

# UJHS

## 2024-2025

### STUDENT HANDBOOK



**Urbana Junior High School**  
**1673 South US Highway 68**  
**Urbana, OH 43078**

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# UJHS Handbook Changes 2024-2025

## Page 14 (Math Algebra 1)

- **Old Language** - Students earning a C average (2.0) or above in their seventh grade Advanced Math 7 class will have the option to participate in high school Algebra I during the eighth grade year.
- **New Language** - Advanced Math 7 students scoring Advanced or Accelerated on the OST will have the option to participate in Algebra I. Students must also have a final average of a B (3.0) or higher and a recommendation from their 7th grade math teacher.

## Page 14 CAFETERIA AND LUNCH PERIOD POLICIES (CLOSED LUNCH)

- Remove the statement, “There are no lunch charges.” as additional information about how charges are handled will be provided through FinalForms and website.

## Page 18 (Dances and Events)

- **New Language** - Students who have been assigned ALC or have more than 2 office referrals may not be permitted to attend dances and events.

## Page 19 (Extended Field Trips)

- **Old Language** -
  1. A student must have passing grades in all courses for three quarters prior to the trip and must not have accumulated more than **25 discipline points before the date of departure**. Please note, Tuesday Night Schools assigned for missing work do not count toward discipline points.
  2. \*\* After-school detention = 3 points per day
  3. \*\* Alternative Learning Center (ALC) = 6 points per day
  4. \*\* Out of School Suspension (OSS) = 15 points per day of OSS assigned (example: 3 days of OSS = 45 points)
  5. Discipline points are accumulated throughout the semester and reset at the beginning of the second semester. Students could possibly be given the opportunity to eliminate accumulated discipline points with good behavior. The goal is for students to learn from mistakes, not to be continually punished for past behaviors.

**Page 19 (Washington DC / Kirkmont)**

● ***New Language*** -

1. A student must have passing grades in all courses for three quarters prior to the trip and must not have accumulated more than **25 discipline points before the date of departure or be on diversion or probation**. Please note, Tuesday Night Schools assigned for missing work do not count toward discipline points.
2. \*\* After-school detention or lunch detention = 3 points per day
3. \*\* Alternative Learning Center (ALC) = 6 points per day
4. \*\* Out of School Suspension (OSS) = 15 points per day of OSS assigned (example: 3 days of OSS = 45 points)
5. Discipline points begin to be accumulated after the parent meeting in September. Students could possibly be given the opportunity to eliminate accumulated discipline points with good behavior. The goal is for students to learn from mistakes, not to be continually punished for past behaviors.
6. Students missing 10% or more of the school year may be removed from the trip.

● ***Old Language*** -

**Washington dates, costs, and deadlines (Grade 8):**

Dates: May 13 - 17, 2024

Cost: \$700\*\*

**Deadlines:**

First payment of \$175 due by September 22, 2023

Second payment of \$175 due by November 10, 2023

Third payment of \$175 due by January 19, 2024

Final payment of \$175 due by March 8, 2024

Cut off date for a refund is April 12, 2024

**PARENT MEETING - SEPT. 12, 2023 5:30PM**

**Please note:** All Washington D.C. information is subject to change based on price changes and availability.

**Kirkmont dates, costs, and deadlines (Grade 6):**

Dates: May 6 - May 10, 2024

Cost: \$140\*\*

**Deadlines:**

First payment of \$35\*\* is due by Sept. 22, 2023  
Second payment of \$35\*\* is due by Oct. 27, 2023  
Third payment of \$35\*\* is due by Nov. 17, 2023  
Final payment of \$35\*\* is due by March 1, 2023  
Cut off date for a refund is April 7, 2023

**PARENT MEETING – SEPT. 12, 2023 6:30PM**

- ***New Language -***

**Washington dates, costs, and deadlines (Grade 8):**

Dates: May 19 - 23, 2025

Cost: \$800\*\*

**Deadlines:**

First payment of \$200 due by September 20, 2024

Second payment of \$200 due by November 8, 2024

Third payment of \$200 due by January 17, 2025

Final payment of \$200 due by March 7, 2025

Cut off date for a refund is April 11, 2025

**PARENT MEETING - SEPT. 10, 2024 6:30PM**

**Please note:** All Washington D.C. information is subject to change based on price changes and availability.

**Kirkmont dates, costs, and deadlines (Grade 6):**

Dates: May 5 - May 9, 2025

Cost: \$140\*\*

**Deadlines:**

First payment of \$35\*\* is due by Sept. 27, 2024

Second payment of \$35\*\* is due by Oct. 25, 2024

Third payment of \$35\*\* is due by Nov. 15, 2024

Final payment of \$35\*\* is due by February 28, 2025

Cut off date for a refund is April 11, 2025

**PARENT MEETING – SEPT. 10, 2024 7:30PM**

**Page 24 (Phones)**

- ***Old Language -***  
**PHONES**

Students are permitted to carry cell phones to and from school. Cell phones may be used during the school day only with permission from the classroom teacher or building administrators.

- Students who use their phone during instructional time without teacher permission or if the device causes a disruption will receive consequences according to the teacher's classroom rules.
  - Using a cell phone to capture, record, or transmit audio, video, or pictures without consent is considered an invasion of privacy and may be considered a violation of the student code of conduct.
  - Students may not use their device to contact a parent to be picked up from school. Permission needs to come from the nurse or school administration.
  - If inappropriate cell phone usage causes a disruption to the learning environment, students may lose their privilege to carry their cell phone at school.
  - Students choosing to use their cell phones in an inappropriate manner will be subject to any and all consequences, including suspension from school.
  - When deemed necessary, inappropriate student cell phone activity will be shared with law enforcement for further investigation.
  - Cell phones are a privilege. Students may lose this privilege if they receive office referrals for behavior in the classroom.
- 
- ***New Language*** -  
The use of school phones for students is limited to emergencies only. Personal cell phones may be brought to and taken from school, but must be turned off and stored in the student's locker during school hours (7:30am – 2:26pm). Any cell phone found outside of lockers will be confiscated and appropriate disciplinary action will be taken. Furthermore, if a cell phone causes a disruption in the classroom, additional discipline will be enforced. Confiscated items may be subject to search and will only be returned to a parent or guardian. Continued violations will result in more serious consequences, including suspension from school.

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## Urbana Junior High School

Scott Blackburn, Principal

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1673 South US Hwy 68

(937) 653-1439

Welcome to Urbana Junior High!

I hope that everyone had a great summer and is ready to start a great school year! As we prepare for the start of a new school year, I am excited to serve as the Urbana Junior High principal and carry on the great traditions of the Urbana School district. We are heading into our 6th year of “House” and we can’t wait to introduce our new House family members along with some of our new House events we have scheduled. The goal of each House is to build relationships and to have students take ownership of their education. This creates a culture in our Junior High that has students excited to come to school each day. Amazing results happen when students are engaged, collaborating, and communicating with each other.

We are excited to get our students back in the building for a new school year and continue to walk with them down their educational journey. For students to get the most out of their education we must have a strong partnership between the school and home. Please take advantage of any opportunity to be a part of your students' education. These opportunities range from parent teacher conferences to events and activities after school, to homework and school projects. Any chance we get to have our students see the strong partnership between the school and home, the more they will feel engaged and connected to their own education. At Urbana Junior High, we will work to help our students be the best they can be in the classroom and the community. As our Mission Statement reads: The Urbana City Schools are dedicated to excellence in education for the vitality and growth of our community.

I look forward to seeing everyone this year as we continue to work together and grow our partnership. The 2024-25 school year is going to be a great year full of amazing experiences for our students. Please do not hesitate to reach out if you have any questions via the Remind app, email, or phone.

Mr. Scott Blackburn, Principal  
Urbana Junior High

**PLEASE NOTE** – School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations. They are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. The handbook serves as a guide. If a specific behavior is not mentioned, that does not mean a consequence may not be assigned.

**“Integrity is doing the right thing, even when no one is watching” -C.S. Lewis**

## ***Urbana Junior High School Mission Statement***

**Empower lifelong learning, advance excellence, strengthen our community and Climb P.R.I.D.E.**

### ***Academic Excellence***

- Teachers are committed to the educational process, establish high learning expectations, value the diversity of their students, and impart knowledge and vision to help students become lifelong learners.
- Teachers use approved curriculum, instructional strategies, and best practices to meet the state academic standards, promote active involvement of students in their learning and meet the individual's abilities and talents.
- Each child will become an effective communicator who can present his/her ideas using appropriate written and oral language utilizing technology as a tool.
- Each parent will be responsible for supporting their children's learning by staying informed, facilitating academic success at home and by maintaining contact with our school.

### ***Community***

- Schools are successful when there is strong parental and community involvement. ● Communication with stakeholders is essential to foster a positive learning environment.

### ***Environment***

- Schools support a learning atmosphere where everyone feels emotionally and physically safe.
  - Schools are safe and conducive to learning.

### ***Relationships***

- Education is a shared responsibility with parents, teachers, and community for building character, integrity, and self-esteem in a diverse world. *These character traits, when practiced, will bring meaning and value to learning.*
- Teachers and parents share the responsibility of maintaining communication on an ongoing basis through email, conference attendance, volunteer opportunities, the updating and accessing of Progress Book and through observation of classroom and building activities.
- Trust, respect, and collaboration create an atmosphere of positive educational exchange.



