

# SPINNING HILLS MIDDLE SCHOOL

2025-2026

## PARENT/STUDENT HANDBOOK

Principal – Mike Combs

Dean of Students – Brad Sims

Grades 5 and 6

Address

5001 Eastman Avenue

Dayton, OH 45432

Phone: 259-6635; Fax 259-6644

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper





# 5<sup>th</sup> Grade Spinning Hills Staff Directory 2025-2026



**Phone: 259-6635**

Spiderman	Name	Phone Ext.	Email	Room #	Subjects
	Britton Siebenthaler	5104	britton.siebenthaler@madriverschools.org	104	Math
	Erin Angell	5101	erin.angell@madriverschools.org	101	ELA
	Heather Huggins	5102	heather.huggins@madriverschools.org	102	SS/SC
	Daryl Simpson	5108	daryl.simpson@madriverschools.org	108	Intervention Specialist

Superman	Name	Phone Ext.	Email	Room #	Subjects
	Danny Dotson	5107	danny.dotson@madriverschools.org	107	Math/SC
	Sherri Farmer	5106	sherri.farmer@madriverschools.org	106	ELA/SS

Green Lantern	Name	Phone Ext.	Email	Room #	Subjects
	Jaden Draude	5207	jaden.draude@madriverschools.org	207	ELA
	Brandon Davidson	5208	brandon.davidson@madriverschools.org	208	Math
	Kacy Leiner	5206	kacy.leiner@madriverschools.org	206	SS/SC
	Casey Bagues	5205	casey.bagues@madriverschools.org	205	Intervention Specialist

Wonder Woman	Name	Phone Ext.	Email	Room #	Subjects
	Nicole Knapke	5204	nicole.knapke@madriverschools.org	204	L.A.
	Holly George	5202	holly.george@madriverschools.org	202	S.S./Science
	Kelli Ramsey	5203	kelli.ramsey@madriverschools.org	203	Math
	Natalie Huff	5201	natalie.huff@madriverschools.org	201	Intervention Specialist

Resource & MD	Name	Phone Ext.	Email	Room #	Subjects
	Malia Casillano	5109	malia.casillano@madriverschools.org	109	Intervention Specialist
	Brittany Bush	5103	brittany.bush@madriverschools.org	103	Intervention Specialist

Music, Physical Education & Stem					
Music, P.E. & Stem	Name	Phone Ext.	Email	Room #	Subjects
	Tiffany Hesselbart	5303	tiffany.hesselbart@madriverschools.org	303	Choir/General Music
	Terri Rivetti	5302	terri.rivetti@madriverschools.org	302	Band & Orchestra
	Paul Neves	5309	paul.neves@madriverschools.org	309	Physical Education
	Jennifer Brucken	5301	jennifer.brucken@madriverschools.org	301	Stem



# 6th Grade Spinning Hills Staff Directory 2024-2025



**Phone: 259-6635**

<b>Iron Man</b>	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>	<b>Room #</b>	<b>Subjects</b>
	Kelly Carter	5117	kelly.carter@madriverschools.org	117	Math/SC
	Leticia McKnight	5112	leticia.mcknight@madriverschools.org	112	Math
	Jessica Provost	5110	jessica.provost@madriverschools.org	110	ELA
	Caitlin Burns	5111	caitlin.burns@madriverschools.org	111	ELA/SS
	Cody Burtrum	5116	cody.burtrum@madriverschools.org	116	SC/SS
	Jarrold Kiesling	5113	jarrod.kiesling@madriverschools.org	113	Intervention Specialist

<b>Wolverine</b>	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>	<b>Room #</b>	<b>Subjects</b>
	Rick Pagniano	5217	rick.pagniano@madriverschools.org	217	Math
	Dylan Gunter	5212	dylan.gunter@madriverschools.org	212	Math
	Laura Eonta	5209	laura.eonta@madriverschools.org	209	ELA
	Julie Palmer	5210	julie.palmer@madriverschools.org	210	ELA
	Jeremey Finn	5211	jeremey.finn@madriverschools.org	211	SS
	Joe Hampton	5216	joe.hampton@madriverschools.org	216	SC
	Amanda Green	5213	amanda.k.green@madriverschools.org	213	Intervention Specialist

<b>Resource &amp; MD</b>	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>	<b>Room #</b>	<b>Subjects</b>
	Malia Casillano	5109	malia.casillano@madriverschools.org	109	Intervention Specialist
	Brittany Bush	5103	brittany.bush@madriverschools.org	103	Intervention Specialist

<b>Music, Physical Education &amp; Stem</b>					
<b>Music, P.E. &amp; Stem</b>	<b>Name</b>	<b>Phone Ext.</b>	<b>Email</b>	<b>Room #</b>	<b>Subjects</b>
	Tiffany Hesselbart	5303	tiffany.hesselbart@madriverschools.org	303	Choir/Character Education
	Terri Rivetti	5302	terri.rivetti@madriverschools.org	302	Band & Orchestra
	Paul Neves	5309	paul.neves@madriverschools.org	309	Physical Education
	Jennifer Brucken	5301	jennifer.brucken@madriverschools.org	301	Stem

## PRINCIPAL'S MESSAGE

Students and Parents,

I want to take this opportunity to welcome you back to school. This handbook will serve as a resource for you, to guide you and provide the necessary information leading to a successful year here at Spinning Hills. It is important that you read the handbook and Code of Conduct in its entirety. I expect all students to respect their peers and the Spinning Hills staff at all times. What you learn and how hard you work today will help build your future. Take pride in your work and our school. Spinning Hills is a great place to be!

The staff at Spinning Hills Middle School wants all students to be successful. Please read and reference the handbook as a family now and throughout the year to better understand the expectations of our school. Have a great year!

Mr. Combs

Principal

## MISSION STATEMENT

Spinning Hills Middle School is a **safe** community where **respect** and **education** are top priorities.

