

Arcanum- Butler Middle School

2011 Trojan Avenue
Arcanum, Ohio 45304

Vision Statement

The school district will provide a learning environment based upon high standards, supported by a variety of extra-curricular activities, which will produce informed productive citizens.

Mission Statement

Providing a caring and safe environment where students are challenged to become lifelong learners and productive citizens.

Belief Statement

We, the Arcanum Butler Local School District, believe that in our educational program the student must come first, and our program should be flexible and adaptable enough to meet the educational and cultural demands of all individuals, regardless of their abilities, past experiences, ethnic, social and economic status. It is our intent to guide the student in precepts for living harmoniously with others and becoming a credit to society through personal growth.

MESSAGE FROM THE PRINCIPAL

Students and Parents:

On behalf of all faculty and staff, we would like to welcome you to Arcanum Middle School. Our focus is to provide a safe, positive learning environment, which promotes active thinkers, and effective social skills. The staff at Arcanum Middle School has high expectations of all students and are dedicated in providing the support needed for each student to achieve academically, socially, and emotionally.

As a student, you are part of a supportive community rich with tradition and pride. All actions and words are not only a representation of yourself, but also your family, school, and community. Develop and maintain high expectations for yourself and great things are sure to follow. In addition, by keeping these simple principles in mind you are setting yourself up for success, while showing others what it means to be an Arcanum Trojan.

The purpose of the handbook is to provide you with information, rules, and regulations of Arcanum-Butler Middle School. Please reference the handbook when you have a question or concern regarding school policy. If you need further assistance, please contact us at Arcanum-Butler Middle School and we will be pleased to help. The handbook also acts as an agenda planner which you can use as a resource for assignments, passes, and schedules.

We look forward to an outstanding school year!

Sincerely,

Jason Vince
Middle School Principal

#THETROJANWAY

	Respect	Responsibility	Performance
Classroom	Students respect the learning of others by being an active listener, while keeping hands and feet to themselves.	Students are prepared for class every day. Students turn in all assignments on time.	Students write all assignments in their agendas. Students actively participate in class.
Hallways / ELA	Students respect the learning of others by <u>walking quietly</u> .	Students' lockers are organized and shut tightly.	Students keep the hallways clean. If you see it, pick it up.
Cafetorium / Recess	Students respect other students' personal space.	Students use appropriate language and manners.	Students will clean their area before leaving. Students talk quietly while remaining in their seats.
Restrooms / Locker Rooms	Students respect property by keeping it neat and clean.	Students use the facility in an appropriate and timely manner.	Students practice good hygiene by flushing toilets and washing hands.
Assemblies	Students respect those performing by being an active listener.	Students stay seated, keeping their hands and feet to themselves.	Students enter and leave the assembly quietly with their class.
Buses	Students use appropriate language, talk quietly and respect other students' personal space.	Students keep hands and feet to themselves while sitting in their assigned seats.	Students will clean their area before leaving the bus.
Field Trips	Students respect all adults and peers.	Students represent themselves in a positive manner at all times.	Students will clean up after themselves. -

Welcome to Arcanum-Butler Middle School



ANTI-BULLYING POLICY

1. **We will not bully others.**
2. **We will try to help students who are bullied.**
3. **We will try to include students who are left out.**
4. **If we know that somebody is being bullied, we will tell an adult at school and an adult at home.**

The Arcanum-Butler School District, its schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. Arcanum-Butler Middle School will not tolerate behavior that infringes on the safety of any student.

What is school bullying?

School bullying is when one or more students repeatedly act towards another student in a way which is intended to hurt, intimidate, or diminish that other student. Bullying is seen by many researchers as referring to a cluster of different behaviors, unified by the theme of aggression. These behaviors are generally categorized as follows.

Relational bullying - is sometimes referred to as "social" or "psychological" bullying. This takes the form of disrupting another student's peer relationship(s) through gossiping, whispering and spreading rumors. It also includes turning your back on them, giving them the silent treatment, leaving them out.

Cyber-bullying - in contrast to face to face bullying, social bullying is often indirect; students communicate negative representations of the target to third parties, often through cyber-bullying such as instant messaging, chat rooms, and postings on web pages or blogs.

Verbal bullying - such as threatening, taunting, intimidating, insulting, sarcasm, teasing, ridiculing, making faces, rolling eyes and other gestures.

Physical bullying - both to the person (such as hitting, pushing, shoving, kicking, pinching, holding down) and to their possessions (through extorting money, stealing or causing their possessions damage).

Sexual bullying - Sexual bullying is often referred to as sexual harassment, which includes unwanted sexual attention and comments, gender-demeaning remarks and jokes, using sexually offensive names, circulating pornography, touching the private parts of another student's body, molestation, assault, and rape

Reporting Procedures:

- Tell a teacher or another adult at school
- Witness Statements may be completed by other students.
- A counselor or administrator will review and investigate the report from the student and/or reporting adult to verify illegal acts. Student reports that are found to have been intentionally filed under false pretenses or in retaliation will be subject to disciplinary action.
- Anonymous online reporting – bullying can be report anonymously online by following the link on the middle school website: www.arcanum-butler.k12.oh.us

Remember: If you see an act of bullying happening and you do not report it, you are guilty of being part of the problem.

Disciplinary Action:

- Student offenders discipline may include: warnings, detention, Wednesday school, in-school/ out-of-school suspension, and/or recommendation for expulsion.
- Interventions to correct inappropriate behaviors may include but are not limited to counseling, and/or violence prevention intervention meetings.

ASSEMBLIES

Assemblies are planned throughout the school year. During an assembly, students are expected to show respect and conduct themselves in an appropriate manner. Individual students who choose not to behave in a respectful manner will be removed and further consequences applied. Students must meet the following requirements in order to be considered for participation: **1) less than two in-school suspensions, 2) no out-of-school suspensions 3) Student NOT on attendance probation. 4) Teacher recommends a student NOT to go due to low grades and/or missing assignments. If the student does not meet these requirements, the student may not be allowed to participate in the school assembly.** Alternative activities will be provided for the student during the assembly time period.

ARCANUM-BUTLER SCHOOLS ATTENDANCE POLICY

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes took effect.

- *Chronic Truant* changed to *Habitual Truant*
- Habitual Truant referred to in number of consecutive hours instead of consecutive days
- Schools cannot suspend or expel students for missing too much school.

* HB 410 also requires the State Board of Education to adopt by July 5, 2017, a model “zero tolerance” policy for violent, disruptive or inappropriate behaviors, including excessive absences. The policy must stress preventative strategies and alternatives to suspension and expulsion and assist districts with amending or creating district policies. The Ohio Department of Education will develop guidance, resources and training materials to assist with the implementation of the new requirements by Oct. 3, 2017.

Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines in District level policies and procedures. The District will make an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student’s absence that day regarding that student’s absence within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with state law.

EXCUSED ABSENCES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. Parents are to notify the school by 8:30am to explain the nature of their child’s absence from school. You can report your child’s absence by calling the attendance secretary at 692-5174 option #2 to record the information. *For doctor or dentist appointments that must occur during the school day, a note from the doctor must be provided to the school’s attendance office when the student returns in order for it to be considered medically excused and therefore not count against the students 72 hours.*

1. Absences Which Will Be Considered As Medically Excused (Medical Documentation Required)

A. Personal Illness - If a student is absent 19.5 hours (3 days) for illness, the administration may request that a physician’s statement be given to the school before the absences will be considered excusable. Any absences other than for religious holidays, college visitation days, and armed forces exams will count as 6 ½ of the 72 hours (1

day); those excused by a doctor will not be counted. Exceptions can be made when the administration is contacted by the parents (in advance when possible).

B. Doctor’s Appointment - Absences from school because of a doctor’s appointment are permitted, provided a signed note is taken to the attendance officer indicating the nature of the absences.

C. Illness in the Family – Illness in the student’s family necessitating the presence of the child.

D. Quarantine for contagious disease

E. Emergency or other set of circumstances in which the judgement of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not limited to absences to documented medical appointments.

D. In the cases of absences relating to the above situations, a student has the same amount of days to make up his/her work as the amount of days he/she is absent.

2. Absences Which Will Be considered Non-Medically Excused Include:

- A. Work Days - A student at the elementary level is allowed no work days. For students over 14 years of age only, an excused absence is granted provided that the work done shall be for the student’s parents. The student must bring in a signed note from the parent explaining the date and nature of the proposed absence. This must be arranged in advance of the actual workday requested whenever possible.
- B. Death of Immediate Relative - The definition of immediate relative shall include parents, brothers, sisters, aunts, uncles, and grandparents. Students may be excused from school for a maximum of 19 ½ hours (3 days) unless reasonable justification is provided by the student (or parent) for a longer absence.
- C. Observance of Religious Holidays - Any child of any religious denomination may be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief, but the definition of “religious holiday” does not include a religious conference. Excused absences in this category are not included in the limit of 72 hours identified in item 1.
- D. Trips and Vacations - Every attempt should be made by students and parents to schedule trips and vacations during periods of time when school is not in session. If it is impossible for the trip to be taken at any other period of time than during the period in which school is in session, the parent is to contact the school a minimum of three days prior to the trip. No student is permitted to be excused for more than 45 ½ hours (7 days) for trips or vacations during the school year, and work must be completed and turned in to the teacher within the number of days missed upon returning to

school. However, the last five days of the school year will be considered unexcused with no make-up privileges (at the high school level, this applies to the last five days of each semester).

- E. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.
- F. Absences due to a student being homeless
- G. As determined by the Superintendent.
- H. In the cases of absences relating to the above situations, a student has the same amount of days to make up his/her work as the amount of days he/she is absent.

