



101 ELTON PARKWAY
SWANTON, OHIO 43558
419-826-4016 FAX 419-826-3626

STUDENT

HANDBOOK



**SWANTON
MIDDLE
SCHOOL
2025-2026**



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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.swanton.k12.oh.us and finding the specific policy or administrative guideline in the Table of Contents for that section.
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Dear Swanton Middle School Students and Families,

Welcome to Swanton Middle School!

We're so glad to have you with us. Whether you're new or returning, we're excited to support your journey through middle school—an important time of growth and discovery. Our team is committed to making your experience here positive, safe, and successful.

One of the ways we build our school community is through our **Swanton Seven Initiative**, which focuses on developing strong character and a positive culture. Every student and staff member is part of a house—**Dignitas, Obduro, Gratus, or Sapientia**—which helps foster a sense of belonging, friendly competition, and school pride. You'll learn more about our houses and the Swanton Seven values throughout the year.

To help ensure a great school year, we encourage you to review this **Student/Parent Handbook**. It includes important information about expectations, student rights, and responsibilities. Teachers will also review key points with students during the first weeks of school.

Thank you for being part of our Bulldog family. If you have any questions, please don't hesitate to reach out. We're looking forward to a fantastic year together!

With Appreciation and Excitement,

Nicolette Starks
Swanton Middle School Principal

Phone: 419.826.4016
Email: nicolette.starks@swantonschools.org

Adopted by the Board of Education on June 11, 2025
Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on Jun 11, 2025

FORWARD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 21, 2024. If any of the policies or administrative guidelines referenced herein are revised after July 21, 2024 the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

MISSION AND VISION OF THE SCHOOL

To provide a superior educational experience by working together with students, families, and community.

The Swanton Middle School is committed to the Swanton Seven Initiative. The Swanton Seven is devoted to promoting a positive culture and creating well rounded citizens.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender (including sexual orientation or transgender identity), military status, or ancestry, genetic information (collectively "Protected Classes") or age (except as authorized by law) while at school or a school activity should immediately contact the Board of Education: 419.826.7085

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

Unless enrolling under the District's open enrollment policy.

Unless enrolling and paying tuition.

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

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

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

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

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

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

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

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

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

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved by the school counselor and the administration. Schedule changes made after the second week of the school year will be recorded as a Withdraw Fail on the student's report card.

SCHOOL DAY

Classes start at 7:50 a.m. and end at 2:40 p.m. Students walking to school are not to enter the building prior to 7:40 am.

INJURY AND ILLNESS

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

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

EARLY DISMISSAL

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

WITHDRAWAL/TRANSFER FROM SCHOOL

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

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

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

USE OF MEDICATIONS

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

- Parents should, with the counsel of their child's prescriber, decide whether the medication schedule can be adjusted to avoid administering medication during school hours.

- The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
- If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- The principal or designee will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

NON PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

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

If a student is found using or possessing a no prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

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

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

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

CONTROL OF BLOOD-BORNE PATHOGENS

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

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

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

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

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

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents.

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

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

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

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

The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

STUDENTS WITH DISABILITIES

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

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

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

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504 (as amended) and State law. Contact the Guidance Office at 419.826.3045 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at the Board of Education at 419-826-7085.

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

Directory information includes: 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; or awards received; honor rolls; or scholarships.

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

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Swanton Middle School charges specific fees for the some activities and materials used in the course of instruction.

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

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

A lunch may be charged if a student forgets or loses lunch money. This charge is to be paid as soon as possible and should not accumulate. Charging may be denied the last two weeks of school.

Students may not accumulate more than ten days of charges. On the eleventh day, an emergency meal will be given.



Swanton Local School District is always looking for ways to be more efficient and effective in our fiscal policies. While it may seem like a minor issue to some, the collection of non-sufficient fund (NSF) checks is a time consuming and costly issue. As with any business, Swanton Local School District has an obligation to our clients and the community's taxpayers, to be fiscally accountable. Collecting returned checks can take valuable time from the school district personnel. To manage this process, our District will begin using **checXchange™** on March 1, 2013.

checXchange™ utilizes the federal and state laws allowing the electronic recovery of NSF checks which results in a high rate of recovery at no cost to the school district. The cost becomes the responsibility of those who wrote non-sufficient fund checks with the electronic recovery of the face amount of the check and the electronic recovery of the state fee from the bad check writer's bank account. Utilizing **checXchange™** is an effort by the school District to be fiscally accountable in a more efficient and cost effective manner.

Swanton Local School District will gladly accept checks. No longer will the district or school staff arrange for the repayment of returned checks. Should your check be returned for insufficient funds, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check is your acknowledgement and acceptance of this policy and its terms and conditions.

Please include the following information on your check:

- Full name
- Street Address
- Home phone number
- Cell phone number

STUDENT FUND-RAISING

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

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

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

Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

Students should not engage in house-to-house canvassing for any fundraising activity.

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

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

STUDENT VALUABLES

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

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the Director of Food Services.

SAFETY AND SECURITY

Visitors, particularly parents, are welcome at the Swanton Middle School. Visitors must report to the attendance office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in for a pass, shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call/email 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.
- All Visitors are given and required to wear a building pass while they are in the building.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather

than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the community via television stations and Parentsquare notifications.

