

MEADOWBROOK MIDDLE SCHOOL

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THE STANDARD

I WILL WORK HARD IN SCHOOL
I WILL KEEP A POSITIVE ATTITUDE
I WILL BE HELPFUL AND RESPECTFUL OF OTHERS
I WILL DO WHAT MY TEACHERS ASK
I WILL ASK FOR HELP WHEN I NEED IT
I WILL LIVE A HEALTHY LIFE BY EATING RIGHT AND BEING ACTIVE
I WILL BE A LEADER
I WILL RESPECT THE ENVIRONMENT
I WILL MEET AND EXCEED THE EXPECTATIONS ASKED OF ME
I WILL USE MY EDUCATION TO ACHIEVE MY GOALS



STUDENT HANDBOOK

2022 - 2023

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal who you will find listed in the Staff Directory section of this handbook. This handbook supersedes all prior handbooks and other written material on the same subjects.

MISSION OF THE SCHOOL

The mission of Meadowbrook Middle School is for all students to: **LEARN**

L – Learn

E – Evaluate

A – Achieve

R – Recognize

N – Now

VISION FOR THE SCHOOL

Meadowbrook Middle School will create a community of learning that is safe and inviting. We will challenge all students and staff members with a modern, standards-based and technology driven curriculum where all levels of learners will be expected to achieve. Our staff will encourage, empower and equip each student to be responsible and successful citizens. Through continual collaboration, strong professional teams, and community involvement we will become a highly successful learning environment that seeks to go beyond the numbers. Mutual respect, accountability, integrity and equality will be at the forefront of learning at Meadowbrook Middle School.

CORE VALUES OF THE SCHOOL

RESPECT:

We have respect for ourselves, for others and for our community.

RESPONSIBILITY:

We accept responsibility for our learning and our behavior.

ACHIEVEMENT:

We will achieve our full potential through our best sustained effort.

The Meadowbrook Middle School community strives to ensure that all our relationships and actions reflect our core values.

EQUAL EDUCATION OPPORTUNITY

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

Superintendent Devvon Dettra
740-432-6952

The complaint will be investigated and a response, in writing, will be given to the concerned person within 5-10 days. The Compliance Officer can provide additional information concerning equal access to educational opportunity. Under no circumstances will the district threaten or retaliate against any one who raises or files a complaint.

SCHOOL DAY

Meadowbrook Middle School is open between 7:45 am and 3:00 pm. The Front and South doors of the school will be open to students beginning with the arrival of the first bus or at 7:45 a.m. each morning. The school will not assume responsibility for the students before this time.

Upon entering the school, the student will have two (2) options available to them:

1. Be seated in the Gym.
2. Have breakfast in the Cafeteria. (Breakfast is free for all students)

SECTION I – DAILY BELL SCHEDULE

REGULAR DAILY BELL SCHEDULE

PERIOD	TIME
	7:55 dismissed to Locker
First Period	8:00 - 8:44 AM
Second Period	8:47 - 9:31 AM
Third Period	9:34 - 10:18 AM
Fourth Period	10:21 - 11:05 AM (6th Grade Lunch)
Fifth Period	11:08 - 11:52 AM (7th Grade Lunch)
Sixth Period	11:55 - 12:39 PM (8th Grade Lunch)
Seventh Period	12:42 - 1:26 PM
Eighth Period	1:29 - 2:13 PM
Ninth Period	2:16 - 3:00 PM

CAFETERIA RULES AND PROCEDURE

Students are assigned one lunch period daily.

When the bell rings to eat lunch, students are expected to do the following:

1. Go quickly and quietly to your locker, leaving all books and materials.
2. As directed, go to the cafeteria or lunch line. Packers will go directly to the cafeteria.
3. When it is time to leave the cafeteria, your table will be inspected for cleanliness: if it meets with approval, you will be dismissed.
4. Students will not leave the Cafeteria area without the permission of lunch duty personnel.

Observe general building rules and behaviors.

Conversation is to be conducted quietly and with consideration and respect for others.

GENERAL BUILDING RULES

1. Students will walk at all times, in the building. During class a student in the halls, restrooms, etc. MUST have a pass from a teacher.
2. Students will not take actions that are harmful or disruptive to others.
3. Students are not permitted to have any type of knife or weapon.
4. Students will follow all instructions from adults in the building.
5. Students will not have or use tobacco, tobacco substances, alcohol or drugs.
6. Students will exhibit appropriate behavior in all classroom and extra-curricular activities.
7. Students are not permitted to sell any item for their own personal profit.
8. Students must bring materials (books, pencils, paper, etc) to class daily.

LOCKERS

Upon official enrollment, students will be assigned a locker. Damaged lockers or those requiring special cleaning efforts by school personnel may result in financial obligation by students. Students must provide his or her own lock and are encouraged to lock lockers at all times. Lost keys and forgotten/misplaced combinations will result in the lock being cut off. Lockers are the property of the school and are “loaned” to students for use. The lockers are subject to inspection by school personnel and in the event of an emergency, lockers will be opened.

DO NOT SHARE LOCKERS.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. All students will be expected to follow teachers’ directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Grades may be viewed on

WEBSITE/SOCIAL MEDIA

MMS is now online more than ever. Visit our website at www.rhcolts.org. You can also like us on Facebook (Meadowbrook Middle School) and follow us on Twitter (@MMS_Colts).

PROGRESS BOOK

An online resource which is accessed with a school provided password for each student. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school and for their class prepared to learn. It is the student’s responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the administrative office.

STUDENT WELL-BEING

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

State law requires that all students must have emergency medical information completed, signed by a parent or guardian, and filed in the school office. All of this is completed via the Final Forms system at <https://rollinghills-oh.finalforms.com>. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should alert the school regarding those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school’s emergency procedures.

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

SECTION II– GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

All students that are new to Meadowbrook Middle School are required to enroll with their parents or legal guardian. When enrolling, parents must provide copies of the following:

1. A birth certificate or similar document court papers allocating parental rights and responsibilities, or custody papers (if appropriate)
2. Proof of residency
3. Proof of immunizations

Under certain circumstances, a temporary enrollment (14 days) may be permitted. If that is done, the parents will be told what records are needed to make the enrollment regular.

Students enrolling from another chartered school must have an official transcript from the sending school in order to receive credit from that school. Guidance/Central Office will assist in obtaining the transcript, if not presented at the time of enrollment.

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses which are requested may be denied because of available space, the need to take prerequisites and/or not scoring high enough on the rubric that was established to define eligibility for the class. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

NO schedule changes after the first 2 weeks of class unless there is an extreme circumstance that is approved by the office.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either a written request signed by:

1. The parent or a person whose signature is on file in the school office.
2. The parent coming into the school office to request the release.

No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization.

Anytime a student leaves the building whether for authorized or unauthorized reason he/she will have that time recorded as part of their allowable absences in any grading period. In cases of truancy, any student leaving campus without permission shall also be subject to discipline from Section A of Student Conduct Code.

SIGNING OUT OF BUILDING

Meadowbrook Middle School operates on a “closed campus” principle. No student is permitted to leave the campus without permission. Students who have appointments scheduled during the school day must bring a written note from a parent/guardian to the office.

In case of an illness or emergency the parent must be contacted by phone. All students must have the permission of the Principal to leave the building during the school day. Once the permission has been granted the student must sign out in the Main Office.

