

Northridge Middle School



**Student Handbook Supplement
2022-2023**

Mission of the Northeastern Local School District

Mission Statement

The mission of the Northeastern Local School District is to provide the opportunity for students to succeed by offering a safe and respectful environment, continuous staff development, challenging curriculum, and current technology. Supported by....parents and community.

Mission

To foster the development of students academically, physically, emotionally, and socially through an integrated, rigorous and relevant curriculum.

Vision

We aim to facilitate students in the preparation to become productive solvers in a technology-based society.

Welcome

On behalf of the Board of Education, faculty, and staff, the administration we welcome you to our district. The staff and administration will do everything in our power to make this year a special one for you. We promise you a safe, friendly, caring, and personalized atmosphere. This handbook supplement will help ensure that you have the best year possible. Take a moment to sit down with your parents and / or guardians and read through the rules. If you have any questions please ask. This student handbook was developed to answer many of the commonly asked questions that you and your parents may have. This handbook contains important information that you are responsible for knowing; become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

Good Luck and Best Wishes!

GENERAL OPERATING PROCEDURES & NOTIFICATIONS

Safety

The safety of students at school is a primary concern. State law requires that all visitors report to the office before visiting the classrooms. Parents are expected to reinforce at home the school rules about crossing streets, bus riding, bicycle riding, fighting and avoiding dangerous situations.

Arrival Time

Students are not permitted on school grounds before 8:20 a.m. The school is not responsible for, and will not supervise, students that arrive prior to 8:20 a.m. Building administrators reserve the right to send any student arriving earlier than 8:20 a.m. to the latchkey program who does not have specific permission to be here. If this happens, parents may be subject to paying for latchkey fees.

Dismissal Times

Middle school students will be dismissed at 3:30 p.m. Students are not to remain at school for sports or community activities without an adult present for supervision. Board Policy does not permit a student to ride any bus other than his assigned bus. Bus stops must be arranged on a semester basis. PARENTS ARE RESPONSIBLE FOR THEIR OWN CHILDREN. THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS OUTSIDE OF THE STATED TIMES. THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS AFTER LEAVING SCHOOL PROPERTY EXCEPT ON SCHOOL SPONSORED TRIPS.

Pick-up During School Hours

Students released during the school day must be signed out in the office. Students will only be released to the custodial parent or guardian, or to another person with written permission from the parent/guardian. In case of a medical appointment, the parent needs to sign their child out prior to leaving for the doctor during the school day. When the child returns from the doctor, they need to bring a written excuse to the office prior to starting their first class

Leaving School

Students are not permitted to leave school grounds after arriving in the morning, even if they arrive early. For safety reasons, students who walk or who do not ride the buses to or from school will NOT be dismissed until all buses have left.

Vacation/Emergency Requests

Family vacations can be a valuable part of a child's education. While every effort should be made to schedule family vacations during school vacations, we understand it is not always possible. Students with poor grades, poor attendance, or if the principal feels the absence will have a significant negative effect on the student's education, may have their request denied.

1. Requests for excused Absences for family vacations must be made to the principal seven (7) days in advance in writing.
2. Vacations must be with their immediate family.
3. Time allowed for schoolwork to be turned in, will be the same as normal absences from school.

School Closings

When emergencies force the school to close it will be announced on our district's PK-12 notification system as well as the local TV stations WHIO- Ch. 7, WDTN- Ch.2, and WKEF- Ch. 22 and 45. Information on delays and cancellations is also posted on the district website as they occur. Delays are used when there are dangerous driving conditions for school buses. These are conditions that are expected to

improve quickly. All buses will run later than usual for morning pick-up, and normal time for taking children home.

Distance/Blended Learning Scenarios Due to School Closure

In the event that the teaching and learning process is shifted to a distance learning and/or blended learning format as the result of an unforeseen emergency or large-scale crisis, the school will send out a separate document/handbook that will outline the parameters and protocols for this process.

