

**PAINT VALLEY
MIDDLE SCHOOL**

2009/2010

STUDENT HANDBOOK

Mrs. Heather Bowles

M.S. PRINCIPAL

634-3512

7454 U. S. Rt. 50

Bainbridge, Ohio

45612

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Foreword

This handbook is a guide for you during the school year. It is not all inclusive, and does not include every rule and regulation. Some rules may be posted or may be verbal. This handbook supersedes all prior handbooks and other written material on the same subjects.

Mission of the School

The Paint Valley Middle and High School's mission is to empower our students to be competitive in a multi-cultural society, to excel as decision makers and creative thinkers, and to communicate effectively in all situations, through a demanding and effective educational program that is caring and nurturing.

Key Practices for Middle Grades That Work

1. We have **high expectations** of all students.
2. We will challenge all students **in the middle grades academics**. They will be prepared to enter the ninth grade upon completion of the eighth grade.
3. **All our students** will be prepared to leave high school and continue with the next phase of their careers.
4. We will significantly improve our programs in **career/technical/and fine arts studies**.
5. **All students** will be actively engaged in the learning process.
6. The faculty will work together to **improve student achievement**. We will share best practices, align classroom instruction in common areas, organize study groups and develop common guidelines in areas of instruction, testing and daily school operations.
7. We will **improve and expand** our guidance program.
8. We will provide a **system of extra help** for all students that includes: strengthening the promotion/retention policy, require students to attend extra help sessions who fall below a "C", offer after school programs, develop a homework help line, and increase the percent of School day

Classes begin at 8:05 a.m. and conclude at 3:05 p.m.

Daily Bell Schedule-Middle School

Period 1: 8:05 - 9:00 Period 5: 11:40 -12:35
Period 2: 9:05 - 10:00 Period 6: 12:35 -1:25
Period 3: 10:05 -11:00 Period 7: 1:25 - 2:15
Period 4 -Lunch: 11:00 -11:35 Period 8: 2:15 - 3:05

One-hour delay schedule

Period 1: 9:05 - 9:40
Period 2: 9:40 -10:20
Period 3: 10:20 -11:00
Period 4: 11:00 - 11:35 Lunch
Period 5: 11:40 - 12:35 regular schedule
Period 6-8: normal

Two-hour delay schedule

Period 1: 10:00 -10:30
Period 2: 10:30 -11:00
Period 3: 11:00 -11:35 Lunch
Period 4: 11:35 -12:05
Period 5: 12:05 -12:35
Period 6-8: normal

Equal Education Opportunity

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Gary Uhrig-Superintendent
Paint Valley Local School (740) 634-2826

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Student Rights and Responsibilities

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions

and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. **No medications or medical treatments are to take place in school without proper documentation from a physician.**

Injury and Illness

All injuries must be reported to a teacher or the office. If 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.

A student who becomes ill during the school day should request permission from the teacher to go to see the school nurse. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper permission.

Tobacco Free Policy

The Board of Education is dedicated to providing a healthy, comfortable, and productive environment for its staff, students, and citizens. Health professionals have determined that smoking poses health hazards not only for

the smoker, but for the nonsmoker as well. With the implementation of this policy, the school is recognizing the health issues and its responsibility to help prevent tobacco use for the sake of students, and staff members' health and well being of their families.

The Board prohibits the use of tobacco and tobacco products in all Board-owned and/or operated property, including all buildings and vehicles, and on all grounds, including stadiums and athletic fields, owned and/or operated by the Board at all times.

For this policy "tobacco" is defined to include any lighted or unlit cigarette, cigar, pipe, clove cigarette, and any other smoking product, and spit tobacco, also know as smokeless, dip, chew, rub, and snuff in any form.

Enrolling in the School

Students are expected to enroll in the district in which they live. If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school.

Students that are new to Paint Valley Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. A birth certificate
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. Proof of residency
4. Proof of immunizations
5. Social Security Card

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment. Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule will be handled through the Guidance Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Transfer Out of the District

If a student plans to transfer from Paint Valley Schools, the parent must notify the Principal. School records shall be transferred within fourteen days to the new school District (14 days is required by missing children laws). Parents are encouraged to contact the Guidance Office for specific details.

Withdrawal from School

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents. A student who withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Immunizations

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the Principal.

Immunization Requirements

Unless given a waiver, students must meet the following requirements:

1. Diphtheria-Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. 3 Td diphtheria-tetanus toxoid, adult type is the minimum acceptable for children age seven (7) and up.
2. Measles-Single dose of live measles virus vaccine or vaccine combination on or after 1st birthday, and, an additional dose of the MMR vaccine given at least thirty (30) days from the first for all students entering the 7th grade.
3. Rubella-Same as measles.
4. Mumps-Same as measles.
5. Polio-3 oral or inactivated plus 1 oral vaccine booster.
6. Tetanus-3 Td (see Diphtheria).

Control of Casual Contact

Communicable Diseases and Pests

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 has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

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

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

Control of Non-casual Contact

Communicable Diseases

In the case of noncasual-contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

Individuals with Disabilities

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Paint Valley Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant.