Meadowbrook Middle School does not have an early release/late arrival policy. Students are required to be in school for the entire school day.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Meadowbrook Middle School, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school district. Parents are encouraged to contact the Guidance Office for specific details.

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board requires that students who start kindergarten during or after the school year beginning in 1999 be immunized against Hepatitis B or be in the process of being immunized. The Board also requires that students who start kindergarten during or after the school year beginning in 2006 be immunized against chicken pox. **The Board further requires that students enrolled in grades 7 through 12 during or after the school year beginning in 2016 be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health.** This policy pertains to both students who currently attend school in the District and those eligible to attend.

The Superintendent may exempt a student from being immunized against either or both measles and mumps if the student presents a signed statement from a parent or physician indicating s/he has had measles or mumps and does not need to be immunized. The student will be allowed to attend school only if a physician’s statement indicates there is no danger of contagion. In case of an outbreak of the disease for which the student has not been immunized or an epidemic, the Superintendent shall not allow the student to attend school.

In the case of a chicken pox epidemic in the school’s population, the Superintendent may deny admission to a student otherwise exempted from the chicken pox immunization requirement. The Superintendent shall prescribe methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic is preserved.

The Superintendent may also exempt a student from immunization if a physician certifies in writing that immunization from a particular disease is medically contraindicated.

A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction.

A student who has NOT completed immunization may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice. 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. Any immunization program conducted by this District requires prior approval of the Board and can only extend to those immunizations provided for by statute and the guidelines of this Board. Any questions about immunizations or exemptions should be directed to the Superintendent.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parents in order to participate in any activities off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The School has made the Form available to every parent at the time of enrollment. A new form is required at the beginning of each school year.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

1. Parents should, with their physician's counsel, determine whether the medication schedule might be adjusted to avoid administering medication during school hours.
2. The School Authorization Medication Form must be filed with the respective building Principal before the student will be allowed to begin taking any medication during school hours. A Physician's signature is required on this form.
3. All medications must be registered with the Principal's Office.
4. Medication that is brought to the office will be properly secured. 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. A two to four (2-4) week supply of medication is recommended.
5. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions or asthma inhalers. 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 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.
6. 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.
7. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

NON-PRESCRIBED (OVER THE COUNTER) MEDICATIONS

No staff member will be permitted to dispense non-prescribed over-the-counter (OTC) medication to any student without parental permission.

Parents, with a Doctor's signature, may authorize the School to administer a non-prescribed medication using a form, which is available at the school office. If a student is found using or possessing a non-prescribed medication without authorization, she/he will be brought to the school office and the parents will be contacted. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a 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 participating if the appropriate form is filled out 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 student.

SCHOOL HEALTH PROCEDURES

Vision Screening Policy

Vision screening should be completed annually for:

1. Students in grades K-1-3-5-7-9
2. All teacher referrals
3. Special education students
4. Other at the discretion of school nurse

Screening to include:

1. Titmus II machine
2. Ocular muscle imbalance
3. Excessive farsightedness and near activity.
4. Color deficiency as necessary

Written referrals made by the school nurse according to state standards.

All referrals are made by the school nurse to the parents or guardian of the child.

Hearing Screening Policy

Puretone audiometric hearing screening should be done on:

1. Students in grade K-1-3-5-9
2. All teacher's referrals
3. Special education students
4. Other at the discretion of school nurse

Failures are determined by using state standards.

The school nurse makes all referrals to the parent or guardian of the child with active follow-up.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES.

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

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

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

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

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

CONTROL OF BLOOD-BORNE PATHOGENS

Rolling Hills Local Schools 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 may be low, students must assume all body fluids are potentially infectious and take precautions to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student comes in contact with blood or other potentially infectious material he/she must immediately notify their teacher, who will contact the office and/or school nurse and assist the student in completing the requisite documents (Form 8453.02 F1 – Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for blood-borne pathogens either by the family physician or the Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- The student's parents 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 blood-borne pathogens either by the family physician or the Health Department.
- The student's parents will also be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.
- The student's parents will be encouraged to allow the school district to release their child's name to the exposed parents in the event serious health issues are presented as a result of the exposure.

INDIVIDUALS WITH DISABILITIES

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

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

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Guidance Department at 685-2561.

STUDENT RECORDS

The teachers, counselors, and administrative staff keep many student records. **Student Records include:** directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information. An annual notice will be sent out notifying parents and adult students what information will be considered directory information with instructions on how to prohibit its release. Directory information includes: a student's name; address; date and place of birth; photograph; major field of student; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; or telephone numbers only for inclusion in school or PTO directories.

Also, in accordance with state law, the District shall release the names and addresses of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces who requests such information. Such data shall not be released if the adult student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces.

The District may disclose "directory information" on former students without student or parental consent. Confidential records contain education and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) AND Ohio Law. This information can only be released with the written consent of the parents, or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

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

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copies cost may be charged to the requestor. To review records, please contact Mrs. Kandi Raach, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

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 439-3558 ext. 17.

STUDENT FUND-RAISING

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

- A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- B. A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without the approval by the principal.
- C. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for..." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- D. Students who do not pay for fundraiser items will have that amount attached to their fees.
- E. No student may participate in fundraising activities of school property without proper supervision by approved staff or other adults.
- F. No house-to-house canvassing is allowed by any student for any fund-raising activity.
- G. No student may 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.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as: cell phones, jewelry, expensive clothing and the like, are tempting targets for theft and extortion. The school is not responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

MEAL SERVICE

Breakfast and lunch is free for all students at MMS. Students should eat breakfast. A la carte items may be available. Any student may also bring their own lunch to school to be eaten in the School's cafeteria. All students, including those who carry lunches, are to eat in the cafeteria. Students must walk to the cafeteria in an orderly fashion and be there by the tardy bell. Students are expected to take their turn waiting in line. Trays, cartons, and leftovers are to be taken to the disposal window. After finishing lunch, students are to remain in the dining area. The restrooms in the office corridor may be used after receiving permission from the cafeteria supervisor.

NO CARRYOUT FOOD IS TO BE ORDERED BY STUDENTS FOR SCHOOL DELIVERY WITHOUT OFFICE APPROVAL. APPROVAL WILL ONLY BE GRANTED FOR SCHOOL RELATED ACTIVITIES. CLASS PARTIES DURING THE TIME LUNCH IS BEING SERVED ARE NOT PERMITTED WITHOUT THE PERMISSION OF THE PRINCIPAL.

FREE OR REDUCED LUNCH

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

LUNCHROOM CHARGE POLICY

PURPOSE/GOALS:

The purpose of the policy is to establish consistent meal account procedures throughout the district. The cafeteria/lunchroom is a self-funded, self-contained program. Repeated charges drastically affect the ability to provide supplies and commodities necessary to meet the nutritional needs of students. The goals of this policy are as follows:

- A. To ensure that all students have a healthy meal and that no child goes hungry.
- B. To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- C. To support positive and clear communication among staff, administrators, teachers, students and parents/guardians.
- D. To establish fair practices that can be used throughout the school district.
- E. To encourage the parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- F. To establish a consistent practice regarding charges and collection of charges.

SCOPE OF RESPONSIBILITY:

The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances.

