

INTRODUCTION

WELCOME

Dear Students and Parents:

I would like to extend a cordial welcome to all Boardman Glenwood Junior High students and their families as we begin another school year. We take great pride in our school and the tradition of academic excellence established at Glenwood. It is important that each student understands that our main purpose is to assist students in discovering their full potential and unique abilities as they experience the middle school years. Success at school depends on you, your parents, and the entire Glenwood staff. Good luck, and let's have a great year!

Mrs. Laura McCreery, Principal
Mrs. Brianne Severn, Assistant Principal
Mrs. Barb Fonderlin, School Counselor (A-K)
Mrs. Courtney Abruzzino, School Counselor (L-Z)
Mr. Phil Merlo, School Resource Officer
Mrs. Robyn Young, PTA President
Mrs. Doreen Burin, Cafeteria Manager
Mrs. Katie Welborn, Secretary
Mrs. Kathy Tancabel, Secretary
Mrs. Eileen Ramunno, Attendance Secretary
Mrs. Miah Clayton, School Nurse
Mr. Cory Beight, Head Custodian
Ms. Azzerde Gasior, Night Custodian

Please call upon us whenever we may be of service. The Boardman Glenwood Junior High phone number is 330-726-3414.

Sincerely,
Laura L. McCreery
Principal

BELL SCHEDULE

School buses are scheduled to arrive at school between 7:05 a.m. and 7:15 a.m. Students will not be permitted in the school building until 7:10 a.m. Car riders can be dropped at 7:00 a.m. and will remain in the auditorium until 7:10 a.m. unless supervised by a club/group advisor. Seventh grade students are dismissed at 2:12 p.m. and eighth grade students are dismissed at 2:15 p.m. The Glenwood bell schedules are as follows:

7th GRADE BELL SCHEDULE

	A Lunch		B Lunch
1st	7:20- 8:13	1st	7:20- 8:13
2nd	8:17- 8:59	2nd	8:17- 8:59
3rd	9:03- 9:45	3rd	9:03- 9:45
4th	9:49- 10:31	4th	9:49- 10:31
5th-A	10:35-11:05	5th	10:35- 11:18
6th	11:09-11:52	6th-B	11:22-11:52
7th	11:56- 12:39	7th	11:56- 12:39
8th	12:43- 1:25	8th	12:43- 1:25
9th	1:29- 2:12	9th	1:29- 2:12

A Lunch 10:35-11:05

B Lunch 11:22-11:52

NO 7th GRADERS SHOULD BE IN C LUNCH.

8th GRADE BELL SCHEDULE

	B Lunch		C Lunch
1st	7:20- 8:17	1st	7:20- 8:17
2nd	8:21- 9:03	2nd	8:21- 9:03
3rd	9:07-9:49	3rd	9:07-9:49
4th	9:53- 10:35	4th	9:53- 10:35
5th	10:39- 11:22	5th	10:39- 11:22
6th-B	11:26- 11:56	6th	11:26- 12:09
7th	12:00- 12:43	7th-C	12:13- 12:43
8th	12:47- 1:29	8th	12:47- 1:29
9th	1:33- 2:15	9th	1:33- 2:15

B Lunch 11:26-11:56

C Lunch 12:13- 12:43

NO 8th GRADERS SHOULD BE IN A LUNCH

TWO HOUR DELAY

TWO HOUR DELAY					
	A Lunch		B Lunch		C Lunch
1st	9:20 - 9:59	1st	9:20 - 9:59	1st	9:20 - 9:59
2nd	10:03 - 10:30	2nd	10:03 - 10:30	2nd	10:03 - 10:30
3rd	10:34 - 11:01	3rd	10:34 - 11:01	3rd	10:34 - 11:01
5th-A	11:05 - 11:35	5th	11:05 - 11:35	5th	11:05 - 11:35
6th	11:39 - 12:09	6th-B	11:39 - 12:09	6th	11:39 - 12:09
7th	12:14 - 12:43	7th	12:14 - 12:43	7th-C	12:14 - 12:43
4th	12:47 - 1:14	4th	12:47 - 1:14	4th	12:47 - 1:14
8th	1:18 - 1:45	8th	1:18 - 1:45	8th	1:18 - 1:45
9th	1:49 - 2:15	9th	1:49 - 2:15	9th	1:49 - 2:15

A Lunch 11:05 - 11:35 B Lunch 11:39 - 12:09 C Lunch 12:14 - 12:43

BOARDMAN GLENWOOD JUNIOR HIGH

PHILOSOPHY

The primary purpose of our school is to enforce the belief that all students have a right to educational opportunities of a quality caliber which will develop their potential as individuals and citizens in a democratic society. It is our firm belief that education must be efficient and effectively conducted in a humane, disciplined, and safe teaching and learning environment to help each child develop a wholesome self-concept and a feeling of personal worth.