Communication

We strongly believe in the importance of communication. There are several ways that the Staff and Administration will be communicating with you: phone calls, email, social media, district website, the parent portal within Progress Book, and First to Know calls, etc.

Conferences with Building Administration

We welcome opportunities to meet with the community and discuss ideas, address concerns, and/or answer questions. To ensure that the building administrator is available to discuss your ideas or concerns, we would recommend contacting the school in advance to set-up a meeting that best fits the schedules of all parties involved.

Conferences with Teachers

The first contact regarding your child's education should be with the teacher. Please contact the teacher before your concern grows into a major problem. The staff will arrange to meet with you for a conference, or will have a phone conference with you. You may also be contacted when the teachers have a concern. There are several formal parent/teacher conference days scheduled on each year's calendar. These conferences can be scheduled at teacher or parent request. We would respectfully ask that you do not come into the school during the day to meet with a teacher without an appointment. The availability of that teacher cannot be guaranteed.

Guidance Counselor

The guidance counselor works with individual students and groups to help them with problems or help prevent future problems. If you feel the counselor may be of help to your child please, contact the school.

Telephone Use

Students are permitted to use the school telephones in the event of an emergency or to relay important information to parents. Personal cell phones are **NOT** to be used during the school day to contact parents or others without the permission of the administration or office staff. Failure to abide by this policy may result in disciplinary consequences.

School Fees & Supplies

The Consumable Supplies Fee, per student is **\$55 for 2022-23**. The fee covers part of the cost of workbooks, art supplies, and student planners, etc. Students in grades 6, 7, and 8 will also pay a **\$50 technology fee** and receive a Chromebook that will be used at school and also available for home use. Student Fees are payable at the beginning of the school year.

Students are expected to have personal supplies at school. The supply list is posted on the school website.

Latchkey

A latchkey program is offered to provide childcare for students before and after school. There is a registration fee and an hourly charge per child. Contact the school for further information. Any MS student who reports early to school with an elementary sibling is required to report to latchkey due to a lack of MS staff on duty to supervise students. While students are under the supervision of latchkey, a fee will be assessed for the supervision of the student. Once MS staff are on duty for supervision, the student can leave the supervision of latchkey.

Bicycles and Walkers

Students may ride bicycles to school. Proper and safe operation is required. The school is not responsible for bicycles. Bicycle riders are not permitted to enter the bus zone unless the buses have departed. Students operating bicycles in an unsafe manner will not be permitted to have a bicycle on school grounds. Walkers must follow all safety rules and must cross the street at the point designated by the duty teacher and/or school safety patrol. Students are not permitted to have any motorized vehicle on school grounds.

School Pictures

School pictures are offered to the parents in the Fall and Spring. Several different combinations of pictures are offered to students and parents. During the Fall, all students have their pictures taken for pictures and yearbook use. A makeup day is scheduled for both Fall and Spring pictures.

Yearbooks

School yearbooks are offered for sale each year. Our yearbook will include 6th through 8th grade, and is full color. The yearbooks are ordered in advance.

Lunches & Breakfast

Lunch is available to all our students in grades 6-8. Ala carte items are available to grades 6-8. Students who pack a lunch should not bring glass containers. The district offers a free and reduced lunch program that is in accordance with government regulations. Breakfast is also offered to students in the morning before school. The pricing structure is similar to lunch. The free and reduced program also applies to breakfast. Forms are available in FinalForms or hard copies will be available upon request. The Free and Reduced Lunch application must be completely filled out in order for consideration. If during the year your financial status changes, you may request a new form. Students who must charge their lunch may do so by telling the cashier of their intention. Lunch charges are dictated by the policy of the Northeastern Local School District Food Service Department. **Any food being brought from outside vendors (ex: Fast food restaurants) – when it does not involve a school sponsored activity or program - need to obtain permission from the building Principal.** At the middle school level, parents wanting to eat with their child during the school day in the cafeteria is usually not permitted. Permission for special situations must be approved by the building Principal in advance.