The School District: Responsible for notifying the student's parent/guardian with written documentation as necessary

The Parent/Guardian: Immediate payment

PAYMENT METHODS:

School breakfast and lunch accounts can be funded through multiple methods:

- A. Cash or Check
- B. Payforit. Simply log on to www.payforit.net and select the "Sign Up" option from the menu. The screens will guide you through the process to establish your account.
- C. Complete a National School Lunch Program meal application to determine eligibility for benefits.
- D. A "No Cash Back" procedure will be followed when students pay for their breakfast or lunch while in the serving line. All monies paid will be deposited into the student's account.

It is strongly encouraged that parents/guardians make meal payments in advance.

Remember that your child may select an extra entrée or ala carte items, which will reduce the amount of money left in your student's account. If you wish to prohibit your child from charging extra items please notify the Food Service Director and a request in writing will be kept on file and listed in the cashier's computer as "No Charging".

Meal charges are strongly discouraged, however occasionally an emergency makes it necessary. The following procedures will apply regarding charges.

STUDENT MEAL CHARGES: ALL GRADE LEVELS

- A. Students that are in the serving line to receive a meal and cannot pay for the meal will be provided with the regular menu meal from the cafeteria. Students with a negative balance will be referred to the Building Principal.
- B. Ala Carte items may not be charged at any time. This includes snacks, drinks, additional entrees, etc.
- C. The parent/guardian will be notified and asked for prompt payment when meals are charged.
- D. A copy of the Food Service Lunchroom Charge Policy will be provided to all parent/guardians at the beginning of the year and again after the first payment notification.
- E. When a negative balance reaches \$30.00 the parent/guardian will be asked for payment. If payment is not received, the parent/guardian may be asked to provide a sack lunch for the students. If no payment or sack lunch is provided, the student will be provided a regular menu meal from the cafeteria. Charges will continue to accumulate and the parent/guardian will be considered in neglect. The information may be forwarded to the appropriate authority.
- F. Charges not paid by the end of the school year will follow the child from one year to the next and can progressively accumulate until paid.
- G. Seniors must pay all charges before graduation.

LUNCH APPLICATIONS: ALL GRADE LEVELS

If you are unable to pay for school meals due to your economic situation please contact the Food Service Director. Assistance may be available and eligible recipients will receive the regular school breakfast and lunch at a free or reduced cost. Applications will be sent home at the beginning of the school year with back to school information and are also available in each school office. Applications can be filled out at any time during the school year and any time there is a change in income or number of household members.

ALL GRADE LEVELS:

Refunds of a positive balance for students leaving the district or graduating may be issued by making a request to the Food Service Director. Funds may be transferred to a sibling in the district.

Please help keep meal costs down. Pay your student's charges promptly. Uncollected charges and the service costs associated with collecting those charges increases meal prices for all students.

FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of one continuous blast. Evacuation routes are posted in each classroom and common area.

A Safety Plan is in place for other emergency situations.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening is delayed because of inclement weather or other conditions, the School will notify the following radio, television stations, and One Call Now phone services.

Radio - WILE, WCMJ

TV - WTRF, NBC 4, 10TV, WHIZ

Often the word of delay/cancellation will appear on social media first. Follow MMS on Twitter and Facebook! Parents and students are responsible for knowing about emergency closings and delays.

CARE OF SCHOOL PROPERTY

Our school is one of the most beautiful in the state and has been paid for by our own families. It is our responsibility to keep it looking nice. Writing on walls or damage to school equipment is unacceptable. **Any student purposely abusing school property will be held financially responsible and may face disciplinary action.**

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

TEXTBOOKS

1. Teachers shall keep a written account of all textbooks issued to students. The accounting shall include the following:
 - A. Name and number of book
 - B. Condition
 - C. Student's name
2. When textbooks are returned at the end of the school year, they shall be checked against the record.
3. Parents and adult students shall be liable for any damages to or loss of school property caused by the student.

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each **visitor must report to the office upon entering the School to sign in and obtain a pass.** Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the School in order to prevent any inconvenience. Students may not bring visitors to school.

LOST AND FOUND

The lost and found area is in the 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. Students may not remove items without permission.

OFFICE TELEPHONES ARE NOT TO BE USED FOR PERSONAL CALLS.

Except in an emergency student's will not be called to the office to receive a telephone call. Students are not to use any telephone to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. **Students may not use cell phones in the building. Misuse of any phone may result in disciplinary action.**

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting. The School has a central bulletin board located across from the office, which may be used for posting notices after receiving permission from the Principal.

SCHOOL DANCES

Guests may not attend dances sponsored by the school. Once the dance begins and admission is paid, no student will be permitted to leave without a parent or adult authorized. Students will be taken to the office and parents called to pick up a student who is in violation of the rules. The sponsoring organization must have the necessary chaperones and security personnel contracted at least three (3) days before the dance.

SECTION III – ACADEMICS/GUIDANCE

The Guidance Department provides the vital service of helping students make wise decisions and intelligent career plans. We encourage students to visit the Guidance Office frequently to solve personal problems and for pre high school planning. Visits to your counselor can occur before or after school, or by contacting your Counselor during the day.

The grading policy is based on the following scale:

0	-	64	F
65	-	73	D
74	-	82	C
83	-	91	B
92	-	100	A

A student must earn a 65% average for a course in order to meet the minimum requirement for credit. Students must also complete requirements for the course. Final exams, if given, are required in order to earn credit. The course requirements might mean participation in a science fair, a special project, concerts, etc. Failure to complete the requirements could result in failure for the course.

HONOR ROLL

There are three levels of Honor Roll.

Principal's List	4.0 GPA
Honor Roll	3.5 – 3.99 GPA
Merit Roll	3.0 - 3.49 GPA

PROMOTION AND RETENTION

The Board of Education recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at various stages of their growth.

It shall be the policy of the Board that each child is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such a pattern should coincide with the system of grade levels established by the Board, the instruction objectives and with state law.

A student will be promoted to the succeeding grade or course level when he/she has:

1. Completed the course requirements at the presently assigned grade or course level.
2. In the opinion of his/her teacher, achieve the instructional objectives set for the present grade level.
3. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade or course level.
4. Demonstrated sufficient proficiency to permit him/her to move ahead to the educational program of the next grade.
5. Following sound principles of child guidance, the Board discourages the skipping of grades.
6. Parents will be informed in advance of the possibility of retention of a student at grade or course level.
7. A student must pass three (3) of the five- (5) major subjects (Reading, English, Math, Social Studies and Science) to be promoted to the next grade.
8. The principal has the final responsibility for determining the promotion or retention of each student.
9. If retention is not considered beneficial and yet the student has not earned promotion the child will be placed in the next grade for a trial period of five weeks, at which time a final decision on grade level placement will be made by the principal in conjunction with the professional staff.
10. Eighth grade students who are placed or retained will be excluded from all promotion activities including the post promotion dance.

STATE TESTING

Our student's scores on the Ohio State Assessments particularly judge our school's success. At Meadowbrook Middle School we administer the statewide AIR tests to measure student achievement and to provide data to measure Value Added scores:

6th Grade - Math, ELA

7th Grade - Math, ELA

8th Grade - Math, ELA, Science

The exam dates will be in March/April of 2021. Exact dates will be released later in the year.

We will need a combined effort between the school and the home to achieve success on these tests.