UNEXCUSED ABSENCES

3. Absences Which Will Be Considered As Unexcused.

The following is a partial list of reasons for absences which will be considered as unexcused:

- A. shopping
- B. oversleeping
- C. babysitting
- D. missed the bus
- E. car trouble
- F. leaving grounds without permission
- G. working--other than for parents
- H. absence from school with no excuse offered
- I. the last 5 days of the school year (high school, last five days of each semester)
- J. tardy

3. The parents should contact the school office on the first day of their child's absence to explain the reason for the absence. Upon returning from an absence, the student is required to bring a written excuse, signed by the parent, giving the reason for the absence. It is the student's responsibility to contact his/her respective teachers for make-up work and to see that tests or incompletes are corrected as soon as possible.

TARDINESS

Students tardy to school for the first period in the morning will report to the attendance secretary for an excuse. Teachers will handle tardiness to class. Students tardy to class from another class should get their excuse from the preceding teacher.

LEAVING SCHOOL GROUNDS

1. Under no condition are students allowed to leave the school building or the grounds without first reporting to the principal and receiving permission to leave.
2. If it is necessary for a student to leave school early before the end of the regular day, said student must bring a note from his/her parents or guardian stating the reason to be excused.
3. No student will be excused from school during school hours without a note from home, except in the case of illness.

4. If a student becomes ill at school, he/she should report the illness to the classroom teacher who shall see that assistance is provided.

5. If a student becomes ill after coming to school, this must be reported to the office so his/her parents can be notified to pick him/her up. An emergency phone number should be kept on file for each student so some near relative or friend can be contacted when parents are not available. At no time is a student permitted to leave the school grounds without the permission of the office. There are to be no exceptions to this rule without specific permission from the school office.

6. No student is permitted to leave school grounds during the lunch hour.

TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 hours or more consecutive hours, 42 ½ or more hours in one month or 72 or more hours in a school year in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a

- habitual truant to attend parental involvement programs;
- 4.requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
- 5.notification to the registrar of motor vehicles or;
- 6.taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 42 or more hours in one school month or 72 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

When a student’s absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student’s school or District, a representative from the student’s school or District who knows the student and the student’s parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student’s parent. If the student’s parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children’s services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student’s parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student’s parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or

reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

- 1.the student’s absences have surpassed the threshold for a habitual truant;
- 2.the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
- 3.the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

A student is late to school if he/she is not at his assigned station as designated by the teacher when the tardy bell rings. Tardies will be calculated each nine-week period and will reset at the beginning of each quarter.

1st & 2nd offense	Warning
3rd & 4th offense	Lunch detention
5 th offense	1 hr detention
6 th offense	2 hour detention
7th offense	Wednesday School
Additional offenses	Office referral

Early Dismissals

When a student needs to leave before the usual dismissal time, the student needs to present a note to the attendance secretary at the beginning of that school day. The note should include the following information: the student’s name, today’s date, the reason for the early dismissal, and the time of leaving. If a parent requests an early dismissal by telephone, the same information will be asked and the parent needs to speak with the attendance secretary, school secretary or principal.

Legal Definitions and Procedures Attendance Definition of Terms

(for record keeping purposes)

Tardy-is charged to students when they come to school late up until one hour past the starting time.

One-Half Day Absent -is charged to students when they are absent for a length of time over one hour.

Whole Day Absent -is charged to students when they are not in attendance for a least one hour.

A Sign Out-is charged to students when they are excused from school and then return in less than ONE HOUR.

Missed Work Due to Absence

Work assigned during student absence - Students are expected to complete and turn in all missed assignments. **It is the responsibility of the student to find out what was missed during an absence.** A student is provided the same amount of days to make up the work as the days missed, assuming the absences are deemed excused (the # of days missed = the # of days to make up the work.) If the absences are unexcused, the student does not have the privilege to make-up the missed work. *****No assignments will be collected for the FIRST day of absence.** Students may talk with someone in their classes for these assignments. On the second day, the parent or student may contact the school and request assignments. This must be done before 7:45 a.m., as some teachers have their planning periods at the beginning of the school day. If work is collected for the student, the student has the same number of days to make up work as missed from the time work is collected.***

****Principal may grant an exception to this part of the policy under exceptional circumstances.**

Work assigned prior to student absence

One day's absence does not excuse a student from the responsibility for recitations, projects or tests on the day of return. Students are expected to complete and turn in all assignments. Each teacher/team will determine the consequences for late and/or incomplete work. It is the student's responsibility to understand the homework expectations and consequences. Assignments that were assigned prior to a student's absence are due upon his/her return. Due dates for long-term assignments, papers, and/or projects that were assigned prior to student absence will not change.

BLIZZARD BAGS

Students are required to attend 180 days of school. The state allows for five calamity days after which the use of Blizzard Bag days are allowed. Students will collect three days of Blizzard Bags from each teacher. After the fifth missed day, a Blizzard Bag may be assigned. Students will have two weeks to get the completed Blizzard Bag turned in to their teachers. Failure to turn in Blizzard Bags will result in an unexcused absence from school and a zero on the assignment.

BUS REGULATIONS

School bus drivers are to have control of all students between the homes of the students and the school. The driver shall keep order, maintain discipline among the students while in the bus or along the route, shall treat all the students in a civil manner, see that no student is imposed upon or mistreated while in his/her charge, and shall assure that the following regulations are observed by all student passengers:

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
5. No windows or doors shall be opened or closed except by permission of the bus driver.
6. No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. The student should be waiting at his/her boarding station when the school bus arrives.
8. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any students who refuse to conduct themselves in a courteous manner on the bus.

Procedures for Bus Disciplinary Action

1. When a student misbehaves, a discipline referral form shall be submitted to a building administrator from the bus driver.
2. A building administrator will conference with the reported students. A disciplinary decision is made after the investigation.
3. In instances involving serious offenses, as determined by the building administrator, suspension of bus privileges can take place immediately.

Please note: Transportation to and from school is a privilege and if a student fails to abide by the rules then school authorities may suspend or expel the student from school, the bus or both.

BUSING PROCEDURES

Arcanum-Butler Local Schools provides transportation to and from school for resident students in grades K-12 who live outside of the village limits. The transportation department has also established group stops in the villages of Ithaca, Gordon, and Castine. The following procedures are made to ensure the safety of all students and to reduce the possibility of error.

All students living outside of the Village of Arcanum limits will be assigned to a school bus based on their home address. With the exception of the group stops in Castine, Ithaca, and Gordon, pick up and drop off will be at the home address, unless there is an approved Transportation Change

Request on file. There will need to be one established pick up and one established drop off address for each child. This means each day your child will get on the bus at one stop and get dropped off at one stop. In most cases both stops will be the home address. Even though the pick up and drop off must be the same every day of the week, they may be different from each other. (Example: You can request your child be picked up at home, but dropped off at the babysitter.) Parents will not be permitted to provide the driver with an inconsistent work schedule and request that their child get picked up and dropped off at different locations depending on that day of the week. Schedules must be consistent every day, allowing no daily changes. Parents that have shared parenting, with documentation on file, will be permitted to have their child picked up and dropped off at both addresses as long as both addresses are in the Arcanum-Butler School District. (Example: Monday/Wednesday/Friday at mom's house and Tuesday/Thursday at dad's house.) Please make sure that you have provided us with accurate information regarding your child's transportation needs. If you have any questions, please call the transportation office at 692-5174 x 1329.

Transportation Request Form (regular bus rider)

- Students must be picked up/dropped off at a valid address with a valid house number, door to door pick up within the district boundaries.
- Complete a Transportation Change Request Form when requesting an alternate pick up/drop off location other than the assigned home bus stop. Parents may request a separate am and pm drop off location.
- A new request for the school year should be turned in by August 1 preceding the new school year to allow the transportation and drivers time to prepare bus routes.
- If a change is made during the school year, a new Transportation Change Request must be submitted and approved before the child is permitted to ride another bus.
- Requests are contingent upon the availability of space on the affected bus. New requests may take up to five (5) days to complete.

Bus Pass Requests

- Requests for non-regular bus service are discouraged and should only be made if no other form of transportation can be obtained. Examples include: daycare/babysitter, parent out of town
- Such requests are subject to available seating and require a minimum of 48-hour notice (excluding weekends and days when school is not in session).
- Requests must be made in writing and made directly to the appropriate building office (principal or building secretary) and must be **signed by the parent or legal guardian**. The request should include:
 - o Rider's first and last name

- o Date
- o Reason for request
- o Parent contact information and signature
- o Drop-off address or name of student your child is riding home with
- Bus passes will not be granted for non-emergency situations including the following purposes:
 - o Play dates, sleepovers, parties, etc...
- Middle/High School Students are not permitted to ride elementary buses for the following purposes:
 - o "Missed" the regular bus
 - o Following the serving of a detention or other disciplinary actions
 - o After-school tutoring, clubs, extra-curricular activities
 - o After-school elementary aide
- Requests by phone for a transportation change for non-regular service (daily bus pass) will **only** be considered for **emergency** situations and will be approved at the school's discretion. Such approval is subject to available seating. Phone calls must be from the parent or legal guardian requesting emergency bus service and the nature of the emergency. Emergency situations require approval of the building principal or transportation director. Example emergency situations may include:
 - o Sudden health emergency
 - o Accident
- Requests by phone will be denied for non-emergency daily bus service.
- Students will be permitted to get on the bus at any established stop, if needed, for two-hour delays. This does not need to be cleared through the principal or transportation department.

CAFETERIA

The cafeteria uses a computerized cafeteria point-of-sale program called MySchoolBucks. Students use an assigned 4-digit PIN number, which they use to access their account when purchasing food in the cafeteria. Parents may choose to send money daily or prepay using checks and/or cash. MySchoolBucks provides the following services to students and parents:

1. Parents can prepay online at the school's website using credit or debit cards.
2. Parents can check online daily the individual account balance and see what their child has been eating for lunch and/or breakfast and restrict what they may purchase.
3. Parents can complete free and reduced lunch program applications online.