Field Trips

Field trips are designed to enhance the academic instruction students are involved with in their classes. Attempts are made for each grade level to have a field trip. This includes any field trip the school may offer as an incentive for behavior and academic success at the end of each grading period. Incentive field trips are awarded to students who meet the criteria set by grade level teams.

Food and Drink

Students that bring food/drink into the building before school must consume what they bring into the building prior to class starting. Anything that is not consumed, must be properly stored in a student's

locker or personal assigned space (6th grade). Coffee drinks are not permitted to be taken to class and are not to be stored in lockers. Coffee drinks must be consumed, or disposed of prior to class starting. Students are not permitted to purchase food/drink during lunch, and take items out of the lunch room for later consumption during class. Any deviation from this policy must be approved by building staff and/or the building administration (ex: student reward snacks, holiday pares, etc).

Pop Machines

Pop machines in the school are not to be used unl 3:30 pm. They are not to be used before school, or at any time during the school day. Pop purchased before 3:30 pm will be confiscated. The building does have a bottled water machine. Students are permitted to purchase water, but must obtain permission. Any misuse of purchased water bottles will cause a student to lose this privilege and may result in disciplinary acon.

Lockers

Students in middle school are assigned a hall locker. Each student is responsible for the assigned locker and the privacy of their combination. If students feel that others may know the lock combination, they may come to the homeroom teacher and request a new lock. Students in P.E. are asked to keep all valuables locked in their gym locker. This will keep their clothing, books, and valuables safe while they are in gym class. All lockers are school property and are subject to inspection/search at any me.

Book Bags/Purses

Book bags are not permitted to be carried to class during the school day, with the exception of 6th grade. They may be carried to and from school, but must remain in lockers throughout the school day. The building will provide a draw-string bag to assist students in transporting chromebooks to classes during the school day, and home at night. These bags are not meant to carry other books. Calculators, pen/pencil bags, and other small organizational items are acceptable to place in the drawstring bag.

Lost and Found

Items found at school are placed in a "lost and found" box, located across from the Principal's Office. If your child has lost an item, or has had it "stolen," please make sure the lost and found boxes have been checked. At the end of each grading period the unclaimed items are donated to a needy cause. Students should not bring valuable items to school.

Medication

According to school board policy, no medication (prescription or over the counter) may be brought to school without the proper form signed by the parent and a physician. A separate form is available for permission to carry an inhaler; it also requires a parent and physician signature. Forms are available from the nurse or the office.

EMERGENCY PROCEDURES

Fire Drills

In case of a fire, fire drill, or for any other reason that causes mass movement of students and personnel from the building, the following procedure will be used:

1. Upon the sound of the alarm, move quickly and quietly to the indicated exits.
2. Once outside, students will remain with their classroom teachers so that attendance can be taken.
3. Once the drill has been completed, a signal will be given, and students are to

return to classes quietly.

Tornado Drills

1. Everyone must remain silent so that sirens can be heard.
2. Open the windows in your classroom.
3. Close your classroom doors. (This will decrease the amount of glass and debris that would enter the hallway in case of an actual tornado.)
4. Students are to proceed to their designated area for the drill and assume the correct position by kneeling on the floor, lowering their head, and covering their neck and head with their hands.
5. The all clear will be given by an administrator, indicating that students and teachers can return to class quietly.

Safety Scenarios

In addition to routine Tornado and Fire drills, other scenario based safety drills will be executed throughout the year. These drills may include lockdowns, shelter-in-place, and evacuations.

ACADEMIC INFORMATION

Core Classes

At each grade level, students will take 4 Core Content Areas.. These areas include: Science, Social Studies, Language Arts (Reading & Writing), and Math.

Specials

At each grade level, students will have an opportunity to take elective courses which we refer to as SPECIALS. Students will be assigned these courses in their schedule each year based on availability and interest level from the students. Examples of these electives are Band, Technology, Art, Health, foreign language (8th grade), STEM, Phys. Ed., etc. These classes may be graded or pass/fail based on the class.