HOMEWORK

Homework is an important part of our students' academic growth. Following best practice we will go to a building wide homework policy and homework will be given for the following reasons:

1. To prepare for, reinforce and extend concepts introduced in class.
2. To activate prior knowledge and assess student understanding.
3. To establish study habits and self-reliance.
4. To allow parents/guardians and teachers to monitor student progress.

Best practice also indicates that:

1. Homework should be limited to approximately 1 hour to 1.5 hours for grades 6th – 8th, given the student utilizes time in the classroom wisely.
2. Parents should have minimal involvement. It's your child's homework. Parents should give them a time and place and make sure it's done.
3. Teacher should identify and articulate the reason for homework

4. Teachers should give their students feedback to raise the student's understanding and raise the student's achievement.

LATE WORK POLICY

Students are expected to turn in homework on time. Students who turn in their work late will be penalized:

1. Work that is turned in late can receive a lower percentage grade because of that tardiness.
2. Teachers determine and will explain their late work policy to their classes.
3. The only exceptions will be students on IEPs', 504's and accommodation plans. These students will follow agreed upon plans.

TEST/ASSESSMENT MAKEUP

1. If the student's first day of absence is the day of the test, they will take the test upon their return.
2. If the student missed prior to the test, they will follow grace period homework guidelines.

GRACE PERIOD FOR ABSENCES

1. Number of days missed plus one day.
2. More than 5 consecutive days – teacher and student will determine essential assignments and when they are due.
3. Extended assignment will be due the day the student returns to school unless an adjusted date due is arranged prior to the student's return to school.

SUCCESS BEGINS AT HOME

With each student it is found that throughout the day, and in all subjects, home conditions affect the quality of schoolwork and the relationship of student to student. Therefore, the following suggestions are offered:

1. Students who are well rested are more alert during school hours.
2. Cleanliness helps the student adjust to all aspects of the school situation.
3. Students, whose parents generally show interest in, and talk to them about school are more apt to take pride in their work and as a result, do better.
4. Students, whose parents show enthusiasm for knowledge and a positive attitude toward education, have the benefit of learning from both parents and school.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, she/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate.

Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

STUDENT ASSESSMENT

To measure student progress and to drive instruction, students will be tested in accordance with State Standards and District Policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs, and progress toward passing the New Age Assessments in Ohio.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these tests.

Depending on the type of testing, specific information, and/or parent consent may need to be obtained. Meadowbrook Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION IV – STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Extra-curricular activities are an extension of the school curriculum, and are made available to students to allow them to pursue additional worthwhile activities. Grade eligibility requirements must be met. Students must pass four (4) subjects the previous nine weeks to be eligible for athletics and/or extra-curricular groups. Meadowbrook Middle School provides students the opportunity to broaden their learning through curricular related activities. The school has many student groups that are authorized by the School. It is the District's policy that only authorized groups are those approved by the Board of Education and sponsored by a staff member.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in a fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

ATHLETICS

Meadowbrook Middle School provides a variety of athletic activities in which students may participate provided they meet all eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director, at 740-685-5645

Football, Volleyball, Golf, Cross Country, Cheerleading, Basketball, Wrestling, Track

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of a previous academic achievement. Therefore, in order to be eligible, a student in grades 7th and 8th grades must be currently enrolled and must have been enrolled in school the immediately preceding grading period. They must receive passing grades during that grading period in 5 of those subjects carried the preceding grading period which met five (5) days per week or the equivalent. The eligibility or ineligibility of a student continues until the start of the next grading period at which time the immediately preceding grading period grades become applicable.

These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the District.

RIGHTS AND RESPONSIBILITIES OF STUDENT ASSEMBLIES

The purpose of student assemblies is to present information, speakers, programs, and special events that would be difficult to conduct in a classroom situation. Assemblies also provide students with the opportunity to conduct themselves as a responsible, courteous audience.

MATERIAL NOT PERMITTED IN SCHOOL ASSEMBLIES:

1. Material that is libelous or violates the right to privacy of other students.
2. Material that is lewd, indecent, or obscene, according to current community standards.
3. Material that portrays or advocates breaking the law.

4. Material that portrays the use of tobacco, liquor, or any product not permitted by teenagers.
5. Material that criticizes or demeans any group because of race, religion, or stereotype.
6. Material that would cause substantial disruption of the school.

APPROPRIATENESS

The Advisor of the sponsoring activity shall have the primary responsibility for seeing that appropriate educational standards are maintained. The Principal or designated representative may also review the script or text prior to its performance, if he/she requests.

SECTION V – ATTENDANCE

SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning activities result from active participation in classroom and other school activities, which cannot be replaced by individual students.

The School is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

If a student is going to be absent, the parents/guardian must contact the school (740-685-2561) no later than 9:00 a.m. on the day of the absence or by the following day. If prior contact is not possible, the parents should provide a written excuse as soon as possible.

Parents are able to view attendance records through access to Progress Book or by contacting the office at 740-685-2561.

EXCUSED ABSENCES

Students may be excused by Parent/Guardian for any of the following excuses for no more than TEN (10) DAYS (60 hours) during the school year. Any absence over the TEN will be converted to an unexcused absence. Students will be provided an opportunity to make-up missed school work and/or tests:

- A Personal Illness- A written statement (or phone call) verifying the illness must be submitted by the parent. Parents may submit ten (10) notes (calls) per year for excused personal illnesses, after the tenth parent note the student must turn in a valid medical excuse for the absence. Physician's notes must be turned in within five school days of the absence.
- B Illness in the family- Must be part of the immediate family.
- C Quarantine of the home
- D Death in the family- This applies to the immediate family. Documentation must be provided upon returning to school to be excused.
- E Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F Family vacations- Attendance records will be reviewed before a family vacation is recorded as an excused absence. Forms may be picked up in the office and turned in a minimum three (3) days **PRIOR** to the start of the requested vacation. Students are limited to five (5) days (35 hours) of approved excused vacation per school year.
- G Observation or celebration of a bona fide religious holiday
- H Out-of-State Travel for District approved activity- Up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction to participate in a District-approved enrichment or extracurricular activity. Any classroom assignments missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I Hunting- Applies to deer season only. Students must turn in a signed excuse from their parent/guardian prior to the absence. Students must also provide a copy of a valid hunting license and deer tag. Students are allowed one (1) day of excused absence for deer hunting.
- J Guernsey County Fair- Students must have the proper documentation turned in to the office by 8:00 a.m. Thursday, the week prior to the fair. Only documentation from the fair board with a signed pre-planned absence form counts for an excused absence.
- K Superintendent discretion- Such good cause as may be acceptable to the Superintendent.
- L Maternity Medical Leave- Medically necessary leave for a pregnant student in accordance with Policy 5751.

Attendance need not always be within the school facilities. The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for the student's parents or guardians. Such an excuse should not exceed five (5) days and may be renewed for five (5) additional days, if necessary, in any one (1) school year. At no time, however, shall such an excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent of his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Absence During the School Day for Professional Appointments

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

- A. The student shall have a statement to that effect from his/her parents.
- B. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that she/he reported promptly for the appointment;
- C. **The student shall report back to school immediately after his/her appointment if school is still in session.**

NOTIFICATION OF ABSENCE

If a student will be absent, the parents must notify the School at 740-685-2561 by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student may also be subject to disciplinary action.