## **P.R.I.D.E**

**Problem Solver - Respect - Integrity - Discipline - Excellence**

### **UJHS “HOUSES”**

Upon entering Urbana Junior High School, every student is assigned to a House. They will eat lunch with their House and meet during their assigned weekly House times. Each quarter, the Houses will compete in challenges that may be academic, team-building, charitable, creative or athletic. At the end of each quarter, Houses will also be awarded points for cumulative GPA, fewest office referrals and attendance.

Students will be assigned a staff mentor who will monitor their grades, attendance, and behavior. In addition, students will participate in team building activities with staff and other grade level students in order to strengthen relationships.

House teams will help brainstorm and vote for future challenges and activities that are important and relevant to the students. Our goal is to become a stronger school with an improved sense of community and belonging. The House in the lead at the end of each quarter will have their House flag displayed. House Cup will be the culminating House competition. Points earned throughout the school year and during the House Cup will be used to determine the winning House. The winning House will receive the House Cup to be displayed for the following year.

#### **CLIMBER PRIDE PBIS INITIATIVE**

Positive Behavior Interventions and Supports (PBIS) is a framework utilized to identify student needs, develop strategies and evaluate practices towards success that diminish challenging behaviors, teaches appropriate behaviors and increases learning outcomes. PBIS improves school climate, culture and safety. PBIS increases responsibility for behavior and embeds data-driven decision-making.

#### **Climber P.R.I.D.E.**

- **Problem Solver:** We can adapt to new situations by using our common sense, experience, and skills to come to a solution.
- **Respect:** We believe that respect characterized by sharing, fairness, courtesy, and good sportsmanship promote success in both the individual and community.
- **Integrity:** We commit ourselves to a code of moral and ethical conduct that includes honesty, responsibility and moral courage.
- **Discipline:** We encourage a sense of self-discipline in all academic, personal, and social activities.
- **Excellence:** We promote the quality of excellence in all Urbana academic and social endeavors.

# URBANA CITY SCHOOLS 2024-2025 CALENDAR

- O** Teacher Work Day / No School
- Teacher Inservice / No School
- X** Holiday / No School
- D** Two-Hour Delay Teacher Inservice
- 📄** Report Cards Released HS & JH
- Δ** Parent / Teacher Conferences
- ▲** Exchange Day / No School
- ( )** High School Exams
- ☺** Last Day of School
- AB** Staggered Start Days  
Only members of the group attend school on the designated dates

| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | TH | F  | S  |
|        |    |    |    | 1  | 2  | 3  |
| 4      | 5  | 6  | 7  | 8  | 9  | 10 |
| 11     | 12 | O  | O  | □  | □  | 17 |
| 18     | A  | B  | 21 | 22 | 23 | 24 |
| 25     | 26 | 27 | 28 | 29 | 30 | 31 |

August 13 Teacher Work Day  
 August 14 Teacher Meeting Day  
 August 15 & 16 Teacher Inservice/No School  
**August 19 ONLY Group A Attends School**  
**August 20 ONLY Group B Attends School**

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | TH | F  | S  |
| 1         | X  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | □  | Δ  | Δ  | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

September 2 Labor Day/No School  
 September 23 Teacher Inservice/No School  
 September 24 Parent/Teacher Conf (JH)  
 September 25 Parent/Teacher Conf (HS)

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | TH | F  | S  |
|         |    | 1  | 2  | 3  | 4  | 5  |
| 6       | D  | 8  | 9  | 10 | 11 | 12 |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |
| 20      | X  | 22 | 23 | 24 | 📄  | 26 |
| 27      | 28 | 29 | 30 | 31 |    |    |

October 7 Two-Hour Delay Teacher Inservice  
 October 18 End of First Quarter  
 October 21 No School Day  
 October 22 Start Second Quarter  
 October 25 Report Cards Released

| November |   |    |    |    |    |    |
|----------|---|----|----|----|----|----|
| S        | M | T  | W  | TH | F  | S  |
|          |   |    |    |    | 1  | 2  |
| 3        | 4 | 5  | 6  | Δ  | 8  | 9  |
| 10       | □ | Δ  | 13 | Δ  | 15 | 16 |
| 17       | Δ | 19 | 20 | 21 | 22 | 23 |
| 24       | X | X  | ▲  | X  | X  | 30 |

November 7 Parent/Teacher Conf (K-5)  
 November 11 Teacher Inservice/No School  
 November 12 Parent/Teacher Conf (HS)  
 November 14 Parent/Teacher Conf (JH & K-2)  
 November 18 Parent/Teacher Conf (HS & 3-5)  
 November 25-29 Thanksgiving Holiday

| December |    |    |      |      |      |    |
|----------|----|----|------|------|------|----|
| S        | M  | T  | W    | TH   | F    | S  |
| 1        | 2  | 3  | 4    | 5    | 6    | 7  |
| 8        | □  | 10 | 11   | 12   | 13   | 14 |
| 15       | 16 | 17 | (18) | (19) | (20) | 21 |
| 22       | X  | X  | X    | X    | X    | 28 |
| 29       | X  | X  |      |      |      |    |

December 9 Teacher Inservice/No School  
 December 18-20 HS Semester Exams  
 December 20 End of Semester/Second Quarter  
 December 23 - January 6 Holiday Break

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | TH | F  | S  |
|         |    |    | X  | X  | O  | 4  |
| 5       | 6  | 7  | 8  | 9  | 📄  | 11 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 |
| 19      | X  | 21 | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | Δ  | 31 |    |

January 3 Teacher Work Day  
 January 6 School Resumes/Start Third Qtr  
 January 10 Report Cards Released  
 January 20 MLK Day/No School  
 January 30 Parent/Teacher Conf (K-5)

| February |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | TH | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | D  | Δ  | 5  | Δ  | 7  | 8  |
| 9        | 10 | 11 | 12 | Δ  | 14 | 15 |
| 16       | X  | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 |    |

February 3 Two-Hour Delay Teacher Inservice  
 February 3 Parent/Teacher Conf (HS)  
 February 4 Parent/Teacher Conf (3-5)  
 February 6 Parent/Teacher Conf (HS & K-2)  
 February 13 Parent/Teacher Conf (JH)  
 February 17 President's Day/No School

| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | TH | F  | S  |
|       |    |    |    |    |    | 1  |
| 2     | □  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | X  | X  | X  | X  | X  | 22 |
| 23    | 24 | 25 | 26 | 27 | 📄  | 29 |
| 30    | 31 |    |    |    |    |    |

March 3 Teacher Inservice/No School  
 March 14 End of Third Quarter  
 March 17-21 Spring Break  
 March 24 School Resumes/Start Fourth Qtr  
 March 28 Report Cards Released

| April |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | TH | F  | S  |
|       |    | 1  | 2  | 3  | 4  | 5  |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 |
| 13    | Δ  | Δ  | 16 | 17 | ▲  | 19 |
| 20    | X  | 22 | 23 | 24 | 25 | 26 |
| 27    | 28 | 29 | 30 |    |    |    |

April 18 Exchange Day/No School  
 April 21 No School Day  
 April 14 Parent/Teacher Conf (HS)  
 April 15 Parent/Teacher Conf (JH)

| May |    |      |      |    |    |    |
|-----|----|------|------|----|----|----|
| S   | M  | T    | W    | TH | F  | S  |
|     |    |      |      | 1  | 2  | 3  |
| 4   | 5  | 6    | 7    | 8  | 9  | 10 |
| 11  | 12 | 13   | 14   | 15 | 16 | 17 |
| 18  | 19 | 20   | 21   | 22 | 23 | 24 |
| 25  | X  | (27) | (28) | ☺  | O  | 31 |

May 26 Memorial Day/No School  
 May 27-29 HS Final Exams  
 May 29 Last Day of School/End of Qtr/Sem  
 May 30 Teacher Work Day/Makeup Day if Needed

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | TH | F  | S  |
| 1    | 2  | 3  | 4  | 5  | 📄  | 7  |
| 8    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22   | 23 | 24 | 25 | 26 | 27 | 28 |
| 29   | 30 |    |    |    |    |    |

June 6 Report Cards Released  
 June 7 Graduation 7:30 p.m.  
 June 8 Graduation Rain Date 1:30 p.m.