Boardman Glenwood is committed to providing each student with a positive learning experience and an opportunity to master basic intellectual skills. This can be best accomplished by encouraging each student to play an active part in the learning process, by providing a diversified curriculum flexible to individual and societal change, and encouraging the use of the scientific methods.

It is our belief that the partnership between home and school plays an important role in nurturing the growth and development of each child and maintaining the tradition of academic excellence at Boardman Glenwood Junior High.

MISSION STATEMENT

Our purpose is to assist students in discovering their potential and unique abilities as they experience the junior high years. To accomplish this mission we must....

- foster a strong partnership with the home and community.
- reinforce the values that contribute to the growth of character.
- provide a nurturing environment where academic achievement is honored.

DISTRICT MISSION STATEMENT

- Together we transform lives through academics, athletics, and the arts.



CURRICULUM

COURSES

Our purpose is to help each student attain his/her maximum academic potential. The subjects offered in each grade are listed below.

SEVENTH GRADE

English
(Enriched, Academic)
Mathematics
(Enriched, Academic)
Science
(Enriched, Academic)
World History
Art
Technology
Physical Education
Chorus, Band, or Orchestra

EIGHTH GRADE

English
(Enriched, Academic)
Algebra 1 or Mathematics
(Enriched, Academic)
Science
(Enriched, Academic)
American History
Art
Technology
Physical Education
Chorus, Band, or Orchestra
Music Elective
(Jazz Band, Orchestra Winds,
Honors Chorus)

MUSIC

Boardman Glenwood Junior High has a complete music education program for all grades. Music is required of all students. Students may choose between band, chorus, or orchestra.

Boardman Glenwood has a band for each grade for students who play a wind or percussion instrument. Some students own their instrument, however, others rent from the school or a music store. Instruments may be rented from the school for \$47.00 per year in grades seven and eight when available. Only group instruction is provided by the school, so private lessons are strongly recommended. Parents interested in instrumental music or instrument rental for their children should contact the instructor.

Orchestra is available for students who play string instruments. Only group instruction is provided by the school, so private lessons are strongly recommended. Violin and Viola students must provide their own instrument. Cellos and Basses may be rented from the school for \$47.00 per year in grades seven and eight.

All privately owned instruments should be insured through a homeowners insurance policy. In the event that an instrument is lost, damaged or stolen, a claim will need to be made through a personal policy.

Chorus is available for those students who prefer vocal music.

Changes to music placement will not be honored once school begins. All requests for music changes must be submitted in writing to the building principal before the start of school.

PHYSICAL EDUCATION

Physical Education classes are required of all students of all grades. To be excused for medical or health reasons, a note from a doctor specifying reasons and dates must be on file in the office. A student may be excused from a specific activity due to sickness or injury by bringing a note from his/her parent.

Gym outfits, tee shirts and shorts are required for all students and may be purchased from the PTA. Gym outfits will consist of a white or gray Boardman tee shirt and maroon shorts. All students must provide their own gym shoes, clean socks, and a fresh towel. For safety reasons, all gym shoes must have laces that tie. Slip-on shoes are not permitted.

A gym locker will be assigned to each student, but each student must furnish his or her own lock.

GRADES

Grades, either A, B, C, D or U, will be assigned to students four times during the school year. At the end of the year, these four grades will be averaged and placed on the student's permanent school record. The school grading scale will be provided by the individual instructors.

SEVENTH AND EIGHTH GRADE MARKS

A, B, C, D and U grades are earned in all subjects.

A = EXCELLENT PROGRESS - Consistently scores well on quizzes and tests and completes assignments. Actively takes part in class discussions. Frequently goes beyond the regular assignments to do extra projects.