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

MAKEUP OPPORTUNITY FOR THOSE STUDENTS WITH AN UNEXCUSED ABSENCE DURING A NINE (9) WEEK GRADING PERIOD Students will have the opportunity to make up one (1) day of absence per nine (9) week grading period, only one (1) day may be made up by a student attending one (1) full Friday School.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. A student shall be considered truant each day she/he is inexcusably absent from his/her assigned location without the knowledge of the reason for the absence. Students who are truant will receive no credit for schoolwork that is missed. A student will be considered

habitually truant if the student is absent without a legitimate excuse for **30 or more consecutive school hours**, for **42 or more school hours in 1 month**, or **72 or more school hours in 1 school year**.

If a student is habitually truant and the student's parent fails to cause the student's attendance the student will be referred to the school Attendance Intervention Team; a team of at least 2 staff members that will develop a specialized plan to incorporate supports and remove barriers to regular attendance. Part of this plan is parent engagement and accountability, which is integral to successful intervention plans.

Guardians will be notified of the Attendance Intervention Team's meeting at a date no later than 10 days after the student is considered habitually truant. Good faith attempts will be made to contact the guardians though the meeting will be held as scheduled. At the time of the initial meeting, another meeting (60 days later) will be scheduled for a progress check. If during the 60 day period the student reaches habitual truancy again, or the student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the Attendance Intervention Team the violation will result in a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the school district may toll the time periods to accommodate for the summer months and reconvene the Absence Intervention Process upon the first day of instruction of the next school year. In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. Assigning the student to a truancy intervention program
- B. Providing counseling to the student
- C. Requesting or requiring the student's parent to attend a parental involvement program
- D. Requesting or requiring a parent to attend a truancy prevention mediation program
- E. Notifying the Registrar of Motor Vehicles of the student's absences
- F. Taking appropriate legal action
- G. Assignment to an alternative school

If a student who is habitually truant violates the order of the Juvenile Court regarding the student's prior adjudication as an unruly child for being habitually truant, s/he may further be adjudicated as a delinquent child.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly. Any parent who doesn't complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Truancy demonstrates a deliberate disregard for the education program and is considered a serious matter for which administrative action will be taken as follows:

- Each teacher is to notify his/her principal/assistant principal when the number of absences becomes three (3) days in a nine (9) week period. The principal/assistant principal should attempt to rectify the truancy pattern through contact with the student or his/her parents.
- A parent conference may be held.
- No credit will be recorded for work missed as a result of truancy.
- A record of truancy will be entered in the student's record file.
- Driving privileges, if applicable, can be suspended through the Registrar of Motor Vehicles and the just of Juvenile Court. Parents are to be notified that they may appear in the principal's office at the scheduled time which shall be not earlier than three (3) days or later than five (5) days after the date of the notification. The administration can grant an extension, if requested.
- Notification will be sent within two (2) weeks after the superintendent receives the information or the conclusion of the hearing and the attendance record is upheld. The student's name, address, birth date, school, district, and attendance record shall be sent to the juvenile judge in writing and to the Registrar of Motor Vehicles in the manner designated by the registrar.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up work will be permitted. Disciplinary action will follow.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school. If a student is suspended out of school they will be allowed to make up any missed assignments for credit. These assignments must be completed within the number of days the student was suspended.

Absence from school due to suspension or expulsion is to be made a part of his/her permanent record until she/he leaves the school and released in accordance with AG 8330 – Student Records.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to truancy laws of the State. (Please refer also to "Truancy" in this handbook.) Excessive unexcused absences will be referred to the School Engagement Coordinator in conjunction with Guernsey County Juvenile Courts.

If a student under the age of 18, has 30 or more consecutive hours, 42 hours in a month, or 72 total hours in a year of unexcused absence, s/he will be considered habitually absent and will be reported to the Attendance Intervention Team. (Please refer to "Truancy" in this handbook). If the intervention plan isn't successfully completed or another habitual truancy occurs within 60 days of the Attendance Intervention Team meeting a complaint will be filed with the Judge of the Juvenile Court as a result of this excessive absence.

Students will be disciplined for unexcused absence hours within the year as follows:

At 30 hours (1,800 minutes) for the year- 2 After School Detentions; letter sent home

At 60 hours (3,600 minutes) for the year- 1 Friday School; letter sent home

At 72 hours (4,320 minutes) for the year- Referral to Attendance Intervention Team for a meeting within 10 days to create an intervention plan

Additional 30 hours after on an intervention plan- 1 After-School Detention

Additional 60 hours after on an intervention plan- 1 ISR

Additional 72 hours after on an intervention plan- complaint filed with Guernsey County Juvenile Courts.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is arriving late at school, **after 8:00 AM**, he/she shall report to the office for an admit slip. In addition, any student reporting to class late must produce a valid note from his/her prior teacher. Students arriving to class late shall be subject to classroom discipline. **Any time absent from school without proper excuse will be accumulated towards truancy hours, which includes arriving late to school or signing out early from school.**

Any student arriving after 9:43 a.m. will be reported to the Ohio Department of Education as a half-day absence. For school attendance policy, this will only affect the classes for which the student is either late or absent. This same principle also applies to early sign outs.

NOTE: Students who are more than ten (10) minutes late will be considered absent for that instruction period unless otherwise excused by a teacher/principal.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, parents **are required to** discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Attendance records will be reviewed before a family vacation is recorded as an excused absence.

Forms may be picked up in the office and turned in a minimum three (3) days **PRIOR** to the start of the requested vacation. Students are limited to five (5) days of excused vacation per school year.

MAKE-UP TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student should contact the classroom teacher as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make up work.

See homework policy.

If students miss a teacher's test due to an excused absence, she/he must make arrangements with the teacher to take the test. If she/he does not make the test up, a grade of "F" will be assigned.

If a Student misses an Achievement Assessment or other standardized tests, the student must consult with the Guidance Office to arrange for taking the test. Skipping of classes or any part of the school day is considered an unexcused absence and no grade for make-up of class work is permitted.

SECTION VI-CODE OF CONDUCT

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

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Rolling Hills School District will conform to school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations.

DRESS AND GROOMING

The Rolling Hills Board of Education believes that good grooming and proper dress contributes to the positive education environment of the district schools. Students are expected to dress appropriately and with consideration to modesty at all times.

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these guidelines.

Additional Guidelines:

- No visible undergarments or see-through clothing.
- Garments such as tank tops or sleeveless shirts still need to follow the guidelines of modesty. Garments with spaghetti straps or that are cut to low or high on any side of the body are not acceptable.
- Jeans with holes are permitted, but they must cover as much as school-appropriate shorts. Shorts should be long enough to cover the backside.
- No garments that advertise something that is prohibited to minors.
- No garments with obscene, profane, drug-related, gang-related or inflammatory messages.
- No hats worn in the building, except when approved by the principal, such as a paid "hat day." **Hoods are considered hats in the scope of this school rule.**
- No sunglasses are to be worn in the building.
- No book bags, backpacks, coats, purses or gym bags may be carried throughout the day. Students must store these items in their lockers.
- Dress appropriate for the weather.
- Give attention to good personal hygiene practices.