**PLEASE NOTE: Make-up days will be required if school is closed for more than five days. The five designated make-up days are. May 30th, June 2nd, June 3rd, June 4th, and June 5th. Any additional make-up days will be added to the end of the**

ADOPTED 2-26-24 ADJUSTED 6-14-24

## URBANA JUNIOR HIGH SCHOOL FACULTY AND STAFF

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Mrs. McKenzie Lamb, School Counselor, [mckenzie.lamb@urbanacityschools.org](mailto:mckenzie.lamb@urbanacityschools.org)

Mr. Greg Hower, Athletic Director, [greg.hower@urbanacityschools.org](mailto:greg.hower@urbanacityschools.org)

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| Mr. Rusty Myers       | (rusty.myers)      | Mr. Steve Wilhelm     | (steve.wilhelm)    |
|                       |                    | Mrs. Mallory Zachrich | (mallory.zachrich) |

# JUNIOR HIGH BELL SCHEDULES (GRADES 6-8)

## Bell Schedule UJHS 2024-2025

| Normal Schedule |       |       | 2 Hour Delay    |       |       | Event Schedule |       |       |
|-----------------|-------|-------|-----------------|-------|-------|----------------|-------|-------|
| Block           | Begin | End   | Block           | Begin | End   | Block          | Begin | End   |
| 1A              | 7:30  | 8:10  | 1A              | 9:30  | 9:55  | 1A             | 7:30  | 7:58  |
| 1B              | 8:10  | 8:48  | 1B              | 9:55  | 10:20 | 1B             | 7:58  | 8:27  |
| 2A              | 8:51  | 9:29  | 2A              | 10:23 | 10:48 | 2A             | 8:30  | 8:58  |
| 2B              | 9:29  | 10:07 | 2B              | 10:48 | 11:13 | 2B             | 8:58  | 9:27  |
| 3A              | 10:10 | 10:48 | Lunch/<br>House | 11:16 | 11:51 | 3A & D         | 9:30  | 10:28 |
| 3B              | 10:48 | 11:26 | Lunch/<br>House | 11:54 | 12:39 | 4A             | 10:31 | 11:00 |
| Lunch/<br>House | 11:29 | 12:14 | 3A              | 12:42 | 1:07  | Lunch/House    | 11:03 | 11:48 |
| Lunch/<br>House | 12:17 | 1:02  | 3D              | 1:07  | 1:32  | Lunch/House    | 11:51 | 12:36 |
| 4A              | 1:05  | 1:45  | 4A              | 1:35  | 2:00  | 4B             | 12:39 | 1:08  |
| 4B              | 1:45  | 2:26  | 4B              | 2:00  | 2:26  | Assembly       | 1:11  | 2:26  |

# ATTENDANCE POLICIES

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires continuity of classroom learning experiences, pupil interaction, and studies in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance policies that follow.

## ABSENCE CATEGORIES

### Excused

The student is absent from school with his/her parents' knowledge and the reason is deemed legitimate under the law. Students, parents, and guardians should understand that absences may only be excused based on the definitions established by the State of Ohio. Phoning the school or sending a note does not automatically excuse an absence. The following are legitimate reasons for absence from school:

1. Personal illness: The principal's office may require a physician's certificate. On excessive absences, a letter to the parent may be sent. Parent contact will then be requested. A doctor's statement may be needed for any future absence. Continued absences may result in a referral to juvenile court or further consequences including expulsion.
2. Doctor or dental appointments: Such absences are for the actual time necessary to complete the appointment and are not to be considered a reason to be absent for a whole day.
3. Illness in the family: Instances will be discussed and determined by the office.
4. Death of a relative: Absence is limited to three days unless reasonable cause can be shown for an extension.
5. Observance of religious holidays: A student may be excused for the purpose of observing a religious holiday, provided it is required by his/her religion. If observance of such a holiday requires only attendance at a religious service, the student should attend such service before or after school if possible.
6. Vacation: Please see Vacation Policy.
7. Subpoena to court: Documentation from the court is necessary for the absence to be excused. Absence is excused for only the time required to be in court.
8. Emergency or set of circumstances that in the judgment of the administration constitutes a good and sufficient cause of absence.

### Unexcused Absences and Truancy

An unexcused absence is when a student is absent from school or a class with his/her parents' knowledge but **without** a legitimate excuse, as defined under the excused absence section. The consequence for a 1st and 2nd unexcused absence is after-school detention; any further unexcused absences will result in Tuesday Night School. The attendance days/hours do **not** reset at the semester; however, the discipline consequences will reset. Truancy is when a student is absent from school and/or a class without parents' and/or school official's knowledge or permission. The consequence for truancy is Tuesday Night School.

Some examples of common unexcused absences include:

1. Ordinary items of business such as haircuts, paying bills, going to the bank, transferring automobile titles, shopping, senior pictures, hunting, babysitting, working, job interviews, or job training
2. To secure items which were left at home, or to take items home
3. Oversleeping
4. Car trouble or accidents
5. Staying at home to complete school assignments
6. Emergency removal

## Attendance Consequences

Unexcused absences, truancy, and tardiness are subject to disciplinary and/or intervention actions. These may include:

- Detention (lunch or after school 45 min)
- Extended Tuesday School Day
- Alternative Learning Center (ALC- isolated student study during the school day)
- Referral to Truant Officer
- Parent Meeting to develop an attendance plan
- Referral to Champaign County Juvenile Court

Under House Bill 410 “habitual truant” is defined as being absent 30 or more consecutive hours without a legitimate excuse; 42 or more hours in one month (a 30 day period) without a legitimate excuse, or 72 or more hours in one year without a legitimate excuse. **Students who are identified as “habitual truant” will be referred to an absence intervention team for the development of an absence intervention plan.** If the intervention plan is unsuccessful, a complaint will be filed with the juvenile court. Habitual absence without legitimate excuse may be subject to denial, suspension and/or revocation of driving privileges by Section 3321.13 of the Ohio Revised Code.

Students with “excessive absences” of 38 or more hours in one month with or without a legitimate excuse; 65 or more hours in one year with or without a legitimate excuse, as defined by House Bill 410, will follow the district’s plan for absence intervention; and the student and family may be referred to community resources.

For any unexcused absence/truancy, all assessments missed must have a plan for completion developed by the student and approved by the teacher. The assessments must be completed and submitted within three (3) days of the original due date. Semester and final exams missed due to an unexcused absence will be counted as a missing assessment, equivalent to a zero, with no make-up or reassessment opportunity.

## ABSENCE PROCEDURES

1. Parents or guardians **MUST** phone the school JH: 653-1439 before 9:00 am to report student absences. After 9:00 am, the truancy officer or a phone call will be sent to the home. In the event that contact is not made, a signed note from a parent or guardian explaining the reason for the absence **MUST** be submitted on your return to school.
2. On the first day back the student should report to the office at 7:30 am when released from the cafeteria and drop off a signed note or doctor's excuse.
3. Students should talk to teachers of missed classes to discuss any missed assessments.

## ILLNESS AT SCHOOL

Any student who is too ill to attend class **must** contact the office. Unless authorized by the school nurse or main office staff, students must not leave the building or school grounds due to illness. Students leaving without permission will be considered truant. Absences from class due to illness will be recorded for attendance purposes.

## 8-DAY / 48 HOUR ABSENCE RULE

Revised with additions for clarification: Students may not be absent for more than 8 days or 48 hours cumulative during the school year for reasons other than those excused in writing by a physician or with court documentation. (Vacations, suspensions, excused and unexcused absences and the career day will apply towards the 8 days/48 hours) **The physician’s written excuse or court documentation must be received within three school days of the absence.** After accumulating the 8th day/48th hour of absence, each subsequent absence that is not properly documented as physician or court excused will be counted as an unexcused absence. All unexcused absences, with the exception of suspensions, will count toward truant hours. Excessive unexcused absences will be referred to the absence intervention team. (See attendance policies.)

## HOMEWORK REQUESTS

If a student is absent for two or more days, homework can be requested by calling the JH office at 653-1439.

## EXTENDED MEDICAL ABSENCES

Students with physician-excused absences that extend beyond one quarter in length must have all coursework for the time missed completed by the end of the following quarter. Deviation from this policy requires administrator approval.

### **LEAVING THE SCHOOL BUILDING**

Students must not leave the school building during the day without permission from the office. Parent/guardian permission is necessary before a student can leave school. Students who leave and do not have permission will be considered truant.

### **TARDINESS**

Students are to be in their first-period class at 7:30 am. Students late to school must first stop at the office to pick up a tardy admit. A tardy is when you arrive at school after 7:30. This time does count toward the accumulation of hours missed from school. After two unexcused tardies each quarter a notice will be sent to the parents. An after-school detention may be assigned for the 3<sup>rd</sup> – 5<sup>th</sup> tardy to school. Further tardies will result in disciplinary action as outlined above in **Attendance Consequences**. All tardies will be unexcused.

### **ATTENDANCE PRIOR TO A SCHOOL FUNCTION**

Students, unless excused in advance, must be in attendance for a minimum of three class periods in order to attend and/or participate in athletic contests, musicals, plays, dances or any other scheduled school event. Lunch does not count as one of the three minimum class periods.

### **VACATIONS**

1. As per Board policy, extended vacations during the school year are discouraged.
2. Teacher comments are to be solicited regarding the effect of any extended absence of individual students.
3. Potential effects of extended absences for vacations will be communicated to the parent/guardian prior to the absence.
4. Days taken for vacation purposes will be counted toward the 8-day or 48-hour maximum absence limit in a year.
5. Teachers shall have the option of giving assignments prior to the student's absence and requiring work to be turned in upon completion or waiting until the return of the student and allowing a reasonable time for completion of make-up work.
6. Upon written request or phone call from parent/guardian, a vacation form will be given to the student for teacher and parent/guardian signature. The form must be turned in to the office with the exact dates of absence prior to the vacation. The request will then be approved or denied by the office.

### **CAREER/JOB SHADOWING DAY**

Students may be excused for one career/job shadow day during the school year (This includes take your son or daughter to work day). Application forms can be obtained in the guidance office and must be returned five days prior to the absence. This day will count towards the 8-day or 48-hour maximum absence limit in a year.

### **CHANGE OF ADDRESS**

Any change of address, telephone number, or custody of a student during the school year must be reported to the office as soon as possible.