High School Credit

Each year there will be the possibility for 8th grade students to take courses for high school credit. Which courses are available each year may depend on interest level and staffing availability. The administration will use placement testing, progress monitoring data, standardized test scores, teacher input, and other data to make final determinations about the placement of students in these courses.

Grading System

Specific information on assignment and grading practices are communicated by teachers. Please see the district handbook for the specific grade scale. Interim Reports and Grade Cards are available online each grading period. If a parent and/or student prefers a paper copy of an Interim Report or Report Card, they must make this request with the main office at the beginning of the school year.

Academic Recognition

Honor Roll with Distinction (4.0 GPA), *Honor Roll* (3.5 – 3.9 GPA), and *Merit Roll* (3.0 – 3.4 GPA) lists are compiled and publicized at the end of each grading period. All subjects that receive a letter grade (A, B, C, D, F) count in compiling the list (*Note: this includes specials which receive letter grades*).

Progress Book

Your child's grades, assignment completion, and other academic information may be viewed on-line by using the parent access portal of Progress Book. This connection can be found on our homepage. You

will need a USERNAME and PASSWORD to access your child's information. **If you do not know either, you may get this information by emailing: johnschmid@nelson.org, provide your name, your child's name and grade level, and the school.** Additional information may be sent home with students to be signed and returned. The purpose of this is to ensure that you are aware of your child's progress. Please cooperate with us by signing and returning the papers to confirm receipt of our communication. If you send in notes asking questions and you do not hear back from the teacher or the office, please contact the NRMS office via email or phone.

Google Classroom

As we move to a digital format, teachers may be posting announcements and/or assignments for students to access in Google Classroom. Please look for information at the beginning of the year from your student's teachers regarding more information about this process.

Textbooks

Students may be assigned a textbook for their classes. If assigned, students are responsible for any damage that occurs once books have been handed out. The textbooks are to be returned with normal wear and tear. There will be a charge for any damage. If a book has to be replaced, the replacement cost for the book will be assessed. We encourage a book cover.

Workbooks

Students may be assigned a workbook for their classes. If assigned, students are responsible for having this resource with them for the class in which it was assigned. If students lose or misplace a workbook, there will be a fee to replace the workbook. Students will be expected to replace the workbook by contacting the main office.

Chromebooks

Each student is assigned a chromebook for school use and purposes. In addition to the device, a charger and protective case are issued to the student. Students are responsible for the care of these devices. Please refer to the district technology agreement form for more information. Students are not permitted to use their own device/computer. NRMS is unable to monitor personal devices through the Go Guardian system.

Instructional Media Center or IMC (Library)

The IMC has a variety of materials including books, magazines, film-strips and computers. Students go to the library with their classes. Middle school students also may go to the IMC from study halls as permitted by staff.

Homework

Students are expected to participate in the education process by following classroom expectations, including completing homework when assigned by teachers. Students who consistently fail to complete homework may receive discipline by teachers or administration.

Make-up Work

Upon returning to school from an excused absence, it is the responsibility of the student to get makeup work.

1. The time limit for accepting such work is the number of days excused plus one.
2. Students may be required, upon returning, to turn in long term assignments or take tests that were scheduled in advance without makeup days.

3. Assignments/tests made prior to the student's absence are due upon the student's return to school.

Promotion, Retention, Acceleration, & Placement

Promotion to the next grade (or level) is based on the following criteria:

- Current level of achievement based on instructional objectives and mandated requirements for the current grade.
- Potential for success at the next level.
- Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade.

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- Achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip.
- Achievement of instructional objectives for the present grade/course as well as the succeeding one(s).
- Potential for success in the accelerated placement based on sufficient proficiency at current level.
- Social, emotional, and physical maturation necessary for success in an accelerated placement.

A student may be retained at his/her current grade level based on the following criteria:

- Failure to achieve the instructional objectives at the current grade level that are required for success at the next grade level.
- A student may be retained if she/he is absent (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if she/he falls in the preceding category, a student may be placed if the Principal agrees that the student is academically prepared for the next grade level.