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

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

STUDENT LUNCH DELIVERIES & OUTSIDE FOOD POLICY

To support student health, safety, and a focused learning environment, **no outside food may be brought into the school by visitors at any time**, including during lunch. This includes fast food, restaurant deliveries, and food for birthdays or celebrations.

All student meals must be brought from home by the student or purchased through the school cafeteria. Thank you for supporting our efforts to maintain consistency and reduce classroom disruptions.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of three 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 on time. Students may check out up to three items at a time.

LOST AND FOUND

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

USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

This policy is grounded in Ohio Revised Code Section 3313.753, which prohibits student use and visibility of electronic communication devices during the school day, and reflects Swanton Local School District's continued commitment to student success.

Policy Expectations

- Cell phones must be completely powered off and kept in lockers from the start of the school day until the end of the school day.
- The school day is defined as beginning at the first bell and ending with the final dismissal bell, including all transition times, lunch periods, and class transitions.
- Cell phones must be stored in a secure and concealed location such as a locker, backpack, or zipped bag. Phones may be carried on the body but must be powered off and kept out of sight.
- Use of cell phones for any reason, calling, texting, checking notifications, taking photos or videos, listening to audio, or any other purpose, is strictly prohibited during the school day, regardless of the student's location in the building.
- Cell phones are not to be used in classrooms, hallways, restrooms, locker rooms, the cafeteria, or any other school space during school hours.
- Students may turn on and use their phones only before the first bell and after the final dismissal bell.
- If a parent or guardian needs to contact their child during the school day, they must do so by calling the school's main office. Office staff will ensure the message is relayed or that the student is called down if necessary. Students will not be excused to use their phones.

For discipline process - Please see the Student Code of Conduct #27 "Technology Violation/Possession of Equipment."

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

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one (1) school day of its receipt.

The School has a central bulletin board located in the main hallway that may be used for posting notices after receiving permission from the Principal.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in

the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- **Students who violate school rules may lose the privilege to go on field trips.**

GRADES

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

The School applies the following grading system:

Grading Scale

4.3	(97-100)
4.0	(93-96)
3.7	(90-92)
3.3	(87-89)
3.0	(83-86)
2.7	(80-82)
2.3	(77-79)
2.0	(73-76)
1.7	(70-72)
1.3	(67-69)
1.0	(63-66)
0.7	(60-62)
Below .7	(<60)

GRADE POINT AVERAGE

Grades will be calculated on a 4.3 Scale

Semester grades will determine cumulative grade point average and credit. A student will receive .5 credits for the successful completion of one semester of work.

Final grades will be rounded up if final grade is $\geq .05$ points below the stated graded break.

For example 2.65 will be rounded to a 2.7 and be recorded as a B-. A final grade of 2.649 will be recorded as a C+.

The semester grade calculation is as follows:

$$\begin{array}{rclcl} \text{1st 9 Weeks} & + & \text{2nd 9 Weeks} & + & = \text{Final Grade} \\ 50\% & & 50\% & & 100\% \end{array}$$

GRADING PERIODS

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

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

Students may be subject to making up specific classes or portions of classes online as well at the discretion of Swanton Middle School administration and staff.

Failure to attend summer school and/or make up failed classes may result in a student being held back/retained the following school year.

The principal shall have final say in all decisions regarding retention, credit recovery, and class make up duration.

RECOGNITION OF STUDENT ACHIEVEMENT

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

HONOR ROLL

Academic honor rolls are compiled at the end of each nine-week grading period. The following academic awards may be given at Swanton Middle School.

- First Honors: A grade point average of 3.5 or better for each grading period.
- Second Honors: A grade point average of at least 3.0 or better for each grading period.
- *Presidential Education Award* – Awarded to eighth grade students based on academic criteria. Certificate awarded for achieving First Honors Status while in middle school.

HOMEWORK

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

Homework is to be completed on the student's own time and turned in to the teacher on time. Late homework will be accepted per teacher and administrator discretion.

UNIFORM GRADE PERCENTAGE

- 65% Summative Assessments (Unit/Chapter Tests, Projects, Portfolios, Presentations and Quizzes)
- 20% Formative Assessments (In-class work completed after guided instruction)
- 15% Homework (If an assignment leaves the room it is considered homework)

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. Definitions. For purposes of this Policy,

The term "Network" shall mean the District's group of interconnected via cable and/or wireless computers and peripherals, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.

The term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

2. Purpose and Use:

The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with

others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with an administrator to be informed whether or not a use is deemed appropriate.

3. Users Bound by Policy in Accepting Access:

The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User.

4. Personal Responsibility:

Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the Technology Coordinator immediately. Any improper use of your account, even if you are not the User, is your responsibility.

5. Reporting Misuse of the Network:

Users must report any misuse of the Network to an administrator. "Misuse" means any apparent violation of this Policy or other use, which has the intent, or effect of harming another person or another person's property.

6. Violating Policy with Personal Equipment:

The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of up to thirty (30) days.

7. Discipline for Violation of Policy:

Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct (or if an employee, of the contract of employment), and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies. Disciplinary action relating to employees is always subject to the provisions of any applicable collective bargaining agreement.