To inquire about the procedure or programs, a parent should contact the Principal at 634-3512.

Parents who believe their child may have a disability that substantially limits major life activities of their child, should contact the Director of Special Education at 634-3582.

Student Records

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal.

Directory information includes

The Board designates as student "directory information": a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, and awards received. Information shall not be provided to any organization for profit-making purposes.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law.

This information can only be released with the written consent of the parents, the adult student, or a surrogate.

The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the Principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

Student Fees, Fines, and Charges

Paint Valley does not charge fees for materials, workbooks etc.

Students using school property and equipment can be fined for excessive wear, loss or abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees or charges may result in the withholding of grade cards and/or transcripts, beginning with the second nine-week grading period.

Meal Service

The School participates in the National School Lunch Program and makes lunches available to students. A la carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the Principal's Office.

Fire and Tornado Drills

The School complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The audible signals for fire and tornado drills are different and will be explained at the beginning of each 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 station: WKKJ. Parents and students are responsible for knowing about emergency closings and delays.

Visitors

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to check in. Any visitor found in the building without checking in shall be reported to the Principal.

If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School, in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the Principal.

Use of the Library

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks.

To check out any other materials, contact the librarian. In order to avoid late fees, all materials checked out of the library must be returned to the librarian within two weeks.

Use of the School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

Lost and Found

The lost and found area is in the Principal's Office.

Students who have lost items should check there and may retrieve their items if they give a proper description.

Unclaimed items will be given to charity at the close of the school year.

Student Sales

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

Use of Telephone

Office telephones are not to be used for personal calls.

Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

Grades

Paint Valley Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired 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 in determining a grade and will so inform the students at the beginning of the

course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

The School uses the following grading system:

93 - 100 A	73 – 76 C
90 - 92 A-	70 – 72 C-
87 – 89 B+	67 – 69 D+
83 – 86 B	63 – 66 D
80 – 82 B-	60 – 62 D-
77 – 79 C+	0 – 59 F

The teacher will be fair and consistent in his/her grading procedure using the adopted grading scale. Evaluation has its primary purpose to give an accurate indication of the progress of the individual student in varied subject areas.

There will be at least one evaluation a week during a given grading period to obtain an adequate evaluation of the student. A teacher's method of evaluating students will be maintained in the principal's office and reviewed periodically.

Report cards are distributed to students in grades 6-8 at the end of each of the four 9 week grading periods.

Honor roll students will be determined in two categories: all A's or all A's & B's. A list will be posted by the office.

Eligibility:

1. Athletics Athletes must pass 75% of their classes to be eligible

Grading Periods

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

Interim Reports-Middle School

Interim reports will be sent to parents four times a year. These reports are sent at the mid-point of each 9 week period. Interim reports are sent to parents of all students. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Parent/Teacher Conference

Paint Valley schedules two parent teacher conferences each year. The first conference is held in the fall of the year toward the end of the first 9 week grading period, the second being held in the spring at the end of the third 9 week grading period. All parents are invited to schedule individual conferences with his/her child's teachers. This is an opportunity for the teacher and parent to share their educational concerns.

Promotion, Placement, and Retention

Students in the grades (6-8) may be retained if the student has an "F" average in two (2) or more major subjects or missed more than 10% of school. Major subjects are considered to be Reading, Math, English, Social Studies, and Science

COURSES PRIOR TO 9TH GRADE

Student work completed prior to the 9th grade is applied towards graduation if the course is taught by a teacher holding a license valid for teaching high school and teaches at PVHS and is designated by the Board as meeting the high school curriculum requirements.

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteer work. Recognition for such activities is initiated by the staff and coordinated by the Principal.

*Awards Program

Criteria for selection:

High Honors- All A's first, second, & third grading periods.

Honors- All A's and B's first, second, & third grading periods. Physical Education & Music excluded from selection process.

** Perfect Attendance – No days missed and no more than 2 tardies first, second and third grading periods.

Homework Policy

Philosophy - Paint Valley believes that a **homework policy** by which teachers, parents, and students can be guided will greatly enhance our academic program.

The general philosophy is that homework is desirous and necessary. Homework assignments are to be made in accordance with the philosophy of individualization (assignment according to the student achievement level in a given subject) with amounts and time needed for completion dependent upon the child's needs and abilities.

Homework is that work to be accomplished outside the regular class period and may be in the form of work to be completed after class time, work begun in class to be completed after class time or in the form of long range projects. Work completed in study hall is to be considered homework accomplishment.

Homework assignments provide the opportunity for the application of skills learned in the classroom. Some of the purposes of homework are:

1. To reinforce classroom instruction by providing necessary review, practice and added application.
2. To encourage projects through research and preparation of reports.
3. To encourage a carry-over of classroom activities.
4. To provide a time for make-up work missed due to excused absence (in addition to regular homework assignments).
5. To help the student become responsible for work to be done.
6. To help the student in preparation for classroom activities.