A balanced plate lunch is served daily in the cafeteria. On scheduled days, salad is also available. Students may either buy or bring their lunch. Milk may be purchased to accompany a packed lunch.

A regular school lunch may be purchased by a middle school student and refunds are only issued at the end of the school year. Checks should be made to Arcanum-Butler Middle School. In addition, a salad bar will be available.

Applications for free/reduced lunches will be distributed during the first week of school. After that time, they are available upon request.

5th grade students do go outside for recess unless the weather does not permit it. It is important that students dress warmly and bring their outside clothing to recess/lunch.

Due to cafeteria capacity limits and for the safety of students, the cafeteria will be closed to all guests and visitors.

All students should understand and demonstrate the The Trojan Way while in the cafeteria (**SEE: The Trojan Way**).

Charging Policy

Arcanum-Butler Local School District's Food Service Program recognizes that adequate nutrition is essential to students' mental, physical and academic growth. All children (grades K-12) participating in the School Breakfast Program and the National School Lunch Program, whether at a free, reduced or paid rate, will receive a breakfast and/or lunch meal that meets USDA requirements, regardless of whether the students have sufficient money in the meal-charge accounts or cash-in-hand to pay for the cost of the meal at the time of the service.

It is the responsibility of the Parent or Guardian to monitor their student's cafeteria account and deposit the appropriate funds when necessary. My School Bucks is the online payment system that is used by the school district for monitoring a student's account activity. Deposits can also be made in person, mailed to the school or sent in with the student. The district understands that funds on a student's cafeteria account may become depleted at times for various reasons. Because we believe in the importance of our

student's nutrition, students may "charge" for a meal under certain circumstances. Charging for a meal will result in a negative balance on a student's account. Parents, who wish to prohibit their students from charging meals, can contact the Food Service Department and request the student account be closed for charging purposes. It is imperative that our cafeteria collects the balance owed. See the following procedure for charging school meals below:

1. Student will be verbally notified for the first charge.
2. A note will be sent home with the student when the account reaches -\$10.00.
3. A letter will be mailed home when the account reaches -\$25.00.
4. Upon reaching the - \$25.00 threshold, students will be provided an alternative "Grab & Go Option PB & J option".
5. In the event that an account is at -\$25.00 at the end of each quarter, parents will receive an automated One Call message notification regarding an overdue balance needing to be paid.
6. Additionally, in the event that an account is at \$25.00 at the end of the semester, the student's grade card will be held and parent progress book access will be denied until payments are received. Please note: Students who have a negative balance will not be permitted to charge Ala Carte items or any additional meal items until negative balances are paid in full.

CELL PHONES

- A student is allowed to have a cell phone in his/her possession on campus.
- During the school day (from the time a student arrives on campus until the end of school) the cell phone must be turned off and cannot be visible. This includes using cellular phones to make voice calls, to take photos, and/or to send receive text messages.
- While students are riding the bus before and after school, or during a school sponsored activity, the cell phone policy is in effect just as if the student was in a classroom during the school day. Drivers may give permission to students to use their devices.
- There are situations where school personnel may permit students to use their electronic devices.
- The only reasons for school personnel to ask a student to surrender a cell phone would be:
 - a - if the cell phone rang or vibrated (which would mean that the phone was turned on), or
 - b - if a staff member saw the cell phone (which would mean that the phone was visible without permission).
 - c - if a staff member has reasonable suspicion that a student has used, or is using their cell phone during school hours.
- Procedures have been established to notify parents when a student is sick, circumventing the system by using one's cell phone to call home is **NOT** acceptable practice. A student will receive disciplinary action at the

discretion of the school administrator in a situation where a student uses their cell phone to make a call during the school day without permission.

- If a student violates the cell phone policy, the cell phone will be confiscated and held by the school administrator for the remainder of the school day on the first offense. After the second offense during the same school year, the phone will be kept until picked up by the student's parent or guardian. If a third offense occurs, the student may be subject to 1-3 Wednesday schools.
- The school/school system will not be responsible for the loss, damage, or theft of any electronic device brought to school or school event.

CLASS FIELD TRIPS

Class trips are planned throughout the school year. The students thoroughly enjoy these trips and the school encourages them to participate. **Students must meet the following requirements in order to be considered for participation: 1) less than two in-school suspensions throughout the school year, 2) no out-of-school suspensions 3) Student is NOT on attendance probation. 4) Teacher recommends a student NOT to go due to low grades and/or missing assignments.** If the student does not meet these requirements, the student may not be allowed to go on the class trip. Alternative activities will be provided for the student during the class trip time period. Administration reserves the right to make final decision.

CLOSING OF SCHOOL

When inclement weather or a mechanical breakdown occurs, it may be necessary to close school. Parents are responsible to have prepared a plan in advance of the closing so that students know what to do in this situation. If the plan requires a special change, then the school needs to be notified by the parent. The school is not responsible for the child left unattended or related consequences that might occur. For school cancellations listen to the local radio or television stations.

Please Note: There must be a minimum of 180 days scheduled for students. If school is closed more than 5 days due to energy or weather-related problems, those days beyond 5 must be made up. Blizzard Bag Days will be used and make-up days are listed in school calendar. If additional make-up days are necessary they will be added at the end of the school year.

Uniform Rules for All Students

Violation of school rules may result in the student being penalized according to the administrative violations and penalties procedure. Teacher/classroom rules are in addition to the school rules.

1. Student shall refer to teachers, other staff members and adults as Miss, Mrs. or Mr.
2. Students shall give aides, substitute teachers, and other school personnel the same respect and behavior that they give their regular teachers.

3. Students are expected to do the work that is assigned to them.
4. The use of profanity will not be tolerated.
5. Students shall walk when entering or leaving the building, when changing classes, or when loading and unloading buses.
6. Students are not to cut through the gymnasium or cafetorium during passing periods.
7. There is to be no candy or other snacks eaten inside the building other than the cafeteria area.
8. Loud, unruly conduct of any kind in restrooms and hallways will not be tolerated.
9. Students are to keep the classrooms, restrooms, halls, cafeteria, and all other areas of the school clean.
10. Lockers are to be kept neat and clean at all times. Students are not to share lockers.
11. There shall be absolutely no fighting at school, on school grounds, or on school buses.
12. There shall be no toys brought to school without permission. Electronic devices must be put away at the beginning of the school day. Cell phones, iPods and handheld games are not to be seen or used during the school day unless given permission by school personnel. Butler Middle School is not responsible for lost, damaged, or stolen articles.
13. There shall be no throwing of any object that could be harmful to another person while under the supervision of school authorities.
14. Students shall not sell items at school unless Butler Middle School approves the fundraiser.
15. Students are not permitted to drive motor vehicles to school.
16. Students are not allowed to chew gum while attending school. Once a student has been warned about gum, any additional issues will be treated as non-compliance.
17. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:
 - a. Assume the threat is serious
 - b. Immediately report the threat to a parent, guardian, school staff, administrator or a law enforcement officer.

These expectations are expected to be exhibited at all times during the school day, school functions, or related extracurricular activities. The following paragraphs provide a list of major areas that could result in some type of disciplinary action. The absence of a behavior from the list does not mean that such conduct does not violate the code or cannot be punished.

It shall be the decision of the school administrator to determine and then deem the appropriate consequence. The consequences could include but are not limited to: Parent Contact, Community Service, Loss of School Privileges, Detentions, Wednesday School, Emergency Removal, In-School Assignment, Out-of-School Suspension and Expulsion.

Code of Conduct Areas

- **Alcohol/Drugs**—the school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as within any school activity or transportation. No student shall possess, use, transmit, conceal or be under the influence of alcohol, and/or mind or mood-altering substance and/or paraphernalia for their use while in attendance at school or any school-related activities.
- **Arson**—No student may start or attempt to start a fire while on school ground or school-owned property. The lighting of matches or other fire producing devices will be considered an attempt to start a fire.
- **Assault**—A student may not assault another person or behave in such a way as could cause physical injury to others. Immediate disciplinary action will be taken, including the possibility of contacting local authorities.
- **Coercion**—a person may not take or attempt to take money or valuable possessions from another person by physical force or the threat of physical force. A student shall not offer money or favors to any person for his or her personal gain.
- **Counterfeit Drugs**—No student may knowingly possess any counterfeit controlled substance, nor may any student knowingly make, sell, offer to sell, give, package or deliver a counterfeit controlled substance.
- **Destruction of Property**—A student may not cause or attempt to cause damage to school property including building, grounds, equipment or materials; nor shall a student cause or attempt to cause damage to private property on school premises or at any school activity.
- **False Alarms**—No student may cause alarms to be set off unless an emergency exists. Nor may a student initiate or assist in a report warning of an impending danger or catastrophe without cause.
- **Theft**—No student shall be involved in such action which would be considered as theft to public property or the private property of any other student or employee. The police may be contacted.
- **Tobacco**—School regulations do not permit the use or possession of tobacco in any form by students on school property or at school related activities. This pertains to all forms of tobacco including smoking, chewing, snuff and e-cigarettes/ vapes.
- **Weapons**—No student shall possess, handle, transmit or conceal any instrument of material that is or could be used to inflict harm upon another person. Knives, guns, clubs, chains, brass knuckles and other instruments or materials of like are forbidden at any school activity or on school property including vehicles driven to school. The police will be contacted and charges may be filed.
- **Disrespect**—a student shall not use violence, force, coercion, threat or verbal abuse to be directed at school personnel or other students. The use of inappropriate, vulgar or obscene language (written or oral) is prohibited. The rule also forbids obscene gestures.
- **Failure to Follow Directions (Insubordination) and/or Disrespect** - No student shall fail to comply with any lawful instructions or reasonable requests of school personnel during the day or when the student is under the authority of the school. No student shall cause nor attempt to cause the disruption of the learning process during the normal school day. No student eligible for bus transportation shall fail to comply with the school bus regulations or fail to obey the directions of the school bus personnel.
- **Falsification of Information, Plagiarism/Cheating**—Forgery of written documents (i.e., hall passes, OOPS passes, signatures for the agenda, etc.) is not acceptable. Plagiarism and cheating are also forms of falsification and are subject to the student suffering academic penalties.
- **Gambling**—Students are not permitted to gamble or possess gambling devices on school premises or at school events. Trading Cards or Card Playing are NOT permitted during school hours or on school property.
- **Gum/Food/Candy**— Students are not permitted to chew gum while in the school building. Students are not permitted to eat food or candy outside of the cafeteria unless under the supervision of a teacher.
- **Harassment/Bullying**—The harassment of other students or members of staff is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. This includes any forms of printed and/or electronic material.
- **Intimidation**—No student may engage in, be a party to or intimidate another student for the purpose of sexual interest. No student may engage in any form of exhibitionism, unwanted touching or sexual harassment.
- **Possession of Unacceptable Materials**- No student may possess on school grounds forms of electronic devices such as a beeper, radios, or laser pointers. Pornography in any form (printed, digital, video, etc.) is unacceptable. Students are not to bring to school any items for the purpose of trading, selling or otherwise exchanging for profit. This would include items such as trading cards, candy, gum, beverages, or any other items. Students who bring fundraising material from outside the school must first have the approval of the building principal.
- **Other**—Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.
- **Public Display of Affection**— Students shall not display affection between each other while at school, on school, property, or at a school-sponsored activity. This includes holding hands, touching, or any other contact that may be deemed sexual in nature.