## DAILY SCHEDULE

School officially begins each day at 7:10 A.M. and dismisses at 1:40 P.M. **Students are not permitted to be in the building before 6:55 A.M. or after 2:00 P.M. unless they are involved in an after school activity.**

## TELEPHONE DIRECTORY

Principal/Mr. Mike Combs..... 259-6635

E-mail – mike.combs@madriversschools.org

Dean of Students /Mr. Brad Sims ..... 259-6635

E-mail – brad.sims@madriversschools.org

Main Office ..... 259-6635

Guidance Counselor/Mrs. Matthews .....259-6635 ext 5010

School Therapist/Mrs. Otto.....259-6635 ext 5011

## PEOPLE TO CONTACT

To request appointments with staff/messages for

teachers/student fees ..... 259-6635

To report absences ..... 259-6635

To report tardiness/request assignments/request

early dismissal (for appointments)..... 259-6635

Regarding student records ..... 259-6635

Regarding Student Schedules/discuss grades or

Academic progress .....Mrs. Matthews

Regarding Disciplinary Actions.....Mr. Sims

School Therapist ..... Mrs. Otto

Transportation.....237-4280

Progress Book... [www.mdeca.org/progressbook/progresshome.htm](http://www.mdeca.org/progressbook/progresshome.htm)

IF YOU WOULD LIKE TO DISCUSS ANY CONCERN WITH THE PRINCIPAL OR DEAN OF STUDENTS – please contact the Main Office at 259-6635.

**Board Policy can be found on the MRLS website. If you need a hard copy, please contact Mrs. Krista Wagner, Assistant Superintendent, at 259-6603.**

## STUDENT USE OF MAIN/STUDENT SERVICES OFFICE

The Student Services office is designed to serve the students on school business. It is open to students from 7:00 A.M. to 1:45 P.M. each school day. To avoid problems, the following procedures have been established:

### Office Contact

- Student will report quickly to the office with a pass from a staff member.
- Student will identify himself/herself to office personnel and state his/her business.
- Student will sit quietly until appropriate personnel are available.

**NOTE:** Students leaving the building for illness reasons must make their **initial call home through the Main Office not through a personal cell phone or classroom phones.**

### Phone Usage - Student Services

- Main Office phones will be used for illness or emergencies only.
- All calls must be approved by the secretaries in the Main Office.
- Emergency illness calls will be made only after 7:10 A.M.

**Note:** An emergency illness means that the student is absolutely too ill to continue the school day.

## DRESS CODE:

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. Each principal, in consultation with his/her staff, shall develop a dress code which complies with Board of Education Policy 5511.

With this in mind, we believe it is necessary to place guidelines on a student's hair style and his/her manner of dress if those present a hazard to the student's health and safety, cause an interference with the educational process or create classroom or school disruption. These guidelines are important not only to the individual student, but also to those with whom s/he shares school property.

The administration will determine proper application of the dress code. In making this determination, the administration may decide that certain types of clothing are not appropriate. Administration discretion will be exercised in working with individual situations as this may affect the educational environment.

Dress and grooming are factors in a positive educational environment. Habits of personal cleanliness and grooming will be practiced by staff and students. In order to establish and maintain this environment without disrupting the learning process, the following administrative guidelines have been developed:

- Clothing should be in good taste and sensible in size, length, and style.
- Shorts and skirts will be -at a minimum- at least fingertip length (when standing with shoulders relaxed, your shorts or skirt will come down to the tip of your fingers)

- o Any clothing that shows undergarments will be deemed to not be in good taste.
- o Pants must be worn at the waist.
- o Leggings and yoga pants must be worn with a shirt that also meets requirements of length mentioned above. If you can see through the pants, it is deemed to not be in good taste.
- o If there are holes in the jeans and skin is visible, the same rule applies to length requirements listed above.
- The following dress is not considered appropriate for school: strapless or sleeveless tops, shoulder-less shirts, spaghetti straps, tank tops, halter-tops, or clothing that bares the midriff.
- Pajamas, or clothing resembling pajamas (in particular, pajama bottoms) is not appropriate school attire
- Students must wear shirts at all times
- Clothing expressing reference to drugs, alcohol, tobacco, violence, etc., is not considered appropriate.
- Clothing displaying sexually explicit suggestions, illustrations, words or innuendos is not appropriate
- Hats, sunglasses, or other head apparel (including hoods) are not permitted, unless approved by the administrator.
- Outdoor apparel (coats, vests and jackets) should be placed in the student's locker/cubby for the duration of the day. Students who consider the building to be cold should wear sweaters, sweatshirts, or an over shirt.
- Students must wear safe and appropriate footwear at all times. Household/bedroom slippers, heelies/wheelies, are not appropriate. In some grade levels, slip-on sandals, flip-flops, and similar shoes are not appropriate.
- Students must abide by the rules set forth in classes requiring special dress.

Students will not be permitted to go home to change. Attempts to secure appropriate clothing from home or borrow from the office will be made.

### **HEALTH STANDARDS**

**CLINIC PROCEDURES:** Students coming to the clinic will be assisted for minor illnesses, cuts, scratches, etc. The clinic is not intended to be a place for students to remain until they feel better. After being assisted, students are expected to return to class or go home if deemed necessary.

If a student becomes ill during the school day the student is to obtain a pass from his/her teacher and go directly to the clinic. Students will not be admitted to the clinic without a pass from the classroom teacher. Students need to sign the logbook in the clinic and notify a secretary in main office or the nurse of his/her arrival. Students leaving the building for illness reasons must make their initial call home through the Main Office not through a personal cell phone or classroom phones. A parent/guardian must be contacted by the office for permission before the student is released from school. Students must be signed out by their parent/guardian before they leave school.

**SCHOOL FORMS:** It is required that parents fill out all School Forms on Parent OneView Access. You can find this on the Mad River Local Schools Website under Quick Links. In the event a student becomes ill or injured, the information on these forms will allow us to provide appropriate medical treatment.

**MEDICINE:** It is the policy of the Mad River Local Schools that all students' medication be administered by a parent at home whenever possible. Under certain circumstances, medication may be administered at school. Ohio state law mandates that no medication, either non-prescription or prescribed by a physician for a student, be administered to that student unless the following occurs:

1. The school administrator receives a **completed Parent Request & Authorization to Administer**

**Medication form signed by the prescribing physician and the parent** (a separate form for each medication).

2. The parent or guardian submits additional Medication Request forms in the event conditions or the prescription changes. (Physician must sign new form)
3. The school official authorized to administer the medication receives the medication in the **original container or bottle in which it was dispensed. (Student's name, prescriber, date, dosage and instructions, and name of medication).**
4. **This policy is enforced for all over-the-counter medications**, including but not limited to: Tylenol, aspirin, cough syrups, cough drops, cold tablets, pain pills, eye drops, creams, etc.

If a student does not report to the office to take the medication at the proper time, the staff member responsible for administering the medication shall attempt to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication, if this occurs regularly.