Time allotments - The following time allotments are suggested as guidelines with amounts of homework dependent upon the needs and abilities of the individual student. Factors such as extra-curricular activities have been considered in determining these allotments:

Grades 6-8 - An average of three to three and one-half hours per subject per week.

Time allotments apply only to academic subjects. An assignment may be made over an extended period, but such an assignment should follow those suggested guidelines noted in the time allotments above. Voluntary special projects by the student should be considered in excess of regular homework and are permitted.

Other items of importance include the responsibility of teachers and parents as they apply to homework.

Teachers' Responsibilities:

1. Instruct the pupils in good study habits before asking that they proceed with homework. Students need thorough instruction regarding study habits and study organization and budgeting time.
2. Introduce and thoroughly present difficult or new work before homework is assigned.
3. Make certain that pupils completely understand the purpose of homework.
4. Carefully plan and adapt the homework to the **needs and abilities of** the pupils.
5. Keep in mind that the amount of homework must be consistent with good education and other demands on the pupil's time.
6. Written homework must be accepted in terms of spelling, grammar, legibility, neatness and orderly arrangements to the best of the student's ability.
7. Homework is never to be used as a means of **punishment**.
8. If homework is worth assigning, it is worth checking.

Parents' Responsibilities

1. Help the student work out a definite time schedule for homework.

2. Provide a proper place to study free from television, radio, CD player, telephone and other distractions; and where possible, provide reference materials such as dictionaries or reference books and encourage use of the public library.
3. Encourage, guide and check for completion, but insist that students do their own work.
4. Contact the school if students in grades seven through twelve inclusive, report that they do not have homework assignments.
5. Consult the school if any questions arise concerning homework assignments. The assignment of homework can be expected from each class daily. Normally the homework should not exceed three (3) hours per night. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state tests and graduation. Homework that is turned in to a teacher will be reviewed, graded or feedback given. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

Student Activities

School Sponsored Clubs & Activities

School rules apply to all school sponsored events and activities. Paint Valley Middle/High School provides students the opportunity to broaden their learning through curricular-related activities.

Science Club

Student Council

Field Trips

Non School-Sponsored Clubs and Activities

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, 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 nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any 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 nondistrict-sponsored organization may use the name of the school or school mascot.

Kings Island Trip

Students in 6-8 will have a chance to attend Science Day at Kings Island if they meet the following criteria; grades must be above a C- for that grading period and they must have good behavior without any discipline referrals that grading period

Summer Trip to Colonial Williamsburg or Washington D.C.

Students in 7-8 will have a chance to attend the summer trip if they have had good behavior throughout the school year. The trip is funded by the parent. The school will hold fundraisers to help students with the money for the trip. If the student receives a suspension, expulsion, or repeated misbehavior write-ups their trip will be revoked. If the student's trip is revoked the school can not assure the student will receive his or her money back. All money is handled through an outside travel agency.

Athletics

Paint Valley provides a variety of athletic activities in which students may participate, providing they meet any eligibility requirements that may apply. High School students must maintain a minimum grade point average of 1.5 for each grading period and be passing courses leading to five (5) credits in order to participate in extra-curricular activities. Middle School students must pass 75% of their courses and maintain a minimum grade point average of 1.5 in order to participate in extra-curricular activities. The following is a list of activities currently being offered: boys and girl's basketball, boys and girls track, softball, baseball, football, volleyball, golf, wrestling and cross country. For further information, contact the Athletic Director at Paint Valley at 740-634-3583.

Section IV - Student Conduct Attendance

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Paint Valley Middle School has an attendance policy to avoid these negative consequences.

The Board of Education requires that the students (including those 18 years and older) enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The educational program offered by this District is predicated upon the presence of the student and

requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session unless it is shown to the satisfaction of the Superintendent that the mental condition of the student is such that he/she cannot benefit from instruction or that the bodily condition of the student is such as to prevent attendance at school or that he/she is receiving instruction at home from a person qualified to teach the branches of education in which instruction is required. A student absent for observation or celebration of a bona fide religious holiday shall be excused from attendance on that holiday.

The principal may report to appropriate authority's infractions of the law regarding the attendance of students below the age of 18. Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the regular school.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that he/she reports daily to such staff member he/she is assigned for guidance at the place in which he/she is conducting study, and regularly demonstrates progress toward the objectives of the course of study. In accordance with statute, the Superintendent shall require, from the parent of each student or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

Students who have been absent, on their return to school, will report to the attendance office. Students must bring a note from parents or guardian to the office before reporting to their first period class.

Students will be issued an admittance pass. All admittance passes will be marked EXCUSED, CONDITIONAL, OR UNEXCUSED.

Attendance Requirement

A student who misses 14 days in a given semester will receive no credit for classes taken during that semester unless they present a doctor's excuse. Attendance for the purpose of this article will be counted by period.

Excused Absence shall include those for personal illness, medical and dental appointments, death in the immediate family, quarantine, observance of religious functions or emergency situation or acts beyond the school's control, i.e. snowbound, flood, subpoenaed witness, etc. The student is responsible for making up all missed work during his/her absence. The formula used on the amount of time allowed to complete make-up work is listed. Number of days absent plus one will be allowed for completion of all make up work. Example: Student is out for 3 days on an excused absence. The student is permitted 3 days plus 1 or a total of 4 days to complete the work missed.