# GRADING POLICIES

## GRADING SCALE

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

## POINT SCALE

Urbana Junior High School GPA's, semester and final grades are computed on a 4-point scale using the following chart: (The GPA calculated according to the JHS grading scale will be used to determine qualifications for honor roll, Academic Awards, eligibility, etc)

| Letter Grade | Point Value | Letter Grade | Point Value |
|--------------|-------------|--------------|-------------|
| A            | 4.00        | C            | 2.00        |
| A-           | 3.67        | C-           | 1.67        |
| B+           | 3.33        | D+           | 1.33        |
| B            | 3.00        | D            | 1.00        |
| B-           | 2.67        | D-           | 0.67        |
| C+           | 2.33        | F            | 0.00        |

**\*\*\*Urbana Junior High students taking Algebra in the 8th grade will receive point values based on the Level 2 (4.5) point scale.**

**\*\*\* All awards and recognitions that use a grade or grade point average to help determine the recipients or seating locations will be based on a 4.0 scale.**

## GRADING INFORMATION

The final grade average of the four quarter grades is computed by using the point values above for each quarter grade and dividing by four.

Example: First Quarter B+  
Second Quarter C –  
Third Quarter D  
Fourth Quarter C+

Final Grade Calculation:

$$(3.33 + 1.67 + 1.00 + 2.33) \div 4 = 2.0825 = 2.08$$

Final Grade C



## INCOMPLETES

An "I" may be assigned by a teacher at the end of a grading period when the teacher does not have sufficient evidence to assign a specific letter grade. Students will have two weeks after the end of the grading period to complete the evidence needed. If the student does not complete the required evidence within the two week time period, the teacher will submit a grade of F.

## PHYSICAL EDUCATION

Physical Education is a required subject; therefore, students are to actively participate in all class periods. A student must have a written excuse from a doctor to be excused from PE. A T-shirt, sweats and/or shorts may be worn, but **tennis shoes are required**. Students are to display appropriate behavior in the locker rooms at all times.

## HONOR ROLL

UJHS honor roll is determined by the computer and published at the end of each 9-week grading period. The results are divided by category according to the following point average system with no Ds or Fs permitted:

**Principal's List 3.75 – 4.00**

**Honor List 3.50 – 3.74**

**Recognition List 3.00 – 3.49**

## ACADEMIC RECOGNITION

At the conclusion of the year, a 6<sup>th</sup> and 7<sup>th</sup> grade awards assembly and an 8<sup>th</sup> grade promotion ceremony will be held. During these programs, annual awards will be received. Examples of these awards are 3.00 and above GPA for the year, Student Council, Perfect Attendance, Andy Dellinger Citizenship Awards, Tony Woods and Archie Griffin Awards, President's Academic Fitness, Troy Byrd Smiles Award, etc. The End of the Year academic awards are based on the **1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter grades and the 4<sup>th</sup> quarter interim grades**. The end of the year awards is a privilege and participation/awards may be taken away based on failure to comply with rules and procedures. **All awards and recognitions that use a grade or grade point average to help determine the recipients or seating locations will be based on a 4.0 scale.**

## GIFTED INFORMATION

Ohio Revised Code specifies procedures for identifying gifted students and notifying parents/legal guardians of this identification. "Gifted" means students who perform or show potential for performing, at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified in one or more of four areas. Areas are designated as: (1) superior cognitive ability; (2) specific academic ability (mathematics, science, social studies, reading or writing or a combination of these skills); (3) creative thinking ability, and/or (4) visual or performing arts ability.

Urbana City School District annually screens and assesses students in kindergarten through twelfth grade to identify those students who fall within the gifted range. One of the purposes of standardized testing is to serve as a screening and/or identification instrument for gifted potential.

A report will be sent to parents of all students taking this test. This report will serve as a notification of gifted screening. A separate letter will be mailed to the parents/legal guardians of all who are identified as gifted. One opportunity for assessment will be provided each semester when such an additional assessment is requested. An appeal will be considered upon receipt of a letter to the Superintendent or Coordinator of Gifted Services outlining the nature of the concern. The district ensures equal opportunity for all students identified as gifted to participate in all gifted services offered by the district. Brochures and/or District Policy are available. These can be obtained from building administrators, guidance counselors, or from the coordinator of gifted services.

### Mathematics: Advanced Math 7

- The purpose of the advanced math class will be to prepare students for a high school algebra course one year prior to entry into high school (during eighth grade year).
- All sixth grade students will take the MAP Growth Assessment.
- National percentiles will be considered for placement into the advanced math classes.
- Any student at or above the 95th percentile nationally will automatically place.
- Any student placing the 90th through 94th percentile in both categories nationally will require

additional testing/input prior to possible placement.

- Grades the student receives on their 6<sup>th</sup> Grade report card, as well as teacher recommendation, is also taken into consideration for placement in Advanced Courses.

**Note:** Seventh grade students in Advanced Math who do not meet the requirements for Advanced Math/Algebra will be placed in Math 8.

**Note:** Students who do not meet Advanced Math criterion are scheduled for Math 7.

### **Grade Eight:**

**English:** Advanced English 8

- This Advanced English class will consist of students who were successful in Grade 7 English/Language Arts. The curriculum will target the district's adopted course of study for all eighth grade English students.
- Student grades, test scores, and teacher recommendations will be used for placement in Advanced English 8.

**Math:** Algebra I

- High School Algebra I Curriculum
- This class will be taught by a high school certified teacher.
- The final grade will be listed on the student's transcript as a high school credit in Algebra I.  
***Algebra I must be dropped by the end of the first semester if a student does not wish the grade to affect their high school GPA.***
- Advanced Math 7 students scoring Advanced or Accelerated on the OST will have the option to participate in Algebra I. Students must also have a final average of a B (3.0) or higher and a recommendation from their 7th grade math teacher.

## **PROMOTION POLICY**

The promotion of each student is determined individually. The decision to promote a student or retain a student in a grade is made on the basis of the following factors: grade averages, mental ability, physical maturity, age, previous retention(s), emotional and social development, social issues and home conditions. Promotion procedures demand continuous analysis and study of the cumulative student case history records. Guidelines include the following elements:

1. A student earning passing grades in all academic courses (social studies, mathematics, science and language arts) is promoted.
2. A student in 6th, 7th or 8th grade, having failed three of the four core academic areas: Social Studies, Mathematics, Science and Language Arts at the end of the year may be retained.
3. A student having failing grades may be assigned to the next grade level with discretion, and approval by the principal.
4. Documentary and anecdotal evidence should be available to justify retention.
5. A student with failing grades during any academic term is recommended to enter the district's intervention programs to be assisted toward academic success in those areas.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level. "Academically prepared", as used in this policy, means that the principal, in consultation with the student's teachers, has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

## REMOTE LEARNING PBIS RUBRIC

In the event students are working online, below is our PBIS Rubric for remote learning. This states the basic expectations for student behavior when in a remote learning environment.

|                               |  | <b>Distance Learning</b>  |   |
|-------------------------------|--|---|---|
| <b>Expectation</b>            | <small>All school rules apply</small>              |   |   |
| <b>Respectful</b>             | Respect others' cultures, opinions and viewpoints. | One speaker at a time: wait or use chat to respond when others are talking. | Listen attentively and read instructions.         |
| <b>Responsible</b>            | Use kind words, faces and your appropriate name.   | Start class charged and plugged in.   | Ask questions (voice or chat) when you have them. |
| <b>Ready to Problem Solve</b> | Use technology for educational purposes.           | Attend all scheduled distance learning sessions.                            | Complete and submit all course assignments.       |

## GENERAL INFORMATION

### TRANSPORTATION POLICY

The transportation policies of the Urbana City Schools Board of Education are aimed at providing a safe, efficient and economical method of getting students to and from school. The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Although the school district furnishes transportation, in accordance with state law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Transportation on a school bus is a privilege. Students on a school bus are under the authority of the bus driver (ORC 3319.41). Disorderly conduct or refusing to follow the bus driver's directions will be sufficient reason for denying the privilege of transportation. Video cameras are used on school buses and the film may be used for discipline procedures.

For the safety of all students, the following rules will be enforced:

1. Pupils must arrive at the bus stop **BEFORE** the bus arrives, and wait clear of traffic.
2. Pupils must go directly to the seat assigned them, keeping the aisle clear, and remain seated.
3. Pupils must observe the same conduct as in the classroom and obey the directions of the driver.
4. Pupils must not use profane language.
5. There is to be **NO** eating or drinking on the bus.
6. Pupils must not have tobacco or drugs in their possession on the bus.
7. Pupils may carry only objects on the bus that they can hold in their laps.
8. Pupils are to get on and off the bus **ONLY** at their assigned bus stop.
9. Pupils must not use any radios on the bus.
10. Animals of any kind are prohibited on the bus.

## **CAFETERIA AND LUNCH PERIOD POLICIES (CLOSED LUNCH)**

Free/Reduced lunch students may receive a sack lunch from the cafeteria for field trips upon request. The cafeteria requires advanced notice.

### Procedures:

1. Proceed through food lines quickly and courteously.
2. Eat quietly, observing basic table manners.
3. Place papers and uneaten food in waste containers.

### Rules:

1. You must eat in the cafeteria if you bring your lunch from home.
2. NO food, snacks or drinks are permitted outside of the cafeteria. Items purchased must be consumed in the lunchroom.
3. NO BOOK BAGS or glass containers are allowed in the cafeteria.
4. Proceed directly to the assigned area when dismissed from the cafeteria.
5. Do not approach elementary students without staff permission.
6. Soda (pop) is not permitted in the cafeteria.
7. No food from outside restaurants is permitted in the cafeteria.
8. There will be NO competitive sales during the lunch period.
9. Once seated, there will be no changing of seats or returning to the lunch lines.

