Johnstown Middle School

2026-2027

Student Handbook

www.johnstown.k12.oh.us
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(740) 967-8767

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JOHNSTOWN MIDDLE SCHOOL
STUDENT HANDBOOK
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2026-2027 Student Handbook

401 S. Oregon Street, Johnstown, OH 43031
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At Johnstown Middle School, we are here to learn and to become responsible citizens by setting and achieving our goals. We believe in respecting ourselves and others. We will build strong relationships and work to develop our academic skills and our character.

MESSAGE TO STUDENTS
On behalf of the entire staff, welcome to Johnstown Middle School. We are proud of our school and the academic and extracurricular activities available to our students. Whether you are a newcomer to our school or have previously attended, we hope you will find this school year to be a memorable and exciting one. We challenge each of you to put your best foot forward every day, to be prepared, to be respectful of others, to work hard, and to take advantage of the educational opportunities offered to you. We are looking forward to helping you have a successful and rewarding year!

As a Johnstown Middle School student, you have certain rights and responsibilities. The Student Handbook provides you with information pertaining to these responsibilities. Please read and discuss the contents of this handbook with your parents and ask about anything you do not understand. You and your parents/guardians will need to sign a form stating you have read and agree to follow this handbook. You are responsible for knowing and following the school rules.

This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the District's website.

SECTION I: GENERAL INFORMATION

EQUAL EDUCATIONAL OPPORTUNITY
The District provides an equal opportunity for all students pursuant to Board Policy 2260. Any person who believes he/she has been discriminated against, while at school or a school activity, should immediately contact the school district’s compliance officers.

STUDENT RESPONSIBILITIES
The school’s rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow staff members’ directions and obey all school rules. The staff expects students to arrive on time and be prepared to participate in the educational program. In order to keep parents informed of their child’s educational progress,

parents will be provided with information on a regular basis and as concerns arise. At times, it will be the responsibility of the student to deliver the information. The school may use the mail or hand delivery when appropriate. Parents are encouraged to communicate with their child's teachers and support staff.

STUDENT WELL-BEING

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

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 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 the office. The school nurse, the middle school principal or designee will determine whether or not the student should remain in school or go home. **No student** will be released from school without proper parental permission.

TRANSFER

Students who plan to transfer to another school must have their parent notify the principal. Mandated school records will be transferred within fourteen (14) days of receipt of the request.

IMMUNIZATIONS

Students must be current with all immunizations required by law. Ohio law requires all students to be in compliance with the immunizations requirements by the 14th day after entering school. The student who does not meet the requirement after the 14th day will be excluded until requirements are met. Any questions regarding immunizations and exemptions should be directed to the school nurse or the Licking County Health Department.

HEALTH SCREENING

The District is concerned about the welfare and progress of children in the school. In an effort to consider your child's educational needs, the school conducts a variety of health screenings under the supervision of the school nurse and/or speech/language pathologist. You will be notified if a screening indicates problems or if there is a need for further medical advice. **If you do not wish your child to participate in any of these screening programs, please contact the school principal immediately.** Screenings include:

- speech/language screening
- hearing screening
- vision screening
- scoliosis screening

EMERGENCY MEDICAL AUTHORIZATION
State law requires all students to have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian. Emergency Medical Authorizations shall be completed electronically prior to the start of each school year.

MEDICATION AT SCHOOL
Before a student can be given any prescribed medication, we must have on file a request form signed by both parent/guardian and a doctor. Before any non-prescribed medication or treatment may be administered, we must have on file written consent of the parent along with a waiver of any liability of the District for the administration of the medication. Only over-the-counter medication in its original container; labeled with the date and prescription; s with the student's name; and exact dosage will be administered.

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

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

Any removal will be limited to the contagious period as specified in the school's administrative guidelines. See Board policies 8450 – Control of Casual Contact Communicable Diseases, 8451 – Controlling Insect Infestations.

DIRECT CONTACT COMMUNICABLE DISEASES
The School Board has an obligation to protect staff and students from direct contact communicable diseases. See Board policy 8453 – Control of Non Casual Contact Communicable Diseases.

Direct 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.

CONTROL OF BLOODBORNE PATHOGENS
The School Board 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. For additional information see Board policy 8453.01 – Control of Bloodborne Pathogens.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance.

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504 and State law. Contact the supervisor of special education at 740-967-5461 ext. 4309 to inquire about evaluation procedures, programs, and services. See also Board policy 2460 – Special Education.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education (FAPE) in the same manner as other students served by the Board. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information see Board policy 5111.01 – Homeless Students or contact the liaison for homeless students at 740-967-6846 ext. 1101.

REMOTE LEARNING

Johnstown-Monroe Local School District prioritizes in-person learning as the most effective environment for student success. In rare and exceptional cases, a remote learning platform may be offered when a student is unable to attend school in person.

This option is available only at the discretion of the building principal and is intended for temporary use during extraordinary circumstances. Remote learning is not a substitute for regular, in-person instruction and should not be viewed as an alternative learning pathway.

CHILDREN AND YOUTH IN 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 (FAPE) in the same manner as all other students of the Board. For additional information, contact the liaison for children and youth in foster care at 740-967-6846 ext. 1101.