It is the responsibility of the student to have his/her parent request this excuse with the principal 2 days prior to the day to be absent and prior arrangements must be made with teachers to make up all work that will be missed.

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

Students will not be counted absent for college visits, job interviews or mentoring at offsite locations.

Unexcused Absence shall include all other types not included above such as being out of class unauthorized or truancy. When a student receives an unexcused absence he or she will not be permitted to make up the work missed. After 5 days unexcused absences, a notice will be sent to the County Attendance Officer. After 10 unexcused absences, charges will be filed in Juvenile Court by the County Attendance Officer.

Paint Valley Local Schools reserves the right to withdraw any adult student (18 or over) who misses more than 15 days in a semester.

Tardy students arriving at school by the end of 2nd period or leaving after 6th period will be counted tardy, not absent. Students not riding a school bus should arrive at school no later than 8:00.

In compliance with ORC-Section 3321.13, any student that accumulates 10 consecutive unexcused days or 15 unexcused days during a semester may be recommended for suspension of his/her temporary driver's permit license by the superintendent or his/her designee through notification to the registrar of motor vehicles for the state of Ohio.

Excessive tardies may cause notification to Juvenile Court.

Students arriving late to school or leaving early are to bring a note from the parent. We also request that parents call

the school between 8:00-9:00 a.m to notify the office of a late arrival or an early release. Parental notification is required for all students regardless of age.

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she is to report to the School office.

After 4 tardies to school each additional tardy will result in the student being assigned to Wednesday School.

A major component of the educational program at Paint Valley Middle/High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Ross County, Ohio Compulsory School Attendance & Diversion Program

Laws Regarding School Attendance

3321.19© Warning to the parent: The attendance officer or other appropriate officer shall examine into any case of supposed truancy within the district and shall warn the child, if found truant, and the child's parent, guardian, or person having care of the child, in writing, of the legal consequences of being an habitual or chronic truant...

Habitual Truant – is defined as a child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in a school month or twelve or more school days in a school year.

Chronic Truant – is defined as a child of compulsory school age who has been absent without legitimate excuse for seven or more consecutive school days, ten or more school days in a school month or 15 school days in a school year.

Unruly Child – is defined as any child that does not subject the child's self to the reasonable control of the child's parent, teachers, guardians, by being wayward or habitually truant.

Expected Behaviors

Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules of the school
2. Respect the civil rights of others
3. Act courteously to adults and fellow students
4. be prompt to school and attentive in class
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background

6. Complete assigned tasks on time and as directed
7. Help maintain a school environment that is safe, friendly, and productive
8. Act at all times in a manner that reflects pride in self, family, and in the school

Dress and Grooming

While fashion changes, the reason for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Students who are representing Paint Valley Middle/High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

Dress Code

The following guidelines concerning dress code shall be followed:

1. Shorts and flip-flops may only be worn during the months of August, September, October, March, April and May. Shorts must be appropriate and no shorter than half way down on the thigh.
2. Students are not permitted to wear anything that shows the stomach or top of the shoulders. (no muscle-shirts or tank-tops of any kind)
3. Students are not allowed to wear baggy pants that hang below the hips (this is a safety hazard).
4. Students are not allowed to wear anything that advertises alcohol or tobacco, has obscene or profane language, drug related, gang related, or inflammatory messages.
5. Hats and coats must be kept in the locker.
6. Hoods are not allowed to be up.
7. Book-bags and large purses are to be kept in the lockers. Girls may carry small purses
8. Only body piercing allowed is in the ears. All **other visible piercing must be removed**

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal

property. Valuables such as jewelry or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Student Discipline Code

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. **These rules and regulations also apply at all school-sponsored activities.** O.R.C. section 3313.66 states that misconduct by a pupil, regardless of where it occurs, that is directed at a school official or employee, or the property of such official or employee is subject to the terms of this code of conduct.

Explanation of Terms Applying to The Student Discipline Code

1. Use of drugs

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and aerosol cans. Many drug abuse offenses are also felonies.

Students may not be in possession of "over the counter" or nonprescription medication at school. Any medication (prescription or non prescription) must be turned in to the school nurse for dispensing.

Alcohol and Drugs

Students shall not possess, use, transmit, related evidence of having used, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, mind-altering chemical substance, or alcoholic beverage of any kind while on school grounds or school busses, or at any school activity off school grounds or knowingly possess, make, sell, offer to sell, or deliver counterfeit controlled substances. They may not make possess, sell, and offer to sell, or deliver a marking device knowing or having reason to know that it will be used to mark a counterfeit controlled substance by describing its effects as those associated with a controlled substance, or represent or advertise a counterfeit controlled substance as a controlled substance.

Students shall not possess, handle, display, or transmit any object considered to be drug paraphernalia (as determined by law enforcement officials) on school grounds, on school busses, or at any school activity off of school grounds. Violations will result in activation of the discipline code and possible referral to the core team and/or a treatment program.