B = GOOD PROGRESS - Takes part in class discussions and does well on quizzes and tests. Completes assignments, and sometimes offers to do extra work.

C = SATISFACTORY PROGRESS - Sometimes takes part in class activities. Usually scores in the middle of class on quizzes and tests. Usually completes assignments. Overall work is of average quality.

D = SLOW PROGRESS - Needs encouragement before taking part in class work. Does not do well on quizzes or tests. Frequently comes to class unprepared.

U = MINIMUM PROGRESS - UNSATISFACTORY - Does not take part in class activities. Gets low grades on quizzes and tests. Does not complete assignments. Often does not take advantage of the help available.

HOMEWORK

Although most teachers provide time in class for students to work on their lessons, many junior high students will find it necessary to do some school work at home.

HONOR ROLL

Seventh and Eighth Grade

High Honor Roll - A's in all subjects

Honor Roll - A's and B's in all subjects

BGJHS SPARTAN EXCELENCE AWARD

Criteria:

- All A's in 7th and 8th grade
- Involved in 2 or more school based extracurricular clubs, groups, sports, etc.
- No documented OSS over the two years
- 10 or less unexcused absences each year
- 10 documented hours of community/volunteer-like service over the two years
- BGJHS students for at least 75% of 8th grade year

It is the responsibility of students/families to complete an application with all necessary documents and submit it to their school counselor by the second week of April.

8th GRADE PRESIDENTIAL AWARD

Criteria

- **Grade Point Average- 3.5 or higher on a 4.0 scale during first semester of 8th grade year**
- **Advanced Level in Reading or Math on the Ohio 7th grade State Achievement Assessment**

CHEATING/PLAGIARISM

Cheating in any form, including plagiarism, is unacceptable. Students involved in cheating will be subject to an academic consequence at the discretion of the instructor.

PROMOTION AND RETENTION

Students completing the school year passing three out of their four core academic subjects are promoted to the next grade. Students failing two or three core academic subjects are expected to attend summer school. If summer school is not attended or successfully completed, students are candidates for retention.

Pupils failing all four of their core academic subjects (English, Math, Science, History) are candidates for retention. Each student in this category is carefully evaluated, and parents are consulted. A conditional letter of retention will be mailed to the parents no later than April 30. A final letter of retention shall be mailed to parents as soon as the final decision is made.

SUMMER SCHOOL

Each year, the Boardman Schools offer a summer school program for our students. Junior High summer school could offer up to four major academic areas to include English, Math, Science and History. Parents of children who require these summer courses are strongly encouraged to enroll as soon as possible since classes are usually set in early June.

SPECIAL EDUCATION

Boardman Schools provide special educational opportunities to students who qualify under state and federal standards. Students who qualify will be provided the services necessary to meet their academic, behavioral, or social/emotional needs. If you believe your child requires specialized services, please contact a school counselor or an administrator.

BUSING

The transportation supervisor, Lisa Bryant (330-726-3408), sets up bus routes, bus stops and bus schedules. Students and families will be notified of the bus stop location in mid-August.

The driver is in complete charge of the bus. A few basic rules are posted in each bus, and students are expected to comply. Students not in compliance with bus rules will be referred and disciplined by the school administrators at their discretion. Consequences could include a warning, detentions, in-school reassignment, bus suspension, or home suspension. Buses are equipped with security cameras to ensure the safety of all riders.

Boardman bus routes are balanced by the number of riders. It is important that all children ride only the bus assigned to their street.

As per Ohio Revised Code #3301-83-08 Pupil management and safety instruction policies

- (1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- (2) Pupils must wait in a location clear of traffic and away from the bus stops.

Students are NOT permitted to ride a different bus home with friends.

The danger and confusion of bus loading and unloading adds to the safety hazard for your child and others. For safety reasons, when parents bring or pick up children before, during, or after school, we ask you to use the FRONT parking lot.

CAFETERIA

The school cafeteria serves a nutritious lunch with a hot dish for a cost of \$2.75 (subject to change). The menu is published monthly and posted in each classroom. **Students are permitted to charge up to 3 lunches (Parents are responsible for lunch charges). Students will be offered an alternative lunch if they exceed the charging limit.** Children who prefer to carry a sack lunch may do so and buy milk for \$.50. Also, breakfast is provided for \$1.50 (breakfast cannot be charged). Students are not permitted to leave the building for lunch and food is not permitted to be delivered.