SCHOOL ORGANIZATIONS

School Support Organizations

Check the school website for groups and the exact dates and times they meet.

National Junior Honor Society and Student Council

The National Junior Honor Society and Student Council are for grades 7 and 8. Students who have excellent grades, show leadership in the school, and have good character are invited to become members. The Honor Society and Student Council are service organizations that sponsor many activities that help our students' growth during the middle school years.

Athletics

State Law restricts all public schools from being involved in athletics below grade 7. All athletics below grade 7 are community sports and do not involve the school. The school sports are operated under the

rules of the Ohio High School Athletic Association, the Central Buckeye Conference, the Ohio Heritage Conference, the Northeastern Local School Athletic Council, and the school's Athletic Department. The school sports include:

- Fall: Football, Football Cheerleading, Competition Cheerleading, Girls & Boys Cross Country, and Volleyball
- Winter: Girls & Boys Basketball, Basketball Cheerleading, Competition Cheerleading and Wrestling
- Spring: Girls & Boys Track

Details of sports regulations are given to each athlete at the beginning of each season. All athletes are subject to weekly grade checks. Participation in interscholastic athletics is a privilege. While every effort will be made for all students to be given the opportunity to participate, there will likely be cuts to determine the optimum number of players kept on a sports team. The roster is to be determined by the coaches of the respective sports with the decision of the coach being final.

Pay-to-Participate

The Northeastern Local School District does have a pay-to-participate fee policy. This fee is reviewed annually to determine if there is a need to adjust the amount based on the financial situation of the district. **The fee for 2022-23 is \$45 for all sports, and \$25 for cheerleading.**

Attendance

The Northeastern Local School District believes daily attendance is a foundational piece of a student's academic success. In creating an environment for that academic success, the district works hand-in-hand with staff, parents/guardians, and internal and external transportation providers, to facilitate daily student attendance to maximize student achievement in a safe environment. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study. House Bill 410 (HB410) was passed into law by the Ohio General Assembly in December 2016 - changing the way school districts monitor student attendance across the state. According to the bill, schools will now keep track of absences by hours (to include tardiness) as opposed to missed days. The term "chronic truant" has been removed from absence legislation and replaced with: Habitual Truant-Defined as any student of compulsory school age who has been absent without a legitimate school excuse for absences of (Ohio Revised Code 2151.011 (B) (18):

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

Excessive Absent-Defined as a child of compulsory school age who is absent with or without a legitimate excuse from the public school the child is supposed to attend for (Ohio Revised Code 3321.191 (C) (1):

- 38 or more hours in one month
- 65 or more hours in one school year

Absence Intervention Plans (AIP)

An AIP will be assessed for every student who has been identified as Habitually Truant with the goal of improving student's attendance. AIP's are to be created within 14 days of an absence that pushes a

student's total hours. Each Absence Intervention Plan will be individualized to meet the needs of each student. In the event that a student has failed to make progress on their attendance, the office will be required to file a complaint in juvenile court within 61 days of the plan's implementation date.

Excused Absences

The Board considers the following factors to be reasonable excuses for me missed at school. Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests. The Board considers the following factors to be reasonable excuses to absent from school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- C. Health Dept required quarantine
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. such good cause as may be acceptable to the Principal or Superintendent

Notification of Absence

If a student will be absent, the parents must notify the School and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible aer 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 will also be subject to disciplinary action. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Make-up of Tests and Other School Work

A student with an excused absence from school shall be granted the opportunity to make-up work missed and receive credit within specified me guidelines. It shall be the responsibility of the student to hand in the work missed within the number of days absent plus one day upon his/her return to school. Make-up work not turned in within the make-up period may not be accepted, and the student may receive zeros. Assignments/tests assigned prior to the student's absence are due upon the student's return to school.

Requests for Homework Assignments

For absences of more than three (3) days, a call may be made to the Office to request assignments from teachers. Since it takes a full day for assignments to be secured, it is important that the call be made as soon as it is determined that the absence may be a lengthy one.