Possession of any such weapon requires the Superintendent to expel a student for a calendar year unless s/he modifies the expulsion based on consideration of one or more of the following specific circumstances:

A. The student is enrolled under an IEP or 504 plans and the IEP or 504 Team recommends removal in accordance with the law.

B. The student was unaware that s/he possessed a firearm.

C. The student did not understand that the item s/he possessed was considered a firearm.

D. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm. If a student is found possessing a knife which is defined as any cutting instrument consisting of at least one sharp blade, the Superintendent may expel the student or up to one (1) year.

2. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Students, while under school supervision or at any activity supervised by the school shall not use or possess tobacco in any form anywhere on or about school property, or on school busses. Violations may

result in referral to a smoking cessation class or the core team.

3. Student disorder/demonstration

Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity.

4. Possession of a weapon

A weapon includes conventional objects like 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 or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

Under Federal law, a firearm is defined as any weapon, including a starter gun, which 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 silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

5. Use of an object as a weapon

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

6. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion. Students are not to possess lighters, matches or any device to start a fire.

7. Physically assaulting a staff member/student/person associated with the district

Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury. Injury to a staff member may result in charges being filed and subject the student to expulsion.

8. Verbally threatening a staff member/student/person associated with the district

Any statement or noncontact action that a staff member, student, or other person associated with the District feels to

be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone.

9. Extortion

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

10. Gambling

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. In addition, card playing is prohibited during the school day.

11. Falsification of schoolwork, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

12. False alarms, false reports and inducing panic

A false emergency alarm or report endangers the safety forces that are responding, 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. Any act that induces panic is prohibited and will be subject to the code of conduct and appropriate legal reporting

13. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

14. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal.

15. Theft

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The school is not responsible for personal property.

16. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

17. Damaging property

Vandalism and disregard for school property will not be tolerated.

18. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to a referral to court and/or revocation of the student's driver's license.

19. Unauthorized use of school or private property

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

20. Refusing to accept discipline

The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

21. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

22. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

23. Possession of electronic equipment

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, pagers, MP3 players, Ipod's and the like without the permission of the Principal. The property will be confiscated and disciplinary action may be taken. **Cell phones must be off and kept in lockers.** Use of a cell phone during school hours will result in the confiscation of the phone. Multiple violations will result in action taken from the discipline code.

24. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School.

25. Disruption of the educational process

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

26. Bullying, Harassment and Intimidation

Students shall not be involved in bullying, harassment or intimidation of other students. Students found to be in violation will be subject to the code of conduct. Following is a list of terms to clarify the policy.

Definition of Terms

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

*Causes mental or physical harm to the other student; and are sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

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

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

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

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

Physical violence and/or attacks;
Threats, taunts and intimidation through words and/or gestures;
Extortion, damage or stealing of money and/or possessions;
Exclusion from the peer group or spreading rumors; and
Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:

1. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
2. Sending abusive or threatening instant messages;

3. Using camera phones to take embarrassing photographs of students and posting them online; and,
4. Using Web sites to circulate gossip and rumors to other students;
5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Complaint Processes

Harassment, intimidation, or bullying behavior by any student/school personnel in the Paint Valley Local Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and,

Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to

be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

School Personnel Responsibilities and Intervention Strategies

Teachers and Other School Staff

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

All complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation 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.

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines.

27. Search and seizure

Individuals, individual lockers or autos may be searched by school officials without warning. The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

28. Habitual tardiness

Students are expected to report on time to all scheduled classes and bus stops.

29. Leaving school without permission

No student may leave the school premises during the school day without permission of the building principal. Any student leaving without permission will be considered truant and unexcused. Students leaving must have a note from home or phone contact between the parent and school officials (not including student office workers), the sign-out and sign-in forms must be completed when leaving and upon return.

30. Profane language

Students shall not use profane language at any time while under school supervision - including bus transportation.

31. Throwing objects

Students shall not throw or pass inappropriate objects on, from, or into the school bus.

32. General Misconduct

General misconduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, or academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property; assisting any student in any activity which violates the Student Code of Conduct. This also includes computer misuse, gum, unprepared for class.

33. Illegal usage of Electronic Device

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or

otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Penalties for Violation of Behavior Code

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 and on school transportation. In some cases, a student can be suspended from school transportation for infractions of School bus rules. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Disciplinary Sanctions

Saturday School – Students are assigned to a classroom and supervised by a teacher. Parent will be notified in advance. Parent will provide transportation.

After-school Detention – Students are assigned to one hour after school. They will be assigned to a classroom and supervised by a teacher.

In-School Restriction – Students are assigned to a classroom and supervised by a teacher and the student may be assigned to either a half day or full day of **ISR**.

Wednesday School – Students are assigned in advance to a classroom after school on Wednesday which is supervised by a teacher. Parents will be given advance notice and are responsible in providing transportation home after the 2 hour detention (3:05 PM – 5:05 PM). If the student does not serve the Wednesday School then the student may be assigned a day of suspension. If you cannot provide transportation on the day assigned then you must call the principal and arrange for an alternate date. Do not send notes or messages with your child.