8. Waiver of Privacy:

By accepting Network access, Users waive any and all rights of

privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and Other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

9. Confidentiality and Student Information:

Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm.

10. District-Owned Equipment:

Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the Information Technology Department. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Information Technology Department.

11. Unacceptable Uses of the Network:

All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following

Offensive or Harassing Acts:

Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

Violations of Privacy:

Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.

Creating Technical Problems:

Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.

Use Of Outside Services:

All email, document storage, blogs or any and all other services must be provided by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited. [OPTIONS:] [1] Outside email systems may be used for personal email, subject to the loss of privacy rights as stated in this Policy. Use of such systems for District business is prohibited.] [OR] [2] Outside email systems may be used for personal email, subject to the loss of privacy rights as stated in this Policy. No District business shall be conducted on outside email services unless a copy of each such communication is copied or forwarded to the User's District account for archiving.] [AND/OR] [3] [Outside document storage, such as Google Docs, and other services, such as blog hosting, may be used with the permission of the System Administrator, subject to an evaluation of student privacy.]

Violating Law:

Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.

Violating Copyright:

Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.

Personal Use:

Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of

an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.

Political Use:

Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.

General Misconduct:

Using the Network in a manner inconsistent with the expectations of Swanton Local Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier.

12. Specific Limits on Communication Over the District Network:

Expressing Opinion:

The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.

Large Group Mailings:

The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions, which may be developed by the Administration or the System Administrator. Users may not send emails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

Personal Email:

Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience, but must not impact paid work time and is subject to all of the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined at the sole discretion of the Superintendent. "Limited personal use" shall be defined as no more than ten (10) messages during any one day, with no attachments large enough to impede the normal functioning of the computer or the Network,

as determined by the System Administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.

Electronic Signatures:

Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically signed documents should report the situation to the Technology Coordinator.

13. System Security and Integrity:

The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.

14. No Warranties Created:

By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

15. Updates to Account Information:

You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the administration office or other person designated by the School District to receive this information.

16. Records Retention and Production:

Users must comply with all District directions regarding the retention and management of e-mail or documents. **Text messaging for District business is prohibited.** The District retains the right to receive a copy of a record from an Employee User's private computer if for some reason it exists only on that computer.

17. Website Content:

Every school employee is responsible for any and all content that he or she displays on the Swanton Local School website. This includes items posted on any district resource (i.e. Powerschool, Schoology, My Big Campus).

18. Share Drives:

Student home directories and the collaborative share drive will be erased at the end of each school year to ensure compliance. Staff home directories and their collaborative share will remain untouched as long as the staff member is employed by Swanton Local School District.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321

Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

Swanton Local School District Computer Network and Internet Acceptable Use Policy

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Revised: 08 /05 / 2013

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 56

CLUBS AND ACTIVITIES

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

All groups must comply with School rules and must provide equal opportunity to participate. No organization may use the name of the school or school mascot on any materials or information

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact Swanton Board Office to discuss any legal requirements and to obtain any required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

It is **required** that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The following regulations on attendance for extra-curricular activities (examples but not limited to, athletic events, dances, award ceremonies, , etc.) shall be strictly enforced:

- A. All students are expected to be in attendance on the day of an extracurricular event or when practice is scheduled unless the student/participant has arranged with the principal or coach/advisor to be excused. Unless approved by the principal, a student must be in attendance prior to the start of 4th period and remain in attendance until school is dismissed for the day to be eligible to participate in the day's activity or practice.
- B. Failure of students to comply with the above regulations will result in the denial of participation for the next scheduled event or events in the case of multiple absences.
- C. Band & Choir Concerts are considered Co-Curricular activities. Students not at school can participate and receive a grade for a concert that same day.

Subsequent violations of the Attendance Policy will result in the denial of participation for the remainder of the year

SECTION IV - STUDENT CONDUCT

ATTENDANCE

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

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit Swanton Middle School wants to help students develop as early as possible.

MAKE UP OF A TEST AND OTHER SCHOOL WORK

If a student is absent from school, the student shall have extra time to make up for the school work missed while absent. This extra time shall be equivalent to the days absent. For example, if a student is absent for two (2) days, they shall be granted two (2) school days following their return to school to complete tests, quizzes, class work, and to turn in homework that was assigned or completed while absent. Tests, quizzes, or homework that was assigned prior to their absence is due upon their return to school. Work not completed or turned in during this equivalent time may be counted as a grade of a zero (0).

SWANTON MIDDLE SCHOOL NOTIFICATION OF ABSENCE

If a student will be absent, the parents must notify the School at 419.826.4016 by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse within ten days after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Skipped class or part of the school day will be identified as an unexcused absence. The student will also be subject to disciplinary action. Students with a health condition that causes repeated absence must provide the administration with an explanation of the condition from a registered physician.

FULTON COUNTY UNIFORM TRUANCY PROCEDURES

The Statutes governing School Attendance are very specific and leave little option for School Authorities to excuse children from school. Parent notes/phone calls will be accepted to excuse up to 30 hours of absence per semester. A medical statement from a doctor will be required by the Attendance Officer for absences totaling more than 30 hours during any one semester (60 hours during the school year). Medical statements must be received by the attendance officer within 48 hours of the doctor visit. Extenuating circumstances may be considered on a case by case basis for exceptions to this rule. Appeals should be made to the student's school principal

A. Definitions

1.Excused Absences

- Medical excuse written by a doctor or school nurse;
- Legal excuse by a court;
- Limited absence by parental note, accepted by the school in accordance with local board policy. (County policy, 30 hours in a semester/60 hours in a year.)