If your child has a life-threatening allergy/disability related to consuming any foods/milk, you must supply a medical note from a licensed physician that describes the child's condition. The physician may prescribe a substitution for these foods/milk. This note must be on file in the Food Service Supervisor's Office. If your child does not have a life-threatening allergy/disability related to consuming these items, no substitution will be made for that child.

Boardman Schools are required to furnish free or reduced cost lunches to children whose families meet low income requirements. Paper applications are available in August or parents may apply on-line www.boardman.payschools.com. You can also request an application from the main office at any time. All applications are confidential. Students are not identified.

Pupils are expected to conduct themselves in an orderly manner during lunchtime and to abide by cafeteria rules and regulations. Students are **required** to know their student ID number to access their meal accounts.

CLINIC

The school's clinic is next to the office. The school nurse is assigned there for the entire day.

If you are injured coming to or while in school, you should report to the clinic immediately to see if first aid treatment is necessary. A pupil will not be sent to the doctor or hospital without the parent's authorization except under extreme emergency.

When a pupil becomes ill at school, he or she should report to the clinic with a pass from a teacher. The school is not permitted to administer aspirin or other medication, but the student may lie down for a short time to rest. The pupil may rest in the clinic for one period. If he or she is not well enough to return to class, the nurse will then call the parent. Students shall not call home or leave school without authorization from the office staff.

Medication should be given by the parent at home. If this is not possible, at the request of the parent and physician, the nurse or designee will dispense prescription/non-prescription (over the counter) medication to the student in accordance with the following:

1. An "Authorization for the Administration of Medication by School Personnel" form has been completed, signed by both the physician and the parent/guardian, and returned to the clinic by the parent/guardian.

2. Medication must be brought directly to the clinic by the parent or guardian. Parents must assume responsibility to supply the school with enough medication needed by their child. Anytime there is a change of medication, dosage, or administration time, the nurse must be notified immediately.
3. Medication must be received in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Medication will be safely stored in the school during the entire administration period.
4. Medication must not be transported to and from school by a student except when the doctor orders the medication to be carried on the student's person for emergency use, i.e., inhalers, epi-pens.
5. It will be the responsibility of the student to notify the classroom teacher when it is time to report to the clinic for medication.
6. Cough drops will not be dispensed from the school clinic.

IMMUNIZATION REQUIREMENTS:

The Ohio Department of Health, under the authority granted in Section 3313.67, Ohio Revised Code, has established the following minimum immunization requirements for school children:

1. Diphtheria/Tetanus/Pertussis (DPT, DtaP, DT, Td): A minimum of four doses are required for grades K-12. Five doses are required for entry if the fourth dose was administered before the child's fourth birthday. One booster dose of Td or Tdap must be administered prior to grades 7-10.
2. Poliomyelitis (OPV, IPV): A minimum of three doses are required for grades K-12. Four doses are required for entry if the third dose was administered before the child's fourth birthday.
3. MMR (Measles, Mumps, Rubella): Two doses are required for grades K-12. The first dose must have been administered on or after the first birthday.
4. Hepatitis B: A minimum of three doses are required for entry into K-12.
5. Varicella: 2 doses required prior to entry. If the child has had natural chickenpox and presents a signed statement to that effect, he/she is not required to be immunized.
6. Menactra (MCV4): The Meningococcal (AKA- Menactra) vaccine is required for all incoming students in 7th grade.

A record of each student's immunization status must be kept on file at the school. Parents must present written evidence of the child's immunization record during school registration. The record must be an official record from the physician's office or health clinic.

NOTE:

7th grade students are attending school in violation of Ohio Law if after 15 days of school if:

- An immunization record is still not on file.
- They still need a dose of MMR, Hepatitis B, Tdap, and/or meningococcal vaccine.

No pupil shall be permitted to remain in school for more than fourteen days unless he presents written evidence that he has been immunized pursuant to section 3701.13 of the Ohio Revised Code.

CONFERENCES

Boardman Glenwood Junior High teachers and administrators believe children learn best when there is close cooperation between the home and school. Boardman Glenwood teachers have a working period during the day for preparing lessons or meeting with children, parents, or teaming with colleagues. When you would like to arrange a conference with a teacher, you are asked to email the teacher or call the school office (330-726-3414). If you cannot come to school, a teacher will return your phone call as soon as possible.