Students who are representing Meadowbrook Middle 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. **The final decision as to what constitutes a violation of the Student Dress Code shall be determined by building administrators. Students who do not follow these guidelines will not be admitted to class, will be sent to the office and may face disciplinary action. Dress and grooming must conform to the safety, health and other requirements of the code of the State of Ohio.**

ZERO TOLERANCE

No form of violence, disruptive or inappropriate behavior, or excessive truancy, which is more than 15 days of unexcused absence, will be tolerated.

STUDENT DISCIPLINE CODE

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

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

The following provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

USE OF DRUGS

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited. **This prohibition also applies to any type of drug-related paraphernalia.** If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. **This prohibition also applies to any type of drug-related paraphernalia.** Many drug abuse offenses are also felonies.

USE OF TOBACCO/VAPES

Smoking and other tobacco use including vapes or electronic cigarettes is a danger to a student's health and the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

STUDENT DISORDER/DEMONSTRATION

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

POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. **It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, the student shall also be subject to the same disciplinary actions.**

EXPULSION FOR FIREARMS

Federal law requires that any student who brings a firearm on school property is to be expelled from school for a mandatory period of one year. The Superintendent using the guidelines set forth in board policy may reduce the expulsion on a case-by-case basis. A firearm under Federal Law is defined as:

1. Any weapon (including a starter gun) which will or is designed to or may readily convert to expel a projectile by action of an explosive.
2. The frame or revolver of any such weapon.
3. Any firearm muffler or firearm silencer
4. Any destructive device, not including an antique.

USE OF AN OBJECT AS 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, jewelry and so on. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OR VIOLENCE

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

PURPOSELY SETTING A FIRE

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

PHYSICALLY ASSAULTING A STAFF MEMBER / STUDENT / PERSON ASSOCIATED WITH THE DISTRICT

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

VERBALLY THREATENING A STAFF MEMBER/PERSON ASSOCIATED WITH THE DISTRICT

Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault as will profanity directed toward a student or a staff member in a threatening tone.

EXTORTION

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

GAMBLING

Gambling includes casual betting; betting pools, organized-sports betting and any other form of wagering. Students who are in an activity in which they are involved may also be banned from that activity.

FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY

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

FALSE ALARMS AND FALSE REPORTS

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law.

EXPLOSIVES

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

TRESPASSING

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

THEFT

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

DISOBEDIENCE

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

DAMAGING PROPERTY

Vandalism and disregard for school property will not be tolerated.

PERSISTENT ABSENCE OR TARDINESS

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to a referral to court. (See section of handbook on attendance.)

UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

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

REFUSING TO ACCEPT DISCIPLINE

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

AIDING OR ABETTING VIOLATION OF SCHOOL RULES

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

DISPLAYS OF AFFECTION

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

VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES

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

VIOLATION OF BUS RULES

Please refer to Section VI - Transportation for bus rules.

DISRUPTION OF THE EDUCATIONAL PROCESS

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

HARASSMENT

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Forms for harassment complaints are available in the office. Conduct constituting harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

1. **Verbal:** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or other person associated with the District or third party (visiting speaker, athletic team volunteer, parents etc.)
2. **Non- Verbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually, suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member or other person associated with the District or third party.
3. **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District or third party.

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

1. **Verbal:**
 - a. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District, or third party.
 - b. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
2. **Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District, or third party.
3. **Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District, or third party.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with the Principal to report any harassment incident.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the

harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the Principal.

Each report shall be investigated in a timely and confidential manner. **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. No one involved is to discuss the subject outside of the investigation.**

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

Given the nature of harassing 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 allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

HAZING

Hazing by any 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 at school.

VIOLENT CONDUCT

Committing an act at school, on other school property, 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 and the act would be a criminal offense if committed by an adult and results in serious physical harm to person(s) may result in expulsion for a period up to one (1) year.

BOMB THREATS

Making a bomb threat 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 up to one (1) year.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two (2) types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school and may include:

1. Writing assignments
2. Change of seating or location
3. Lunch-time detention
4. After school detention

CLASSROOM DISCIPLINE

Primarily the classroom teacher using procedures deemed appropriate and necessary will handle classroom discipline. These disciplinary actions may be accompanied by:

1. Warning

2. Student Conference
3. Written notice to parents
4. Telephone parent-teacher conference
5. Guidance conference
6. Personal parent-teacher conference
7. Referral to the office

All teacher disciplinary actions will be documented with copies sent to the office and parents. Upon referral to the office by a teacher, disciplinary action may result in Administrative Discipline.

ADMINISTRATIVE DISCIPLINE (order determined by offense)

1. Verbal warning
2. Assigned detention (lunch or after school)
3. Temporary removal
4. Out-of-school suspension
5. Recommendation for expulsion and/or other actions considered necessary by the Administration.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspension and expulsions may carry over into the next 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. Suspension from co-curricular and extra-curricular activities may not be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, and tobacco use, or harassment.

If a student commits a crime while under the School's jurisdiction, she/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DUE PROCESS RIGHTS

Before a student may be 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 notice or hearing to be subject to appeal. **When a student is on any out of school suspension or expulsion he/she is not permitted on school grounds unless he/she has an appointment with the school administrator. This includes attendance at after school activities.**

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The Suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent. The appeal will also be formal in nature with sworn testimony before officials designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

PERMANENT EXCLUSION

When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible she/he 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 (1) or more of the following crimes while on the property of any Ohio school:

1. Conveying deadly weapons onto school property or to a school function.
2. Possessing deadly weapons on school property or at a school function.
3. Carrying a concealed weapon onto school property or at school functions.
4. Trafficking drugs onto school property or at a school function.
5. Murder, aggravated murder on school grounds or at a school function.
6. Assault or aggravated assault on school property or at a school function.
7. Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee.
8. Complicity in any of the above offenses, regardless of the location.

This process is formal and will usually follow an expulsion and the proper notification of the parents. Meadowbrook Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it cannot be appealed.

Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

SPECIAL NEEDS STUDENTS

Students with disabilities will be entitled to the rights and procedures afforded by the Individual with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

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

STUDENT RIGHTS OF EXPRESSION

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, knapsacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Generally

housekeeping inspections of school property may be conducted with reasonable notice. Student's lockers are the property of the District and random searches of lockers and their content may be conducted. Unannounced and random canine searches may also be conducted.

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

A material cannot be displayed if it:

- A. Obscene to minors, libelous, indecent or vulgar,
- B. Advertises any product or service not permitted to minors by law,
- C. Intends to be insulting or harassing,
- D. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- E. Materials may not be displayed or distributed during class periods, or during passing times between classes.
- F. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

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

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

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

DISCIPLINE CONSISTENCY

Discipline at Meadowbrook Middle School is intended for those students that have not obtained the appropriate self-discipline needed to navigate the school setting. The administrators and staff are responsible for the safety, order and discipline of the school and its students. While we reserve the right to skip steps of the disciplinary sequence when the issue at hand warrants it, the normal sequence for discipline will be as follows.

MISCHIEVOUS REFERRALS

1. Informal Discipline steps taken by staff members. Four step informal process on minor offenses.
2. Referral to office. Parent contact
3. Detention (lunch or after school)
4. 3 days of OSS

Additional steps move on to severe guidelines.

SEVERE REFERRALS

1. 3 days of OSS
2. 5 days of OSS
3. 7 days of OSS
4. 10 days of OSS
5. 10 days of OSS with recommendations to expel. .