\*Breakfast will be available from approximately 7:10 am until 7:25 am each morning. Students are encouraged to arrive at the beginning of breakfast to ensure they can be in class by the 7:30 am tardy bell.

## **HALL PASSES – PASSPORTS**

No student will be permitted in the hall during classes without a pass with the time, destination and appropriate teacher's signature or verbal permission from the teacher. Teachers will issue only one pass at a time.

## **PUPIL SERVICES**

Parents may request policies regarding student participation in state mandated assessment via school administrators. Information on assessments is available in student handbooks and on the district website under the curriculum and instruction page. Policy 2623 addresses student assessment and academic intervention services.

## **School-Wide Title I Parent Involvement**

The term "parental involvement" means the participation of parents in regular, two-way, meaningful communication involving student academic learning and other school activities including ensuring:

That parents play an integral role in assisting their child's learning; That parents are encouraged to be actively involved in their child's education at school; That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and The carrying out of other activities, such as those described in section 1118 of the ESEA. [Section 9101 (32), ESEA.] For more information, you can visit this website: <http://www.seidl.org/connections/about.html>

In accordance with Every Student Succeeds Act (ESSA), at the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following: "(i) Whether the student's teacher— "(I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; "(II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and "(III) is teaching in the field of discipline of the certification of the teacher. "(ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications (ESSA, section 1177-55).

## SCHOOL NURSE SERVICES

The health clinic is located in the main office. The nurse is on duty from 7:35am to 3:00pm.

If a student wishes to see the nurse during school hours, either from class, lunch or study hall, he/she must obtain a pass from a teacher or supervisor to go to the office. Students must sign in when they arrive to see the nurse and will receive a pass to class when they are dismissed from the office.

If it is necessary for the nurse to dispense medication during the school day, parents must provide a written request from the physician. Medication authorization forms are available through the office and must include the name of the physician, name of the medication, times/intervals, and the length of time to be given (i.e. one week, 10 days, etc.), along with physician signature. Medication must be provided in its original labeled container, and supply only the amount of medication that is to be taken at school. Disciplinary actions may be assigned to those students not following this procedure.

## SCHOOL COUNSELING

School counseling services are available to all students. Counseling can solve many problems and daily concerns with school issues. The school counselor or teacher will be happy to assist you with these problems. Guidance involves students, parents, teachers, counselors, and administrators working together to maximize the growth of each individual. Educational progress, personal/social growth, and career development are the major areas of emphasis.

## FEES

The following are charges we have to make for the consumable items used in the course:

### SCHOOL

Paper/Postage Fee \$10.00

Science (Labs) \$5.00

### CLASS (if enrolled)

Art \$10.00

Band \$6.00

Choir \$3.00

NOTE: If paying fees by check, please make the check payable to Urbana City Schools. If paying in cash, please bring the correct change. Grade cards will be held for any student owing fines and/or fees. **All school fees and/or fines must be paid prior to purchasing school pictures, attending teen nights and making payments for school trips.**

## ATHLETIC ELIGIBILITY

Student interscholastic extracurricular activities in grades 7/8 are required to:

- Students must have a minimum GPA of 1.67 and earn passing grades in 4 of their courses in the grading period. Fall sports eligibility for students in grades 7 through 12 is based on fourth quarter grades from the previous school year. Summer school grades do not affect fall eligibility
- Students must be covered by adequate insurance with a family accident policy or with a school accident policy.
- A physical examination is required prior to practicing
- All athletic teams have additional guidelines, training rules and regulations that govern the activities of that team and sport

A period of probationary eligibility is offered to students who have passed 4 of their classes but fall below the 1.67 GPA. This is a second chance situation where the student MUST meet all requirements or he/she becomes ineligible immediately. The requirements include attending a designated number of study tables at the scheduled time and raising the GPA to or above a 1.67 by a designated time. Please refer to the Urbana Athletic Handbook for more details.

A student enrolled in the 7th grade for the first time will be eligible during the first grading period regardless of previous academic achievement. Home-educated students have the opportunity to participate in interscholastic athletics at the public junior high school located in the parents' residential district. Home-educated students must meet the same eligibility requirements as other students.

The Ohio High School Athletic Association and its handbook of bylaws and sports regulations govern Urbana Junior High's athletic program. Additionally, the Urbana athletic program, its team guidelines, training rules, and regulations are set up according to the Urbana Athletic Handbook.

### **EMERGENCY DRILLS**

Fire and tornado instructions are posted in each room. When the bell or the PA fire alarm sounds the teacher will direct you to the appointed exit. Move quickly BUT do not run! Move quietly so that you may hear instructions in case of a change from the original plan. The PA tornado signal will denote that a tornado alert is in effect and that all students should move to shelter. If students are outside, get into the building as quickly as possible. If you cannot get into the building, lay down in any depression or ditch in the ground and face down until the danger has passed. If you are in the building, instructions are posted in each room informing you where you are to go. **ABSOLUTELY NO TALKING!** Safety/Lock Down drills may take place during the school day. Students must remain quiet and follow all directions of school personnel or law enforcement officials.

### **SCHOOL DANCES AND EVENTS**

1. The Student Council may request Teen Nights. One dance per quarter may be held.
2. All school fees/fines must be paid or a payment plan established in order to attend school dances.
3. Students attending school dances should plan on arriving within the first hour or you will not be granted permission to enter.
4. Students, unless granted special emergency permission, will not be readmitted if they leave the dance.
5. Students must enter the school upon arriving on school premises. No loitering outside the building.
6. Students not eligible to attend the Teen Night are not permitted on school property on dance nights.
7. Students must remember that all school rules still apply to a school dance. This includes enforcement of dress code.
8. Only UJHS students may attend school dances unless permission is granted by the principal.
9. Students who have been assigned ALC or have more than 2 office referrals may not be permitted to attend dances and events.

### **FIELD TRIPS**

Field trips are an important part of the overall educational process and individual class.

#### **General field trip requirements: The student needs to:**

1. Be free from any major problem during a previous field trip.
2. Be caught up in all work if the student has missed five or more days in the current grading period.
3. Not have gum or candy.
4. Wear proper attire: pants with no holes or ragged edges, no droopers, sweaters or sweatshirts may be worn as an over garment with an appropriate shirt, tennis shoes tied properly or a low-heeled walking shoe, no open toed shoes or heels, no shorts, no T-shirts with imprints, words, etc.
5. Follow directions, walk in pairs, and use good judgment; stop and think.
6. Students that have been suspended may not be able to participate in field trips. This will be determined by the principal prior to the field trip.

## **EXTENDED FIELD TRIPS**

1. A student must have passing grades in all courses for three quarters prior to the trip and must not have accumulated more than **25 discipline points before the date of departure or be on diversion or probation**. Please note, Tuesday Night Schools assigned for missing work do not count toward discipline points.
2. \*\* After-school detention or lunch detention = 3 points per day
3. \*\* Alternative Learning Center (ALC) = 6 points per day
4. \*\* Out of School Suspension (OSS) = 15 points per day of OSS assigned (example: 3 days of OSS = 45 points)
5. Discipline points begin to be accumulated after the parent meeting in September. Students could possibly be given the opportunity to eliminate accumulated discipline points with good behavior. The goal is for students to learn from mistakes, not to be continually punished for past behaviors.
6. Students missing 10% or more of the school year may be removed from the trip.

### **Washington dates, costs, and deadlines (Grade 8):**

Dates: May 19 - 23, 2025

Cost: \$800\*\*

#### **Deadlines:**

First payment of \$200 due by September 20, 2024

Second payment of \$200 due by November 8, 2024

Third payment of \$200 due by January 17, 2025

Final payment of \$200 due by March 7, 2025

Cut off date for a refund is April 11, 2025

**PARENT MEETING - SEPT. 10, 2024 6:30PM**

**Please note:** All Washington D.C. information is subject to change based on price changes and availability.

### **Kirkmont dates, costs, and deadlines (Grade 6):**

Dates: May 5 - May 9, 2025

Cost: \$140\*\*

#### **Deadlines:**

First payment of \$35\*\* is due by Sept. 27, 2024

Second payment of \$35\*\* is due by Oct. 25, 2024

Third payment of \$35\*\* is due by Nov. 15, 2024

Final payment of \$35\*\* is due by February 28, 2025

Cut off date for a refund is April 11, 2025

**PARENT MEETING – SEPT. 10, 2023 7:30PM**

**Please note:** All Kirkmont information is subject to change. \*\*These are estimates until all trip details are finalized.

Deadlines must be met for all payments and also for any paperwork associated with this trip. Students who fail to meet these deadlines will be moved to the end of the waiting list.

**Refunds:** If, for any reason, a student cannot go on the trip, a refund may be requested prior to the refund cut off date by sending a letter to the office requesting a refund and noting the amount paid. The letter and a requisition will be forwarded to the Board of Education office, then a check for the amount paid will be issued. If a student requests a refund after the cut off date, they can only receive a refund if another student fills their roster spot on the trip.

## **DISMISSAL**

Jr. High bus riders will be dismissed first through the main doors. After bus departure, students who are to be picked up will be released. All students who are not involved in after-school activities will need to leave school grounds.

## **VISITORS**

ALL visitors are required to report to the office and have administrative approval to be in the building. Students are not permitted to have non-parental visitors during the school day.