Absences and Physical Education

Doctor Excuses - All students must participate in PE classes unless they have a note from a doctor asking that they be excused. Excuses (Minor Problems) - Students with minor problems must dress for gym. After dressing for gym class, they may communicate their problem to the physical education

teacher who will decide the limitations on their gym activities.

STUDENT CODE OF CONDUCT & DISCIPLINE SYSTEM

Positive Behavior Interventions and Supports (PBIS) Overview

Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching and learning occurs. Aenon is focused on creating and sustaining primary (school-wide), secondary (targeted group or simple individual plans), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

PBIS

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Behavioral Expectations are Taught.

The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- *Show Respect*
- *Own Your Actions*
- *Accept Differences*
- *Realize Your Potential*

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

1. **Possession/use of drugs and/or alcohol** – Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.
2. **Possession/use of tobacco** – Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.
3. **Use and/or possession of a firearm** – Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition,

program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. An expulsion may be reduced on a case-by-case basis by the Superintendent. A firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. **Use and/or possession of a weapon** – A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.
5. **Use of an object as a weapon** – Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.
6. **Knowledge of dangerous weapons or threats of violence** – Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
7. **Arson** – Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
8. **Physically assaulting a staff member/student/person associated with the District** – Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or aiming to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member may be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.
9. **Threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District** – Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat may be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.
10. **Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs** – The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

11. **Misconduct off school grounds** – Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District or results in the disruption of normal school day. Misconduct is defined as any violation of the Student Discipline Code.
12. **Extortion** – Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
13. **Gambling** – Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.
14. **Falsification of school work, identification, forgery** – Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.
15. **Bomb Threats, and other false alarms and reports** – Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the threat is made may result in expulsion. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.
16. **Terroristic Threat** – Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.
17. **Possession and/or use of explosives and/or fireworks** – Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or articles prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.
18. **Trespassing** – Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.
19. **The, or knowingly receiving or possessing stolen property** – Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. The School is not responsible for personal property.

20. **Insubordination** – Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow, comply, or tell the truth when an appropriate direction given by a staff member, or acting in defiance of staff members.
21. **Damaging property (Vandalism)** – Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.
22. **Persistent absence or tardiness** – Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court.
23. **Unauthorized use of school or private property** – Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.
24. **Refusing to accept/serve discipline** – Students failing to comply with disciplinary action may face enhanced penalties for such action.
25. **Aiding or abetting violation of school rules** – Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
26. **Displays of affection/sexual activities** – Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.
27. **Sexting** – The sending of inappropriate pictures (exposed body parts, pornography, etc) taken with camera phones or downloaded off the internet is prohibited. A student may face disciplinary action from the school for taking these types of pictures, obtaining these pictures, or distributing these pictures. The student(s) involved will also be referred to the Sheriff Department.
28. **Possession of Pornography** – Possessing sexually explicit material is not allowed.
29. **Possession/Use of electronic equipment** – The School may supply electronic equipment or devices necessary for participation in the educational program. Unauthorized possession or use of electronic equipment may be confiscated from the student by school personnel and disciplinary action may be taken.
30. **Violation of individual school/classroom rules** – Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.
31. **Violation of bus rules** – A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus. *See transportation section for more specific information.*
32. **Interference, disruption or obstruction of the educational process** – Any actions by students, manner of personal dress and appearance that materially and substantially disrupts or interferes with school activities or the educational process, is unacceptable and may result in

discipline by the administration.

33. **Aggressive Behavior, Harassment, Bullying, and/or Intimidation** – The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action. *See district handbook for more detailed information.*
34. **Retaliation** – Any actions against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior.
35. **False Reporting** – Intentionally misleading school officials about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.
36. **Hazing** – Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.
37. **Improper Dress** – Proper dress and grooming contribute to, and are a part of, the educational process. The building administrator may exclude any student when the apparel is inappropriate. What is or is not appropriate is a decision of the school administrator(s). Failure to follow the dress code may result in a referral to the office to correct the problem. If arrangements for proper dress cannot be made, the student may need to remain in the office or be placed in In-School Suspension (ILP). Repeat offenders may be sent home immediately. The student will be responsible to make up any work missed during their absence from class. The Administration reserves the right to make changes to the dress code to reflect the changing styles and protect the learning environment.