IEP students need a Manifestation hearing after ten days OSS.

SECTION VII – CELL PHONE/PERSONAL ELECTRONIC DEVICE POLICY

Students are permitted to use/have cell phones in their possession only during the following times:

1. When they arrive at school, before the 1st period bell. Before the first class period begins, cell phones must be powered off and stored in the student's locker.
2. After the dismissal bell/after school.

There are no other times that students may have cell phones in their possession during school hours.

ADDITIONAL GUIDELINES FOR CELL PHONES AT MMS

1. Rolling Hills Local School District accepts no responsibility for lost, broken or stolen cell phones. It is recommended that students provide locks for their lockers if they are keeping a cell phone in there during the school day.
2. All calls to parents/guardians will be made from the office phone only. Students calling/messaging home from cell phones will move to the next step of discipline.
3. Students may not use cell phones in restrooms or locker rooms at any time, before, during or after school hours.
4. Teachers/Coaches of after-school / extracurricular activities have the right to add further restrictions/policies in regards to cell phone use.
5. The Rolling Hills administration has the final word in the cell phone policy. This policy is a work in progress and can be amended at any time.

VIOLATION OF THIS POLICY

- 1st offense - Device confiscated, kept in the school office until the end of the school day.
 - 2nd offense - Device confiscated for 24 hours, kept in the school office OR picked up by a parent/guardian by 3:00 PM.
 - 3rd offense - Device confiscated for 1 week (7 days), kept in the school office. Phone must be picked up by a parent/guardian.
 - 4th offense - Device confiscated for 1 month (30 days), kept in the school office. Phone must be picked up by a parent/guardian.
 - 5th offense - Device confiscated for the remainder of the school year, kept in the school office. Phone must be picked up by a parent/guardian.
- Further offenses will be treated as insubordination and result in Administrative Discipline.

Confiscation: Parents may choose to come pick-up a cell phone that has been confiscated by the school. By doing so, the student will no longer be allowed to have a cell phone in their possession at any time while in the building for any reason for the remainder of the school year. Violation of this will be considered insubordination and result in Administrative Discipline..

ROLLING HILLS LOCAL SCHOOL DISTRICT CHROMEBOOK POLICY

The focus of the Chromebook program at Rolling Hills is to provide tools and resources to the 21st Century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the laptop style computer. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.

The policies, procedures and information within this document apply to all Chromebooks used at all Rolling Hills Schools, including any other device considered by the administration to come under this policy. Building principals and teachers may set additional requirements for use in their classroom.

The use of Rolling Hills technology resources is a privilege, not a right; as such, it is expected that all students will be respectful of the technology at all times. It is our expectation that all students will be good “digital citizens” when using the Chromebooks and all other technology resources throughout the school. All students are required to sign the Acceptable Use Policy.

If a student violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. When applicable, law enforcement agencies may be involved.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians should talk to their children about the values and standards that their children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

SCHOOL RESPONSIBILITIES

- Provide Internet and email access to its students.
- Provide Internet filtering of inappropriate materials as required by state and federal law.
- Instruct the students relative to Digital Citizenship.
- Much like school lockers, Chromebooks are school property. As such, Rolling Hills Schools reserves the right to review, monitor, and restrict information stored on or transmitted by the devices. Additionally, Chromebooks may be confiscated at any time to investigate inappropriate use of school technology resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

STUDENT RESPONSIBILITIES

- Using computers/devices in a responsible and ethical manner as good digital citizens.
- Obeying general school rules concerning behavior and communication, online and otherwise.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping the school district protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Turning off and securing Chromebooks after they are done working to protect their work and information.

- Informing appropriate Teacher/Administrator of inappropriate use of technology, including inappropriate emails. Students should submit any offensive/inappropriate information to a Teacher/Administrator.
- Checking-in their Chromebooks immediately upon request from the school.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Jail-breaking a school Chromebook (modify or remove district restrictions)
- Changing preset Chromebook and network settings
- Using another student's Chromebook
- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Gaining access to other student's accounts, files, and/or data.
- Use of anonymous and/or false communications.
- Giving out personal information, for any reason, over the Internet.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the school Internet web filter through a web proxy.
- Spamming (sending mass or inappropriate emails).
- Playing non-educational games unless given permission by the Teacher/Administrator.

LEGAL PROPRIETY

1. Students will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent
- Plagiarism is a violation of the Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
 - Use or possession of malicious software is strictly prohibited and violators will be subject to appropriate discipline by the school. Violation of applicable local, state or federal law, or school policy will result in criminal prosecution or disciplinary action by the District.
 - Theft of another student's Chromebook by a student will be prosecuted to the fullest extent of the law.

Any student who does not adhere to the guidelines outlined in this document will be subject to disciplinary actions outlined in the school buildings student code of conduct.

RECEIVING AN CHROMEBOOK

Chromebook will be assigned to students each year, and will remain in classrooms. Should circumstances arise which might require a student to take a Chromebook home, the Student Chromebook Permission Form must be completed and approved by an administrator.

Periodically, students may be required to submit their Chromebook for "check-in". These check-ins are an opportunity for the school to ensure that the devices are functioning correctly and are being appropriately maintained. All efforts will be made to ensure that check-ins will not interfere with the student's use of the Chromebook for learning.

Students will return their Chromebook on a designated day at the end of the school year. Students who graduate early, withdraw, are expelled, or terminate enrollment in Rolling Hills Local Schools for any other reason must return their individual school-provided Chromebook on the date of termination. If a student fails to return the Chromebook upon termination of enrollment, a report will be filed with the Guernsey County Police Department

and the student will be subject to criminal prosecution or civil liability. The student must also pay the replacement cost of the Chromebook.

Furthermore, the student will be responsible for any damage to the Chromebook and must return the Chromebook and accessories to the school in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

REPAIRING/REPLACING THE CHROMEBOOK

Any damage or repairs to a student Chromebook must be reported to the school administration. Depending on the damage a disciplinary action may occur. For accidental damage, the school will repair the first Chromebook damaged. In the event that a second Chromebook is accidentally damaged, the student/family will be responsible for the cost of repair. In the case of intentional damage and/or neglect, the student is responsible for the cost of the repair. This decision is at the discretion of the district administration. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. If a student continues to damage or neglect the Chromebook, further disciplinary consequences may occur such as privileges being revoked.

If a student continues to damage or neglect the Chromebook, further disciplinary consequences may occur such as privileges being revoked.

STOLEN DEVICES

Any theft of a Chromebook must be reported to the administration immediately. The school will file a report with the Guernsey County Police Department.

CHROMEBOOK CARE/PROTECTIVE CASES

Students are responsible for the general care and maintenance of the Chromebook that they have been issued by the school. Chromebook that are broken or fail to work properly must be taken to administration for an evaluation of the equipment. All Chromebook will be distributed with protective cases to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. Chromebooks should always be within the protective case.

- The Chromebook's screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything magnetic on or near the screen; no cleansers of any type.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not leave the Chromebook in a location where it is extremely hot or extremely cold (ex. vehicles).
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Chromebook covers must remain free of any writing, drawing, stickers, or labels that are not provided by Rolling Hills. Students are required to use the case they are assigned and not use one of their own.
- Chromebooks that malfunction or are damaged must be reported to the school's office. Chromebooks that have been damaged from student misuse or neglect will be repaired with cost being incurred by the student.