STUDENT RECORDS

Student records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). Access to student records will be in accordance with FERPA requirements. The District may disclose, without consent, “directory information.” The school classifies the following information as “directory information” and as such it will be disclosed without prior consent: student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received. Parents must contact the school office within the first two weeks of the beginning of the school year or within the first two weeks of enrolling in Johnstown-Monroe Local Schools to request that the school not release any of the above information about the student without the parent’s prior written consent.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, knapsacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance, or object taken from a student. General housekeeping inspection of school property may be conducted with reasonable notice. **Student lockers are the property of the Johnstown-Monroe Local Schools, and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.**

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

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

STUDENT FEES

Johnstown Middle School charges specific fees for the following activities and courses listed below. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Students entering our district prior to the start of second semester will pay the full fee amount. Students moving into the district during second semester will be charged a prorated amount determined by office personnel. **Student fees are required to be paid annually. Unpaid fees will be accumulated from year to year and will be carried forward from building to building. All fees must be paid in order for parents to receive a student's grade card. Additionally, all fees must be paid prior to participation in field trips, including but not limited to the Washington D.C. trip.** ***At all other times, fees may be paid by check, cash or online. Online payments can be made through e-Funds for School. To access e-Funds for Schools and register, please go to the link provided on the district website.***

When a parent is withdrawing a student, or for high school graduation purposes, he/she must pay cash or money order before records are released or graduation permitted.

Fees may be paid by check, cash, or online.

2026-2027 Fee Schedule

The Johnstown-Monroe Local School Board of Education suspended some student fees for the 2026-2027 school year. The remaining applicable fee(s) for the 2026 - 2027 school year are listed below.

Technology Fee	$30.00
Instrument Rental	$30.00 Flute/Clarinet/Trumpet $20.00 Percussion $45.00 Oboe/Alto Sax/Bassoon/Tenor Sax/Bass Clarinet/Baritone/French Horn $50.00 Tuba/Baritone Sax
H. S. Marching Band	$80.00

REFUND OF GENERAL FEES:
Any student who withdraws prior to the middle of the school year will be refunded half of the general fee (for consumables).

STUDENT FINES
Fines may be levied for loss of and/or damage to school property. Failure to pay fines or charges may result in the withholding of grades and participation in field trips such as the Washington D.C. trip and commencement exercises.

STUDENT VALUABLES
Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are targets for theft. The school is not responsible for such items' safekeeping, and the school is not liable for any loss or damage to personal valuables.

MESSAGES AND DELIVERIES
Any messages or deliveries from home must come first to the office and then will be taken to students. HOWEVER, WE ARE UNABLE TO ACCOMMODATE DELIVERY OF FLOWERS OR OTHER GIFTS TO STUDENTS AT ANY TIME. Please keep this in mind at Valentine's Day, birthdays, etc. We cannot accept items for students from florists and other such businesses.

EMERGENCY CLOSINGS AND DELAYS
If school must be closed or the opening delayed because of inclement weather or other conditions, district officials will notify the local radio and television stations: WTVN, ONN, CLEAR CHANNEL RADIO, WCMH Channel 4, WSYX Channel 6, and WBNS Channel 10. Parents will also be notified by the Auto Call Telephone Notification System.
Parents and students are responsible for knowing about emergency closings and delays. When school is cancelled, all school activities and meetings will also be cancelled.

EARLY DISMISSAL (PM)
In the event that school must dismiss early, middle school students may be dismissed as soon as the decision has been made and all post-school activities and meetings will also be also cancelled.

VISITORS
Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing 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 schedule a mutually convenient meeting time.

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

NETWORK AND INTERNET GUIDELINES
Internet access is available to Johnstown Middle School students. Each student and his/her parent/s must sign an agreement to use this resource. The purpose of the agreement is to provide the student access to the Local Area Network/Internet for educational and administrative purposes. Each student must have an account if he/she wishes for any reason to use the computer or Internet. Because there is no charge for the account, printing is restricted to educational purposes only. Misuse of technology will result in disciplinary action as deemed appropriate by the administration.

HALLWAY PROCEDURE
Students should transition through the hallways in a quiet and orderly manner. Any student who is outside the classroom after the tardy bell has rung will be marked tardy. Students may not leave the room without a pass.

LOST AND FOUND
The lost and found area is located in the JMS Diner. If you have lost an article, please visit the Diner to look for your item. Please bring items found to the office.

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

USE OF TELEPHONES
School 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.

Electronic Communication Devices
Students are not permitted to carry ECD's on their person throughout the school day, and all ECD's should be turned off upon entering the building. The ECD must be stored in the student's

locker and turned off. ECD's are not to be used during class time without the expressed consent of the classroom teacher and approval by the Principal.

ADVERTISING OUTSIDE ACTIVITIES

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

ASSEMBLIES

Assemblies will be presented periodically for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Students are required to attend assemblies. At all times, student conduct should be appropriate. An indication of the cultural level of the school is the conduct of its student body at an assembly. Students who misbehave will be disciplined.

LOCKERS

Lockers are the property of Johnstown Middle School and are subject to inspection and search by school personnel at any time. Trained dogs can also be used to search lockers without notice to students. The school is not responsible for items missing from lockers. Students are expected to remain in the lockers assigned to them at the beginning of the school year. Students who do not take proper care of lockers may lose the privilege of using them. Each locker has its own lock and students are required to keep the locker locked at all times. CELL PHONES, PURSES, BAGS, BACKPACKS, OUTERWEAR, AND NON-INSTRUCTIONAL BELONGINGS STAY IN THE LOCKER DURING THE DAY. Students may carry a zipper binder, also known as a trapper keeper, in class. The zipper binder may only be large enough to hold school supplies such as paper and folders, and have one small pocket. The zipper binder cannot have large compartments with the capacity to carry other items such as multiple books or personal belongings. Jackets and coats also stay in the locker with other belongings. Keep lockers neat and clean; throw away trash, especially food. Other than staff members, no one is permitted to open another student's locker.

RESTROOMS

The building administration will develop and communicate restroom usage rules and guidelines for the safety and well-being of all students and make adjustments as necessary. There should never be more than one student in a stall at any time for any reason, and restrooms should not be used as gathering spaces. Students not using the restrooms in accordance with the rules and guidelines may be subject to school discipline.