Disruptive Behaviors

- **Aggression Upon Another**—No student shall cause or attempt to cause or threaten physical injury, physical imposition, or behave in such a way as could reasonably be anticipated to cause physical injury to another person.

Discipline

Due Process Rights— Before a student may be suspended, expelled or permanently excluded from school, there are specific procedures that must be followed.

The school rules apply going to and from school, at the bus stop, in the school building, on school property, at school-sponsored events, and/or on school transportation.

In all cases, the school shall attempt to make discipline prompt and equitable, and to have the consequence match the severity of the inappropriate choice.

Informal Discipline— This type of discipline will take place within the school. It includes but is not limited to change of seating, writing assignments, detentions, loss of privileges, Wednesday school.

- **Denial of Privileges**—Students may be denied the opportunity to participate in an activity that others are permitted to engage in.
- **Detention** - One hour detentions will be served after school from 2:30 to 3:30 in Room 251. Parents will be notified prior to the date in which the detention must be served. The student will have 1 week (two detention times) to serve the detention. Any unserved detention will result in a Wednesday school. The student/parents are responsible for transportation.
- **Wednesday School**-- Wednesday School is held from 2:30 p.m. – 5:30 p.m. per the district schedule in Room 251. The student is expected to arrive on time and to be prepared to work the entire time. If the student is not working the entire time, the supervising teacher may ask the student to leave. An unexcused absence for Wednesday school will result in an in-school assignment.

Formal Discipline— This will remove the student from school. The time frames include emergency removal for up to 72 hours, suspension for up to 10 days, and expulsion for up to 80 days. Removal for less than 1 school day may not be appealed. Suspensions and Expulsions may carry over into the next year.

- **Emergency Removal**—is removing a student from a particular classroom when they pose a threat of continued disruption to the academic process. The student may be removed from both curricular or extracurricular activities. (The legal definition is included in the back of this section.)
- **In-School Assignment**—is the temporary removal from the student’s regular classes for that day. The student will be housed in the ISS room, and complete the assignments on an individual basis. The student will eat lunch solo without the opportunity to socialize with friends. The student will receive credit for the work completed.
- **Out-of-School Suspension**—is the removal from school and school-related activities for a period of one to ten days. During the period of suspension, the student is NOT allowed in the building or on school grounds. Students are permitted to make up

work while serving OSS. Students must contact each of his/her teachers to receive their work for the days serving OSS and must submit work upon returning to school. For a three day OSS, students will have one additional day to submit all work. For a five day OSS, students will have two additional days to submit work. Make-up privileges may not be permitted during an out-of-school suspension. (Please see back of handbook for more details outlining the “rights of the student” regarding suspension.

- **Expulsion from School**—is the removal from school and school-related activities for up to 80 days. (Please see the back of handbook for more details outlining the “rights of the student” regarding expulsion.)

Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education by a District Administrator. If there is reasonable suspicion that the student is in violation of law or school rules, a search may be conducted to protect the safety of others. All searches may be conducted with or without a student’s consent. Students are provided lockers, desks and other equipment in which to store their belongings. These storage areas are considered the property of the school and may be searched at any time. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

SURVEILLANCE CAMERAS

For student safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

STUDENT DRESS CODE

According to research by the National Association of Secondary School Principals (NASSP), a school dress code:

- Greatly affects student academic performance and their interaction with other students
- Positively affects classroom discipline and decreases disruptions

- Improves school climate by decreasing the negative effects of peer pressure
- Increases school spirit and pride

National School Safety and Security Services stresses that dress codes play a significant role in reducing security threats and improving school safety. Knowing that a safe and orderly environment is the mark of an effectively achieving school, our system has developed a dress code for all middle school students. The dress code provides specific expectations for safety and appropriate professional dress in the educational environment. ***In cooperation with this effort, please use these guidelines in selecting your wardrobe for this school year.***

The dress code provisions listed below are not meant to keep students from expressing themselves, but to teach proper attire in a given situation and to permit the proper management and control of the learning atmosphere for the student body. All students are expected to dress in a manner which will not bring undue attention to himself or herself, resulting in a disruption of the educational process.

School dress standards will be in effect for all school days, field trips, and any extracurricular activities unless prior approval for exceptions is granted. Any clothing or dress style that distracts or disrupts the normal learning atmosphere in the classroom will not be permitted. Specific provisions are as follows:

- All students must wear shoes. Slippers are not acceptable.
- Shirts must overlap waistbands; midriffs should not be visible.
- Shirts should be modest in nature, with no low cut or revealing necklines.
- Clothing must be clean, well fitting, and in good taste. Teachers and administrators have authority to require specific types of clothing to insure student safety.
- Pants with rips and/or holes above the fingertips when arms are at the side are not permitted. Clothing with excessively large rips and/or holes should be avoided.
- Hats, caps, and gloves are not allowed to be worn inside of the building. Headgear worn to school should be removed when entering building.
- Halter tops, tube tops, tank tops, sundresses, sleeveless shirts (for male or female students), or other garments of this nature are not permitted.
- Clothing or personal possessions containing messages that are obscene, sexually suggestive or make reference to violence, illegal drugs, and alcohol or tobacco products are not permitted.
- Undergarments should not be visible.
- Coats and outdoor wear are not to be worn in the building.

- Clothing that does not fit properly (either excessively baggy clothing, or clothing that is excessively tight) is not acceptable attire for school.
- Pants **MUST** be worn at the waist line. A belt is required if pants **DO NOT** remain at waistline.
- Flannel, Lounge, and Pajama pants will not be permitted.
- Shorts, hemmed shorts, skirts (female), must reach mid-thigh (half the distance between waist line and knee) to be acceptable, even when worn with leggings or tights. An acceptable test is to see if the shorts reach or exceed fingertip length.
- Students may not wear any items or apparel that could be injurious to the wearer or others.
- Backpacks, book bags, and large purses must be kept in student lockers during the school day. Cinch sacks must be no larger than a textbook.
- Hairstyles must not distract from the learning environment.
- Any item in a visible facial or body piercing that is deemed to be inappropriate or a safety concern will not be permitted.
- Chains, spiked or studded accessories will not be permitted.

PLEASE NOTE: *The responsibility of enforcing the dress code belongs to all students, parents, and faculty members, but ultimately belongs to the principal. In questionable situations, the administration will have the right to decide what is acceptable and unacceptable dress or appearance. This may include, but is not limited to, any dress code concerns not covered by the above stated code. This code is subject to immediate review and change at any time by the Arcanum-Butler Local Board of Education.*

VIOLATION	Detention / Wednesday School	In-School Assignment	Suspension	Expulsion
Insubordination-failure to follow school employee's instructions, defiant attitude, disrupting class, misbehavior, leaving class without permission	X	X	X	
Disrespectful to Faculty/Staff	X	X	X	
Gum / Candy / Food / Drink	X			
Use or possession of tobacco products (*see page 30 for details)			X	X
Fighting (minor)	X	X	X	
Fighting (major)		X	X	X
Sexual/Racial Harassment	X	X	X	X
Threats, harassment, bullying, or intimidation	X	X	X	X
Possession of firearms and/or deadly weapon			X	X
Unlawful activity on/off school grounds			X	X
Possession of or exploding firecracker or other devices	X	X	X	X
Bus referral	X	X	X	X
Obscenity/Profanity	X	X	X	
Cheating/ Academic Dishonesty	X	X	X	
Truant	X	X		
Cafeteria disruption	X	X	X	
Improper attire	X	X	X	
Overly affectionate, Public Display of Affection (PDA)	X	X	X	
Theft		X	X	X
Vandalism (minor)	X	X	X	
Vandalism (major)			X	X
Physical attack on school personnel			X	X
Threats, harassment, and intimidation of school personnel			X	X
Under the influence of alcohol or drug			X	X
Possession of controlled substance, alcohol, illegal drugs, or drug paraphernalia			X	X
Sale of drug or substance			X	X
Material unsuitable for school purposes (including but not limited to toys, magazines, etc.)	X	X	X	
Repeated missing homework, class assignments	X	X		
Use of electronic devices, CD/mp3 players, cell phones, electronic games, etc. during the school day.	X	X		
Repeated Office Referrals within the same 9 week period, regardless of offense	X	X	X	

Discipline Code of Violations and Procedures

The Faculty and Staff at Butler Middle School feel it is important that students and parents be informed of discipline procedures and penalties. We encourage parents to review the section above with their son and/or daughter. Teachers have classroom rules and regulations in addition to these procedures and penalties. We encourage parents and students to communicate directly with the faculty by either personal conference or telephone conference. We suggest parents call and make an appointment to talk to the teacher before, after school, or during the teacher's conference period.