The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school: Personal illness; Illness in the family; Quarantine of the home; Death of a relative; Work at home due to the absence of parents/guardian; Observance of religious holiday; Medical or dental appointment. RC 3321.04. Parental notes for these reasons (except when medical notes are provided) and for fair, vacation, hunting, personal, etc. are limited to 30 hours per semester/60 hours in a year. Extenuating circumstances may be considered on a case by case basis.

2. Unexcused Absences

- Truant: any absence from school without permission;
- Any absence by parental note not accepted by the school in accordance with local board policy;
- Any absence by parental note not approved by the Attendance Officer, including, but not limited to, more than 30 hours in a semester or 60 hours in a year. Extenuating circumstances may be considered on a case by case basis.

3. Habitual Truancy - RC2151.011 (B) (18) in Sub H.B. Bill 410 now defines habitual truancy as a school age child who is absent without a legitimate excuse for:

- 30 or more consecutive hours
- 42 or more hours in one month
- 72 or more hours in a school year

4. School Month - consists of four school weeks.

5. School Year - begins the first day of July of the calendar year and ends the 30th day of June of the following calendar year.

6. Unruly Child (RC 2151.022)

- _ Any child who does not subject himself to the reasonable control of his parents, teacher, guardian, or custodian, by reason of being wayward, or habitually disobedient;
- _ Any child who is habitually truant from school.

7. Delinquent Child (RC 2151.02 (E))

- _ Any child except a juvenile traffic offender, who violates any law of this state or the United States, or any ordinance or regulation of a political subdivision of the state that would be an offense if committed by an adult.
- _ Any child who violates any lawful order of the court made under this chapter, including a child who violates a court order regarding the child's prior adjudication as an unruly child for being a habitual truant.
- _ Any child who violates any lawful order of the court...

8. Tardiness

As a result of the new definition for habitual truant in RC 2151.011 (B) (18) in Sub H.B. Bill 410, any issue of tardiness shall be covered by the student's hours of attendance.

9. Absence Intervention Team (RC 3321.191 (C) (2))

Each school district is responsible for establishing an Absence Intervention Team. Membership in the Absence Intervention Team is specified by statute RC 3321.191 (C) (2) (c) & (d). Schools with less than 5% chronic absenteeism percentage are exempt from the requirement of establishing an Absence Intervention Team. RC 3221.19 (E)

10. School

A "school" is defined as a brick and mortar building, virtual online, or any other assigned educational program.

B. Unexcused Absences

The School is expected to assign a student to an Absence Intervention Team when a student is habitually truant and make a referral to the Attendance Officer. Students, who have a substantiated history of truancy and/or have been referred to the Attendance Officer during the prior school year, should have attendance monitored closely. Referrals on students with prior attendance issues should be made to the Attendance Officer in a timely manner. (A listing of these students is provided to the home school at the end of the previous or start of the new school year.)

After receiving a referral, the Attendance Officer will notify the student and his parents of the compulsory school attendance laws. A written notice to parent and child and warning letter will be

given at a home visit, or mailed to them by the Attendance Officer. Parents are advised that all further absences will require an acceptable written excuse (medical if warranted).

Copies of correspondence initiated by the Attendance Officer to the parent/guardian concerning a student will be sent to the school attended, as well as the home district school, if different, and should be filed with student's records.

School Resource Officers (SRO) working within districts are to make timely written report to the Attendance Officer documenting any contact with a student, his guardian or parent concerning alleged truancy, so that due process can be completed by the Attendance Officer.

The Attendance Officer initiates all truancy actions with the appropriate court, ONLY after unsuccessful completion of the Absence Intervention Plan. RC3321.16 (B)

C. Prohibition RC 3313.68

A student shall not be suspended out of school as a disciplinary action for truancy. Students who are found to be truant or unexcused from school should be assigned to the Absence Intervention Team, prior to any involvement with the juvenile court. The Attendance Officer will determine when to refer families for Mediation, or, with prior Juvenile Court approval to Juvenile Court Diversion.

D. Grade Promotion And Retention Policy RC 3313.609 (Senate Bill 55)

(A) As used in this section:

(1) "Truant" means absent without cause.

(2) "Academically prepared" means whatever educational standard the board of education of each city, exempted village, local, and joint vocational school district establishes as necessary for the promotion of a student to the next grade level pursuant to the policy adopted under division (B) of this section.

(B) The board of education of each city, exempted village, local and joint vocational school district shall adopt a grade promotion and retention policy for students. The policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than 10% (100 hours) of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

E. Mediation

Shalom Ministries will be providing Mediation Services to schools on a selective basis. The program will be reserved for students with problem attendance, not previously involved with the court system.

Students under age 10, and their parents, may be referred for Mediation services when absences become excessive. Principals should contact the Attendance Officer to request that Mediation be scheduled. The Mediation will be held at student's school, facilitated by a trained mediator. (Mediations may be limited in number per district due to staffing and funding constraints.)