LUNCHTIME

When students enter the Diner, they should sit down and wait for their table to be dismissed for the food line by the lunch monitor. Students who have a negative balance of $15.00 or more will not be permitted to purchase a hot entrée; however, other choices are always available. All trash should be thrown away when students are finished eating and the monitor has dismissed the table. Students should stay seated until the monitor dismisses them. Students may return to

the lunch line, get utensils and condiments, visit the restroom and the office when needed; however, students may not move throughout the Diner to visit with friends. Students must stay out of the academic wing during their lunch period as classes are in session. Students may not enter the cafeteria area during any lunch period aside from their own.

BICYCLES, SCOOTERS, AND SKATEBOARDS

If you want to ride your bicycle to school, park at the bike rack near the school and lock your bike. Bicycles have been known to disappear if left unlocked and/or unattended after school. Bicycles, scooters, and skateboards left on the school grounds are the responsibility of the owner.

ARRIVAL

STUDENTS ARE NOT TO ARRIVE PRIOR TO 7:05 A.M. THERE WILL BE NO ACCESS TO THE BUILDING OR SUPERVISION AVAILABLE.

SECTION II: ACADEMICS

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based on student needs and available class space. It is important to note that some courses may be denied because of available space or because of conflicts with other needed courses. Students must follow their schedules. Any changes in a student's schedule must be handled through the guidance school counseling department. The Principal shall make all final determinations regarding any scheduling changes.

FIELD TRIPS

Field trips are academic activities held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips. All fees must be paid prior to attending major field trips, including but not limited to the Washington D.C. trip.

GRADES

Johnstown Middle School employs a standards-referenced grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to provide evidence of the extent to which the student has succeeded in mastering the required standards. ***In general, students earn grades based upon the results of summative assessments, which may consist of tests, projects, portfolios, and other approved assessment tools.***

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately the student's degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve. (Board Policy 5421)

To determine grades for courses, teachers are expected to:

A. Develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;

B. Help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;

C. Provide frequent opportunities for each student to obtain information as to the student's progress toward the learning goals of the student's courses or programs;

D. Provide for a pass/fail grade in programs for which it is appropriate;

E. Provide students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading.

Specific grading procedures and expectations for students shall be outlined in each building's respective student handbook.

Grading Scale

Letter	Percent
A+	98-100
A	93-97
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59
I	Incomplete
S	Successful/Pass
U	Unsuccessful/Failing

Incompletes will be assigned a letter grade once a student completes the work or will convert to an F if the student fails to complete the work.

PRINCIPAL'S ROLL
A student must earn all A's.

HONOR ROLL
A student must earn all A's and B's.

MERIT ROLL

A student must earn all A's, B's and one C.

GRADING PERIODS

Students can access an online report card at the end of each 9-week period indicating grades for each academic class as long as all fees have been paid (parents and students should reference the online grade book).

RETENTION

Retention is a very serious matter and will be decided on an individual basis. However, **a student who earns a failing grade for the year in two major subjects (math, language arts, science, and social studies) is likely to be retained, requiring him/her to repeat that grade-level**. Parents are notified on a regular basis, beginning with the second semester, when a student is in danger of being retained. The decision to retain is made by the student's teachers and the principal; a retention decision is final. Summer school or tutoring can be arranged by parents, following approval by the principal. The student must pass all summer school courses to be promoted

STANDARD-REFERENCED GRADING

In a standards-referenced grading system, grades reflect what a student knows and can do in relation to grade-level standards. Grades based on standards help to improve student achievement by driving educators to focus on four critical questions:

- What do students need to know and be able to do?
- How will we know that they have learned it?
- What will we do when they have not learned it?
- What will we do when they already know it?

Grades based on curriculum standards become triggers for action. Standards-based grades help teachers plan their instruction so they can challenge and support all students. They help parents know the academic areas in which a student meets or exceeds expectations, needs challenges, or needs support. Understanding the definition of each of the following assessment types and how they are used will be essential for the student and parent.

> **Diagnostic Assessment** takes place prior to instruction to determine a student's attitude, skills, or knowledge in order to identify a student's needs.
>
> **Formative Assessment** provides direction for review, re-teaching, and other adjustments for individual students or for the whole class. These assessments are for learning (initial drafts, homework, questions during instruction, etc.). Student behaviors (effort, participation, adherence to school rules, etc.) will not be included in the student's grade. Formative assessments may be counted as a grade as determined by the teacher for up to 20% of the overall student grade. For intervention purposes, the teacher will determine if reassessment on a formative is an option or a requirement.

Summative Assessment provides information to use to judge a student's achievement at the end of a period of instruction. These graded tests, exams, final drafts, performances, projects, etc., are assessments of learning. Students will have the opportunity to improve their grades by providing teachers with evidence of higher levels of performance. Students must initiate communication with teachers to begin the process of reassessment. Each teacher's reassessment process will be outlined at the beginning of the course.

REASSESSMENT

Learning is a process, and students often require multiple opportunities, feedback, and additional practice before demonstrating proficiency. Reassessment supports this belief by allowing students to learn from mistakes, deepen their understanding, and demonstrate growth over time.

As students progress through their educational journey, supports are gradually released to promote greater independence and responsibility. Therefore, middle school students are provided more opportunities for reassessment as they develop the academic habits and skills necessary for success. High school students will be afforded the opportunity to reassess one summative assessment per course, per semester. This gradual release model helps students build the independence and accountability needed for future success while maintaining our commitment to learning and mastery.

Students scoring above 89% on the original assessment will not be able to reassess. Only students scoring 89% or below will have the opportunity to reassess if they follow the procedure outlined in this section for reassessment. For an initial reassessment, the highest score a student can receive on a summative reassessment will be 90%. In the event of a second reassessment, the grade for any reassessment or revision may replace the grade originally received OR the teacher has the discretion to keep the higher grade if appropriate. Students must complete all formative assignments (as determined by the teacher) to be eligible to reassess. Additionally, interventions assigned by the teacher must be completed before reassessment. Students will have 5 school-days to reassess after feedback is provided by the teacher.