A log for each prescribed medication shall be maintained that records the personnel giving the medication, the date, and the time of day.

**PEDICULOSIS (Head Lice):** Checks for head lice will be done on an individual basis as necessary. In the event there is evidence of active head lice, the student's parent or guardian will be notified. If a child in the District is found to have lice, the child's parent will be contacted to have the child treated. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice".

The principal or his/her designee will examine a student's hair for lice, as necessary.

**CIMEX LECTULARIUS (Bed Bugs):** In the event there is evidence of an identified bed bug on a student or in a classroom, MRLS district will respond in a prompt and appropriate manner following the recommendation of Public Health – Dayton & Montgomery County.

Although bed bugs are becoming a common problem that impacts our lives, bed bugs are not known to transmit disease. Bed bugs are not associated with uncleanliness, and can affect anyone without regard to sex, race, or economic status. It is important that each student be treated with dignity, discretion, and with respect. The student does not need to be removed from the classroom or excluded from school. (Excerpt from *School Facilities Guidelines for Handling Bed Bugs in Montgomery County Public Health – Dayton & Montgomery County*.)

### **GENERAL INFORMATION**

**BOOK/GYM BAG POLICY:** Students are not permitted to carry book bags or duffel bags during the school day. Book bags are to be used for the transporting of books and school supplies to and from school. Students are to leave their book bags in their locker/cubby after arriving to school. Book bags are not to be taken to the classroom. Students need to plan their daily routine to allow for reasonable visits to their lockers. (Coats include but aren't limited to: jackets, windbreakers, bubble vests, sweat suit tops).

**CHANGE OF ADDRESS AND/OR TELEPHONE:** If at any time during the school year a change occurs in your home or business address or telephone number, please call the main office immediately. Up-to-date records are essential to handling emergency situations and transportation issues.

**ELEVATOR:** Spinning Hills has an elevator which may be used by handicapped students or those who temporarily

cannot climb stairs. If there is a need to use the elevator, permission must be secured from Student Services. In order for a student to obtain permission to ride the elevator, we will require a note from a physician authorizing him/her to do so.

**EMERGENCY CLOSING OF SCHOOL:** Announcements will be made over the Dayton radio and television stations regarding **Mad River Local Schools of MONTGOMERY COUNTY**. We are **NOT** Riverside Local Schools. We will also notify you by sending a Blackboard message. Please do not call the school.

**HALL PASSES:** Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

**LIBRARY:** The library is open from 7:25 A.M. to 1:30 P.M. each day. Students are welcome to visit the library with their class or by obtaining a pass from his/her teacher.

1. Students are expected to follow school expectations when in library.
2. Students are able to checkout two items.
3. Students may reserve a book by making a request at the circulation desk.
4. All materials are checked out for two weeks.
5. Students with overdue materials must clear their account before checking out any new materials.
6. Any book lost or damaged will be the responsibility of the student/parent.

**LOCKERS/CUBBIES:** Each student is assigned a locker or cubby in which to store books, coats, book bags, and school supplies. Students will receive this locker/cubby assignment from their classroom teacher. Each student is responsible to keep the assigned area clean, locked, and orderly at all times.

**Students are not to share lockers or cubbies.**

Lockers and cubbies are the property of the Board of Education and made available to students for their use. Should a student forget locker combination, contact their homeroom teacher or the main office.

**LOST AND FOUND:** The lost and found is located in the hallway outside the gym. Lost clothing will be found in this area. Lost jewelry and other valuables will be returned to the main office. Lost clothing is only kept through the quarter – clothing not picked up is donated to local charities at the end of the quarter.

**LUNCH:** Mad River Local Schools has a closed lunch policy. No deliveries of commercial food are permitted and no visitors are allowed.

Lunch period is from 11:03 P.M. to 12:21 P.M. Students can either buy a lunch or bring a sack lunch.

**LUNCH PRICES**

Plate lunch..... \$ 2.35

Milk a la Carte..... .50 cents

Other items such as cookies, pickles, drinks, chips, etc are sold a la carte.

**LUNCH CHARGES:**

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

A student (Grades K-6) may only charge up to three (3) meals in succession. Once the charges have been satisfied, the student may again charge up to three (3) meals in succession a second time following the same process. After a student charges one (1) time, a notification will be sent to the parent or

guardian about the student charging a lunch. This will eliminate any surprises on the child's part and provide the parent with two (2) more opportunities to pay the student's charge balance. An alternative meal of peanut butter and jelly will be offered to those students who are delinquent on their account.

**PROHIBITED ITEMS:** Students are not permitted to use any electronic devices during the school day. Items include, but are not limited to: radios, MP3/I-Pod/Music Devices, cell phones, wireless communication devices, tape recorders, cameras, and/or hand held video games. Other prohibited items include skateboards/scooters, toys, chains, balloons, flowers, stuffed animals, face glitter, candy, gum, food, drinks, resealable drink bottles, snacks, facial paint, bandanas, laser pens, etc. to school without receiving prior administrative/staff approval. Such items will be confiscated and turned in to the office of the principal or asst. principal.

**PUBLIC DISPLAY OF AFFECTION:** Students who become overly amorous present an embarrassing appearance to those around them. School is definitely not the place for public display of affection. Students not able to set reasonable limits on their behavior will be creating a situation which will be embarrassing to them and others and will be subject to disciplinary action.

**SEARCH AND SEIZURE:** Search of a student and his/her possessions, including lockers/cubbies, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination.

**TELEPHONES:** No personal phone calls may be made on school phones. Our office personnel will place emergency

calls. Students will not be called to the phone during the school day. Emergency messages from a parent or guardian will be taken in the office.

**STUDENT EXTRA CURRICULAR ACTIVITIES:**

Student Council, Advanced Band, and Intramural Sports -

**Listen to announcements for more information!**

**STUDENT FEES:**

For the 2025-2026 school year, there will be no student fees except for the following:

**All past and present school fees must be paid prior to 6<sup>th</sup> grade students attending the Kings Island trip.**

**TECHNOLOGY:**

The following fees will be in place for mobile computing devices:

Missing /damaged power supply	\$25
Missing camera replacement	\$25
Top cover replacement	\$25
Keyboard damage/replacement	\$30
Hinge replacement	\$30
Mousepad replacement	\$30
Bezel replacement	\$30
Case damage/replacement	\$35
Screen damage/replacement	\$60
Motherboard replacement	\$100
Full chromebook replacement	\$300

Students shall use District Technology Resources (see definition Bylaw 0100) for educational purposes only. District Technology Resources shall not be used for personal, non-school related purposes. Use of District Technology Resources is a privilege, not a right. When using District Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students found to have engaged in unauthorized or inappropriate use of District Technology Resources, including any violation of these

guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing or using District Technology Resources, students and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of District Technology Resources that is in accord with their personal and family values, in addition to the Board's standards.