The following dress code guidelines are offered:

- Students shall wear clothing that is clean, neat, and in good repair
- Skirts and shorts must reach the fingertip of the extended arm.
- Rips, holes, and/or frays in jeans/pants exposing skin are not permitted above the reach of the fingertip of the extended arm.
- Leggings, Yoga Pants, & Tights are NOT permitted UNLESS they are covered with a shirt or skirt that extends to the reach of the fingertip of the extended arm.

Warm Weather Shirts:

- During the months of August, September, May, and June warm weather clothing will be taken into consideration by the building administration due to the lack of air-conditioning in the building. Outside of these designated months, warm weather clothing is not permissible.

- Tank-tops / Sleeveless Shirts
 - ✓ Must be 3-fingers wide
 - ✓ May not expose undergarments
 - ✓ May not expose cleavage or bare chest
- Halter-tops, tube-tops, see through clothing, open weave clothing, half shirts, open midriffs, and muscle shirts, compression shirts are NOT permitted.
- Shirts and blouses must have factory-finished sleeves that go over the shoulder (see warm weather shirts). H. Pajama pants are not to be worn.
- Shoes must be worn at all times for health and safety reasons.
- Proper undergarments are to be worn but not seen.
- Low-cut tops that are too revealing are not permitted. Should not be more than 4 inches from the collarbone.
- Hats, hoods, bandanas, sweatbands or similar items are not to be worn inside the building during school.
- Clothing may not include words or visuals that are obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco (ex. confederate flags, alcohol and tobacco advertising).
- Sunglasses during school hours are not permitted unless the wearer has medical authorization.
- Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed.

39. Careless or Reckless Driving – Driving on school property in such a manner as to endanger person or property.

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

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

42. Physical Contact – Engaging in non-serious or serious physical contact. These actions include, but are not limited to hitting, slapping, choking, kicking, scratching, punching, pulling hair, using an object to strike someone, etc.

43. Horseplay – When students are disrupting the educational environment in an unsafe manner

44. Use of Profane, Indecent, Inappropriate, or Obscene Language – This includes either written or verbal. It shall also include, but not be limited to, the use of obscene gestures, pictures, writing or messages on clothing or signs.

45. Lighting Incendiary Devices – Unauthorized signing of matches, lighters and other devices that produce flames.

46. Unauthorized use of vehicles – Occupying or using vehicles during school hours without parental permission and/or school authorization.

47. Gangs – The presence of gangs within a school disrupts that environment by threatening the safety of the school building and causing disruption to the academic process. *A gang is any identifiable group*

or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals. A student shall not: participate in gang-related activities; appear with or wear gang identification such as are, colors or clothing; designate boundary or turf; participate in hazing, or recruiting activities; or deface property with gang graffiti.

48. Social Media (Facebook, Twier, etc) – Student issues that begin outside of school via texting or social media, but present themselves within the school seng will be handled through the appropriate discipline procedures. Instances will be handled on a case-by-case basis. In addition, students are not permitted to post updates or communicate via social networking sites at any time during the school day. Anyone found making posts to social networking sites during school hours will be subject to disciplinary actions.

Behavior Consequences

We will use varied disciplinary steps and/or actions when assigning consequences to students for infractions of the student code of conduct. Possible disciplinary assignments may include, but are not limited to the following:

Verbal Warning: A warning to a student that his/her conduct is in violation of school rules. Any authorized school official including teaching or non-teaching personnel may issue it.

In-Class Intervention (ICI): The loss of student class privileges as determined by the classroom teacher and building administration. Failure to serve or comply with this assignment will result in a higher-level consequence.