The teacher, at their discretion, can restrict the reassessment opportunity if the student has received individualized written and/or verbal feedback (formative) on multiple occasions with growth opportunities ahead of the summative assessment, project, or presentation. This will most likely occur at the end of an extended unit, and must be communicated before the summative assessment.

In the case of prolonged absences the student will be allowed 1 week from the date they return to complete the assessment/reassessment missed. Depending on the length of the absence, this could be extended per administrative decision. This must be arranged with the teacher and/or administrator of the middle school.

HOMEWORK

Homework is a constructive tool in the teaching and learning process when well-matched to the learning needs and abilities of the students. Homework provides opportunities to apply learning and to experience necessary practice. Homework promotes student responsibility and accountability by developing work habits essential for succeeding in life. Homework offers teachers, parents, and students the opportunity to be involved in and to support the learning process outside of school. To move our students forward in the learning process, teachers will assign consistent, appropriate, and meaningful homework. Homework will be a lead to both formative and summative assessments.

Since homework is an extension of the regular classroom learning process, its completion in a consistent, diligent, and timely manner is important. Homework can be considered a formative assessment. Failure to complete homework consistently may have an adverse effect on the student's academic achievement and grades. Students who are missing homework assignments may be required to come in before school, and/or after school so that they can receive the assistance and time they need to complete the work or assessment. If a graded homework assignment is not completed and submitted within five school days of the original due date, the assignment may be recorded as a zero. Prior to assigning a zero, the teacher will provide reasonable support and intervention opportunities for the student, which may include assistance before, during, or after school.

LATE WORK

Reducing points for late work distorts the achievement record the grade is intended to communicate and, in a standards-referenced grading program, may actually harm student motivation. In order to reduce or eliminate problems related to late work, support systems will be put into place (SMART intervention, study tables, etc.). Students and parents should note that Johnstown Middle School wants students to exhibit responsibility and submit assessment evidence in a timely manner; therefore, teachers will keep records of students' timeliness and may report on this behavior.

Teachers will also assign consequences as they would for any other unacceptable classroom behavior. Direct parent contact is necessary, especially when the behavior is chronic. Students who are late with an assessment or an assignment may be required to come in before school, at lunchtime, and/or after school, when they will receive the assistance and time they need to complete the assessment. If an assignment is not completed and submitted within five school days of the original due date, the assignment may be recorded as a zero. Prior to assigning a zero, the teacher will provide reasonable support and intervention opportunities for the student, which may include assistance before, during, or after school.

USING ZEROS IN SUMMATIVE ASSESSMENTS

In a standards-referenced system of grading, zeros will no longer be assigned to summative assessments. In the past, zeros were most commonly found in teachers' grade books when students failed to turn in or to make-up assignments. In standards-based grading, a grade of

“incomplete” will be assigned until the assessment is completed. Students may be assigned to interventions before, during, or after school in order to make up the incomplete assessments.

EXTRA CREDIT OR USE OF BONUS POINTS

Giving extra credit or bonus points can distort a student’s grade. The purpose of a grade is to communicate a true and accurate achievement level for each individual student. Extra credit and bonus points often disguise the student’s achievements. Extra credit and bonus points will not be given in any class.

INCOMPLETE GRADES

When evidence of student achievement is missing, teachers will work with the student to develop objective, alternative measures for providing the evidence. If they do not, an incomplete grade will be assigned. If an assignment is not completed and submitted within five school days of the original due date, the assignment may be recorded as a zero. Prior to assigning a zero, the teacher will provide reasonable support and intervention opportunities for the student, which may include assistance before, during, or after school.

ACADEMIC DISHONESTY POLICY

Academic dishonesty will not be tolerated. Students who engage in academic dishonesty will receive an appropriate consequence, and will redo any assessment that involves academic dishonesty for the teacher to be able to effectively guide his/her instructional practice. Academic dishonesty includes plagiarism and cheating.

ARTIFICIAL INTELLIGENCE (AI)

Students may not use artificial intelligence (AI) tools or programs to complete assignments, assessments, or other schoolwork unless explicitly permitted by the teacher. Unauthorized use of AI may be considered cheating or plagiarism and may result in disciplinary or academic consequences.

POWERSCHOOL

PowerSchool is a web-based gradebook program that allows parents/guardians and students to access classroom information using the Internet. Parents/Guardians and students have access to view attendance, grades, and messages from teachers. The information will be updated no less than every week. Parents/Guardians and students can securely access PowerSchool via the Internet with a login name and password. Students and parents/guardians may not have the same usernames and passwords. A student’s information can be viewed from any computer that has Internet access. Please contact the office if you do not know your login name or password.

RETENTION

Retention is a very serious matter and will be decided on an individual basis. However, **a student who earns a failing grade for the year in two core subjects (math, language arts, science, and social studies) could be retained, requiring him/her to repeat that grade-level**. Parents are notified on a regular basis, beginning the second semester, when a

student is in danger of being retained. The decision to retain is made by the student's teachers and the Principal. A retention decision is final. Course recovery will be assigned and passage may be required for promotion to the next grade level. Course recovery or tutoring can be arranged by parents, following approval by the Principal.

COURSE RECOVERY

Students who fail a core course for the year will be required to retake that course online during the summer. Students will also be required to report to the online lab for two hours each week for each course failed until the coursework is completed. Students who fail to complete their course recovery requirements may be denied participation in extracurricular and core curricular activities.

SECTION III: STUDENT ACTIVITIES

Johnstown Middle School provides students the opportunity to broaden their learning through curricular related activities. A curricular related activity may be for credit, required for a course, and/or contain 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. All students are permitted to participate in the activities of their choosing, as long as they meet all of the eligibility requirements.

Athletic FEE policy
As referenced in the Athletic Handbook, athletic fees will be charged to each student who chooses to participate.