Violations and Penalties:

1. The building principal reserves the right to determine the extent of the discipline to be used. The comprehensive list above does not include all infractions or discipline covered by those infractions. Additional discipline may include, but is not limited to: verbal or written warnings, diversion programs, alternative learning environment, student conference, parent conference, removal from the classroom, or items/privileges removed.
2. Violations and Penalties shall cover any school function, including going to and from school.
3. A student's discipline record shall be considered when assigning an appropriate discipline.
4. Minor incidents will be included on a 'Minor Incident Report' using the Stop & Think Card in the students' agenda.
5. Three 'Minors' of the same infraction may result in a 'Major' incident with the building principal assigning discipline.
6. Detention is 1 hour after school (2:30 – 3:30) held on Tuesdays and Thursdays.
7. Wednesday School is three hours (2:30 – 5:30) held on designated days.

CUSTODY PAPERS/CHANGE OF ADDRESS OR TELEPHONE

It is essential that the schools records are current. Please notify the office of any changes regarding: addresses, telephone numbers (both home and work), babysitters, and email addresses. It is vital that a current copy of all custody papers is on file for each child enrolled in school.

DELAY OF SCHOOL

School could be on a one or two hour delay due to weather or other unforeseen conditions. Please see the posted delay schedule (in the front of the agenda) for school starting times based upon the designated amount of delay.

EMERGENCY DRILLS

Emergency drills will be conducted regularly throughout the year. The purpose is to review procedures that would be implemented in the case of an emergency.

Fire Drills—(If alarm fails, short intermittent blasts will be sounded.)

Follow the teacher's directions

- Exit the building
- Do not talk and move quickly but do not run
- The last person out of the classroom is to turn the lights off, close the windows and door
- When a signal is given to return, please enter the building and quietly walk back to the classroom

Tornado Drills—(If public announcement is not working, one long blast of the air horn)

- Proceed to the designated area for your specific classroom
- Stay quiet and calm until the "all clear" signal is given
- The last person to leave the classroom close the windows and door.

Lockdown Procedure—(If public announcement is not working, three long blasts)

- Proceed to the designated area in the classroom
- Sit or kneel on the floor; out of sight from the classroom door
- Stay quiet and calm until "all clear" is given

If you are in the hallway, restroom etc. When lockdown signal is given, GO IMMEDIATELY TO THE NEAREST CLASSROOM!

EXAMINATIONS

Students may be required to take exams at the end of each of the academic semester. Students must take assessments during the scheduled times. Those who fail to take the assessments at the scheduled time will receive an F grade for the assessments missed. An exception will be made for those students who present a doctor's note for illness.

FEES

An annual school fee of \$75 will be charged to all Butler Middle School students in grades 5-8. This fee covers the 1:1 learning initiative, student planners, workbooks, student magazines, etc. Lost planners will have a \$5 replacement fee.

GRADE REPORTING

- Parents will receive notice of student progress and student grades in a variety of ways. Parents may check student grades online via the school website at any time.
- If parents are unaware of their username and password to use Progress Book, they should contact the building secretary.
- Parents will also be notified of student progress at the midterm of each grading period via Progress Book.
- At the end of each grading period, a grade card will be sent home with students.

**If student has any unpaid student fees, Progress Book access may be locked.*

GRADING SCALE

A student must meet all course requirements before the class can be considered passed. The following system must be used in determining the student's grade.

<u>Grade</u>	<u>Percentage</u>	<u>Points</u>
A	95-100	4.00
A-	90-94	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	0-59	.00

During each grading period, teachers will be permitted to use class participation, extra credit work, class contribution, etc. to calculate nine week grades. Extra credit options are at the sole discretion of each individual classroom teacher.

Honor and Merit Rolls

A student earns Honor Roll status when the grade point average is between 3.50 and 4.00. Merit Roll status is a grade point average of 3.00-3.49.

Retention

The principal is responsible for the placement of all students, provided there are no conflicts with P.L. 94-142, and local Board policies of the Ohio Revised Code. These guidelines need to be followed when retaining students:

- The teacher is responsible for early identification and to notify the student and parents of the findings in writing during the early stages of the student failing academically.
- Any student in grades K-8 who is truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required subject areas in the current grade may not be promoted, unless the principal and student's teachers decide otherwise.
- Parents will be notified of the recommendation by letter no later than May 15th. A copy of this letter will be placed in the student's permanent record.
- Due Process is available to the parents by following the standard procedures of the district for an appeal. The parent must make request for the appeal no later than June 20th.

Promotion

- In order to be promoted to the next grade level a student may pass a minimum of three of the four core academic

classes of language arts, mathematics, science, and social studies.

- A student must pass the second semester of a year course in order to pass that course.
- A student that does not pass three of the four core academic classes may be evaluated by the Response to Intervention Team in order to be considered for retention.
- A child having failing grades at the end of each year will have his case evaluated by the teachers, guidance counselor and principal for future placement.
- A student may be retained in any grade at any time even with passing grades, if the student is below grade level in reading or mathematics.

GUIDANCE SERVICES

The Arcanum Middle School provides counseling services to assist students in strengthening their skills to become better learners, as well as addressing areas of personal growth. The school counselor shall service students through:

- Individual Counseling
- Small Group Counseling
- Classroom Guidance
- Consultation with Parents
- Crisis Intervention

HALL PASSES

Students are not permitted in the hallway during class time without a pass. A student must have a pass to be excused in the event they are late arriving to class. Students must have permission to enter or exit a classroom after the tardy bell. If a student uses all of his/her allotted hall passes prior to the end of each grading period, the student will not be allowed to leave the classroom for the remainder of the nine weeks.

HOMEWORK CLUB

Homework club is an opportunity for students to receive additional help and/or tutoring once a week after school. When a student has habitually missed work and/or is falling behind in class, their classroom teacher will recommend them for homework club. Homework Club meets for 1 hour after school once a week. Please contact the school guidance counselor for more information.

ILLNESS

Should a student become ill during the school day, he/she should report to the main office. After a cursory exam, the student will either be sent back to class or home.

LOCKERS

Lockers are provided to all students. The lockers remain the property of the school and may be searched at any time. Gym lockers with an external lock will also be provided when the student is participating in the physical education class. Students are encouraged to use their lockers at a

minimum. Students are not to share or exchange lockers. Students should use ONLY the locker they are assigned. Each locker is equipped with a combination lock to provide a secure place for books, coats and personal materials. Students should not “set” lockers to disable locking mechanisms. Students should NOT place stickers anywhere on their lockers. (This includes both inside and outside)

MEDIA CENTER

Student groups and faculty may use these facilities when the librarian is notified in advance. When a student comes to the library he is to present a pass to the librarian on duty, picking it up again when he leaves. While in the library students are under the authority of the librarian and are to practice the best utilization of their time, whether for formal study, research, individual interest or informal work with supplementary reading materials, such as books, magazines or newspapers. Continuous study or research should be done in the library. Check books in and out on time - you will be charged for lost books and grade cards will be held until charges are cleared. This is your responsibility. Be sure your name is removed when returning a book.

- Return all books promptly! CHECK LIBRARY NOTICES!
- Don't cut articles or order forms out of books or magazines.
- Appropriate behavior in the library is essential. Keep quiet. Keep working and remember that the library in NOT a playroom.
- If a book you need is not available, the librarian may be able to borrow it for you from other sources.
- The rule for care of library books is the same as that for texts.
- Don't mix school library books with public library books or personal collections.
- A pass from your subject teacher is necessary if you wish to use the library during school hours.
- Librarians are entitled to all the courtesies given classroom teachers.

MEDICATION

When a student needs to take medication during the school day, a school provided medication form has to be completed and on file (previous to the administering of the medicine.) The medication form needs to be completed by a physician (for prescription) or by a parent (for over-the-counter) prior to the student taking the medication. In addition, the medicine container needs to be properly labeled. ALL medication must be kept in the nurse's office. Medication forms are available upon request.

POSITIVE BEHAVIOR REWARDS SYSTEM

Arcanum Middle School will be continuing a building-wide POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS SYSTEM. The purpose of the system is to reward those students who understand and model what it takes to be a TROJAN. This includes RESPECT,

RESPONSIBILITY, and ACADEMIC PERFORMANCE. Students will be given expectations of behavior in a variety of different situations that occur throughout the building. Students will be positively reinforced for their efforts and will be rewarded throughout the year. More information can be found on the building website as well as our Facebook Page.

RESTROOM USE

This is a privilege and should not be abused. If a student uses all his/her passes before the end of a nine week grading period, they will not be permitted to leave the room, with the exception of an emergency, for the remainder of the grading period. Students should always use the set of restrooms nearest to the classroom they are signing out from.

SKATEBOARDS / ROLLERBLADES

Skateboarding and rollerblading is prohibited on school property and during school hours. If a skateboard is brought to school, it must be brought to the principal's office at the beginning of the school day and picked up at the end of the school day.