Disciplinary Removal – This action is less severe than emergency removal, suspension, or expulsion, and is defined as the denial of permission to attend classes for a period of less than one school day, or denial of permission to participate in an extra-curricular activity with which the student has been involved.

Emergency Removal – Students will be removed from an activity or classroom whenever their presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process taking place either within a classroom or elsewhere on the school premises. This may be done by the Superintendent, principal, teacher or the person directly responsible for supervising the activity (curricular or extracurricular). Communications will take place as soon as possible with parents/guardians by school personnel – either by the principal, teacher or the person supervising the activity.

Suspension – Students may be suspended from school from 1 – 10 days and will not be able to participate in any school function. If at the time of suspension, there are fewer than 10 days left in the school year, the suspension may carry over to the following school year.

- a. Written notice will be given to the student stating the reasons for the suspension.
- b. The student will be allowed to challenge the reason(s) for the intended suspension or explain his/her actions at an informal hearing. The informal hearing may occur immediately.
- c. If the outcome of the hearing is suspension, the student, student's parents/guardians, and the Treasurer of the Board of Education will be notified of the suspension in writing. If the party involved appeals the suspension, the imposition of the penalty may or may not be stayed. Students will serve their suspension on the days assigned by the Superintendent, or principal. If the suspension is overturned, students will be given the opportunity to make up the assignments and tests – otherwise students will **not** be given permission to make up tests or assignments.
- d. During the period of suspension or expulsion the student is not allowed to attend school, be on school property, or participate in any extracurricular activities.

No credit will be given for any work or tests missed during this time.

- e. In conjunction with, or in place of suspension, the Superintendent may require a student to perform community service within the school or in the larger community, during school or non-school hours. Such requirements may extend beyond the school year in lieu of applying the suspension into the next school year and may only be assigned by the superintendent
- f. The student has the right to appeal the decision and have a hearing before the Board of Education, Superintendent or his designee, and to be represented in the appeal by a representative of his/her choosing. The student may request that any decision before the Board of Education be held in executive session. If a student wishes to appeal the suspension, the principal must be notified within in writing ten (10) calendar days from the date of the notice of the suspension. The imposition of the penalty may or may not be stayed during the appeal.

Expulsion - Expulsion is defined as the exclusion of a student of permission to attend school and to take part in any school function for a period exceeding ten (10) school days but not to exceed eighty (80) school days, or 1 calendar year when authorized by law. If at the time an expulsion is imposed there are fewer days remaining in the school year than the expulsion period, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year. Expulsions may exceed eighty (80) days when imposed for a violation of the district's policies concerning firearms, knives, violent acts or bomb threats or when otherwise authorized by the Ohio Revised Code.

The following procedures will be used when expelling a student:

- a. Notice of expulsion will be given to the student or parent/guardian by the Superintendent. The notice will include the reasons for the intended expulsion, the time and place of the hearing on the intended expulsion, the right of the student and student's parent, guardian, or custodian to appear at the hearing to contest the proposed expulsion, where applicable.
- b. The hearing will be held no less than 10 school days after the notice is given. At the hearing, the student and the student's parent, guardian, or custodian may appear in person before the superintendent, or the superintendent's designee to contest the proposed expulsion.

c. If the outcome of the informal hearing is expulsion, the student, the student's parent(s), guardian or custodian, and the Treasurer of the Board of Education will be notified in writing by the principal or Superintendent within 1 school day of the expulsion.

This notice will include the reason for the expulsion, and, where applicable, notification of the possibility of permanent expulsion. The notice will also describe the rights of the student and student's parent, guardian, or custodian to request a hearing before the Board of Education or designee to appeal the expulsion and to request that any hearing be before the Board of Education to be held in executive session.

d. During the period of expulsion, and any appeal, the student may not attend school, be on school property, or participate in any extracurricular activities.

In its discretion, the Board of Education may, but is not required to, provide education services to the student in an alternative setting. No credit will be given for any work or tests missed during the expulsion unless the Board of Education or Superintendent decides to do so. In all cases the guidelines for IDEA will be given full consideration.

e. In conjunction with or in place of, the Superintendent may require a student to perform community service within the school, or in the larger community, during school or non-school hours. Such requirement may extend beyond the school year in lieu of applying the expulsion into the following school year. Use of this community service option and any related reporting by or monitoring of students performing community service shall be determined by the Superintendent, in his or her sole discretion.

f. The student has the right to appeal the decision to the Board of Education or its designee, to be granted a hearing before the Board of Education or its designee in order to be heard against such expulsion, and to be represented in the appeal by a representative of his/her choosing. The student may request that any hearing before the Board of Education be held in executive session. If the student wishes to appeal the expulsion, the Superintendent must be notified in writing within ten (10) calendar days from the date of expulsion notice. By majority vote of the Board in public session or by action of the designee, the Board may affirm the expulsion, reinstate the student or otherwise alter the order of the expulsion. The Board or its designee shall make a verbatim record of its hearing. The imposition of the penalty shall not be stayed pending the appeal.