ATHLETIC ELIGIBILITY POLICY

At Johnstown Middle School, we have adopted an athletic eligibility policy in order to assist our student athletes academically. The unique opportunities presented by participation in interscholastic athletics are valuable; however, the student athlete must realize that his or her academic performance is of utmost priority.

According to the Ohio High School Athletic Association, a middle school student is eligible to participate in interscholastic athletics if the student is currently enrolled in a member school and has received passing grades in a minimum of four of all subjects in which enrolled the immediately preceding grading period. In order to ensure that each student athlete is progressing academically, we will be conducting weekly grade checks. If any athlete is earning an F in any of his/her classes, that student athlete will be assigned to mandatory, weekly study tables for ninety minutes (M, T, W, TH, and F) with the opportunity to participate in practice after study tables. Moreover, students who do not complete their assigned time (must be present and on task the entire time) will be issued a one-game/meet/event suspension. Each additional offense will result in the same consequences.

The athletic eligibility policy is a mandate for each of our student athletes. Study tables (if available) will occur immediately following the regularly scheduled school day. Athletes will be notified by the school office/coaches if they are assigned to study tables. If you have any additional questions or concerns, please feel free to contact the athletic director or Principal.

SPORTSMANSHIP

You are ALWAYS to treat opponents with courtesy and to remember that you represent our school when you are a guest, a visiting player, or on a field trip. In competitions, we do not downgrade our opponents in any way; we just cheer for our own team.

SCHOOL-SPONSORED EVENTS

Johnstown Middle School usually has several events during the year, which are open to JMS students currently enrolled and home-schooled students approved by the Principal. JMS students may not invite guests from other schools. All school rules and regulations apply to all school activities. Students must be present at school the day of the event to attend. Any student with multiple disciplinary referrals, or any discipline referrals involving weapons, violence, drugs, alcohol, and tobacco may not be allowed to attend dances. Further, students who did not successfully complete the required course recovery are not eligible to attend events.
Any student with multiple disciplinary referrals may not be allowed to attend dan

IV: ATTENDANCE

NOTIFICATION OF ABSENCES

Absences for any reason, whether excused or unexcused, reduce instructional time and have an adverse impact on student learning. If a student will be absent, the parents must notify the School and provide an explanation prior to the start of the school day. The parents must provide a written excuse as soon as possible after the student's absence. Parents will be notified in writing when the student's absences reach forty-five (45) or more hours in one school year, regardless of excused or unexcused. Students who are absent for 10% or more of the school year will be considered “chronically absent”.

EXCUSED ABSENCES

The Board considers the following factors to be reasonable excuses for time missed at school:

1. personal illness (a written physicians’ statement verifying the illness may be required)
2. appointment with a healthcare provider
3. illness in the family necessitating the presence of the child
4. quarantine of the home
5. death in the family
6. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
7. observation or celebration of bona fide religious holiday
8. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student’s school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.
9. such good cause as may be acceptable to the Superintendent
10. medically necessary leave for a pregnant student in accordance with Policy 5751

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant. 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 one school month, or seventy-two (72) or more hours in one school year. If a student is habitually truant and the student's parents have failed to cause the student's attendance, the school will take appropriate intervention actions as set forth in Board Policy 5200.

HOMEBOUND INSTRUCTION

In some instances, the School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. For more information, contact the Coordinator of Student Services.

MAKE-UP TESTS AND OTHER SCHOOL WORK

Students who are absent from school shall be given the opportunity to make up missed work. The number of days for completion of make-up work will be equivalent to the number of days of

absence. If a student misses a test due to an absence, s/he should make arrangements with the teacher to take the test at another time.

TARDINESS

A student who is not in his/her assigned classroom within fifteen minutes of the start of the school day will be considered tardy for the day. Any student arriving tardy to school is to report to the School office before going to class. A student who is not in his/her assigned classroom at the beginning of each class period, will be considered tardy for that period. A repeated pattern of tardiness will result in the following disciplinary action (per quarter):

7th Tardy - Detention (30 min detention)
8th Tardy - Detention (30 min detention)
9th Tardy - Detention (1-hour detention)
10th and beyond - Detention (2-hour detention)

EARLY DISMISSAL

If a student needs to be dismissed from school before the end of the school day, s/he must have a written request from his/her parent/guardian stating the reason for the early dismissal. Time missed from class will be counted against hours of attendance.

FAMILY TRAVEL

Whenever a pre-planned absence for family travel is requested, the parents must discuss the matter with the Principal to make necessary arrangements in advance. A maximum of five school days per school year may be excused for vacation.

SECTION V: CODE OF CONDUCT

It is recognized that no list of prohibited conduct can encompass every action that may be subject to discipline. The Administration shall have the authority to impose discipline for conduct not set forth herein that involves the violent, disruptive or inappropriate behavior of students and based on the individual circumstances of each situation.

Violations of the Discipline Code may result in disciplinary action, including, but not limited to, consultation with the student, parent conferences, detention (30-minute, 1-hour, and 2-hour), in-school suspension, out-of-school suspension, expulsion, community service, loss of privileges, or removal from school.

A recommendation for an expulsion hearing may occur at any time for Major Offense Violations.

STUDENT RULES OF CONDUCT: JURISDICTION AND FIRST WARNING
These discipline regulations apply to conduct while school is in session, at school sponsored activities, on school premises, off school premises at any school sponsored activity or event, in any vehicle whose use is controlled or organized or arranged by the school, or at any time when the student is subject to the authority of the Board of Education or school personnel including bus stops and the immediate area around those stops.

AUTHORIZATION
The principal/designee shall have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged unacceptable. Disciplinary action may be adjusted at the discretion of the principal/designee.