SCHOOL SONG “Loyal and True”

Loyal and True
We Pledge allegiance to you
This is our motto
We are one for all and
All for Alma Mater
Here's to our school
And long on high may she rule
Forever more you will find us,
Always Loyal and True!
Rah-Rah, Sis-Boom-Bah
Arcanum Middle School . . . Rah-Rah-Rah

SCHOOL-SPONSORED ACTIVITIES

School activities planned for Wednesday night must be completed by 6:00 p.m. This is a church night and is respected as such.

ACTIVITIES AND DANCE PROCEDURES

Only Arcanum-Butler Middle School students in grades 7th and 8th are permitted to attend school dances. 5th and 6th grade students are permitted to attend other MS activities. After entering the activity, the student may not leave early without being accompanied by a parent. School dress code applies for such activities. If it is not followed, students may be asked to leave. ABMS Staff reserves the right to restrict students from attending the activity.

- Dances must be held in the school cafeteria unless otherwise arranged with building administrator.
- All decorating for dances must be done after school.
- All dances and activities must be scheduled with the principal and followed according to schedule.
- Curfew - All school-sponsored activities held in the Middle School shall not extend beyond 10:30 P.M.

- Sponsors, as well as chaperones, must be present at all times.
- The class is to arrange for cleanup after dance by group.
- Anyone coming to a dance with beer or liquor on their breath will be asked to leave and will not be admitted to the dance.
- At all functions sponsors are to be present, to give leadership and set the tone of the activity.
- Students may be asked to leave the activity if they do not abide school rules.

ARCANUM BUTLER SCHOOLS ATHLETIC CODE

Dress Code

- Must comply with school regulations during off-season and with athletic regulations during the season.
- No beards, mustaches or sideburns below bottom of ears.
- Boys' hair must be above the eyebrows, off the collar and not below the bottom of the ears.
- Girls' hair must be neat and fixed according to what sport indicates.
- Head Coach will determine the type of dress on athletic trips.
- It is the coaches' responsibility to enforce this dress code on their squads.
- It is the Athletic Director's responsibility to remind the coaches if the dress code is not being enforced.
- Students are only permitted to participate in one sport during the same season, except for cheerleading. A cheerleader may participate in one additional sport with mutual consent of the cheerleading advisor, athletic team coach, and athletic director, understanding that any practice and contest schedule conflicts must be resolved in advance with all parties. However, girls participating in basketball will not be permitted to participate in cheerleading.

Code of Conduct

- **Athletes are expected to set the example both in school and out.**
- Any athlete that has conduct problems in school or out is subject to additional discipline. The type and degree of punishment will be decided by the Athletic Director, Principal and coaches involved.
- Any athlete missing practice time or any event for disciplinary reasons can be given extra discipline by the coach.

Attendance

- It is to all our advantages as coaches to stress good attendance from athletes both at practice and school.
- **An athlete must be in attendance at school from 11:00 A.M. through the end of the school day (2:30 P.M.) in order to participate in practice or contest that day unless O.K.'d by the athletic director and/or principal first. Work days, doctor's appointments or similar (non-illness) excused absences do not count unless O.K.'d by the office in advance.**

- It is the responsibility of each coach to make sure his team understands these regulations.

Eligibility

- All eligibility regulations are in accordance with the OHSAA Scholarship By-law 4-4, which is based on a nine-week grading period. A student may not fail more than one subject in a nine-week grading period to be eligible for the following nine-week grading period.
- Interim grades will determine in-season eligibility status. If at interim time a student-athlete is failing two or more classes, they will not be allowed to participate in any athletic contest for that week. If this student-athlete continues to be ineligible for three consecutive weeks, the student-athlete will be dismissed from the team.
- Grades will be checked at the end of each week to determine eligibility for the following week.
- Ineligible athletes or athletes on academic watch **MUST** attend Homework Club to improve their grades.
- The Athletic Director and Coach will notify the athlete concerning his/her placement of on academic watch and ineligibility. This way we are sure that everyone is aware of the situation.
- Any student suspended from school is ineligible to practice, participate or accompany the team during that suspension.
- Students may participate in only one sport per season.

Team Cut Rule (Quitting, Dismissal)

- Varsity head coaches have final say as to who is cut from teams at all levels.
- During a season in which two sports are held, a student cut from one team may try out for the other team providing that the student reports to the other coach on the next school day.
- During a season in which two sports are held, a student that quits one team before the first contest may try out for the other team if it is by mutual consent of both coaches involved and the Athletic Director.
- Any student that quits a sport during or after the first contest may not participate in any other sport or conditioning program during that sport's season.
- Any student dismissed from a squad may not participate in any other sport or conditioning program during that season.

Physical Cards, Athletic Fees

Each athlete must have a completed OHSAA physical card, emergency medical card, and awareness form prior to the first organized and mandatory practice. A \$40.00 athletic fee must be turned into the coach prior to the first athletic contest. Failure to do so would result in non-participation. Students need to pay only one \$40.00 athletic fee per school year.

Insurance

- All athletes in grades 7-12 must be covered by some type of accident or injury insurance that covers the athlete.

- All athletes must turn in to the Athletic Director an insurance card that is properly filled out and signed by a parent or guardian. This card is needed before the athlete starts practice. If the insurance of an athlete should change during the school year, the athlete should notify the Athletic Director immediately.
- Any athlete that does not have an insurance policy covering athletics must purchase school insurance. Football players not having a policy covering athletics must purchase school insurance plus football coverage.
- All athletes needing school insurance or school insurance with football coverage should be reported to the Athletic Director immediately. **An athlete WILL NOT practice without insurance.** It is the responsibility of each coach to make sure all athletes have turned in a completed insurance card before allowing him/her to practice.

Training Rules

- Training rules apply to all Arcanum-Butler athletes in grades 7-12, including cheerleaders.
- Any athlete attending a party or gathering of students and/or adults, where alcoholic beverages and mind-altering substances (drugs) are used, is in violation of training rules.
- All athletes will start with a clean slate as freshmen.
- Enforcement of training rules is the responsibility of all coaches.
- Guilt of an athlete will be determined by the Coach(es) involved, Athletic Director and Principal.
- All offenses must be reported to the Athletic Director who will keep records for grades 7-12.
- Coaches may add rules for their teams that are stricter than those set by the Board of Education. However, it is vitally important that the coach explain his/her rules to all players within the first two days of practice.

Student Substance Abuse Policy

Since athletics is a privilege for each participating student, it is important that students, parents and interested persons be aware of pertinent rules and regulations.

Each coach must have a meeting at the beginning of each season with both parents and athletes so that rules and regulations and procedures of conduct are understood. A completed Awareness Form with the students' and parents' signatures is to be turned in to the Athletic Director before the student can participate in organized practice. The Athletic Director may hold the meeting.

Rules and Regulations

No sale, distribution, possession, or consumption of any alcohol, beer, drugs or any other mood altering chemicals. Attendance at a party/gathering where alcohol beer, drugs, or any other mood altering chemicals are used in an illegal manner.

- First Offense: immediate dismissal from the team for the remainder of the season. The student has the opportunity to earn back 50% of the season (based on maximum allowable regular season games permitted by

the OHSAA) by completing the following requirements: completing twenty hours of service to the Arcanum Athletic Department and participating in a substance abuse assessment and subsequent counseling or treatment as determined by the assessment results. Students will not be able to return to participation until the twenty service hours are complete and the student has participated in the substance abuse assessment. Any costs for the substance abuse assessment and counseling/treatment will be paid for by the student. The substance abuse assessment will be arranged through the Principal.

- Second Offense: denial of participation for one year from the date of determined guilt. The athlete will be required to participate in a substance abuse assessment and subsequent counseling or treatment as determined by the assessment results. Failure to meet these requirements prohibits the athlete from participation on any other athletic team until the obligation is met. Any costs for the substance abuse assessment and counseling/treatment will be paid for by the student. The substance abuse assessment will be arranged through the Principal. If the student completes the 50% suspension and the team is still competing in postseason play, the student is eligible to return. If less than 50% of the season remains, the student will be dismissed for the remainder of the season. The student may practice and travel with the team to competitions, but may not be dressed or participate as an athlete in any way.
- Third Offense: (Anytime during student's middle school career) student is no longer allowed to participate in athletics at Arcanum Middle School

The use of tobacco in any form or any criminally related activity is prohibited.

- First Offense: Two-week suspension from all athletic competition. The student may practice and travel with the team to competitions, but may not be dressed or participate as an athlete in any way. Student will also be subjected to the school procedures listed on page 30.
- Second Offense: immediate dismissal from the team for the remainder of the season. Student will also be subjected to the school procedures listed on page 30.
- Athletes represent the team, school and community and thus, their conduct and appearance must reflect this responsibility. It is clearly understood that each coach will enforce conduct and appearance rules respective of the philosophy. All discipline problems on any team should be handled by the head coach. Reports should be made to the Athletic Director and Principal if suspension or removal from a team is contemplated or required by the rules.

Every athlete will meet the rules and regulations set by the Arcanum-Butler Local Board of Education, as well as the Ohio High School Athletic Association.

If additional rules and/or responsibilities are initiated by a respective coach, then those rules should be communicated to the athlete and parents in the preseason meeting.

STUDENT COUNCIL

The Student council will consist of four (4) students from each grade level with the previous vice president becoming the president for the new school year. Meetings will be held once a month (with a two-day notice).

FLEX REGULATIONS FOR GRADES 7 & 8

1. Students must be in the room when the bell rings or they are late.
2. Teachers may design instruction during this time to help students.
3. No one gets out of their seat without permission.
4. Attendance will be checked before any passes are issued or honored.
5. Only one person is allowed to leave flex for restroom or miscellaneous reasons. When that person returns, the next one may leave.
6. Locker passes, studying together, and talking to other students for the purpose of educational exchange of information is left to the teacher's discretion.
7. No horseplay.
8. Emergency calls may be made in the office.
9. All students must bring at least one textbook or other acceptable reading material.
10. No sleeping.