F. Diversion: Unruly/Delinquency Truancy Complaint

The Juvenile Court is offering a Diversion program for habitually truant students. The goal of the Diversion Program is to avoid a permanent juvenile record for students.

In addition to a formal complaint filed by the Attendance Officer, students habitually truant may be directly referred, with prior Juvenile Court approval, to the Juvenile Court Diversion Program, by the appropriate school district or school pursuant to RC 3121.191 (C) (2) (b). This informal referral from the school district or school may be considered part of any Absence Intervention Plan.

Those students failing the Truancy Diversion offered by the Juvenile Court may be brought officially before the Juvenile Court on the original complaint of unruly or delinquency, or a formal complaint filed by the Attendance Officer for those unsuccessful informal referrals.

Diversion I:

First time Habitual Truants and parents/guardians will meet with the Attendance Officer at the probation department. Principal is not required to attend Diversion I hearing. School is notified of this hearing, but is not mandated to attend. The Probation Officer will explain the complaint, and what is expected of the student/parent in order to complete Diversion 1. (i.e. attend school daily, be on time, and obey all school regulations, and a tour of the Northwest Ohio Juvenile Detention Training and Rehabilitation Center.) **If Diversion I is successful, the student does not have a juvenile record.**

Should Diversion I fail (student continues to be truant/unexcused), school will notify the Attendance Officer, who in turn will notify the chief probation officer to schedule Diversion II, if appropriate.

Diversion II:

Second time Habitual Truants and parents/guardians will meet with the Attendance Officer at the probation department. Principal is not required to attend Diversion II hearings. Students are placed on unofficial probation for 60 days, are required to tour the Northwest Ohio Juvenile Detention Training and Rehabilitation Center within 30 days of not previously completed, and must attend two office visits with a probation officer.

If Diversion II is successful, the student avoids a permanent Juvenile record.

Should Diversion II fail (student violates any terms of the unofficial probation) the student is referred to the Juvenile Court for formal action before the Judge.

Medical Excuses:

Once a student enters any Diversion, OR has appeared before the Juvenile Court and is under Court Order to attend school, all absences must be documented by a Medical Excuse. If no

medical note is provided, absence may be entered as Unexcused, and reported to the Attendance Officer and/or Probation Officer.

Note: Only written medical excuses (signed by a doctor) and legal proceedings (requiring student's attendance in court) are legitimate, excused absences recognized by the Juvenile Court.

Goals:

The goals of the Diversion Program are: To quickly and efficiently deal with juveniles and swiftly administer justice; To allow youth to acknowledge responsibility for his/her actions with appropriate consequences; To provide the youth and family with needed resources; and to prevent further involvement with the juvenile justice system.

G. Disposition Of Unruly Child (Habitually Truant)

A student adjudicated a school truant and/or unruly child may be:

1. Placed on community control including probation. RC 2151.354 (A) (2)
2. Have license or learner's permit suspended. RC 2151.354 (A) (3)
3. Place the child in counseling or other appropriate programming. RC 2151.354 (C) (1)
4. Require parents of habitually truant student to perform community service, participate in a truancy prevention mediation program; and receive a warning that subsequent adjudication of the child as an unruly or delinquent child may result in a criminal charge against the parent, guardian, or custodian. RC 2151.354 (C) (2)

H. Violation Of Probation/Penalties For Students

A student adjudicated a school truant and violating Official Probation, or Court Ordered school attendance by failing to attend school, may be:

1. Incarcerated up to 90 days at Northwest Ohio Juvenile Detention Training and Rehabilitation Center. RC 2152.19 (A) (3)
2. Placed in an out of home placement, such as a foster or group home. RC 2152.19 (A) (1)
3. Placed on official probation or have current probation terms modified. RC 2152.19 (A) (4)
4. Have license or learner's permit suspended. RC 2152.19 (A) (4) (1)

Schools must immediately report any unexcused absence of a student on probation to the Attendance Officer or Probation Officer assigned

I. Penalties Against Parents Or Guardians Of Habitually Truant Students

The Juvenile Court or court of competent jurisdiction may take action against parent, guardian, or person having care of the child as set forth in the Ohio Revised Code which may include, but not limited to:

- Require the parent, guardian or other person having care of the child to participate in community service program or Truancy Mediation; RC 2151.354 (C) (2) (a) & (b)
- Require the parent, guardian, or other person having care of the child to post a bond in a sum not exceeding \$500 with sureties to the approval of the court; RC 3321.38 (A)
- If the parent is found in contempt of Court for the first offense, fine the parent, guardian, or other person having care of the child up to \$250 and order the parent, guardian or other person having care of the child to serve not more than 30 days at the Corrections Center of Northwest Ohio. RC 2705.05 (A) (1)
- If the parent is found guilty of contributing to the unruliness or delinquency of a child, fine the parent, guardian, or other person having care of the child up to \$1000 and ordering the parent, guardian, or other person having care of the child to serve up to 180 days at the Corrections Center of Northwest Ohio. RC2919.21 or 2919.24
- In appropriate cases, charges of educational neglect may be brought by the Fulton County Department of Jobs and Family Services. RC 2151.03

J. Court Appearances

The School is responsible for delivering an up-to-date attendance record to the Attendance Officer on all days of a court proceedings. This record should indicate dates of excused absences and unexcused absences incurred by the student to date and show days of assignment of in-school suspensions. ***The Juvenile Court also requires a current copy of a student's grades and any disciplinary referral to include detentions/Saturday schools served or owed.*** The school principal or administrator is **required** to attend official court hearings unless excused by the Juvenile Court. The Attendance Officer will notify the principal of the date and time of hearing.