**TEXTBOOKS:** Students are issued textbooks and are expected to take care of them. In cases where a book is defaced or lost, charges will be made to the student's account to cover the cost of damage or replacement. **PLEASE COVER ALL BOOKS TO PREVENT DAMAGE.**

**SCHOOL VISITORS:**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

In order to protect the educational programs of the schools from undue disturbance, each principal shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit one (1) or more schools are to make arrangements in advance through the school office of each school to be visited.
- B. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from Central Office/local law enforcement.
- C. Students may not bring guests to school unless permission to do so has been granted by the building principal.
- D. No staff member is to transact business with a visitor who does not have visitor's pass.
- E. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.

It is important that each parent understands that because classroom visitations can be distracting to the students, the following guidelines have been established:

- 1. Visitations will not be allowed during examinations and independent study periods.
- 2. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- 3. Copies of instructional materials being used by the students or teacher may not always

be immediately available during the visitation.

- 4. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- F. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor. Recording of other school activities will be in accord with AG 9160 - Attendance at Public Events.
- G. If a parent or other visitor wishes to tape record a conversation or meeting with a teacher or the principal, s/he should request permission from the teacher or principal. If the teacher or principal wishes to record a conversation with a parent or other visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins. Federal law allows a parent to record an I.E.P. and, if the parent does record, the District should record the conference also.

If a disabled person should visit a school and request accommodation and s/he has not submitted the Request for Accommodation Form 9160A F1, in advance, the principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation is reasonable (see AG 9160A).

**EXCESSIVE ABSENCES:**

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written

notice is given, any appropriate intervention action listed herein may be taken.

## **ATTENDANCE**

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which a student has been assigned.

### **Excusable Reasons for Absence**

An absence from school may be approved for one (1) or more of the following reasons or conditions:

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider

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

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

- C. illness in the family necessitating the presence of the child
- D. quarantine of the home (limited to the length of the quarantine as fixed by the proper health officials)
- E. death in the family (limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence)
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity (any classroom assignment missed due to the absence shall be completed by the student)
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725 (grades 9-12 only)
- K. college visitation (not to exceed two (2) in number and The District requires verification of the date and time of the visitation by the college, university, or technical college, grades 9-12 only)
- L. 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
- M. absences due to a student being homeless

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

### **Student Vacations During the School Year**

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must submit a note to the building administrator. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered inexcusably absent from school and subject to truancy regulations.

### **Religious Expression Days**

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the

Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

### **Absences due to School Threat**

Absences due to a school threat will be marked as unexcused unless it is determined that the threat is credible for the specific building involved.

### **Tardiness**

- A. Students not in homeroom or in class when the late bell rings are considered tardy.
- B. All students who are tardy to school must report to the office to sign in.
- C. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- D. Teachers are to refer cases of chronic tardiness to the principal.

### **Absence Reporting**

When a student is absent from school:

- Parents/legal guardians are responsible for reporting their child's absence and the reason(s) for the absence.

- Reporting should be done within the first two hours of the school day on the day the student is absent. Parents/legal guardians should call to report the absence and reason.
- If phone contact is not established, the parent/legal guardian should submit a written excuse to the attendance secretary upon the student's return to school. The written excuse must state the reason and the date(s) of the absence.
- If a student is absent due to a medical appointment/hospitalization a doctor's note should be provided to the attendance secretary upon the student's return to school.
- Written excuses may be requested in addition to phone contact, at the discretion of building administration.
- Absences will be determined as excused or unexcused based on building and district policy outlined above in ATTENDANCE.
- A doctor's note is required when a student is absent three or more consecutive days.
- A student may have up to ten (10) excused absences without a doctor's note, but with a phone call from a parent/guardian

### **Habitual Truancy**

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or

- C. the student has received an age and schooling certificate.

### **Absence Work Make-Up Opportunities**

- A. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.
- B. Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.
- C. A student wishing to make-up work should contact his/her teacher(s) to obtain assignments.

### **REQUEST FOR EARLY RELEASE DUE TO TRANSFER:**

Parents or legal guardians who are requesting early release of their children due to transfer should complete a Request for Early Release Due to Transfer form. Approval of this request by the principal would permit the student(s) to complete the requirements of his/her studies prior to the end of school. A student must have been in attendance 70% of the current grading period for grades K-8.

**WITHDRAWAL PROCEDURES:** If it becomes necessary to withdraw a student from Spinning Hills Middle School due to a change of residence, a parent/guardian must come in to the office and sign a Withdrawal Form. The student will come to the office on his or her last day to pick up the form which is to be carried to teachers for grades and signatures. All books and borrowed materials must be returned and all school fees paid before records will be sent to the student's new school.

## **Equal Education Opportunity**

The District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District Compliance Officer (s):

Director of Student Services           937-259-6603

Director of Human Resources       937-259-6602

Complaints will be investigated in accordance with the procedures described in Board Policy 2260 and Administrative Guidelines 2260, 2260B and 2260.01B. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **STUDENT BEHAVIOR**

It is our goal to approach student behavior as a learning process. When students meet behavior expectations, we have a healthier learning environment. Every student has the right to learn and every teacher has the right to teach. No student has the right to disrupt the learning or safety of others. The approach in individual classrooms may vary to best meet the needs of children and teachers, but the goal is the same: maintaining a positive environment where children can reach their fullest intellectual, social, and emotional potential.

**PROCEDURES FOR ASSEMBLIES:** Walk to the gym with your teacher. Sit together as assigned. Students behaving inappropriately will be removed from the assembly and could lose their right for future attendance at assemblies. Removal from the assembly could result in further disciplinary action. You will be dismissed from the assemblies by sections and return to your classroom with your teacher.

**PROCEDURES FOR FIRE DRILLS, TORNADO DRILLS, AND BUILDING LOCKDOWN:** In the event of a building lockdown, staff and students will immediately exit the building if they can do so safely. If unable, staff and students will secure in a safe place and students are to follow staff instructions.