UJHS does not permit student visitors. Parental visitations to classrooms may be arranged by contacting the building administrator at least 24 hours prior to the visit. As always, parents are required to report to the office upon entering and leaving the building.

## **WITHDRAWAL FROM SCHOOL**

A student who is withdrawing from school must report to the office on the morning of his/her last day of attendance. A parent signature will be required on the withdrawal form. All textbooks and materials must be turned in and all fees and/or fines must be paid. Transcripts will then be forwarded upon a written request from the new school. Withdrawal from school is only permitted for a change of residence outside the district boundaries, approved open enrollment or enrollment in another approved educational program.

## **CHILD FIND: Urbana City Schools Identification of Children with Disabilities**

The Urbana City School District is attempting to locate, evaluate, and identify all children 0 to 21 years-old who are in need of special education and related services residing within the district, including children with disabilities who are homeless or are wards of the state, and children with disabilities attending nonpublic schools as required by the Individuals with Disabilities Education Act (IDEA).

Disability conditions are defined by IDEA and include visual impairments, hearing impairments, autism, cognitive disabilities, emotional disabilities, orthopedic impairments, multiple disabilities, learning disabilities, traumatic brain injury, or speech and language disabilities.

Residents of the Urbana City School District who are parents or guardians of children with possible disabilities may contact, Director of Special Education at 937-653-1408. All information will be treated confidentially.

## **CLASSROOM COMPUTER USE GUIDELINES**

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY DISTRICT POLICY 7540.03**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its students. The District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.



First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (E.G. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or 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 measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other materials that are obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology Services may temporarily or permanently unblock access to sites containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether the material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has 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 may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using email, chat rooms, social media, and other forms of electronic communications.
- B. the dangers inherent with the online disclosure of personally identifiable information and, C. the consequences of unauthorized access (e.g. "hacking") cyberbullying and other unlawful or inappropriate activities by students online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computer/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 often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. Users who disregard this policy may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for the uses of the Internet not authorized by this Board policy and its accompanying guidelines. The Board designated the Superintendent and Director of Technology Services as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554, Children’s Internet Protection Act of 2000

47 U.S.C. 254(h), (1), the Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003) 18 U.S.C. 1460,

18 U.S.C. 2246, 18 U.S.C. 2256, 20 U.S.C. 6777, 9134 (2003)

## URBANA SCHOOL SYSTEM CODE OF CONDUCT

The purpose in listing these violations and their appropriate disciplinary action is to inform students of what is considered unacceptable behavior and of the consequences of violating the rules. Administration, with input from staff, may choose to refer student conflicts to mediation in conjunction with the issuing of predetermined consequences.

Urbana Junior High School believes that each student is an individual and there are varying degrees of involvement with any violation. Disciplinary action will be based on the type of misbehavior in which the student engages. The misbehavior will be divided into two groups: Minor and Major.

This code of minor and major misbehavior is in effect:

1. On school property before, during and after school hours, and within sight of the school building. 2. At a school-sponsored or sanctioned event held anywhere.
3. During the transition to and from school (from doorstep to doorstep).
4. At outside events where being a student is a requirement for attendance (such as dances and activities at other schools).
5. Off of school property to the extent that the misconduct is connected to activities or incidents which have occurred on school property, or directed at a district official or employee or the property of an employee.

The administration has the right to alter disciplinary action if the deed is excessive or continuous. Careful thought is given when assigning consequences. Consequences may be adjusted when the administrator feels an alternate consequence may be in the best interest of the student.

**Students and parents/guardians are urged to fully acquaint themselves with the following section of the Urbana Junior High School Code of Discipline.**

### BEHAVIOR RESPONSE CHART

This Chart is a tool to help make decisions about student behaviors in or out of the classroom.

| Tier One  | Tier Two   | Tier Three   |
|---|--|--|
| <ul style="list-style-type: none"> <li>■ This behavior is a minor offense and would constitute a conversation about expectations.</li> </ul>  | <ul style="list-style-type: none"> <li>■ This behavior is a minor offense and would constitute documentation and/or make contact with home.</li> </ul>   | <ul style="list-style-type: none"> <li>■ This behavior is a major offense and would constitute an office referral, ALC, parent contact, detention, and/or administrative intervention.</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Not on Task/Inattentive</li> <li>● Unprepared for class</li> <li>● Late to class - once</li> <li>● Teasing/Horseplay - varying degree</li> <li>● Disruption - once/minor</li> <li>● Dress Code Violation</li> <li>● Inappropriate Use of Tech - first/minor</li> <li>● Out of Assigned Area</li> </ul> | <ul style="list-style-type: none"> <li>● Not following directions</li> <li>● Late to class a second time</li> <li>● Inappropriate language - cursing</li> <li>● Disrespect/Rudeness - minor</li> <li>● Teasing/Horseplay - varying degree</li> <li>● Disruption - minor</li> <li>● Unprepared for class - multiple times</li> <li>● Inappropriate Use of Technology - minor</li> <li>● Out of Assigned Area - repetitive behavior</li> </ul> | <ul style="list-style-type: none"> <li>● Late to class several times</li> <li>● Abusive language or slurs</li> <li>● Fighting or physical aggression</li> <li>● Disrespect/Rudeness - major</li> <li>● Academic Dishonesty - major/summative</li> <li>● Property Damage</li> <li>● Harassment/Taunting</li> <li>● Theft</li> <li>● Disruption - major</li> <li>● Bullying</li> <li>● Defiance/Non-compliance</li> <li>● Inappropriate Use of Technology - major</li> </ul> |

- Academic Dishonesty - minor/formative

- Skipping Class
- Possession of tobacco/drugs
- Possession of weapon
- Lab misconduct

## SEARCHES

Administrative officials reserve the right to search lockers, desks, and personal belongings of a student on school grounds or at any school activity when reasonable suspicion exists for the maintenance of order, discipline and safety and in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. Be advised that lockers, desks, and personal belongings are subject to search for contraband, harmful or dangerous substances. In the case of a student not giving his or her consent for personal belongings, the parent will be notified and the police will be called to conduct the search. Students may not share lockers or give out their combinations. Metal detectors may be used to assist in searching students when it is believed they may be in possession of something harmful or dangerous.

## DISCIPLINE INFRACTIONS

Discipline, as addressed above, will be accumulated on a semester basis; however, continued misbehavior may result in a carryover to the following semester.

Students may be assigned to the Alternative Learning Center or Out of School Suspension upon violation of the Code of Conduct depending on the offense. Students will be responsible for completing assignments and having ample amounts of work when in the Alternative Learning Center. Students will receive credit for assigned work that is completed while in the Alternative Learning Center.

If a student receives an out-of-school suspension, the days out of school may count towards the 8-day/48 hours maximum absence limit in a year (See 8-day/48 absence rule, page 8). Assignment to the Alternative Learning Center will not count towards the 8-day/48 hours absence rule if students are in school doing work.

## AFTER-SCHOOL DETENTION

After-school detention will be assigned at least 24 hours in advance and will run from 2:30-3:15 p.m., Monday and Wednesday in the assigned room. Students are to collect assignments from teachers prior to the assigned session. When released from after-school detention, students are required to exit the building through the closest doors. Students may not return to any other part of the school building. After-school detention will be supervised and all students must follow the rules and regulations provided. Failure to do so can lead to dismissal from the after-school detention session and further disciplinary action. After-school detention may only be rescheduled at the request of a parent/guardian by sending in a written note to the principal's office or by contacting the principal's office (JH: 653-1439) prior to the detention.

After-school detention may be assigned for a number of reasons including, but not limited to: class disruptions, profanity, forgery, cheating, insubordination, disrespect, hallway disturbances, chronic minor incidents not being resolved through lesser means, etc.

Failure to attend and serve in full after-school detention will result in further disciplinary action. A student will not be excused from after-school detention to attend or participate in athletic events, extracurricular activities, meetings, etc. Parents are responsible for securing transportation home for their child after detention.

**ALL DETENTION STUDENTS MUST BE PICKED UP BY THEIR PARENT/GUARDIAN. NO JUNIOR HIGH STUDENT WILL BE PERMITTED TO RIDE THE ELEMENTARY BUSES FOR ANY REASON.**

## LOCKS AND LOCKERS

DO NOT DEFACE LOCKERS – Keep them neat and clean. Students may not use another student's locker. Several times during the school year, a supervised locker clean out may take place. Students who tamper with the locking system could damage the locker and may be subject to replacement fees and/or disciplinary action. Outside locker decorations should be limited to school organizations and teams.

Coats/jackets and book bags are to be kept in the locker during the school day. Food items, other than lunches, are not permitted in lockers. Lunches must not be in lockers for more than one day.

Lockers are the property of the Urbana Board of Education and school officials retain the right to check all lockers at any time. Nothing may be placed on the outside of the lockers unless approved through the office. Displays and/or messages related to drugs, alcohol, inappropriate/indecent actions or behavior may not be placed inside the locker. Decorating the inside of the locker door with inappropriate materials is subject to disciplinary action.

**DO NOT SHARE YOUR COMBINATION WITH ANYONE. THIS LEADS TO THEFT/VANDALISM.**

### **BACKPACKS, BOOK BAGS, LARGE TOTE BAGS**

Unless approved by school personnel, all backpacks, book bags, large tote bags, etc. must be stored in the student's locker upon arrival and remain there until they leave at the end of the school day.