In lieu of official times and dates designated as traditional parent-teacher conferences, the Boardman Local Schools recognizes that communication is an essential ingredient of student success. The Boardman local schools also recognize that many communication channels exist to dialogue with our school families. Therefore, the following expectations will replace the concept of scheduled conference night.

Communication Shall:

- be ongoing throughout the school year
- meet the needs of both school families and staff
- be at a mutually agreed upon time
- occur within reasonable time constraints
- not be restrained by the limits of the school day

SCHOOL COUNSELORS

The general purpose of school counselors in the junior high is to help children develop academically, socially, morally, and emotionally to the best of their own ability so that they can become self-directed, self-reliant, and self-respecting individuals in our society. Each student is assigned to a school counselor by last name. The counselor is available for the student and parents regarding educational and career planning, as well as personal and social adjustments.

SCHOOL RESOURCE OFFICER (S.R.O.)

A Boardman Police Officer is assigned to the junior high school as a resource for students and their families. The Officer's primary duty is to ensure a safe school environment for students, faculty, and staff on a daily basis. The SRO can assist with securing social services for students in need and facilitate diversion programs provided by the Mahoning County Juvenile Court. The SRO is responsible for maintaining the schools Emergency Operations

Plan which is required by the State of Ohio. The SRO may present material in a classroom setting related to current challenges which students are facing today. The SRO will also conduct unannounced home visits and residence verification checks to any student who exhibits excessive tardies and/or unexcused absences from school and coordinate any remedies necessary with the court of jurisdiction.

STUDENT SUPPORT COORDINATOR/ BGJHS BRYT PROGRAM COORDINATOR

The Student Support Coordinator/BGJHS BRYT Coordinator provides guidance to identify at-risk students. The Coordinator works closely with parents, teachers, administrators, counselors, social workers, clinical counselors, and other outside agency personnel to enhance students' school performance and promote social skills with peers and adults. This coordinator will also assist in the smooth transition of at-risk students during their middle level transition years in the Boardman Local Schools.

GIFTED COORDINATOR

The Gifted and Resource teacher provides services to students, teachers, administrators, and parents in order to meet identified students' needs. This individual coordinates the identification and programming of high ability students in the five areas of intellectual, specific academic, creativity, the arts, and leadership. This coordinator will also assist in the smooth transition of high ability students during their middle level transition years in the Boardman Local Schools.

INSURANCE

Boardman Schools offer parents an optional student accident insurance policy from an independent insurance agency. This policy covers accidental injury to the student on the way to, from, or in school. (Twenty-four hour coverage is also available at an additional cost.) This policy is intended to serve as a supplement to a family's personal insurance policy.

Every student who participates in any interscholastic athletic program must be covered by an insurance policy.

LIBRARY

The Boardman Glenwood Junior High Library offers a variety of services to students and teachers. Students can use the library during study hall, homeroom time, or during class visits. Due to space limitations, restrictions must be put on the number of students using the library at one time. Teachers in many of the subject areas schedule their classes in the library when working on research reports.

LOCKERS

Each pupil will be assigned a hall locker and a locker in the gym. It is the student's responsibility to keep both these lockers neat and orderly at all times. Since lockers are owned by the school and loaned to students, they should not be defaced in any way.

Each student is to use only his/her own locker. Students shall provide their own lock for their lockers. However, if any problem arises, the principal has the authority to have it cut off.

Students should develop the habit of going to their hall locker approximately three times each day. When students arrive in the morning, they must leave their coat and backpack in their locker and select the necessary books for their morning classes. Midway through the school day, students should exchange their morning books for their afternoon books. Finally, at the conclusion of the school day, students should obtain their coat, book bag, and books to be taken home.

LOST AND FOUND

Junior high students frequently lose or misplace books and apparel. Misplaced items that are marked with the student's name are usually returned to the owner. Items without names are difficult to return. Each teacher usually has a collection of lost and found items in his/her room. Valuables, such as watches, glasses and jewelry, are usually sent to the office. Books, coats, etc. are usually sent to the lost and found box in the cafeteria.