## **PROCEDURES FOR ARRIVAL:**

**The doors will remain locked until 6:55 A.M.**

**All walkers and car riders will wait outside until 6:55. The waiting area is in front of the building.** At 6:55 these students will enter through the main doors and will go to homeroom.

### **Bus riders**

At 6:55 these students will enter through the doors closest to the steps leading from the bus lot and will proceed directly to homeroom.

## **PROCEDURES FOR BOARDING AND RIDING THE BUS:**

**Remember that riding the bus is a privilege.** Please walk to your bus as soon as school is dismissed. Please sit in your assigned seat and follow the transportation rules. **Students cannot ride another bus unless they have a note from home. Note approvals must be brought to the main office to receive a bus pass. Students will not be permitted to ride another bus without a pass from the office. Notes can be handwritten, faxed, or emailed and must be signed by a parent. We will not accept phone calls.** It is recommended that notes be submitted upon the student arriving to school. Students cannot travel in a car unless you are with your parents or you have prior administrative permission. If you or your parents have a bus question, please call the Transportation Department at 237-4280.

## **GRADING**

**GRADING SYSTEM:** Our school year consists of four quarters. Each quarter is approximately nine weeks in length,

and students receive grades in their subjects at the end of each quarter. Grades are influenced by the following factors:

1. tests and quizzes
2. homework
3. reports
4. projects
5. labs
6. demonstrations
7. participation
  - a. attendance
  - b. punctuality
  - c. class participation

Students receive letter grades (A,B,C,D,F) on their report cards, and these letter grades are determined through the use of percentages.

**THE GRADING SCALE IS AS FOLLOWS:**

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

At the conclusion of each quarter, all grades are converted to this scale and letter grades are determined. NOTE: Report cards are issued to the student at school usually 7-10 days after the quarter has ended. The only exception to this is at the end of the school year when report cards are mailed to parents. **Student fees must be paid before report cards are mailed home.** Progress reports are sent home with students mid-way through each respective quarter. It is the responsibility of the student to bring their progress report home. Students will be promoted, assigned, or retained. Please refer to Board Policy 5410 for these guidelines.

**STUDENT CODE OF CONDUCT**

We believe that students learn best in an atmosphere of mutual acceptance and trust. The best discipline is self-acquired and not imposed. Freedom and self-direction are achieved gradually and as students learn to substitute self-imposed controls of behavior for adult-imposed controls.

Our ultimate goal is to help students see that rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law.

Harassment, intimidation, or bullying behavior by any student in the Mad River Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic, or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property: and,

- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

### **STUDENT DISCIPLINE**

The Student Code of Conduct, adopted by the Board of Education as required by Ohio Law, sets forth a student discipline code, which outlines the conduct for which a student may be removed from a curricular or extra-curricular activity, be suspended, or expelled from school.

### **EQUAL OPPORTUNITY**

In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order in our schools. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process, deprives others their basic rights, or violates rules as stated in the student code of conduct.

### **BEHAVIOR EXPECTATIONS**

Students are expected to abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Board of Education.

### **TITLE IX SEXUAL HARASSAMENT**

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities (Policy 2266).

### **ZERO TOLERANCE**

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations

and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying, or any other 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. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 9 through 12. Students and parents receive, at the beginning of each school year or upon enrolling in the District schools 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 Student 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. A student may be expelled for up to one year if he/she 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. 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 provision 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.

LEGAL REFS.: Gun-Free Schools Act; 20 USC 8921

The Elementary and Secondary Education Act; 20 USC 1221 et seq.

Children's Internet Protection Act; 47 USC 254(h)(5)(b)(iii); (P.L. 106-554,

HR 4577, 2000, 114 Stat 2763)

ORC 331

### **DUE PROCESS**

Procedural requirements of Section 3313.66 of Ohio Law will be implemented in conjunction with an emergency removal (over 24 hours), suspension, or expulsion from school. The administrator shall:

1. Give the student written notice of the intention to suspend and the reason(s) for the intended suspension.
2. Provide the student an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or superintendent's designee, or other administrator and challenge the reasons for the intended suspension or otherwise explain his/her actions.

3. Notify the parent, in writing, within one school day after the suspension (immediate parent notification by phone, when possible).
4. Provide the student, parent or guardian, the right to appeal to the Board of Education's designee and be represented.

### **ADMINISTRATION OF STUDENT DISCIPLINARY CODE**

Building principals, assistant principals, and other administrators shall administer the student disciplinary code and shall use their professional judgment in determining the most appropriate disciplinary action to be taken in each individual case, which may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, Saturday School, emergency removal, referral to law enforcement agencies, suspension or expulsion.

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation.

### **SCOPE OF JURISDICTION**

While under the jurisdiction of the school, or on school property, or in a school vehicle, or off school grounds immediately before or after school, or on the way to or from school, or at any school sponsored activity on or off school grounds, a violation on the part of a student of any one or more of the following rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an extracurricular activity, counseling, parent conference, detention, Saturday School, emergency removal, removal from a school vehicle, suspension from school and expulsion from school. This includes misconduct by a student, regardless of where it occurs, that is directed at a school official or employee, whether directed toward their person or property.

### **CATEGORY A-1**

Students behaving in a manner as described in Category A-1 will be suspended from school for ten school days and will be recommended to the Superintendent of Schools to be expelled from school for up to one calendar year.

**FIREARMS:** A student shall not bring a firearm to school or onto any other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event, or any other school program or activity even if not located in a school or on property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board.

“Firearm” means: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. (See 18 U.S.C.A. Sections 921-924). “Destructive device means: 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 such devices. A student committing this violation will be expelled for a period of up to one calendar year. The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis for the following reason(s):

1. The student has not had a record of reoccurring discipline problems.
2. There are mitigating circumstances surrounding the offense that may indicate expulsion for one calendar year to be an inappropriate measure.

3. The students age and grade level indicate expulsion for one calendar year to be an inappropriate measure.
4. A reason(s) not listed in one, two, or three but which the Superintendent of Schools, in his/her sole discretion, believes warrants a reduction of the expulsion period.

**KNIVES:** A student shall not bring a knife to school or onto any other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event, or any other school program or activity even if not located in a school or on property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any type of knife while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. A knife includes, but is not limited to any instrument having a sharp blade and a handle. A student committing this violation may be expelled for a period of up to one calendar year. The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category A-1: Firearms.