### **PHONES**

The use of school phones for students is limited to emergencies only. Personal cell phones may be brought to and taken from school, but must be turned off and stored in the student's locker during school hours (7:30am – 2:26pm). Any cell phone found outside of lockers will be confiscated and appropriate disciplinary action will be taken. Furthermore, if a cell phone causes a disruption in the classroom, additional discipline will be enforced. Confiscated items may be subject to search and will only be returned to a parent or guardian. Continued violations will result in more serious consequences, including suspension from school.

### **STUDENT MESSAGES**

Only emergency messages from a parent or guardian will be delivered to students during the school day.

### **PERSONAL COMMUNICATION DEVICES/CONTRABAND:**

Non-educational items such as electronic games, squirt guns, skateboards, toys, beepers, laser pointers, etc. are to be left at home. Urbana Junior High permits the use of Personal Communication Devices (PCDs) such as computers, netbooks, tablets, e-Readers, smart phones, smart watches, iPods, Earbuds, AirPods etc. for educational purposes. All use must be in accordance with the Urbana City School District Acceptable Use Policy, the Urbana Junior High BYOT (Bring Your Own Technology) Plan, and under the direction of the Junior High Staff. The district assumes no responsibility for theft, loss, or damage of personal items, including electronic devices brought to school. Students bringing personal items to school do so at their own risk.

Permissible PCDs are for educational purposes in the classroom and are ONLY permitted at the discretion of the teacher. Unless instructed by the principal, assistant principal or classroom teacher, PCDs must be turned off and left in lockers during the school day.

### **DRESS CODE**

For all Urbana Junior High school students, extremes of dress or grooming, though perhaps not specifically mentioned here, may be judged disruptive to the classroom atmosphere or contrary to the general welfare. Clothing is to be neat, clean, and modest. Clothing must cover undergarments (no mesh, no “see through”, no “droopers”). Sleepwear is not permitted. What is appropriate or inappropriate is a decision of school administrators that hopefully reflects community feelings, values, and attitudes.

- Messages suggestive of alcohol, tobacco, substance abuse, of suggestive nature, or an unhealthy attitude toward school are not permitted.
- Hats, coats, bandannas, hoods, gloves, and sunglasses, unless doctor-recommended, are not to be worn in the school building unless permission is given by the classroom teacher or building administration.
- Low-cut/revealing tops, see-through blouses, midriff tops, very short shorts/skirts are examples of styles that are considered unacceptable for students. This includes pants with holes above the cut of acceptable shorts/skirts. Age-appropriate parameters shall be clearly communicated by the building principal.
- Clothing displaying writing and/or symbols, which advertise or promote activities against school regulations is not permitted. This includes any gang-related symbolism.
- Appropriate footwear will be worn at all times (i.e., stacked-heel shoes, footwear with wheels).
- Blankets and pillows are not permitted.

Students are reminded that these policies are in effect during the school day and at school activities. A student who is in violation of the above code may have to change clothes or correct the situation, which may mean going home to change

clothes and returning to school. Classes missed during the interim may be unexcused. Disciplinary action may be assigned for violations of the dress code.

### **LOITERING/TRESPASSING**

Students are not to be on school grounds without staff supervision (Board approved adult). Violators may be subject to school and/or law enforcement referral.

### **P.D.A. - PUBLIC DISPLAY OF AFFECTION**

Students are not permitted to engage in any form of public displays of affection.

### **Disciplinary Actions**

1. Verbal Warning
2. Parent Contact
3. Detention (lunch or after school 45 min)
4. Assignment to the Alternative Learning Center
5. Emergency Removal
6. Out-of-School Suspension (Any suspensions after the 2nd may include a court referral.)
7. Juvenile Court Referral
8. Community Service
9. Alternative consequences and/or assignment (including loss of privileges)
10. Expulsion

The Administration has the right to alter disciplinary action if the behavior is deemed excessive.

Please note: All schoolwork due during the time of out-of-school suspensions will be graded and recorded. Also, the student is prohibited from any and all extracurricular activities and may not be on school premises during the duration of the out-of-school suspension.

### **ASSAULT, PHYSICAL AND/OR VERBAL, TOWARD ADULTS AND STUDENTS**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to another person. A student shall not verbally assault any other person. Students violating this section are subject to major consequences and are assigned according to circumstances.

### **FIGHTING:**

Students may not engage in physical confrontations:

- 1st offense up to 5 days out-of-school suspension
- 2nd offense up to 10 days out-of-school suspension and possible police/court referral
- 3rd offense up to 10 days out-of-school suspension; police/court referral, and possible recommendation for expulsion
- 4th offense up to 10 days out-of-school suspension; police/court referral and recommendation for expulsion \* Students may also be removed for the remainder of the day for all offenses.

**Procedure for Handling Physical and/or Verbal Assault Cases Involving School Employees** When physical assault on a school employee by a pupil occurs, the employee has the right to defend himself/herself and/or obtain assistance. The principal or person in control of the school shall be immediately notified and the child taken into custody, when possible. In extreme cases, where a deadly weapon was used, or when the child will not submit to reasonable control, the police should be notified upon authorization by the principal, or a member of the staff appointed by him/her. The parent or guardian should be notified of the incident and asked to remove the child unless in the custody of the police.

When verbal assault by a pupil occurs on a school employee the employee shall notify the principal or person in control of the school. The parent or guardian shall be notified of the incident and be asked to remove the child from the school premises.

The employee shall make a complete report of the physical or verbal assault in writing to the principal. In cases where legal action may ensue, the principal shall obtain a list of the witnesses to the assault and a written statement of what each witness observed or heard. These statements shall be signed, dated and filed. The child shall be placed under suspension and prohibited from all school functions while an inquiry is being held. A principal desiring expulsion should comply with the Board of Education policy regarding expulsion. The employee should be notified that the legal aid of the City Solicitor is available.

### **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY**

Pupils guilty of destroying, defacing or damaging school property, including textbooks and classroom equipment, shall be required to pay according to the value of the property or the cost of replacement, pursuant to section 3109.09 ORC. Notice of such damage and request for payment shall be sent to the parent or guardian of the pupil by the principal. Pupils are also subject to the consequences of the following section. In default of satisfactory settlement, the case shall be reported to the Superintendent of Schools for further action.

#### **Damage, Theft or Unauthorized Possession or Use of Private and School Property**

A student shall not intentionally cause or attempt to cause damage to school or school employees' property. A student shall not steal, attempt to steal or have unauthorized possession or use of any such property before, during, or after school. Damage, theft or unauthorized possession or use involving any property is the basis for a suspension and/or police contact/charges. Recurrences may result in a 10-day suspension, police contact and recommendation to superintendent for expulsion. Receiving, selling and/or possession of stolen property are also subject to suspension and/or expulsion.

### **DISRUPTION OF SCHOOL OR SCHOOL FUNCTION**

Anyone shall not, by the use of violence, force, noise, coercion, threat, intimidation, fear, cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Neither shall he urge others to engage in such for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging. While this list is not intended to be all-inclusive, the following acts, when done for the purpose of causing substantial and material disruption or obstruction of any lawful mission, process or function of the school, illustrate the kinds of offenses encompassed here:

1. Occupying any school building, school grounds or part thereof to deprive others of its use
2. Blocking the entrance or exit of any school building or corridor or room therein to deprive others of lawful access to or from or use of the building or corridor or room
3. Setting fire to or damaging any school building or property
4. Firing, displaying or threatening the use of firearms, explosives, including fireworks or other weapons or counterfeit weapons or weapon look-alikes on the school premises for any unlawful or unauthorized purpose
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus
6. Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus
7. Continuously and intentionally making noise, or acting in any manner so as to interfere seriously with the teacher's ability to conduct class.
8. Setting off fire alarms
9. During school hours a student shall not enter any school building other than the one to which he is presently assigned unless approved by the student's principal
10. Hazing of other students
11. Possession of contraband items (see Contraband), mace or pepper spray during school or at any school activity

Disruptions of school may result in suspension and/or recommendation for expulsion.

### **DRUGS AND ALCOHOL**

A student may not possess, use, transmit, attempt to transmit, or be under the influence of any narcotic or hallucinogenic drug, marijuana, amphetamine, barbiturate, alcoholic beverage, anabolic steroid, counterfeit controlled substances

(look-alike drugs), any pill, capsule or substance, legal or illegal, prescribed or over the counter, other intoxicant or drug paraphernalia. "Possession" includes and applies to the student's personal belongings, locker, and the guidelines for a search apply.

Students demonstrating "evidence of consumption" of a prohibited substance, is defined as one of the following indicators: odor of substance, red eyes, restlessness, nervousness, and unusual or inappropriate behavior, such as excessive laughter, depression or blank staring. Students demonstrating "evidence of consumption" will be confronted with the indicators, and if there are no apparent reasons for this condition the student will be given the option to take substance screening (minimum 10-panel screen) through a licensed vendor, with parent permission, to confirm or exonerate the "evidence of consumption." The substance screening must take place within 24 hours of the documented time of suspicion. Results must be provided to the administration within 48 hours of the substance screening. If the student/parent refuses the test, the student may be suspended for 10 days. If the student/parent agrees to the test, no disciplinary action will be taken until the results of the test are received, If the test is positive, the substance abuse policy will be put into effect; if the test is negative the school will reimburse the cost of the screening, all events will remain confidential and no record of substance abuse will be recorded. This procedure tries to ensure help for a student found demonstrating "evidence of consumption" as opposed to a suspension with no assistance.