Expulsion Related to Firearms, Knives, Bomb Threats or Violent Acts - Students may be expelled for longer periods of time as follows for the following reasons:

Firearms – A student who brings a firearm to school operated by the Board of Education or onto any property owned or controlled by the Board of Education shall be expelled from school by the Superintendent for one (1) calendar year. A student who brings a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity, regardless of the location, may be expelled from school by the Superintendent for one (1) calendar year. As used herein, "firearm" shall be defined as in 18 U.S.C. section 921 and shall include, but not to be limited to, any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device defined in 18 U.S.C. section 921 et seq. The definition or destructive device includes, but is not limited to, (1) any explosive incendiary or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein or (2) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.

Knives – A student who brings a knife to school operated by the Board of Education; onto any property owned or controlled by the Board of Education or regardless of location, to an interscholastic competition, extracurricular event, or any other school program or activity may be expelled from school by the Superintendent for one (1) calendar year. A student who possesses a knife at school; on any other property owned or controlled by the Board of Education; regardless of location, at an interscholastic competition, extracurricular event, or any other school program or activity; or where the knife was initially brought to school by another person – that person may also be expelled from school by the Superintendent for up to one (1) calendar year. As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharp-edged

blade or metal or other rigid material and is designed or can be used for cutting, slicing, or stabbing; this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

Bomb Threats – A student who makes a bomb threat to a school building or to any premise at which a school activity is occurring at the time of the threat may be expelled from school by the Superintendent for one (1) calendar year.

Violent Acts – A student who commits an act that is a criminal act when committed by an adult, that results in serious physical harm to person or property, as defined by ORC 2901.01, while the student is at school; is on any property owned or controlled by the Board of Education, or is at an interscholastic competition, extracurricular event, or any other school program or activity may be expelled from school by the Superintendent for one (1) calendar year.

Special Note – Nothing in this provision or handbook is intended to, nor shall it, preclude the Superintendent from suspending, expelling, or removing a student in accordance with Ohio law for otherwise possessing, transmitting, or concealing a weapon, explosive ordinance, or other dangerous instrument that is not defined herein.

Reduction of One-Year Expulsion – The Superintendent is authorized to reduce on a case-by-case basis, the one year required expulsion period for firearms, knives, bomb threats or violent behavior, in circumstances subject to provisions of the state and federal special education law or when the Superintendent in his/her sole discretion, determines that the interest of the expelled student is served and the interests of the other students, school employees and other members of the school community are not disproportionately disserved by such a reduction.

Permanent Exclusion – A student may be permanently excluded from any Ohio Public School if the student is convicted of, or adjudicated a delinquent child for committing, when 16 years of age or older, an offense that is in violation of the Ohio Revised Code and after consulting with the State Superintendent of Instruction.

Discipline Code Point System

Alcohol and Drug Use: Refer to Drug and Alcohol Policy with the addition of 15 points for each offense

Cafeteria Misconduct:

1st Offense – Warning and clean up mess

2nd Offense – Clean up mess, Refer to Chronic Misconduct

Causing a Panic:

10 Day Suspension Pending Expulsion – *This covers events such as bomb threats, hit lists, death wishes, or other similar events that causes or may cause a panic.*

Cheating:

1st Offense – 0 for work

2nd Offense – 0 for work & refer to Chronic Misconduct

Note - *Cheating is a serious offense. Most colleges expel students who are cited for cheating. A student may be suspended for habitual cheating.*

Chronic Misconduct:

1st Offense – 5 points and 1 After-School Detention

2nd Offense – 10 points and 1 Day in-School Restriction

3rd Offense – 10 Points and 1 Day Saturday School

Clothing/Hat Violations:

1st Offense – Warning / Student will change or wear clothing furnished by office or another person that is approved.

2nd Offense – Student will call parents and may be assigned 5 points for chronic misconduct-student will change clothing.

3rd Offense – Refer to Chronic Misconduct – student will change.

Disrespect to Staff/Students:

1st Offense – 10 points and 1 ISR

2nd Offense – 10 points and 1 Saturday School

3rd Offense – 15 Points and 3 Day Suspension

Note - *Disrespect may be verbal, physical, written or an action. Serious acts may result in immediate suspension, removal or expulsion. In addition, charges may be filed in court against the student and/or his/her parents if the seriousness warrants such action.*

Electronic Devices:

1st Offense – Device confiscated and parents must pick up (Cell phones, etc.)

2nd Offense - 5 points and parents pick up in office

3rd Offense – 10 points and parent picks up device/cell phone at end of year

Fighting:

1st Offense – 10 points and 3 day suspension

2nd Offense – 15 points and 5 day suspension

3rd Offense – 15 points and 10 day suspension

Note: *All efforts will be utilized to determine the facts concerning the fight. If unable to determine who was at fault then both/all students will be assigned the points/suspension.*

Harassment: Handled according to disrespect

Possession of Firearms, Weapons:

Expulsion

Public Display of Affection:

1st Offense – Warning

2nd Offense – Call Parents/Request Conference/See Chronic Misconduct

Note – Staff must define what students are doing

Skipping a Class:

1st Offense – 5 points and 1 Wednesday Alternative Program

2nd Offense – 10 points and 1 Saturday School

3rd Offense – 10 points and 1 day of Suspension.