**SERIOUS PHYSICAL/PROPERTY HARM:** A student may be expelled from school for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property as defined in state law. The Superintendent of Schools may consider reducing the expulsion period on a case-by-case basis in accordance with the reasons set forth in Category A-1: Firearms.

## **CATEGORY A**

Students behaving in a manner as described in Category A will

be suspended from school for ten (10) days, and a letter recommending expulsion may be sent to the Superintendent of Schools. The school may refer these cases to the proper legal authorities.

**ARSON:** A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

**ASSAULT:** A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.

**COUNTERFEIT CONTROLLED SUBSTANCES AND/OR**

**RELATED TOOLS:** A student shall not possess, use, transmit, conceal, and/or sell counterfeit controlled substances and/or related tools as defined in Amended House Bill 535.

**DANGEROUS WEAPONS OR OBJECTS:** A student shall not bring a dangerous weapon/object to school, to a school-sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity, or while on any property owned or controlled by the Board.

“Dangerous Weapon or Object” includes, but not limited to: a chain, club, metal knuckles, explosives, noxious irritation or poisonous gases, poison or firearms (not within the definition in Category A-1: Firearms) and any other items that could be considered a dangerous weapon, or object capable of inflicting bodily injury.

**FALSE ALARMS:** A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without

just cause.

**FIREWORKS AND EXPLOSIVES:** A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

**NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING SUBSTANCES, AND**

**DRUG PARAPHERNALIA:** A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, marijuana, drugs (including prescription), alcoholic beverage, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use transmit, sell, and/or conceal drug paraphernalia. “At the administrator’s request, students who are disciplined for being under the influence of narcotics, marijuana, drugs (including prescription and nonprescription drugs), alcoholic beverages, and/or mood altering substances of any kind of based on reasonable suspicion and/or a preponderance of evidence, may be asked to take a drug test administered by a health provider to prove a negative result within 24 hours of the offense.” **“The parent/guardian is responsible for the cost of the drug test.”**

**TELECOMMUNICATION DEVICES:** A student shall not transmit or use telecommunication devices, including, but not limited to, beepers, cell phones, and/or other items, which may be considered telecommunication devices unless authorized by the school administration. Any telecommunication device must be kept in a locker or designated area as determined by school administration.

**UNAUTHORIZED ENTRY:** A student shall not enter a school

building or other Board owned facility or vehicle that has been locked and/or otherwise secured from student and public use without administrative or staff approval.

### **CATEGORY B**

Students behaving in a manner as described in Category B may be suspended from school for one (1) to ten (10) school days. Serious and/or further violations may result in a letter sent to the Superintendent of Schools recommending expulsion.

**BULLYING/CYBER BULLYING/VIOLENCE WITHIN A DATING RELATIONSHIP:** A student shall not plan, encourage or engage in any bullying of another student or person. This may include, but not be limited to, physical, mental, intimidations, verbal, electronic and/or written threats, violence within a dating relationship, telecommunication devices and/or cyber communications. Bullying may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio law.

**DEFIANCE:** A student shall not refuse or otherwise fail to follow directions given by school personnel, nor shall the student refuse to identify himself/herself when asked.

**DESTRUCTION OF PROPERTY:** A student shall not cause or attempt to cause damage to school or private property.

**DISRESPECT:** A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person.

**DISRUPTION OF SCHOOL:** A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extra-curricular activity, or the normal operation of school.

**EXTORTION:** A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

**FIGHTING:** A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

**HARASSMENT:** A student shall not plan, encourage or engage in any harassment of another student or person. This may include, but not be limited to, physical, mental, verbal and/or written threats, intimidations and/or sexual harassment.

**HAZING:** A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Hazing may result in the person(s) being liable for civil or criminal penalties in accordance with Ohio Law.

**LOOK ALIKE WEAPONS:** A student shall not possess, transmit, use, or conceal a look alike weapon including, but not limited to, a knife, gun, or device that could be considered a look alike weapon.

**RECORDS:** A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

**SEARCH:** No student shall refuse, impede, hinder, obstruct, or otherwise interfere with a search.

**SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS, VAPING MATERIALS, OR OTHER ELECTRONIC TOBACCO DEVICES:** A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking.

**STEALING:** A student shall not take or acquire the property of others without the consent of the owner.

### **CATEGORY C**

Students behaving in a manner as described in Category C may be suspended from school one (1) to ten (10) school days. Repeated violations may result in a letter sent to the

Superintendent of Schools recommending expulsion.

**CHEATING/ACADEMIC DISHONESTY:** Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in disciplinary action.

**CLASS CUTTING:** A student shall not cut any educational assignment (class, study hall, ROC, homeroom, library, field trip, etc.).

**DISRUPTING CLASS:** A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.

**FAILURE TO ATTEND SCHOOL:** A student shall comply with the compulsory attendance laws.

**FAILURE TO SERVE ALTERNATIVE SCHOOL SESSION(S):** A student shall not fail to serve an alternative school session(s) assigned by the school administrator, including but not limited to after school session(s) and/or Saturday School(s).

**FAILURE TO SERVE DETENTION:** A student shall not fail to serve detention as assigned by a teacher and/or administrator.

**GAMBLING:** A student shall not gamble.

#### **LEAVING SCHOOL GROUNDS WITHOUT**

**AUTHORIZATION:** Upon boarding the school bus or upon arriving onto the school property, the student is considered to be under the jurisdiction of the school. Students are not permitted to leave school property until the end of the school day unless they have a "special excuse" approved by an administrator or designee.

**PROFANITY/OBSCENITY:** A student shall not use profane or obscene language or gestures.

**RESTRICTED AREA:** A student shall not enter a closed or restricted area without administrative or staff approval.

#### **RULES/REGULATIONS OF STUDENT HANDBOOK;**

**POSTED SCHOOL STANDARDS:** A student shall follow the written rules and regulations in the school student handbook and shall follow the posted standards of each class, department, and school building.

**TARDINESS TO CLASS:** Any time that a student comes to class late, the student is considered tardy unless accompanied by an excused pass.

**TARDINESS TO SCHOOL:** Any student who arrives to school after the designated starting time must report to Student Services to sign in and receive a tardy slip. The policy on tardiness permits a student to be considered excused if the lateness in arriving is a result of an important appointment, illness, or emergency provided the school receives parental verification by telephone or in writing.