1. **Narcotics, Alcoholic Beverages, Stimulant Drugs, Mind Altering Substances, Non-alcoholic Beer, or any Drug Paraphernalia**
   No student while on school premises, or authorized transportation, or any school sponsored activity held on or off the school premises, shall knowingly possess, use, sell, offer to sell, offer to purchase, supply, or transmit; alcohol, non-alcoholic beer, and/or other drugs or drug paraphernalia. Students who possess large sums of money may cause the administration to have reasonable suspicion of drug related activities. The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries.

   Possession - includes, without limitation, retention on the student person, in purses, wallets, lockers, desks, automobiles parked on home school property or at any other school sponsored events.

   Use of - is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other abnormal behavior.

   Drugs/Drug paraphernalia - includes, without limitations, steroids, poisonous intoxicants, anabolic steroids, or any other body building drugs, look-alike substances, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, and prescription drugs, unless prescription was authorized by a licensed

physician, and drugs are kept in the original container. The original container must contain the student's name and the directions for the proper use of the medication, or any drug type paraphernalia. Students may be required to submit to a breathalyzer test when deemed appropriate by the administration.

2. **Distributing, Selling, or Offering to Sell Drugs or Alcohol**
   A student shall not have in his/her possession a quantity that can be construed as being possessed for sale or transmittal by that student. Any student caught distributing, selling, or offering to sell drugs or alcohol on the school grounds or at any school-sponsored event may be recommended for expulsion for the 1st offense.

3. **Counterfeit Controlled Substances**
   A student shall not possess, make, conceal, supply, transmit, sell or offer to sell, give, or deliver a counterfeit controlled substance. "**Possession**" is defined in Section 1 above. A student shall not directly or indirectly represent or describe a **"counterfeit controlled substance" as a "controlled substance." Counterfeit controlled substances includes, but is not limited to the following:**
   a. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark.
   b. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark.
   c. Any substance that is represented to be a controlled substance, but in fact is not a controlled substance, or is different than the substance being represented.
   d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

4. **Possession or Use of Weapons or Dangerous Instruments**
   A student shall not possess, transmit or conceal a dangerous weapon, dangerous instrument or "look-alike" counterfeit weapon or instrument. Such items include, but are not limited to, explosives, mace, firearms, knives, razor blades, brass knuckles, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns, or any other object indistinguishable from a weapon, may be considered a weapon or dangerous instrument. In addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule. Additionally, Section 2923.122 of the Ohio Revised Code makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by, or controlled by, or to any property actively held under the auspices of a school. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that

a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to disciplinary action.

5. **Use of an Object as a Weapon**
   Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers and jewelry.

6. **Knowledge of Dangerous Weapons or Threats of Violence**
   Students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

7. **Disruption of the Educational Process**
   No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct that causes the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct.

   The following actions are prohibited:

   a. Disruption of the classroom environment.
   b. Occupying any school building, school grounds, or part thereof, to deprive others of its use.
   c. Blocking the entrance or exit of any school building or corridor or room therein, to deprive others of lawful access to or from, or use of, the building, corridor or room.
   d. Preventing or attempting to prevent the convening or the continued functioning of any school, class, activity, or of any lawful meeting or assembly on the school grounds.
   e. Any communication (oral, written or electronic) of a bomb threat or any other threat of violence.
   f. Blocking normal pedestrian or vehicular traffic.
   g. Starting or attempting to start any unauthorized fires on school grounds.
   h. Pulling a fire alarm without proper provocation
   i. Placing a false 911 call
   j. Inappropriate use of social media that disrupts the educational setting.

8. **Physical Abuse of a School Employee, School Employee's Family Member, or a Person Working for the School District in an Official Capacity and/or their Property**
   A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to a school employee, employee's family member, or person working for the school district in an official capacity and/or damaging their property will be suspended from school. The length of said suspension will be at the sole discretion of the principal/designee.

9. **Sexual Misconduct**
   No student shall engage in any sexual misconduct while on school premises, under school authority, or while attending any school-sponsored activities. Sexual misconduct includes public indecency, sexual contact with another with person with or without consent, and sexually harassing comments and behavior.

10. **Possession/Use of Tobacco**
    No student shall carry, posses, distribute, purchase, attempt to purchase, or use any tobacco product, cigarette lighter, electronic cigarettes or similar devices, in school, on school grounds, on school buses, or at any interscholastic event/competition, extracurricular event, or other school sponsored event, both home and away. Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, chew tobacco, snuff, or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes are not permitted.

11. **Harassing or Threatening a Staff Member or Staff Member's Family on or off the School Grounds**
    No student shall direct to a school employee or employee's family member(s) words or phrases which are considered to be slanderous, degrading in nature, obscene or profane. This may also include communication that implies a threat or harassment of another individual.

12. **Extortion**
    No student shall commit an act of extortion, threatened extortion or threaten reprisals in order to secure an object, benefit, or service from another person. Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else.

13. **Theft**
    All students must respect the property of others. This includes school property, personal belongings of staff, and fellow students. Theft is strictly prohibited. Any theft should be immediately reported to a teacher, staff member, or the Principal.

14. **Unauthorized Bodily Contact**
    No student shall physically touch, hit, or make physical threats to a student or employee of the school system or any person while on school property or while attending a school-sponsored event.

15. **Fighting and Physical Abuse of Another Student While on the School Grounds, School Property, or at any School Function (home or away)**
    A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to another student

may be suspended from school. Any student who has been physically abused should report the incident to the middle school principal or any other faculty member immediately. Fighting **will not be tolerated on school grounds, on any school transportation vehicle, or at any school-sanctioned event.**

16. Harassment

Students are prohibited against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any unlawful basis. Students who are found to have engaged in unlawful harassment will be subject to disciplinary action. Any student who believes they have been unlawfully harassed by another member of the School District community should contact the Superintendent or other District Administrator.

17. Endangering Another

No student shall endanger another student while on school grounds, during any school function home or away, or while riding any school transportation vehicle. **Endangering shall be defined as any act that could or may cause harm to another person**.