PICTURES

Boardman Glenwood permits a school photographer to take pictures of the students. In September, individual pictures are taken of each student, and a color packet is offered to parents. A prepayment plan is used for all pictures. The student who wishes a picture or packet must pay on the day the pictures are taken.

PARENT TEACHER ASSOCIATION

Boardman Glenwood has an active PTA. All parents and teachers are urged to join and become active members. The membership drive is held during the first part of the school year. Interesting and informative meetings are planned and presented by the program committee.

The junior high years are critical to the growth and development of a child. Parents need to share ideas and keep informed of the needs of their children.

ATHLETICS

Boardman Glenwood competes with other schools in volleyball, football, basketball, wrestling, track, and cross country. Boys' teams are organized in seventh and eighth grade football, basketball, wrestling, track, and cross country. Girls' teams compete in seventh and eighth grade volleyball, basketball, track, wrestling and cross country. Our school is a member of the Junior High Division of the Ohio High School Athletic Association and is governed by its rules and regulations. Some sports may have tryouts that will limit the number of participants. According to the Ohio High School Athletic Association, during the quarter preceding the sport in which a student is a participant, the student must pass a minimum of 5 of their courses taken and attain a grade point average of 1.0 or better on a 4-point scale. Any student who is declared ineligible may not participate with the team during any league or tournament event.

Every student who plays on an interscholastic team must have a physical examination by his or her family doctor. This is the parent's responsibility. The school is not responsible for any accidental injury. The physical examination form must be on file with the school. The form can be uploaded to final forms or it can be turned in to Mr. Ladner.

Interscholastic athletics are not funded by the Board of Education. Boardman Glenwood funds are derived from a variety of school approved fundraisers, admissions to our athletic contests for each sport, and proceeds from our concession stand. Each student on an athletic team, including cheerleading, must pay a \$25.00 athletic fee for each sport. There is a \$50.00 cap limit per individual and a \$200.00 cap limit per family. The athletic fee must be paid before the first contest. Student-athletes will be provided with equipment for some sports, which has been purchased by the school. The student-athlete will be responsible for any damaged or lost equipment and will have to replace the equipment at cost.

CHEERLEADING

Boardman Glenwood selects seventh and eighth grade cheerleaders to build school spirit and to increase enthusiasm for our athletic teams. Cheerleaders are chosen on the basis of their physical coordination, enthusiasm, and leadership ability. An advisor will help train the cheerleaders and be their advisor during football and basketball seasons.

TRANSFERS

A student who tries out for an extracurricular activity may not transfer to another school within the district and try out for the same activity within the same school year.

STUDENT LEADERSHIP

The Boardman Glenwood Student Leadership is a service organization dedicated to the welfare of the school, promoting school spirit, and supporting community organizations. In order to be in Student Leadership, students must complete an application, get teacher recommendations, and then become elected by their peers. The student leadership meets weekly under the supervision of student leadership advisors. All students are urged to work with their student leadership representatives to improve our school.

ATTENDANCE PROCEDURES

Absences

Regular attendance at school is necessary to gain the maximum benefits of an education. Frequent absences will almost surely result in lower grades and academic problems. Skipping classes or truancy is usually the first step toward serious discipline problems.

When you are not able to come to school, a parent should call the school office (330-259-7138) before 9:00 a.m. to report the absence and the reason. If the absence is to be for an extended time, the reason can be given, and it will not be necessary to call each day.

Ohio law lists the following as reasonable excuses for student absence from school: (1) personal illness (a doctor's note is required when absence becomes excessive), (2) serious illness in the family requiring the students presence (age 14 and older), (3) quarantine of the home, (4) death of a close relative (usually limited to 3 days), (5) needed at home because of required parental absence, (6) observance of religious holidays, (7) emergencies as judged by school authorities.

After any absence, students must bring a note from their parent or doctor stating the days of the absence and the reason for the absence. A doctor's excuse will be required for all absences beyond ten days. A doctor's excuse must be received by the school within five school days of the students

return to class in order to receive “excused medical absence” status. This note should be taken to the attendance office located by the main office when arriving at school. The attendance office will complete an excuse blank for the student to take to his/her other teachers. It is the responsibility of the student to present this excuse blank to the teacher of each class that is missed.