**TELECOMMUNICATION DEVICES:** A student shall not transmit or use telecommunication devices, including, but not limited to, beepers, cell phones, and/or other items, which may be considered telecommunication devices unless authorized by the school administration. Any telecommunication device must be kept in a locker or designated area as determined by school administration.

**TRUANCY:** A student shall not be absent from school without the knowledge of his/her parents or school officials.

#### **Category D**

**AIDING/ABETTING:** A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this matter will be disciplined according to the consequences given for the rule being violated by the other student.

**GANGS/GANG-RELATED ACTIVITY:** A student shall not participate in any gang or gang-related activity on or near school property or at school-sponsored activities, or on the way to or from school or school sponsored activities.

A “gang” is defined as a formal or informal organization, association, or group, consisting of two or more persons, and to which all the following apply:

1. It has a name and/or one or more signs, gestures, symbols, colors, mode of dress, or other method by which it or its members are identified.
2. It has member(s), whether acting individually or collectively, who engage in or who have engaged in a pattern of gang activity.
3. It has, as one of its activities, the commission of acts, which violate any provision(s) of the Mad River Schools Student Code of Conduct and/or State or Federal Law.

A “gang-related activity” includes the following:

1. Engaging in, or otherwise participating in, supporting, or promoting, any threatening, intimidating, violent, or illegal act.
2. Soliciting any student, employee, or visitor of Mad River Schools for membership in a gang.
3. Wearing, carrying, drawing or displaying any sign, symbol, color, mode of dress or other item, which symbolizes gang identity or membership. Such conduct includes drawing or displaying gang symbols

on any surface.

4. Engaging in conduct, whether verbal or nonverbal (such as gestures, hand signals, and hand shakes), which symbolizes gang identity or membership.
5. Distributing or copying any gang related material.
6. Engaging in, or otherwise participating in, or supporting or promoting, any activity that interferes with the school attendance or participation of another student.
7. Engaging in, or otherwise participating, supporting, or promoting, the commission of an act which violates any provision of the Mad River Schools Student Code of Conduct and/or State or Federal Law.

**REPEATED VIOLATION OF SCHOOL RULES:** A student shall not repeatedly violate school rules as outlined in the Student Code of Conduct. A student who repeatedly violates school rules may be recommended to the Superintendent of Schools for expulsion from school.

**SCHOOL PROPERTY:** School officials retain control of school property such as desks and lockers even though assigned to students. Therefore, such school property is subject to inspection and search at any time.

## CATEGORY E

**TRANSPORTATION OF STUDENTS:** A student violating the Student Code of Conduct and/or the Student Transportation Safety Standards may be suspended from bus riding privileges by the principal, assistant principal, or other administrative personnel for one (1) to ten (10) school days. Serious and/or repeated violations may result in a

recommendation to the Superintendent of Schools for further disciplinary action. The Superintendent of Schools may suspend a student's bus riding privileges for an equivalency of up to two semesters.

Before suspending a student from bus privileges, the administrator shall:

1. Give the student written notice of the intention to suspend and the reasons for the intended suspension.
2. Provide the student an opportunity to appear before the superintendent, principal, assistant principal, or other administrative personnel in order to challenge the reasons or otherwise explain his/her actions.

If a suspension is imposed, the student shall also be given written notice of the reasons and the duration of the suspension. A copy of the notice of suspension should be sent to the parent (or guardian) within one school day after the suspension is imposed.

The student, parent, or guardian will be provided the opportunity to request an appeal, which will be heard, by the superintendent or superintendent's designee. The decision of the superintendent or superintendent's designee is final.

### **STUDENT TRANSPORTATION SAFETY STANDARDS**

The school bus driver is responsible for students being transported to and from school. The driver has the authority and responsibility for the orderly conduct of students.

1. A student shall obey the driver promptly and respectfully at all times.
2. A student shall board and leave his/her assigned bus at a location closest to his/her home unless school

personnel have given authorization to do otherwise.

3. A student shall be at his/her bus loading area approximately five minutes before the scheduled pick up time.
4. A student shall wait at a pick up location clear of traffic.
5. A student is expected to line up quietly and respect the property of others while waiting for the bus.
6. A student is expected to board the bus in an orderly fashion and walk directly to an available or assigned seat.
7. A student shall sit three (3) in a seat whenever necessary.
8. A student shall not save seats for other students.
9. A student shall remain seated and shall keep aisles and exits clear.
10. A student shall keep noise at a minimum. Quiet conversation is permitted.
11. A student shall be silent at all railroad crossings.
12. A student shall not throw or pass objects on, from, and/or into the bus.
13. Only those objects that can be held at his/her seat may be carried onto the bus by a student. Animals are not permitted on the bus.
14. A student shall not put any part of his/her body out of the bus windows.
15. A student shall not open the emergency door or the front door without driver permission.
16. A student shall refrain from eating and drinking on the bus except as required for medical reasons.
17. A student is required, when exiting the bus, to remain in his/her assigned place of safety until the bus leaves

the bus stop.

18. A student shall not behave in any manner that tends to impair the ability of the driver to safely operate the bus and/or interferes with the welfare of the other passengers.

19. A student shall not use a cell phone/pager on the bus, except during field trips or extra-curricular activities at the discretion of the teacher or adult supervisor.

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

#### CATEGORY F

**SCHOOL ACTIVITIES:** A student shall comply with the rules and regulations of said club, organization, department, team, and school.

#### EXTRACURRICULAR STANDARDS

##### INTRODUCTION

All students of Mad River Local Schools are encouraged to participate in school activities. Participation fosters student growth related to the development of important life-long skills, habits and practices. Through involvement in school activities, students learn the true meaning of responsibility, competition, accountability, and teamwork. Further, students are exposed to valuable lessons related to socialization, goal setting, time management, and leadership. Those who choose to participate will undoubtedly receive a more balanced comprehensive and enjoyable education than those who

choose not to become involved in school activities.

#### EXPECTATIONS

Students participating in athletic/extracurricular activities are expected to:

1. Abide by the Student Code of Conduct and other specific and related activity rules. Category A violations shall result in a denial of participation from the activity.
2. Always represent yourself in a manner that is becoming to Mad River Local Schools.
3. Be at every scheduled activity or practice and be on time.
4. Anticipate schedule conflicts in advance and initiate necessary communications directly to advisors/coaches in a timely fashion.
5. Refrain from using profanity and/or degrading actions/comments.
6. Maintain a neat and appropriate appearance.
7. Take care of equipment and assist in the setting up and taking down of activity equipment.
8. Pay the associated fees prior to the first scheduled contest.