In most cases, violation of this policy may result in a 10-day suspension and/or a recommendation for expulsion. If suspended, a student will be referred to the school's Substance Abuse Program Coordinator/Guidance Counselor. The coordinator/counselor will provide the student and parents with chemical dependency programs for appropriate assessment. If the student completes the program's recommended treatment, the number of days of suspension may be reduced. The student must check in with the coordinator/counselor after returning to school from the suspension. If the recommended treatment is not followed, the entire suspension will be reinstated.

If a student violates this policy a second time, they will be suspended for 10 days with a possible recommendation for expulsion. The student may not return to school until a chemical dependency program has assessed him/her and he/she agrees to follow the recommended treatment.

If a student violates this policy a third time within the same school year, they will be suspended for 10 days and be recommended for expulsion.

Students suspended or expelled for the use or possession of alcohol or drugs of abuse may be subject to denial, suspension and/or revocation of driving privileges by section 3321.13 of the ORC. Students participating in extracurricular activities and athletics at Urbana Junior High School are subject to the extracurricular and/or athletic substance abuse policies. Separate meetings and printed information will inform parents and students about pertinent policy. Use of drugs prescribed for medical purpose by a licensed physician is not considered a violation of this rule if Board policy for medication is followed.

## **FALSIFICATION OF INFORMATION**

The student will ultimately be held responsible for any forging or falsification of parent notes, passes or other school documents or information. Violations of this section are subject to major consequences and are assigned according to circumstances.

## **INSUBORDINATION:**

Insubordination has several meanings and escalating consequences:

- Failure to follow the directions given by any staff members including teaching staff, bus drivers, cafeteria personnel, etc. in a timely manner.
- Leaving school property without permission of the school nurse or school administration.
- Other actions, such as improper behavior, judged by a school administrator as misbehavior not specifically mentioned in any other section in this handbook.
- Gross insubordination is a severe violation that will result in suspension and/or recommendation for expulsion.
- Use of rude or abusive language, remarks, sound directed toward any staff member at any time or any place.
- Other severe actions judged by a school administrator as misbehavior not specifically mentioned in any other section in this handbook.

**HARASSMENT/BULLYING:**

Harass means “to trouble, to worry, to torment” which results in not only very personal anguish but also personal and general disruption of the educational opportunities and processes in the school.

Harassment may take many forms of verbal (including hate speech), physical, and emotional and may include sexual harassment referred to in another section of this book. A student being subjected to harassment/bullying should report this to a staff member, preferably a counselor or principal. Disciplinary consequences including the possibility of suspension and recommendation for expulsion are possible.

Bullying/harassment is any hurtful, negative behavior that is done deliberately and is repeated even after the victim has asked the bully/harasser to stop. Bullying/harassment involves the bully/harasser, the victim, and the bystander(s) – the person(s) who witness an incident.

Bullying/harassment can be:

Verbal: name-calling, threatening, teasing, or taunting/provoking.

Physical: hitting, taking or damaging possessions, making someone do things he/she does not want to do, pushing or shoving.

Emotional: spreading rumors, ignoring or excluding others, or making someone feel uncomfortable or scared.

**OBSCENE/PORNOGRAPHIC PUBLICATION/PICTURES:**

Possession and/or display of obscene/pornographic pictures/publications/messages/pictures is a major infraction that may be subject to assignment to the alternative learning center or out-of-school suspension. Computers, cell phones, cameras, and other electronic devices are subject to this provision.

**OBSCENE AND/OR THREATENING LETTERS/NOTES/STATEMENTS/TEXTS:**

Writing and/or passing obscene or threatening notes or making obscene or threatening statements subjects the student to severe misconduct consequences – alternative learning center, out-of-school suspension, and/or expulsion.

**ACADEMIC DISHONESTY POLICY:**

The level of academic dishonesty is determined by the administration and is based on the number of incidents and the seriousness of the offense

Level I: \* Teacher Notification to the office

\* Parent Notification from office

\* If a paper/pencil assessment, then assigned to the office immediately to complete the assessment by giving students a new paper/pencil assessment with integrity.

\* If an extended project/paper, the student must follow the reassessment policy of the teacher.

\* Academic Probation for four (4) weeks includes removal of library/office aide privileges, no library privileges beyond going to the library for class (unless specified by the teacher), and one (1) TNS.

\* Length of time may be extended until all other consequences have been completed.

\* Notification to staff/advisors/coaches – co-curricular and/or extracurricular.

Level II:\* Teacher Notification to the office

\* Parent Notification from office

\* If a paper/pencil assessment, then assigned to the office immediately to complete the assessment with integrity.

\* If an extended project/paper, the student must follow the reassessment policy of the teacher. \* Academic Probation for nine (9) weeks – includes removal of library/office aide privileges, no library privileges beyond going to the library for class (unless specified by the teacher), and assignment of one (1) Tuesday Night School. Length of time may be extended until all other consequences have been completed. \* No end of the year trips (this does not include education field trips)

\* Three (3) days of Out of School Suspension or Community Service – five (5) hours at designated locations or at UJHS.



\* Notification to staff/advisors/coaches – co-curricular and/or extracurricular.

Level III: \* Teacher Notification to the office

\* Parent Notification from office

\* If a paper/pencil assessment, then assigned to the office immediately to complete the assessment with integrity.

\* If an extended project/paper, the student must follow the reassessment policy of the teacher. \* Academic Probation for eighteen (18) weeks – includes removal of library/office aide privileges, no library privileges beyond going to the library for class (unless specified by the teacher), one (1) TNS, no class trips. \* Length of time may be extended until all other consequences have been completed.

\* No end of the year trips (this does not include education field trips)

\* Five (5) days of Out of School Suspension or Community Service – ten (10) hours at designated locations or at UJHS

\* Notification to staff/advisors/coaches – co-curricular and/or extracurricular.

### **SEXUAL HARASSMENT:**

This is an expression of sexual discrimination that is seriously addressed in state and federal law. Sexual harassment may include comments about one's body, sexual remarks, jokes or innuendoes, personally intrusive conversations, obscene gestures, staring or leering, inappropriate and unwelcome touching, lifting up skirts or pulling at clothing, whistling or catcalling, pressing for dates or sexual activity, cornering or blocking the victim's passage, molestation, inappropriate texting, and rape.

Sexual harassment also takes the form of obscene graffiti, displays of pornographic pictures or offensive sex-related objects, and sexual gossip about a victim.

Such harassment needs to be promptly reported to school administration. Such harassment will result in disciplinary consequences that may include suspension and recommendation for expulsion.

### **TOBACCO/NICOTINE:**

Students may not use or possess tobacco/nicotine (including matches, lighters, cigarette look-alikes, e-cigarettes, etc.) in any form. Possession and/or use in any form may result in a 3-day suspension. If the student agrees to complete a stop-smoking program, the suspension may be reduced on the first offense to a 3-day assignment in the Alternative Learning Center with an additional 7 days of lunch detention. If the program is not completed, the out-of-school suspension will be reinstated. Any 2nd violation may result in a 5-day suspension. Any 3rd violation may result in a 10-day suspension. A 4th violation may result in a 10-day suspension and recommendation for expulsion.

### **TRESPASSING:**

No student, without privilege to do so, shall enter or remain on school property, when the student knows, or reasonably should know, that he or she is in violation of any such restrictions.

### **WEAPONS AND DANGEROUS INSTRUMENTS:**

Section 2923.122 ORC states that no person shall carry a dangerous weapon concealed on or about his person. The ordinances of your city define deadly weapons as: any instrument, device or thing capable of inflicting death, designed or specially adapted for use as a weapon or possessed, carried or used as a weapon.

A student shall not possess, handle or transmit any object that can reasonably be considered a true weapon or a look-alike or counterfeit weapon including cap guns, water pistols, mace, pepper spray, etc. This rule does apply to any firearm, and explosive, including firecrackers, any knife and other dangerous objects of no reasonable use to the student at school.

This rule may apply to normal school supplies such as pencils or personal effects such as combs, belts, etc. depending upon the use or attempted use of it. Because of a possible severe result, this is considered major misconduct and the consequences may be up to a 10-day out-of-school suspension and/or expulsion.

### **OHIO HOUSE BILL 64:**

In compliance with the Gun-Free Schools Act, the bill amends the Ohio Revised Code to require one-year expulsions for

students who bring firearms to school. Local school districts are required to adopt a policy complying with the federal law and to also supply the conditions under which a school superintendent can reduce the one-year expulsion. The bill also **exceeds** federal law in that it includes expulsions of one year for students who bring **knives** to school. Moreover, students who violate the state law can be temporarily denied admission to a school district if they move from another school district and the expulsion period has not expired.

**REPEATED SCHOOL VIOLATIONS:**

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher associates, principals or other authorized school personnel during any period of time when he is properly under the authority of school personnel.

The first avenue of approach with regard to disciplinary measures shall be an attempt by the school to arrange parent conferences and/or pupil-parent-teacher conferences. Every attempt will be made through these conferences to arrive at an acceptable resolution to a particular problem. Repeated violations may result in suspension and/or recommendation for expulsion.

**APPEAL PROCEDURE:** Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of a suspension. The procedure for such is provided in procedures approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school during the appeal process.

**VIDEO SURVEILLANCE & ELECTRONIC MONITORING:** In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/ electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings). See BOE Policy 7440.01 for additional details.