K. Unexcused Absences: Pregnant And/Or Parenting Students

Pregnant and/or parenting students present special circumstances, and will be addressed individually in accordance with the Procedural Guidelines established for enforcement of compulsory education laws. Compulsory school attendance for pregnant and/or parenting students will be actively enforced, with the assistance of the Juvenile Court. (For additional information, please see Fulton County Uniform Truancy Procedures – **Addendum Procedural Guidelines**)

A pregnant/parenting student who fails to provide completed forms and is habitually absent from school without legitimate excuse will be considered truant.

A married student who is not pregnant, and not parenting, and is habitually absent from school without legitimate excuse will be considered truant.

Non-Compliance

Parent(s)/guardian(s) and student (who has not been excused from regular attendance by a doctor, and is failing to comply with the above requirements) will be warned in writing by the Attendance Officer that the student is in violation of the Ohio Attendance laws. Students will be referred by the school to an Absence Intervention Team or scheduled for Mediation by the Attendance Officer. A school nurse, public health nurse and children's services caseworker may also be asked to attend a Mediation if deemed appropriate. ***(NOTE: A referral to the Absence Intervention Team is required prior to a truancy charge being filed with the court.)***

Truancy Action

A Pregnant/parenting students who are not medically excused from attending school, is habitually truant having 30 hours of consecutive unexcused absence, or 42 hours of unexcused absence in one school month, or 72 hours of unexcused absence during the school year, AND has failed to comply with the Absence Intervention Plan, may be charged with Truancy. **See Section B Above**

Pregnant Student Whose Physician Excuses Regular School Attendance

Tutoring will be arranged by the home school or a recommendation made for online instruction; the school will request the physician to advise of any measures that would allow students to return to school before delivery. Students/parents may be asked to sign a Release of Information form.

Students will begin/continue regular prenatal care (appt. card reviewed by GRADS Coordinator, or tutor to verify appointments.)

Students will cooperate with tutor, and/or actively participate in online instruction.

Students will schedule/attend family planning counseling following delivery. (Have an appointment card signed by a counselor).

Students will participate in offered parenting classes, and make LEAP inquiry at Dept. of Job & Family Services for qualifying benefits and classes offered. (Have an appointment card signed.)

NOTE: The GRADS program is in place to assist pregnant and parenting teens and promote healthy newborns. It is not a mandated program, but is highly encouraged for all pregnant and parenting teens.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. Any student who is late to class up to one (1) minute shall be disciplined by the teacher. Students who are more than five (5) minutes late will be considered absent for that instructional period.

Not being in the assigned location/class before the bell starts to ring is considered tardy.

Penalties for being tardy to classes will be as follows:

- 3rd tardy write-up—students will be assigned an after school detention.
- 4th tardy write-up—students will be assigned an after school detention.
- 5th tardy write-up—students will be assigned a Saturday School

- 6th tardy write-up and above—students will be assigned an In-School Reassignment

Penalties for being tardy arriving to school will be as follows:

- 3rd tardy to school (1st period) - student will be given a warning
- 5th tardy to school (1st period)—students will be assigned an after school detention.
- 10th tardy to school (1st period)—students will be assigned a Saturday School.

The accumulation of tardies will be counted from all class periods together, not to one specific class period only. (Example: if a student is late to first period that counts as one tardy; if the student is then late to second period that counts as a second tardy towards disciplinary action.)

Swanton Middle School staff has the authority to determine if the tardy was a result of an extenuating circumstance and may excuse the tardy if deemed appropriate. An example would include but is not limited to a locker jam.

VACATIONS DURING THE SCHOOL YEAR

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. Vacation days will count toward the 5 day limit.

If a student will be going on vacation during the school year, a "Student Leave Form" must be picked up from the attendance office by the parent/guardian or the student. The parent/guardian must fill out and sign the form and send the form back to the attendance office. The student must bring the form to all of his/her teachers and return the completed form to the attendance office no later than two (2) days prior to the student leaving for vacation. On this form, Swanton Middle School will note the number of days excused or unexcused.

CODE OF CONDUCT

A major component of the educational program at Swanton Middle School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

Classroom Environments

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

EXPECTED BEHAVIORS

Students are expected to follow the Swanton Seven Initiative. These are building expectations that all Bulldogs should exemplify from staff to students.

1. Exhibit effective listening skills (eye contact, face the speaker, pay attention to speaker).
2. Utilize excellent conversation skills (answer in complete sentences, show interest in the person, ask questions, address adults as Mr. or Mrs., shake hands, be courteous in writing.)
3. Use your manners. (please, thank you, excuse me)
4. Choose to work hard. Strive to be successful in whatever you do. (We can focus on different things like HW, goal setting, studying for tests, participating in class).
5. Support, respect, and encourage the people around you. (no put-downs, compliment others, speak out against bullying, watch out for each other, pitch in to help.)
6. Be honest and do not make excuses. (Take responsibility for you).
7. Take pride in our school and yourself. (keep our building, home, Swanton clean; good hygiene, wear school colors on Friday).