USING THE CHROMEBOOK AT SCHOOL

Students must bring their Chromebook to all classes. Chromebooks should be charged to full capacity each day. Repeat violations of this policy will result in disciplinary actions outlined by the school code of conduct. In cases where the use of the Chromebook has caused batteries to become discharged during the school day, students will

be able to connect their Chromebook to a charging station in designated locations only specified by building principals.

SCREENSAVERS/BACKGROUND PHOTOS

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang/hate related symbols or pictures will result in disciplinary actions.

SOUND, MUSIC, PHOTOS, GAMES OR PROGRAMS

Games are not allowed during school hours unless with permission from teachers or administration, including lunch and study halls. Sound must be muted at all times unless permission is obtained from the classroom teacher. Earbuds/headphones may be used in the classroom based upon individual teacher approval. The use of streaming music apps is prohibited.

All storage on the iPad will be for school projects only. Storage of student personal photos or downloaded images is not permitted.

All software/Apps provided by the school must be loaded and available on the iPads at all times.

NETWORKING

For purposes of security and network manageability, the Chromebooks are equipped with WiFi networking capabilities only and will access Rolling Hills Local School's network via a managed WiFi connection. VPN connections will not be permitted and will result in disciplinary actions.

MANAGING FILES/SAVING WORK

It is strongly recommended that students use G Suite for content storage or other cloud technologies for storage where appropriate. Since the Chromebooks will not be backed up by the school, an effective backup plan is important. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work. In certain circumstances, students may save work to the home directory on the Chromebook. However, the amount of storage space on each device is limited.

While the District's networks are available on a 24 x 7 basis, there is no guarantee of 100% uptime. In rare cases where the network may be unavailable, Rolling Hills Local Schools will not be responsible for lost or missing data.

PERIODIC INSPECTIONS

Students may be required to check in their Chromebooks for periodic updates and inspection. Students may be selected at random to provide their Chromebook for inspection. Failure to comply will result in disciplinary actions. If technical difficulties occur or inappropriate software/Apps are discovered, the Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

PROTECTING/STORING THE CHROMEBOOK

Chromebooks may be password protected. Forgetting a lock code will result in the Chromebook being completely restored to the initial image. Rolling Hills Schools reserves the right to reset Chromebook passwords at any time.

INVENTORY

Student and staff Chromebooks will be inventoried and labeled by the school. Labels and identifying marks should not be removed. Chromebooks can be identified in the following ways:

1. Record of serial number
2. School Labels

SECTION VIII - TRANSPORTATION

BUS TRANSPORTATION

The school provides bus transportation for all students who live further than one (1) mile from school. The bus schedule and route is available by contacting the transportation department at 685-5407.

Students will ride only assigned school buses and will 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.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from the parent is submitted to the building Principal stating the reason for the request and the duration of the change and the Principal approves, with a signature.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

PREVIOUS TO LOADING

Each student shall:

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

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

DURING THE TRIP

Each student shall:

1. Follow the bus driver's instructions.
2. Wait at the designated place of safety.
3. Go directly to your assigned seat. Remain seated at all times, keep arms, legs, and feet out of the aisle.
4. Be respectful of/to others and their property, on and off the bus.
5. Keep your back against the back of the seat, and your book bag on your lap.
6. Talk quietly, no yelling.
7. No eating or drinking.
8. No tobacco products.
9. No cussing.
10. No throwing objects on or out of the bus.
11. No physical contact with others on the bus.
12. No vandalism.

Reward for following the rules: A safe ride home for everyone.

PENALTY FOR NOT FOLLOWING THE BUS RULES

1. Verbal warning. Talk with the principal and/or bus supervisor.
2. Phone Parents.
3. Send a letter home.
4. Bus suspension. (three /five /ten day/year).

Tobacco usage, spitting, throwing objects, physical contact and vandalism will result in automatic bus suspension. The bus driver will report violations to the bus supervisor. A meeting with the bus supervisor, the student and the school administrator will take place before any punishment.

LEAVING THE BUS

1. Remain seated until the bus has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.
The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

Videotapes on School Buses

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Students are not permitted to ride or drive any type of vehicle to school. This includes bikes, motorbikes and cars.

Any change of destination after school must be altered by a written message that is received by the office. If this communication is not received, the student must get on the regular bus and go directly home. All notes should be stamped by school personnel and given to the appropriate bus driver.

If a parent delivers or picks up a student before or after school, he/she must pick the student up at the Gym entrance to the building.

The Motor Vehicle Code and the following guidelines apply to anyone who drives a vehicle onto District property.

1. Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property without the consent of the principal.
2. The speed limit on District property is 10 MPH.
3. In the event a vehicle is found to be parked or used improperly, the District may take one or more of the following actions:
 - a. Prohibit the person from driving on District property.
 - b. Contact the police to have the vehicle towed from the premises at the operator's expense.
 - c. Seek the assistance of law enforcement.

4. If a vehicle is towed from the premises, the towing company shall inform the Sheriff of Guernsey County of the location of the vehicle. The owner/operator of the vehicle should then contact the Sheriff to arrange for the vehicle's release.
5. The District shall not be responsible for any vehicle or items in a vehicle that are lost, stolen, or damaged as a result of being on District property.
6. When the school provides transportation, students shall not drive to school-sponsored activities, (field trips, athletic events, etc.)
 - a. Unless written permission is granted by their parents and approved by the principal athletic director /coach.

NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION

In compliance with Federal regulations, the Rolling Hills Local School District has established guidelines concerning student records:

1. Mrs. Kandi Raach is the District Records Officer responsible for the processing and maintenance of all student records. Her office is located at the Beech Grove Administrative Office or she can be reached by calling 740-432-6952 ext: 2060. Responsibility for the maintenance and confidentiality of student records lies with the custodian of records who are the principals of each building.
2. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen {18} years of age or older), and those designated by Federal law or District regulations.
3. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
4. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all of such information:
 - Name, address, and telephone number; date and place of birth; photograph, major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy if disclosed released.
5. A copy of the complete policy and the accompanying guidelines are available at the Board office and at all schools offices. There will also be a person available to answer any questions concerning the policy or guidelines.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

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

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be

charged to the requestor. If a review of records is wanted, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

PERSONNEL

LOCAL BOARD OF EDUCATION

John Urdak.....Board President
Brad Dudley.....Board Member
Mike Humphrey.....Board Member
Matt Moates.....Board Member
Darren Singleton.....Board Member

DISTRICT ADMINISTRATION AND STAFF

Devvon Dettra.....Superintendent
Allison GarnerSupt's. Secretary
James Buckey.....Technology
Kandi Raach.....Treasurer
Jude Black.....Spec. Ed. Coordinator
Scott Baughman.....Curriculum
Amanda Vannoy.....Fiscal Asst./ Payroll Clerk
Shelley AleshireFiscal Assistant
Angela Norman.....Emis Coordinator
Jeff Wheeler.....Athletic Administrator

BUILDING ADMINISTRATIVE STAFF

JP Wray.....Principal
Doug Pfeffer.....Assistant Principal
Sara McGee.....Counselor
Tracy Jackson.....Admin. Sec.