Skipping School:

1st Offense – 10 points and 1 Wednesday School

2nd Offense – 10 points and 1 In-School Restriction

3rd Offense – 15 points and 2 Days of In-School Restriction

Tardiness – School/Class:

5 Unexcused Tardiness to School – assigned 1 Wednesday School

10 Unexcused Tardiness to School – assigned In-School Restriction

15 Unexcused Tardiness to School – Papers will be filed with the court

1 - 2 Tardy to Class – Warning letter to parent

3 - 4 Tardies to Class – Student will be assigned an After-school detention.

5 - 6 Tardies to Class – Student will be assigned ½ Day ISR.

7 - 14 Tardies to Class – Student will be assigned 1 Day of ISR and each time thereafter.

15 Tardies to Class - Saturday School

Note - *Class tardiness starts over at semester.*

Unauthorized

Recording of a

Teacher/Student:

1st Offense – 10 points and 1 Day Suspension

(audio/video)

2nd Offense – 15 points and 2 Day Suspension

3rd Offense – 20 points and 3 Day suspension

Use of Profane Language:

1st Offense – 5 points and Warning

2nd Offense – 10 points and ½ Day of ISR

3rd Offense – 10 points and 1 Day of ISR

4th Offense – 10 points and 1 Day of Suspension

Use of/or Possession of Tobacco Products:

3 Day Suspension

Vandalism:

1st Offense – 5 points and 1 Wednesday School

2nd Offense – 10 points and 1 day of ISR

3rd Offense – 15 points and 3 day Suspension

Note – Any student who intentionally destroys or damages school property shall be responsible for compensation. Upon refusal may be suspended until such compensation has been completed. This also refers to library or student textbooks.

Theft:

1st Offense – 10 points and 1 day Suspension

2nd Offense – 15 points and 2 days of Suspension

3rd Offense – 15 points and 3 day suspension

Note – Each offense of theft may result in law enforcement being called in to file a report or to file charges.

Threats (staff & students):

Possible 5-10 day suspension or expulsion.
(Physical/verbal/written)

Failure to Attend Promptly

(Detention/Wed., ISR)

1st Offense – ½ Day ISR

2nd Offense – 1 Day ISR

3rd Offense – 1 Wednesday School

- **Accumulation of 40 Points:
2 Day Suspension**
- **Accumulation of 50 Points:
3 Day Suspension**
- **Accumulation of 60 Points:
10 Day Suspension
(Pending Expulsion)**

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain safety. The following behaviors are expected of all students:

Previous to loading – either at home or at school – each student shall:

1. Be on time at the designated loading zone 5 minutes before the bus.
2. Stay off the road at all times – walking to and waiting for the bus.
3. Line up single file off the roadway to enter the bus.
4. Wait until the bus is completely stopped before moving forward to enter the bus.
5. Refrain from crossing the road until the bus driver signals it is safe.
6. Go immediately to your seat and be seated.

Note: It is the parent's responsibility to inform the driver when your child is not riding.

During the trip each student shall:

1. Remain seated while the bus is in motion.
2. Keep head, hands, arms, and legs inside the bus at all times.
3. Not litter in the bus or throw anything from the bus.
4. Keep books, packages, coats, and all other objects out of the aisle.
5. be respectful to the driver and to the other riders – no foul language.
6. Do not eat or play games, cards, etc.
7. Do not tamper with the bus or any of its equipment.
8. Do not possess any form of tobacco product or alcohol.
9. Do not chew gum or eat candy – especially suckers.

Leaving the bus each student shall:

1. Remain seated until the bus has stopped.
2. Cross the road when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe to do so.

3. be alert for a possible danger signal from the driver.

Note: The driver will not discharge students at places other than their regular stop – at home or at school - unless he/she has proper authorization from school authorities.

Penalties for Infraction of Bus Rules

- 1st Offense – Bus Driver Report – Warning
- 2nd Offense – Bus Driver Report – After-school Detention
- 3rd Offense – Bus Driver Report – 1 Day Bus Suspension
- 4th Offense – Bus Driver Report – 3 Day Bus Suspension
- 5th Offense – Bus Driver Report – 5 Day Bus Suspension
- 6th Offense – Bus Driver Report – 10 Day Suspension –Pending Bus Expulsion

Note: The above actions are for minor infractions of the bus rules. It may be necessary to go straight to bus or school suspension or even expulsion if the incident is severe. Some examples of severe infractions are fighting, possessing drugs/tobacco/alcohol, assaulting another student, causing the driver to wreck, etc. These examples are not meant to be all inclusive.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules.

A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School

reserves the right not to return items which 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 it 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. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. Intends to be insulting or harassing
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and 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 or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

Student Concerns Suggestions and Grievances

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government. A student has the right to a hearing if the student believes

he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.