DRESS AND GROOMING

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

Students should consider the following questions when dressing for school:

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

Swanton Middle School's dress code is established to prevent disruption, avoid safety hazards, and prepare each student for future employability. Specific rules and regulations cannot begin to cover all dressing and grooming styles and fads because they are constantly changing. However, the following specific regulations will be enforced:

- The dress and grooming of students must be clean and in keeping with health, safety and sanitary requirements reflecting a positive image of our school.
- The dress and grooming of students must not disrupt the learning process.
- No mesh tops, tank tops, or sleeveless shirts of any kinds will be allowed. Sleeves may not be cut off. Logos must be in good taste and void of obscenities (either gestures or visual) shirts with tobacco, drug, sexual innuendo, alcohol advertisement, gang insignia, cult and/or satanic images will not be allowed. School officials have the right to determine what are or are not appropriate pants/shirts.
- No bare feet and no dangerous shoes will be allowed.

- All hats, coats, bags, and purses are to be placed in the student's locker upon arrival and remain in the locker during the school day
- Tears in the seat or tears that expose undergarments are prohibited. All pants are to be worn at the hips.
- The dress regulations may be waived or amended for special spirit days with permission from the building administrators.
- Students wearing electronic monitoring devices must keep them out of sight at all times.

Students who are representing Swanton Local 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.

It is recommended that Swanton Middle School students do not wear apparel with other schools names or logos on them. School spirit is important in Swanton Schools and Swanton Middle School welcomes your support of our school system.

GANGS

Gangs that initiate, advocate or promote activities that threaten the safety or well being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

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

CARE OF PROPERTY

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

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

BULLYING, HARASSMENT, AND INTIMIDATION

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

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

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

Harassment, intimidation, or bullying means:

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

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

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes 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 a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include 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. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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.

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 principal or appropriate administrator shall notify the 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 principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a 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 principal for review, investigation, and action.

ANTI-HARASSMENT COMPLIANCE OFFICERS

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

High School Assistant Principal
419-826-3045
601 N Main St.
Swanton, OH 43558

Middle School Assistant Principal
419-826-4016
101 Elton Parkway
Swanton, OH 43558

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 website (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. 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 procedure.

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 and aggressive behavior and bullying in general, will be age and content appropriate.

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 principal 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.

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

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

SWANTON STANDARDS CONDUCT SYSTEM

At Swanton Middle School, our staff and students work hard on the *Swanton Seven* and the expectations outlined in the SMS Handbook. These Swanton Standards are central to our mission of fostering a positive school culture and developing well-rounded, responsible citizens.

Beginning this year, Swanton Middle School will implement a *Swanton Standards Conduct System* for all students in grades 5 through 8. This system is designed to reinforce consistent behavior expectations across the building and motivate students to take ownership of their actions.

The system will utilize a **digital Conduct Sheet** to track minor classroom behavior infractions. Students will begin each quarter with zero infractions. When an infraction occurs, the teacher will log it and discuss the behavior with the student to provide an opportunity for reflection and correction. Once a student accumulates **three total infractions** (across all classes), an **office referral** will be submitted, and administration will determine the appropriate next steps.

The most commonly enforced standards on the Conduct Sheet include (but are not limited to):

- Not being prepared for class
- Inappropriate behaviors (e.g., disruptive noises, gestures, refusal to complete work, talking out of turn)
- Disrespect toward staff, peers, or school/classroom property

Students who complete the quarter without receiving a single office referral will be eligible for an **incentive** to celebrate their commitment to the Swanton Standards.

STUDENT DISCIPLINE CODE

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

1. Possession/ distribution/ use of drugs and/or alcohol

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

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other

member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

2. Possession/use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

3. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610.

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

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

4. Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

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

5. Use of an object as a weapon

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

6. Knowledge of dangerous weapons or threats of violence

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

7. Arson

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

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

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

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

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

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

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

11. Misconduct off school grounds

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

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

12. Extortion

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

13. Gambling

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

14. Falsification of school work, identification, forgery

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

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

The use of artificial intelligence or chatbots without the expressed permission of the teacher is prohibited. Students are expected to generate their own work/ responses to the assignments required of them.

15. Bomb Threats, and other false alarms and reports

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

16. Terroristic Threat

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

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

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

18. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

19. Theft, or knowingly receiving or possessing stolen property

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

20. Insubordination

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

21. Damaging property (Vandalism)

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

22. Persistent absence or tardiness

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

23. Unauthorized use of school or private property

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

24. Refusing to accept discipline

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

25. Aiding or abetting violation of school rules

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

26. Displays of affection/sexual activities

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

27. Technology Violation (including possession of electronic equipment)

Technology Violation- Students must follow all school/classroom rules and guidelines pertaining to technology. This includes and is not limited to: Following all Chromebook rules and regulations, following all AUP guidelines, proper internet searches/usage, following all teacher guidelines (example-searching the web or playing games when you are asked to be working on an assignment).