Students will have the total number of excused absences plus one day to make up work. If your absence extends beyond three days, you may request assignments from your teachers so that you can work on your studies at home. Please do not ask for assignments if you will only be absent one or two days.

Truancy

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

Boardman Glenwood Junior High may refer truancy cases to the Mahoning County Juvenile Court for prosecution.

HOUSE BILL 410 ATTENDANCE LAW

HABITUAL TRUANT

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one school month without a legitimate excuse; or
- c. Absent 72 or more hours in one school year without a legitimate excuse.

EXCESSIVE ABSENCES

- a. Absent 38 or more hours in one school month **with or without** a legitimate excuse; or
- b. Absent 65 or more hours in one school year **with or without** a legitimate excuse.

Juvenile Court Intervention

Boardman Schools have been working cooperatively with the Mahoning County Juvenile Court System to implement an Early Warning System (EWS) to provide interventions and support for our students and families experiencing difficulties with, but not limited to, attendance, grades and behavior.

Parents of a truant student may also be assigned to the Parent Project in Mahoning County for a period of ten weeks for failing to comply with the compulsory Ohio attendance laws. The Parent Project is a parental education program administered by the Mahoning County Juvenile Court which seeks to enlighten parents of their responsibility in the education process. If a principal determines that all other measures have been exhausted in addressing a student attendance issue, he/she may mandate parent participation in the Mahoning County Parent Project. Failure of the parent to attend and complete this program may result in a complaint of Parental Education Neglect being filed in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined up to \$250.00 and may be incarcerated up to 30 days in the Mahoning County Jail.

Tardies

When a student is tardy, and school is already in session, he/she should bring a note to the attendance office when he/she arrives. The teacher will give the student a tardy slip so that he/she will be admitted to classes. Absence from classes due to tardiness, leaving early or absence, should be kept to a minimum. When a class is missed, a student must get an excuse blank from the attendance office and have it initialed by the teachers concerned. It is the student's responsibility to make up any missed work.

Early Dismissal

A note from the parent is also required when you are to be excused early. This note should be brought to the attendance office, and the same procedure will be followed as for an absence.

Vacations During the School Year

Parents are strongly encouraged to schedule family vacations at such a time as not to interfere with the adopted school calendar. However, the Board recognizes that there are times when families cannot control the dates when vacations must be taken. Therefore, if there is no alternative to a family scheduled vacation during the time when school is in session, the school district may honor the request based on the following criteria:

1. The vacation will not require the student to miss more than five school days per school year.
2. The vacation is a family vacation with at least one parent or guardian participating.
3. The student's record of prior absences for the school year is within the 10 day unexcused limit, and the student is not a habitual or chronic truant as defined.
4. The student and parent has filled out a vacation approval form and has had it approved by the principal or his designee, 5 days prior to the vacation starting.
5. The student will receive work prior to departure; work must be completed the day of return.

CLASSROOM VISITATIONS

Classroom visitations by parents or guardians of current or prospective students will not be honored. However, a mutually agreed upon visitation time may be scheduled with an instructor before, during, or after school when students are not receiving instruction.


PARENT REQUESTS FOR A SPECIFIC TEACHER

Boardman Glenwood Junior High principals and teachers will NOT accept requests from parents for specific teachers. It has become increasingly difficult to meet the learning needs of our diverse student population each year while trying to honor parent requests. Imbalances occur when there are too many requests which makes teaching/learning more difficult. Parents who have legitimate learning concerns about their child can write a letter to the principal explaining their concern; however, letters requesting a specific teacher will not be accepted.

PBIS (Positive Behaviors Interventions and Supports)

At Glenwood, we strive to ensure that your child has a positive experience every day at school. In order to do so, we will continue to implement Positive Behavior Interventions and Supports (PBIS). PBIS is a framework to teach and reinforce behaviors that we want our students to exhibit at school.

