspension)
3rd offense	15 points and 3 days out of school suspension (bus suspension)

Any pupil who intentionally or accidentally destroys or damages school property shall immediately compensate for such damage and upon refusal may be suspended from school. This includes damage to or defacing school books or Chromebooks.

Unsafe operation of a vehicle on or near school grounds:

1st offense	suspension of school driving permit for 30 days
2nd offense	suspension of school driving permit for 60 days
3rd offense	minimum of 3 days out of school suspension

Theft*:

Based on the severity and intent, the administration may follow the consequences below or skip one or more of the consequences listed:

1st offense	10 points and 2 detentions or ISR
2nd offense	15 points and 3 days out of school suspension
3rd offense	15 points and 5 days out of school suspension

*At the discretion of the administration, the proper law enforcement may be contacted.

Threats: (staff or student)

Students who intentionally present harm towards another student or staff member, based on the severity and intent, various consequences can be assigned including but not limited to:

- After school detention
- ISR
- Out of school suspension
- Recommendation for expulsion

Proper authorities may also be called if deemed necessary by the district administration.

Harassment:

Violation by a student may result in up to a ten day suspension and possible recommendation for expulsion.

Hanging out the window: (bus or school)

1st offense	5 points and a warning conference with student
2nd offense	10 points and after school detention or ISR (or bus suspension)
3rd offense	10 points and after school detention or ISR (or bus suspension)

Possession/Use/ Lighting matches/lighter:

1st offense	10 points and 1 after school detention or ISR (and/or bus suspension)
2nd offense	10 points and 2 after school detentions or ISR (and/or bus suspension)
3rd offense	15 points and 3 days out of school suspension

Throwing things: (on, in or from a bus or classroom)

1st offense	10 points and phone call to guardian
2nd offense	10 points and 1 after school detention or ISR
3rd offense	15 points and 3 days out of school suspension

Visiting an unauthorized website:

At the discretion of the administration, consequences may be referred to immoral acts, disruption of classroom operations, disrespect and/or misuse of electronic devices violations.

Failure to attend after school detention or assigned ISR:

1st offense	Re-assigned consequence
2nd offense	5 points and 1 day out of school suspension
3rd offense	10 points and 3 days out of school suspension
4th offense	10 points and 5 days out of school suspension

Accumulation of 30 points: 3 days out of school suspension
Accumulation of 40 points: 5 days out of school suspension
Accumulation of 50 points: 10 days out of school suspension, pending expulsion.

*The administration has the right to adjust discipline points and/or consequences of the infraction depending on the severity and situation.

Unauthorized use of School’s Computer Network/Internet*:

It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computer systems or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic material, or which violates any other applicable law or municipal code is strictly prohibited.

1st offense	30 day suspension from network privileges
2nd offense	60 day suspension from network privileges
3rd offense	90 day suspension from network privileges

*Depending on severity and situation the proper authorities may be contacted to investigate.

Possession/use of drugs and/or alcohol:

Possessing, using, transmitting/concealing and/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
- Drug related paraphernalia, e-cigarettes, vape pens or jules

If a building principal has a reasonable individualized suspicion of drug or alcohol use, she/he 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/s of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, she/he 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.

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, extra-curricular 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 are also prohibited.

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 using the guideline(s) set forth in Board Policy.

+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.

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.

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.

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.

Arson:

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

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.

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

Any oral, 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.

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), vandalism, assault (verbal and/or physical), and destruction of property.

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.

Extortion:

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

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.

Falsification of school work, identification, forgery:

Falsifying signatures, 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.

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.

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.

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, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

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, when the student does not have the authorization to be there, unauthorized presence in a Board-owned vehicle, unauthorized access activity in a Board-owned computer into district, school or staff computer files, into a school or district file server, or into the Network is trespassing. 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.

Theft, or knowingly receiving or possessing stolen property:

Unauthorized taking of property of another person, 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 Building Principal. The School is not responsible for personal property.

Insubordination:

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

Damaging property (Vandalism):

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

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.

Unauthorized use of school or private property:

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

Refusing to accept discipline:

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

Aiding or abetting violation of school rules:

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

Displays of affection/sexual activities:

Affection between students is personal and not meant for public display. This includes touching, 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.

Possession of electronic equipment:

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the teacher or administrator.

Examples of prohibited devices include but are not limited to:

- Radios
- Boom-boxes
- Headphones
- CD/MP3 players
- Portable TV's

- Electronic games/toys
- Pagers
- Cellular telephones
- Beepers/paging devices
- Other electronic communication devices, and the like

Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

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.

Violation of bus rules (see Section V – Transportation):

All bus rules are an extension of building rules and the code of conduct may be followed.

Interference, disruption or obstruction of the educational process:

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities, 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.

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, 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.

Students found to have committed one of the above offenses (or any other that may apply) could be subject to all of the following:

- Disciplinary Points
- Detention
- ISR
- Out of School Suspension with a recommendation for expulsion

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life, is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State Law.

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:

- A. Verbal: The making of offensive written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
- B. 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.
- C. 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 she/he is the victim of any of the above actions, or has observed such actions by another student, staff member, other person associated with the District or by third parties, should contact the District's Anti-Harassment Complaint Coordinator(s).

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s).

The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

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, 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:

- Building Principal, other Administrator or Superintendent
- Teacher
- Coach
- Student club advisor/supervisor

Students who engage in hazing may also be liable for civil and criminal penalties.

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, any other school program, 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.

Improper Dress:

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. No hats, hoods, or head coverings.

Careless or Reckless Driving:

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

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.

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).

Lighting Incendiary Devices:

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

Possession of Pornography:

Possessing sexually explicit material.

Unauthorized use of vehicles:

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

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:

- Writing assignments
- Change of seating or location
- Detention (prior to school, during school or after school)
- 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.

Formal Discipline:

Formal discipline involves removal of the student from school. It includes:

- Emergency removal for up to three (3) school days,
- Suspension for up to ten (10) school days
- Expulsion for up to eighty (80) school days or the number of days remaining in the semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year.

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 or school year, 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 in lieu of applying the expulsion to the following 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 extra-curricular 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, she/he 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 other administrator, will determine whether or not to suspend the student. If the decision is made to suspend the student, she/he 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 14 days after receipt of the suspension notice, to the Superintendent. 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, 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, 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 for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days 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, as soon as practical prior to the hearing. 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 designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day 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 rights of the student, 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 three (3) school days 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 rights of the student, 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 Postsecondary 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

This process is formal and may follow an expulsion with the proper notification to the parents.

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, assistant 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, she/he and his/her parents will be notified, in writing within one day, of the reasons 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 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.

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
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, 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 building principal twenty-four (24) hours prior to display.

SECTION IV–TRANSPORTATION

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 zone (5 minutes prior to scheduled stop)
- 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
- 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 she/he has proper authorization from school officials.

VIDEO CAMERAS 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.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.