A Technology violation may result in a student being assigned an after-school detention, Saturday school, ISR, and/or suspension, depending on the violation. Multiple violations throughout the year will increase the severity of the punishment and may result in losing technology privileges/usage.

Possession of electronic equipment - The School will supply any electronic equipment or devices necessary for participation in the educational program. Per the cellular device policy, Students shall not use or possess on their person any electronic equipment during school hours. Examples of prohibited devices include, but are not limited to, iPods, iPads, electronic readers (Kindles, Nooks, etc.) radios, "smart watches", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Devices must be turned off and stored in the student's locker during the school day hours.

To ensure consistent enforcement, the following disciplinary measures will be taken in the event of a policy violation:

First Infraction

- The student will receive a one-hour after-school detention.

Repeated Infractions

- If a student continues to violate the policy after the first infraction, they may be required to forfeit their cell phone upon arrival to school each day. The phone must be turned in to the main office before the first bell and will be returned at the end of the school day.
- Refusal to surrender the phone upon request by staff will be considered insubordination and may result in further disciplinary action.

- Repeated violations may also result in additional consequences, including extended detention, in-school suspension, or loss of privileges, depending on the nature and frequency of the behavior.
- Noncompliance with the forfeiture procedure will be treated as a serious disciplinary matter and addressed per the Code of Conduct.

28. Violation of individual school/classroom rules

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code. For example, dress code violations, no gum chewing, and no energy drinks based on individual classroom and school rules.

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

30. Interference, disruption or obstruction of the educational process

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

31. Harassment and/or Aggressive Behavior (including Bullying/Cyber bullying)

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

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

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety,
 - a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
 - speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

Verbal

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

Nonverbal

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

Physical

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

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

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

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

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

AntiHarassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

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

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

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

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

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

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

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

32. Hazing

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

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

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

33. Violent Conduct

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

34. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

35. Careless or Reckless Driving

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

36. Burglary

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

37. Fighting

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

38. Lighting Incendiary Devices

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

39. Possession of Pornography

Possessing sexually explicit material.

40. Unauthorized use of vehicles

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

Vaping Policy

E-cigarettes, vaping, juuling, or the use of other similar devices that are used to inhale or ingest foreign substances, will be treated as a drug offense. Within twenty-four (24) hours of the violation, the student may complete an approved drug screen with an SLSD approved testing facility. Test results must be sent directly to the school administrator from the testing facility. Upon receipt/review of the results, if administration is able to clearly establish that no illegal substance has been discovered, the administrator may reduce the violation to a smoking or use of tobacco offense. If the student refuses to complete an approved drug screen or does not complete the screen within 24 hours, this will be considered a positive result for an illegal substance and will be treated as a drug offense.

DISCIPLINE

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

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

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

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

INFORMAL DISCIPLINE

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- pre-school, lunch-time, after-school detention;

- in-school reassignment;
- Saturday School

Detentions

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

In-School Discipline

Saturday school will be in session from 8:00 a.m. to 12:00 noon.

Assigned students will attend a continuous 4 hour period. Each student shall arrive with sufficient educational materials to be busy during this 4 hour study period.

A student missing any portion of his/her assigned time in Detention, In-School Reassignment, or Saturday School may be given additional consequences. Failure to timely serve Detention, In-School Discipline, Saturday School assignment(s) may lead to suspension from school for a period not to exceed 3 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention, In-School Reassignment, and Saturday School:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- No food or beverages shall be consumed.
- Any student who has not passed all of the State-mandated assessment tests may be required to work on a study packet for one or more of the unpassed tests.

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

FORMAL DISCIPLINE

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will

extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

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

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

DUE PROCESS RIGHTS

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

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

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 3 days after receipt of the suspension notice, to the Superintendent or designee. The request for an appeal must be in writing.

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

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session.

unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

EMERGENCY REMOVAL

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

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

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

EXPULSION FROM SCHOOL

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

may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given.

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

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

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

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

PERMANENT EXCLUSION

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

- conveying deadly weapons onto school property or to a school function;
- possessing deadly weapons onto school property or at a school function;
- carrying a concealed weapon onto school property or at a school function;
- trafficking in drugs onto school property or at a school function;
- murder, aggravated murder on school property or at a school function;
- voluntary or involuntary manslaughter on school grounds or at a school function;
- assault or aggravated assault on school property or at a school function;
- rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, or if the victim is a school employee;
- complicity in any of the above offenses, regardless of the location.

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

SUSPENSION OF TRANSPORTATION PRIVILEGES

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

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

SEARCH AND SEIZURE

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

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

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

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations

off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

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

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, no 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.

Material cannot be displayed if it:

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

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

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The School provides transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting the Transportation Director at 419.826.8891.

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

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

BUS CONDUCT

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

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

Students must comply with the following basic safety rules

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

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

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;

- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEO TAPES ON THE SCHOOL BUS

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

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

PENALTIES FOR INFRACTIONS

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

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

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

When the School provides transportation, students shall not drive to school-sponsored activities unless the student's parents provide written authorization for the student to drive and release the Board from liability using Parental Authorization and Release From Liability Form – which is approved by the principal.

An approved student driver may not transport other students to a school sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using the Parental Authorization and Release From Liability Form - which is approved by the principal.

All vehicles entering school property are subject to search and inspection.