Lunch Detention (30 Minutes): Lunch detentions will be served during a student’s assigned lunch period in the office or a designated classroom. Students will eat lunch during this detention and may be assigned other activities to complete during this time (ex: reflection statement, letter of apology, etc.).

After-School Detentions (30 Minutes, 1 hour, 2 hour): Office Detentions will be served after school at a designated time and place.

Sunrise Session: This assignment is a before school detention that can be assigned for me increments of 30 to 60 minutes before school. The start and end time will be determined by the administration at the time of assignment, but will typically be assigned between 7:30 a.m. - 8:30 a.m. during the week.

In-School Suspension (ISS): ISS is an adult supervised area, which provides social separation from the remainder of the school population. Students assigned here are permitted to complete work for credit from their teachers.

Suspension: Suspension is removal from school for up to ten days. All assignments are permitted to be made up for credit.

Expulsion: Expulsion is the removal from school for more than 10 days, up to 180 days. This is a decision of the Superintendent.

Emergency Removal: This is the immediate removal from the school (or school activity) because the student's presence threatens the safety of others, or threatens to disrupt the academic progress of others.

Classroom Discipline

Classroom discipline procedures will be outlined by staff at the beginning of the year in each classroom.

Automac Office Referrals

The administrators will handle certain infractions. Such infractions may be but are not limited to::

- A. Actions that threaten or carry out physical harm
- B. Bullying and harassment from student to student
- C. Blatant disrespect towards a teacher
- D. Threats against teacher, student, school, etc.

Harassment, Intimidation, and Bullying

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

Transportation

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency. The Transportation Director/Asst. Director may approve a change in a student's regular assigned bus stop to address a special need. Parents should call transportation stating the reason for the request and the duration of the requested change. The transportation schedule and routes are available by contacting the Director of Operations and Asst. Director of Transportation at 937-328-6592.

Bus Conduct

Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules prior to loading (on the road and at school). Each student shall:

- A. Be on time at the designated Point of Safety
- B. Stay off the road at all times while waiting for school transportation
- C. Line up single file off the roadway to enter
- D. Wait until the school transportation is completely stopped before moving forward to enter
- E. Refrain from crossing a highway until the driver signals it is safe to cross
- F. Properly board and depart the vehicle
- G. Go immediately to the assigned seat and be seated.

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

During the trip Each student shall:

- A. Remain seated while the school transportation is in motion
- B. Keep head, hands, arms, and legs inside the school transportation at all times
- C. Not push, shove or engage in scuffling
- D. Not litter in the school vehicle or throw anything in, into, or from the vehicle
- E. Keep books, packages, coats, and all other objects out of the aisle
- F. Be courteous to the driver and to other riders
- G. No eating or playing games, cards, etc.
- H. No use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees
- I. Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment)

Exiting the school vehicle each student shall:

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

Video on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a video, the tape will be submitted to

the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code. If a student accumulates three (3) bus referrals from a bus driver for safety or behavior violations, the student may be suspended from the bus.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or Director of Transportation] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension.

Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participants' students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

TECHNOLOGY, INTERNET, & ELECTRONIC DEVICES

Internet Usage and Electronics

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

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

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the

Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for saying and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are open and public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., sware pirang; intellectual property violaons; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. ""Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone, social media and pager text messages, instant messaging (IM), defamatory personal Web sites and defamatory online personal polling Websites.

Cyberbullying includes, but is not limited to the following:

- A. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on a weblog.
- B. sending e-mail or instant messages that are mean or threatening.
- C. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as Youtube.
- D. posting misleading or fake photographs of students or school staff members on web sites.

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

Students are expected to abide by the following generally-accepted rules of network etiquette:

- Be polite, courteous, and respectful in your messages to others. Use language appropriate to

school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

should not delete such messages unless instructed to do so by a staff member.

- Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or adult staff member if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

We encourage parents to closely monitor their child's use of the Internet, and communicate to other parents or the sheriff any slanderous, threatening, or otherwise inappropriate usage. The school will become involved only to assure a safe school environment.