18. Harassment/Intimidation/Bullying

A student shall not harass, bully, haze, persecute, intimidate, abuse or participate in any act that injures, degrades or disgraces any student, staff member or other school employee. This prohibition includes aggressive behavior, physical, verbal and psychological abuse, and violence within a dating relationship.

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, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior causes both 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.

"Electronic act" means an act committed through the use of a cellular telephone, computer, personal communication device, or other electronic communication device.

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/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (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 causes mental or 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 s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board 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/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to 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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment

Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-harassment.

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 aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy 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).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such 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 Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous 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 complaints 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. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action. Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall 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.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality
The School 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. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement
At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing

dating violence warning signs and characteristics of healthy relationships. Parents who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

19. Attendance

Students shall comply with school attendance requirements. No student shall be absent without school authorization and parental consent. Unexcused absences and repeated tardiness to school or classes may result in disciplinary action.

20. Forgery/Falsification/Misrepresentation

No student shall forge the name of another person or falsify other information whether orally or in writing.

21. Unauthorized Entry to any Part of District Buildings without Permission

No student shall be in any part of the middleschool outside of the regular school hours without the authorization of a staff member or coach. No student shall be in any area of the high school, middle school, or elementary school that is not designated for student use without the permission of an authorized school employee.

22. Out of Assigned Area

Students are expected to remain in their assigned classroom or authorized area at all times during the school day. Students may not be in any classroom, hallway, restroom, office, or other area of the building without the permission of a teacher or staff member.

23. Academic Misconduct

No student shall cheat or plagiarize on any school assignment. Cheating/plagiarizing includes, but is not limited to possession of unauthorized material, submission of another student's material (whether graded or not), false claims or fabricated references, copying

someone else's exam/test/quiz, passing answers from an exam/test/quiz to another student, or using AI without a teacher's permission. When a student is found to have cheated or plagiarized, the Principal may impose any of the following sanctions:

- The student will redo the assignment or complete another substitute assignment on his/her own time (lunch intervention, before or after school detention).
- The student may be denied participation and/or membership in academic and non-academic activities, groups, teams, and events. Offenses that occur in the final nine-week period of the school year will carry over into the next school year. Second offenses will warrant more severe consequences.
- The student may be suspended in school or out of school.
- The student may be expelled.
- Students may appeal any academic dishonesty charge against them within one week of the charge. The appeal will be presented to the Superintendent or his representative.
- Students will be held accountable for the completion of these assignments, and teachers will use this information to guide their instructional practice, however the student will not receive credit for the assignment, nor will they have the opportunity to reassess if they were otherwise eligible to reassess.

24. Failure to Serve an Assigned Detention

Any requested changes of an assigned detention must be approved by the Principal or his/her designee. Failure to serve the assigned detention may result in additional penalties.

25. Insubordination

No student shall be disrespectful or insubordinate to any teacher, student teacher, substitute teacher, principal, or authorized personnel. Students shall comply with directives and issued discipline. Failure to comply may result in additional penalties.

26. Throwing Food in the Cafeteria/Stealing Food/Littering

No student shall throw food in the cafeteria or at another student, teacher, or staff member. All food taken from the serving area must be purchased. There should be no food, paper, or trays/utensils remaining when a student leaves his/her seating area.

27. Bus Conduct

Students utilizing District transportation are under the authority of, and directly responsible to, the driver of the bus. Any student who repeatedly violates safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action as determined by the Principal.

- Students who ride District buses shall:
- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;

- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated;
- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver;
- not eat;
- not tamper with the bus or any of its equipment;
- remain seated until the bus has stopped;
- 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; and
- 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 he/she has proper authorization from school officials. Parents must inform the bus driver when their child will not be riding the bus. The bus will not wait.

28. Profane/Obscene Language, Gestures and Inappropriate Material

No student shall use profane, obscene or vulgar language, gestures, or possess inappropriate material.

29. Public Displays of Affection

Students shall not engage in inappropriate displays of public affection.

30. Vandalism

Any act of vandalism on a minor scale includes tampering with another student's locker; writing on a desktop, walls, locker, restroom facility, table, or school equipment; and/or any kind of damage done to any books or property of the school.

A. Vandalism of computer Network

A student shall not knowingly attempt to disrupt operations of the computer network by "hacking" into or vandalizing the network resources. This may include but is not limited to *malicious* attempts to:

1. Hack, alter, harm or destroy any software, hardware or data
2. Upload, download, create, or transmit any computer virus, worm, Trojan Horse or other harmful component or corrupted data
3. Gain access to other users' files and information
4. Disrupt or degrade the operation of the network through any means intended for that purpose

Note: Students may also be required to reimburse the school for any costs incurred as a result of computer and/or network misuse.

31. Gambling

No student shall participate or initiate any type of gambling for money or valuables while on the school grounds, on an authorized school vehicle, or attending a school related function.

32. Possession of Electronic Devices

Students are not to use CD players, headphones, radios, video games, cellular phones (cell phones may be used before and after school) MP3s, pagers, etc. during the school day. Usage and/or a classroom disturbance, even minor, created by an electronic device will result in the item being confiscated. If a student's electronic device is confiscated due to misuse, the student's parent must pick up the item at the end of the school day. Students shall not take photographs, video recordings, or audio recordings of other students and/or staff members without permission.

33. Dress Code

Students are expected to follow the school dress code during the school day.

34. Multiple Violations of Student Code of Conduct

Students who repeatedly violate the Student Code of Conduct may be subject to additional disciplinary action.

35. Other Types of Misconduct

No student shall engage in any similar misbehavior or activity as those listed even though not specifically addressed.

DISCIPLINARY ACTION

DETENTIONS

Students may be given detention(s) by the teachers or administration for various offenses. Detentions can be assigned for lunch, 30-minute, 1-hour, and 2-hour lengths.