SUBSTITUTES

Substitute teachers are to be equally respected as the classroom teacher. This can be a difficult job so students are expected to be on their best behavior and demonstrate the utmost respect. ***Discipline for infractions that occur with a substitute may be multiplied two-fold per classroom teacher's policies.***

TECHNOLOGY & NETWORKS

The Arcanum-Butler Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the World Wide network that provides various means of accessing significant educational materials and opportunities.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access.

Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers

and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Policy ("Policy") of the District and the Data Acquisition Site that provides Internet access to the District. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. Each student must have his/her parents or guardians read and sign the policy. The District cannot provide access to any student who fails to sign and submit the policy to the school as directed or does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

1. Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

2. Term of the Permitted

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he/she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the District before they are given an access account.

3. Acceptable Uses

A. Educational Purposes Only. The District is providing access to its computer networks and the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- 1) uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline

Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2) uses that cause harm to others, damage to their property or violate the privacy of others. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3) uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

4) uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and Social Security numbers.

C. *Netiquette*. All users must abide by rules of network etiquette, which include the following:

1) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2) Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3) Don't assume that a sender of email is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4) Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

5) The use of Artificial intelligence/ Natural Language Processing (AI/NLP) tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined under the Student Code of Conduct. Students can use AI/NLP tools in the school setting if they receive

prior permission/consent from their teacher, so long as they use the AI/NLP tools ethically and responsibly.

4. **Internet Safety**

A. ***Internet Safety Instruction***. Students will be given instruction on Internet safety throughout the school year at various grade levels. Basic Internet safety will be taught in the elementary level. More in-depth lessons on Internet safety will be added to the curriculum in the middle school and high school level computer classes. Instruction will include education about appropriate online behaviors, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

B. ***General Warning***; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

C. ***Personal Safety***. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number or those of other students or colleagues. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

D. ***"Hacking" and Other Illegal Activities***. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access.

Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

E. ***Confidentiality of Student Information***. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

F. ***Active Restriction Measures***. The school, either by itself or in combination with the Data Acquisition Site providing

Internet access, will utilize filtering software or other technologies to protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

G. **Student-owned devices** gaining Internet access must be connected to the District “guest” wireless network. Students should not connect to the Internet using 3G or 4G wireless access, or any other network not provided by the District during school hours. Using the District wireless prevents students from accessing improper materials listed in section F above. Violations of this rule will be dealt with.

H. **Internet filtering software** or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 (h)[7]) as: any picture, image, graphic image file or other visual depiction that:

- 1) taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
- 2) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

5. Privacy

Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

6. Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his/her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the student’s enrollment in the District. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The District may also take other disciplinary action in such circumstances as prescribed in the school handbook.

7. Warranties/Indemnification

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the District, the Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the school in the event of the school’s initiating an investigation of a user’s use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the District’s network.

8. Updates

Users, and if appropriate, the user’s parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

TELEPHONE USE

Students will not be called from class to speak with a person by telephone unless it is an emergency and a parent request. Students are not permitted to use school phones without the permission of a staff member.

Students are discouraged from bringing cellphones to school. Students are not permitted to use cell phones during the school day, which includes the time being transported to and from school on a school bus. Students should report to the office when needing to call home. It is not acceptable to use cell phones to call home without permission from the office. Students abusing this policy will receive a referral.

TEXTBOOKS

Textbooks are furnished to all students by the Board of Education. The Darke County Textbook adoption list is used. Many thousands of dollars are spent to keep our textbooks up-to-date. The condition of the textbook is

recorded at the beginning of the year. At the end of each year, textbooks will be collected and the condition checked. Fines may be assessed if the textbook was abused or neglected.

VISITORS

Adult visitors are welcomed. All visitors MUST sign in at the main office before proceeding throughout the school. If an adult wishes to visit a classroom, it should be arranged through a meeting with the building principal. Student visitors are not permitted without prior approval from the principal.

Student Attendance Accounting

(Missing and Absent Children)

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agents.

A student, at the time of his/her initial entry to the school, shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her, which were maintained by the school, which he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

- a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the U.S. showing the date and place of birth of the child;
- an attested transcript of the certificate of birth
- an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
- an attested transcript of a hospital record showing the date and place of birth of the child or
- a birth affidavit.

If the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if the district does not send the records within fourteen days, the principal shall notify the police department having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers. The Board shall designate the Superintendent to develop informational programs for students, parents, and community members relative to the subject of missing children.

Math Formula for Semester Grade

The semester grade and year grade must be calculated in a systematic and consistent manner for the purpose of ranking students in their class. The following mathematical formula will be used for computing the semester grade:

$$\frac{\text{1st qtr. grade} + \text{2nd qtr. grade}}{2}$$

The following point values must be substituted in the above formula for proper calculation:

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

Once the semester grade point average has been determined, the following system must be used to change the semester grade point average back to a semester letter grade:

A = 3.84 - 4.00	C = 1.84 - 2.16
A- = 3.50 - 3.83	C- = 1.50 - 1.83
B+ = 3.17 - 3.49	D+ = 1.17 - 1.49
B = 2.84 - 3.16	D = 0.84 - 1.16
B- = 2.50 - 2.83	D- = 0.67 - 0.83
C+ = 2.17 - 2.49	F = 0.00 - 0.66

During the nine weeks grading period, teachers will be permitted to use class participation, extra credit work, class contribution, etc. to make grade adjustments for students. The year grade is determined by the following mathematical formula:

$$\frac{\text{1st semester grade} + \text{2nd semester grade}}{2}$$

Teachers will use the same values for grades and same system for converting point averages to letter grades as above.

Failure of Courses

In order to successfully pass a semester course or year course, a student must have a grade of at least a 60% or D-. Any student who does not maintain their average or who does not complete course requirements will fail.

An exception to the regular system of calculating final semester grades and final yearly grades may be used when a student receives an F in either a quarter grade or a semester grade. A final grade of F is possible if the student, in the best judgment of the teacher, fails for any reason to achieve a level of work acceptable for passing. Some, but not all, reasons which would justify failure may be overall grade average, excessive work missed, class preparation, class contribution or failing to fulfill any other expectations of the course. Extra credit is the option of the teacher.

In addition, if a student receives an exam grade of F, the final grade may be determined by the teacher to best reflect the student's overall performance. This grade may or may not be equal to the general formula grade but will be justified using accountable reasons such as those described in the preceding paragraph.

To clarify, if a student receives an F in any grading area, it is the option of the teacher to follow the normal grading

procedure or to determine pass or failure using accountable methods. For example, if a student receives a 1st quarter grade of C- (71%), a 2nd quarter grade of F (50%), and an exam grade of F (40%), the teacher may pass the student using the normal grading procedure, or the teacher may fail the student for the justifiable reason that the three grades average 56%, failure by the present grading scale. Likewise, a student with a 1st quarter grade of D (66%), a 2nd quarter grade of F (59%) and an exam grade of F (59%). The teacher may fail the student using the normal grading procedure or the teacher may pass the student for the justifiable reason that the three grades average 61%, a D- by the present grading scale. This judgment is best left in the hands of the accountable teacher.

Definition of Discipline Measures

The following are definitions of the various forms of discipline, which may be incurred from violations of the fore stated rules. It is the belief that cooperation among all phases of the school community (students, parents, staff and administration) is useful in the resolution of disciplinary problems and it is to this end that the penalties are structured and administered.

Expulsion—is the removal from school and school-related activities for up to 80 days. Make-up privileges may be provided in some cases. Only the superintendent of schools may expel students. When the superintendent decides to expel a pupil, the following procedures will be utilized:

- The superintendent will give written notice to the pupil and his/her parents, guardian or custodian which will include the reason(s) for the intended expulsion and that the pupil and his/her parent, guardian or custodian have the opportunity to appear to challenge the expulsion or explain the pupil's action. The notice will state the time and place to appear which will not be less than three nor later than five days after the notice is given unless the superintendent grants an extension of time.
- The pupil or his/her parents, guardian or custodian may request an extension of time and the superintendent may grant the request. If an extension is granted, the superintendent will notify the pupil, parents, guardian or custodian of the new time and place.
- The superintendent shall issue written notification of the decision to the parents, guardian, custodian, representative of the pupil, and the clerk of the board. The notification shall include the reason(s) for the expulsion, the notification of the right to appeal to the Board of Education, the right to be represented in the appeal and to request that the hearing be held in executive session.

Suspension—is the removal from school and school-related activities for a period of one to ten days. During the period of suspension, the student is not allowed in the building or on school grounds. Before a student can be suspended for ten school days or less:

- The superintendent or principal must give actual written notice of the intention to suspend, and

- The pupil must have the opportunity to appear at an informal hearing before the principal or designee to challenge the reason(s) for the intended suspension or otherwise to explain his/her actions. If the administrator determines as a result of the hearing that the pupil should be suspended, then the parents, guardian or custodian of the student and the clerk of the board will be notified in writing. The notice will include the reasons(s) for the suspension and the right of the parents, guardian, pupil or custodian to appeal the action to the superintendent. If not satisfied with the decision, the appellant may file an appeal with the Board of Education, have the right to be represented in the appeal, and the right to request that the hearing be held in executive session. Expulsion and suspension punishments are subject to a formal appeal procedure that is outlined next.
- Out-of-school suspensions are considered to be the same as unexcused absences and make-up privileges for schoolwork or tests missed may not be allowed. In-school assignments may be used in certain cases if deemed appropriate by the principal, and students will be given schoolwork and tests to complete for class credit while assigned.