These expectations are in effect during the official beginning and ending date of the activity. If a participant is prohibited from participation, the period of nonparticipation may be for a specific period of time and/or for the duration of the activity.

#### STUDENT CODE OF CONDUCT FOR EXTRACURRICULAR

#### ACTIVITIES

While under the jurisdiction of the school, students are expected to abide by the Student Code of Conduct and the rules and regulations adopted by the Mad River Board of Education. Furthermore, each extracurricular activity may have specific guidelines and rules with which its participants must comply and abide by. In order to be a candidate and/or maintain participant status, students should familiarize themselves with all guidelines associated with student activities and are advised that failure to abide by the guidelines may affect their status as a participant, spectator, or student. When it becomes necessary to prohibit participation of a student from an activity, school personnel will follow the procedures outlined below.

## **EXTRACURRICULAR ACTIVITY DUE PROCESS**

### **PROCEDURES**

The superintendent, principal, assistant principal, athletic director, and other administrative personnel may prohibit participation of a student from any particular extracurricular activity, or from all extracurricular activities, of the district (or one school of the district), due to the student's violation of: the Student Code of Conduct; the Extracurricular Standards set forth above; training rules; and/or the guidelines and rules of the particular activity involved. Before imposing such a suspension, the student shall be given:

- Written notice of the reasons to prohibit participation;
- An opportunity for an informal hearing to challenge the reason(s) or otherwise explain his/her actions.

If prohibited from participating, the student shall also be given written notice of the reasons and the duration of the nonparticipation. A copy of the notice of suspension

should be sent to the parent (or guardian) within one school day after the decision.

To be prohibited from participation from an extracurricular activity means that the student will not be permitted to attend and/or participate in specific school extracurricular activities. The period of nonparticipation may be for a specific period of time and/or for the duration of the activity.

The coach/advisor for the extracurricular activity should be present for the hearing, although such person's presence is not required.

Per Board Policy, students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights.

If a student has been removed from two extracurricular activities due to a violation of the Code of Conduct, the student will be prohibited from participating in extracurricular activities for the remainder of their high school career.

## **NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING SUBSTANCES, AND**

**DRUG PARAPHERNALIA:** A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, Marijuana, drugs (including prescription and non-prescription drugs), alcoholic beverages, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia.

**SMOKING, USE, POSSESSION OF TOBACCO OR NON-TOBACCO MATERIALS, VAPING MATERIALS, OR OTHER ELECTRONIC TOBACCO DEVICES:**

A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking

If a participant violates one or more of the following rules, the athlete may be prohibited from participating in athletics:

1. Unexcused absence from team activities.
2. Verbal and/or physical abuse to members of the athletic staff or members of the team.
3. Theft and/or willful destruction of school or personal property.
4. Violation of established and posted curfew.
5. Behavior detrimental to the image of interscholastic athletics in the Mad River Local Schools.

The above rules are in effect twenty-four hours a day and seven days a week during the official beginning and ending date of that activity. The prohibition from athletic participation will be for a period not to exceed the ending date of that activity.

**ACCEPTABLE USE OF TECHNOLOGY**

It is the policy of Mad River Local Schools that technology resources be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the district. Users must acknowledge their understanding of the policy and guidelines as a condition of receiving on-line access. Use of technology is encouraged and made available to students and staff at Mad River Local Schools for educational purposes. The district retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned equipment.

Failure to adhere to the policy and its guidelines may result in temporary removal or revoking the offender's privileges.

Guidelines to Implement the Policy

A. Users must observe the following guidelines when utilizing computer technology.

1. Files stored on school equipment are restricted to school related materials only. Personal files may not be stored.
2. Users shall not copy or load (without authorization), damage or alter any software or hardware. Users shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
3. Users shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
4. All non-school software and input devices must be checked for viruses and approved for use and are subject to inspection and approval by school personnel at any time.
5. Use of all network/on-line resources is restricted to school related projects and must be supervised by the teacher or network administrator.
6. School district personnel shall monitor the online activities of all users.

B. Acceptable uses of the network are activities which support reference and research. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail (e-mail), conferences, bulletin boards, databases and internet access. Unauthorized disclosure, use, and dissemination of personal identification is prohibited.

C. Unacceptable uses of the network include:

1. Violation of laws or district policy relating to privacy.
2. Using profanity, obscenity, or other language which may be offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying or downloading commercial software in violation of copyright laws.
5. Using the network for financial gain or for any commercial or illegal activity.
6. Using resources to access pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
7. Using the network in such a manner as to create a security breach through the introduction of computer viruses or through the provision of information which might permit unauthorized access to the system. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
8. Attempting to/or bypassing the internet filtering software.

D. Users are responsible for learning proper techniques and standards for participation and for understanding that if they misuse the network and on-line resources, they will lose privileges and may receive penalties as determined by the teaching staff, school administrators or local authorities.

E. Any deviation from these guidelines requires prior administrative approval.

F.

#### **PUBLIC RECORDS POLICY SUMMARY**

1. The Board supports the right of the people to know about the programs and services

of their schools and makes efforts to disseminate appropriate information.

2. Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters to be discussed in private executive sessions.
3. The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during regular business hours.
4. All record requests are made available within a reasonable time period. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request.
5. A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery to be paid in advance.
6. The Board President, Superintendent, and Treasurer shall comprise the District's Records Commission. The Commission will meet at least once annually to judge the advisability of destroying District Records.
7. The Superintendent designates a "Records Officer" for the District who is responsible for all aspects of records retention/disposal.

#### **STUDENTS WITH DISABILITIES**

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

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

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

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. (Section 504) and State law. Contact the Board of Education Office at 259-6603 to inquire about evaluation procedures, programs, and services.

### **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other

students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residence. For additional information contact the liaison for Homeless Students at the Board of Education Office.

### **TRANSMISSION OF RECORDS**

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("email"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The school district maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice. **Board Policy 8330**

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individuals or organization without the prior written consent of the parents,

or adult student, as well as those individuals who have matriculated and entered postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

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

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

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

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

- A. political affiliations or beliefs of the student or student's parents;
- B. Mental or psychological problems of the students or the student' family;

- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the students or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)