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is a disciplinary consequence in which students are removed from their regular classes and assigned to a supervised setting during the school day. Students are expected to complete schoolwork, follow all school rules, and remain respectful and cooperative while assigned to ISS.

OUT-OF-SCHOOL SUSPENSION

Out-of-School Suspension (OSS) is a disciplinary consequence in which a student is temporarily removed from school and school-sponsored activities for a designated period of time due to a violation of school rules or the code of conduct. Students are expected to complete assigned work during the suspension period. Suspensions occur only during days when students are in attendance. Calamity or snow days will not count towards days of suspension. Please see Board Policies 5610 (Removal, Suspension, Expulsion and Permanent Expulsion of Students)

and 5611 (Due Process Rights) for a description of procedures applicable to out-of-school suspensions.

EMERGENCY REMOVALS

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, the student may be removed from curricular activities or from the school premises. Please see Board Policy 5610.03 (Emergency Removal of Students) for a description of procedures applicable to emergency removals.

EXPULSION

The Superintendent may expel a student from school for up to 80 days. Students, unless identified as a Student with Disabilities, cannot make up academic work during the expulsion period. An alternative online option can be provided at the cost of the student. The school district would not be liable for internet access or use of school computers for the option. All opportunity to earn grades or credit ends when a student is expelled. Additionally, a student who is expelled will be denied high school credit for college courses taken while serving his/her expulsion. Please see Board Policies 5610 (Removal, Suspension, Expulsion and Permanent Expulsion of Students) and 5611 (Due Process Rights) for a description of procedures applicable to expulsions.

SECTION VI. STUDENT DRESS CODE
STUDENT DRESS AND APPEARANCE AT SCHOOL AND SCHOOL ACTIVITIES

GENERAL STANDARDS

Clothing may be any color. Basic patterns (such as stripes, polka dots, and paisley) are permitted provided they are not distracting. Small manufacturer logos are allowed provided they are not the primary design of the garment. No large logos, graphics, or text are permitted on any article of clothing with one exception: tops bearing the name, logo, imagery, or name of a school-sanctioned group or event are allowed.

Students may not wear clothing that exposes private body parts or underwear or undergarments at any time, even while seated. All clothing must be free of holes, tears, and damage.

BOTTOMS

Pants, shorts, and skirts may be any color and are subject to the general standards above. Pants must be free of holes, tears, damage, and cannot have designs or large logos. Basic patterns (such as stripes, polka dots, or paisley) are permitted provided they are not distracting. Small manufacturer logos are allowed provided they are not the primary design of the garment.

Shorts and skirts, including any slits, may be no more than 5 inches above the knee as measured from the front, back, and side while the student is standing.

Student clothing must cover the entire torso at all times.

The following bottoms are not permitted under any circumstances: leggings, jeggings, sweatpants, athletic pants, athletic shorts, or pajama pants.

TOPS

Shirts, sweatshirts, and other tops may be any color and are subject to the general standards above. Shirts bearing the name, logo, or imagery of a school-sanctioned group or event are allowed.

All students are required to wear sleeved shirts that fully cover the shoulder. Sleeveless tops and tank tops are not permitted. Shirts must have a neckline that sits at or near the collarbone. Low-cut, scoop neck, and V-neck shirts that expose the chest are not permitted.

Sweatshirts, crewnecks, and hooded sweatshirts are permitted. Hoods are never to be worn inside the building. Students who receive repeated warnings for wearing hoods inside the building may lose the privilege of wearing hooded apparel entirely.

Student clothing must cover the entire torso at all times. Shirts must meet the waistband of the pants and may not expose the midriff.

FOOTWEAR

Footwear must be a structured shoe. Slippers, soft-soled shoes, and shoes with excessive bulk are not permitted. Roller or wheeled footwear is not permitted.

HEAD COVERINGS AND OUTERWEAR
Hats, hoods, and all other head coverings are not to be worn inside the building. Head coverings worn for held religious reasons are permitted.

Coats, heavy jackets, and outerwear accessories such as gloves and scarves are not to be worn inside the building and must be stored in a student's locker upon arrival. Lightweight full-zip or button jackets are permitted inside the building but must have a shirt worn underneath.

JEWELRY, ACCESSORIES, AND TATTOOS
Ear piercings are permitted and must not pose a safety hazard. Facial piercings and non-ear piercings must be small and cannot pose a safety hazard.

Accessories must be small, not distracting, must not obscure another student's view, and cannot pose a safety hazard.

Tattoos, jewelry, or accessories that include language or images not aligned with the general standards above are not permitted.

HAIR
Hair colors must be natural. Extreme or unnatural hair colors are not permitted. Hairstyles must not be distracting to the learning environment or obstruct the view of other students.

CTE PROGRAMS AND SPECIAL STUDENT GROUPS
Students enrolled in Career and Technical Education programs or other academic and extracurricular programs that establish standards of dress as a necessary part of their program will be expected to comply with the applicable program dress code on days when that code is in effect. On all other days, students are expected to comply with this dress code. Enrollment in a CTE or special program does not exempt a student from compliance with one code or the other at all times.

SPIRIT AND THEME DAYS
On designated Spirit or Theme Days, exceptions to the above standards may be announced by building administration. Any such exceptions will be communicated to students in advance..

DRESS CODE VIOLATIONS AND CONSEQUENCES
Students found to be in violation of the dress code are required to change before returning to class. Students must change into their own appropriate clothing, select an item from the school's available dress code-appropriate clothing, or contact a parent or guardian to bring an appropriate change of clothes. Changing does not exempt a student from the consequence assigned for the violation. The following progressive consequences apply regardless of whether the student changes:

First Offense: Documented warning.
Second Offense: Office referral and detention.
Third Offense and Beyond: Progressive discipline as determined by building administration.