Formal Appeal Procedure -- A student, his/her parents, guardian or custodian may appeal a suspension or expulsion to the Board of Education or its designee. Thus, the board may either review the case itself or appoint a hearing officer to act in its place. The student has the right to "representation" at the hearing. At the request of the pupil, his/her parents, guardian or custodian or attorney, the board or its designee may hold the hearing in executive session. Formal action on the appeal will be taken in a public meeting. By majority vote of the board or by action of the board's designee, the order of suspension or expulsion may be affirmed, the pupil may be reinstated, the action reversed, vacated modified. IN case of an appeal directed to the Board of Education or its designee, a verbatim record of the hearing will be made. The decision of the Board of Education or its designee is appealable to the Common Pleas Court as provided for in 2506.03 Ohio Revised Code.

Emergency Removal—The notice and hearing requirements set forth in the section on suspension and expulsion can be temporarily waived in an emergency. If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises, then:

- The superintendent, principal or designee may remove the student from curricular or extracurricular activities or from the school premises.
- A teacher may remove the pupil from curricular or extra-curricular activities under his/her supervision.
- If a teacher makes an emergency removal, the reason(s) for the removal must be submitted to the principal as soon as possible thereafter.

- If the superintendent or principal reinstates a student removed by a teacher, prior to the hearing following removal, reasons in writing must be given to the teacher upon request.
- In the case of an emergency removal, a hearing must be held as soon as practical after the removal, but within seventy-two hours after the initial removal is ordered. Written notice must be given to the pupil as soon as practical prior to the hearing. The hearing will be held in accordance with either the suspension or expulsion procedure depending upon the probable action that will be taken. The person(s) who ordered, caused or requested the removal must be present at the hearing.

Referral to Court—may occur in a severe case of misconduct of an illegal nature or when, in the opinion of the school authorities, the school-administered discipline seemingly has little or no effect on the behavior of the student. In this instance an unruly charge may be filed in the Darke County Juvenile Court and the student must then comply with the disposition of the Court.

Compensation—will be required when a student is involved in such action, which will cause damage to public property or personal property of other students or employees. This reimbursement is necessary also in case of theft. In the normal act of providing compensation for unacceptable behavior an apology to the offended party is recommended. In addition, any State or Federal offense committed while on school premises and/or during events and functions under school supervision or school control may be prosecuted through the courts.

NOTE: Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional right shall be stricken without effect to the remainder. This code and any additional rules governing student discipline shall be distributed to students and their parents or guardians at the beginning of each school year and shall be posted in conspicuous places within the school throughout the school year. Changes in the rules shall not take effect until they are distributed to students and parents.

Code of Conduct--(Zero Tolerance)

Student Rights and Responsibilities

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include:

- civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
- the right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
- the right to due process of law with respect to suspension and expulsion;
- the right to free inquiry and expression and the responsibility to observe rules regarding these rights.
- the right to privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc. for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

Student Conduct (Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations, and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration

cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student who commits an act that inflicts serious physical harm to persons or property, if it was committed at school, on other school property or at a school activity, event or program, may be expelled for up to one year.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Dangerous Weapons in the Schools

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U. S. C. A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm to a school operated by the Board, or on to any other property owned or controlled by the Board, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

The Board authorizes the Superintendent to expel a student from school for a period not to exceed one year for bringing a knife to a school operated by the Board or onto any other property owned or controlled by the Board or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person. The Superintendent is authorized to extend such an expulsion into the school year following the school year in

which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply.

- The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
- The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's student code of conduct and Ohio law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Hazing

It is the policy of the Arcanum-Butler Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by any

individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff and student handbooks, and shall be the subject of discussion at employee staff meetings or in service programs.

(Re)Adoption Date: September 6, 2011

Legal Ref: ORC 2307.44

Student Substance Abuse Policy

The Arcanum-Butler Board of Education recognizes that Alcohol/Drug Abuse and Dependency to be a serious, yet treatable social problem. The Board recognizes that health problems of the youth are primarily the responsibility of the home and community. However, schools share in that responsibility as the community's youth spend a major portion of their time at school; and chemical abuse problems often interfere with school behavior, student learning and the optimum development of the individual.

In accepting this responsibility, the Board of Education reaffirms its policy that students determined to possess, use or sell chemical substances shall be immediately suspended and recommended for expulsion.

The school district affirms its position to offer assistance to chemically dependent students and their concerned families in seeking treatment.

The Board of Education recognizes that these commitments cannot be fulfilled alone and will seek assistance of other community agencies, including the family, churches, law enforcement officials, health services, mental health agencies and treatment facilities.

The Board of Education further recognizes that substance abuse and dependency are progressive diseases. Rehabilitation measures taken by the school shall begin with counseling and may extend to a referral to appropriate outside agencies including treatment centers and the courts.

In facilitating these directives, the school staff will notify parents of behavioral symptoms of substance use and abuse detected in the student. Designated staff will meet with students and/or parents to discuss the nature and extent of the observed problem and to recommend a remedial plan of

action. Said plans will rest on the attitude of the student, the cooperation of the parent(s) and the assessed seriousness and frequency of the observable behaviors. The school district administrative team will identify a team of key staff to fulfill the intents listed above. This group may wish to determine goals, objectives, clarify procedures, etc.

Pertinent to available funding sources, staff, students and other interested persons will be encouraged to develop skills for identifying and working with students who have substance abuse and dependency problems. Such training may include seminars, assemblies and workshops.

The Board of Education believes that education offers the most effective means to communicate and remediate the hazards of this potentially life-threatening problem.

Dealing with Suspected Chemical Dependency

All employees within the Arcanum-Butler Local School District are expected to take an active role in reducing or eliminating the threat posed by the presence and use of controlled substances through the implementation of preventive measures and through intervention when the possession, use, sale or distribution of controlled substances has become apparent.

Prevention

All employees of the Arcanum-Butler Local School District are expected to aid in the prevention of student possession and use of controlled substances. Prevention is best accomplished by seeking to foster student self-esteem and morale, as well as, to develop and enhance the ability to make sound life decisions. It is also the intent to educate students and community members of the symptoms and effects of use of controlled substances.

Each employee will, therefore, familiarize himself/herself to the following available resources in assisting in the prevention of use of controlled substances:

- Student Support Services in the school system such as counselors, psychologists, etc.
- Programs designed to support behavioral change of students who are in recovery of substance abuse, or who are having difficulty in coping with life situations.
- Peer groups/or programs designed to provide students with the knowledge and training needed to deal with substance abuse problems which may exist in the school setting.
- School experiences designed to provide students with a feeling of success, accomplishment, enhanced self-esteem and increased decision making capabilities.
- Educational programs for students, staff, parents and the community to provide awareness of the signs, symptoms and the effects of the use of controlled substances.

Substance Abuse Intervention

The Board of Education prohibits the use, possession, sale or distribution of controlled substances by students except for supervised, prescribed medications taken pursuant to the instructions of a licensed physician.

The first step in the intervention process is the identification of students who may be affected by their own

use, possession, sale or distribution of controlled substances, or by that of others in the school or community. All employees of the Arcanum-Butler Local Schools shall report any circumstances which they believe to be indicative of the use, sale, possession or distribution of controlled substances to the principal of the school in which the student is enrolled. Sources of information relating to these suspicious circumstances include:

- Communications with the student's family.
- Observations/documentation by administrators, teachers, counselors or other staff members.
- Admissions by the students or by his peers.
- The results of evaluations performed by community agencies specializing in the treatment of problems related to controlled substances.

Procedure

When school authorities become aware of the actual use, possession, sale or distribution of controlled substances, the following procedures shall be enforced:

Sale or Distribution of Controlled Substances

- The principal will contact the parents or legal guardian of the student.
- The principal must notify the local police department and submit all evidence and other pertinent information
- The principal may recommend to the superintendent that the student be expelled.

Possession, Use or Receipt of Controlled Substance

- The principal will contact the parent or legal guardian of the student.
- The principal has the discretion to provide a warning on the first infraction depending on the circumstances surrounding the incident.
- The principal may notify the local police department, other appropriate authorities and the superintendent to determine legal ramifications of the incident.
- The student may be suspended for up to 10 days in accordance with procedures identified in the Student Behavior Policy.
- Students may elect to be involved in Support Groups (Substance abuse, Co-dependent groups, recovery groups, etc.) or undergo a professional controlled substance dependency appraisal, and/or begin rehabilitation.
- Controlled substance dependency evaluations and rehabilitation programs shall be conducted by agencies or persons who are recognized authorities in this field, and at the expense of the student's parent or legal guardian.

Tobacco, e-cigarette/ vaping

- Tobacco, e-cigarettes/ vaping- In the situation where a student is in violation of this policy the following procedures will be in place:
 - First offense- students will be suspended for 3 days (2 days OSS, 1 day ISS). During the in-school assignment, the student will be required to complete a tobacco cessation education program. If the student fails to complete the program during the in-school assignment, additional disciplinary action will be taken. The administration will also notify local law enforcement of the violation.
 - Second offense- 5-day out-of-school suspension. Local law enforcement will be notified.
 - Additional offenses- a 10-day out-of-school suspension and a recommendation for. Local law enforcement will be notified.

When a student is willing to have a professional dependency evaluation:

- The parent or legal guardian of the student shall notify the school principal that the student has made contact and is willing to comply with the evaluation and treatment process. (An Assessment Contract must be completed by a complying organization and returned to school.)
- Students who refuse evaluations or who terminate such treatment or attendance at a support group before successful completion may be suspended for the remainder of the original suspension.
- Students who are in outpatient treatment service should attend school during this period.

Repeated Offenses: Use, Possession or Receipt of Controlled Substances

- Recommend to the superintendent that the student be expelled.
- Notify the parents or legal guardian, the local police department and/or other appropriate authorities regarding the student's use and/or possession of controlled substances.
- Any repeated offenses shall be reviewed in the context of the student's age, maturity and history of behavior since the first offense.