Students and staff share clear and consistent expectations about how students should act in different settings (classroom, hallways, cafeteria, restrooms, etc.). The school-wide expectations that we will require all students to know, understand, and follow are STAR: SAFE, TRUSTWORTHY, ACCOUNTABLE, and RESPECTFUL. The following matrix will be our guidelines. It will be explicitly taught and posted throughout the school:

	S SAFE	T TRUSTWORTHY	A ACCOUNTABLE	R RESPECTFUL
CLASSROOM	<ul style="list-style-type: none"> Respect other's personal space Stay in your seat Quiet transitions Use materials properly 	<ul style="list-style-type: none"> Be honest Complete work with integrity Refrain from giving answers to other students 	<ul style="list-style-type: none"> See something, say something Complete assignments on time Follow directions Follow classroom rules/procedures Come to class prepared Follow the dress code 	<ul style="list-style-type: none"> Respect others belongings Raise hand Treat people with kindness Use manners Remain quiet while others are talking
TECHNOLOGY	<ul style="list-style-type: none"> Keep personal information private (login/passwords) Report concerns to a trusted adult Keep cell phones turned off in locker 	<ul style="list-style-type: none"> Use technology for its intended purpose Complete digital work with integrity Use school appropriate websites 	<ul style="list-style-type: none"> Be sure your computer is charged and ready for learning 	<ul style="list-style-type: none"> Use technology with care Respect others belongings
HALLWAYS	<ul style="list-style-type: none"> Be aware of your surroundings Walk on the correct (right) side of the hallway/stairs Keep your Chromebook closed at all times 	<ul style="list-style-type: none"> Be honest Turn in items found in the hallway Have a pass 	<ul style="list-style-type: none"> See something, say something Keep the hallway clean Keep your locker organized and closed when not in use. Think before you act 	<ul style="list-style-type: none"> Respect others belongings and personal space Walk quietly to class Use appropriate language
RESTROOMS	<ul style="list-style-type: none"> Flush toilets Wash hands Plan your breaks at appropriate times 	<ul style="list-style-type: none"> Be honest Report concerns or issues Only use when necessary 	<ul style="list-style-type: none"> See something, say something Use for intended purpose in a timely manner 	<ul style="list-style-type: none"> Keep the restroom clean Only take what you need Give privacy to others
CAFETERIA	<ul style="list-style-type: none"> Sit in your chosen seat Keep your hands, feet and objects to yourself Keep food on your tray or in your mouth Stand in a single file line against the walls to get your food Quiet voices/ Quiet hands Ask permission before leaving 	<ul style="list-style-type: none"> Be honest Only take what you have brought or paid for 	<ul style="list-style-type: none"> See something, say something Clean table and floor Throw away your trash in the trash cans Report concerns or issues Enter the lunch line in the order you come into the cafeteria 	<ul style="list-style-type: none"> Respect others belongings Keep the cafeteria clean Treat staff and students with kindness and respect Say please and thank you to the cafeteria workers
AUDITORIUM & SPECIAL EVENTS	<ul style="list-style-type: none"> Follow event rules and procedures Keep all body parts to yourself Quiet voices / quiet hands 	<ul style="list-style-type: none"> Report concerns or issues 	<ul style="list-style-type: none"> Stay focused and participate Clean up after yourself and others Be a positive representative of yourself and BGJHS 	<ul style="list-style-type: none"> Applaud and cheer when appropriate Use appropriate language Treat other people with kindness
BUS	<ul style="list-style-type: none"> Stay seated at all times Board bus calmly Sit facing towards the front of the bus Talk quietly Food and drink are not permitted Keep your feet and arms out of the aisle Bookbags should be on your lap 	<ul style="list-style-type: none"> Be Honest 	<ul style="list-style-type: none"> See something, say something Take all belongings with you off the bus 	<ul style="list-style-type: none"> Respect others belongings Keep your hands and belongings to yourself Treat the driver and students with respect and kindness Use appropriate language Thank your bus driver

BE A SPARTAN S.T.A.R. SHOW YOUR SHIELD

Working together to promote positive behavior helps increase student achievement and get our students ready for the 21st Century Learning skills. Research shows that when the home and school work together, student learning is more successful. Practice the school-wide expectations at home and encourage your child to BE SAFE, TRUSTWORTHY, ACCOUNTABLE, and RESPECTFUL.

BOARDMAN LOCAL SCHOOLS CONDUCT CODE

The rules and standards outlined below apply to conduct on all school properties, school-sponsored events and trips, and school transportation. Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee. Conduct while on a field trip approved by the Board or its designee is also subject to the rules and standards defined in this policy. **Any conduct that causes or creates a likelihood that it will cause disruption or interference with any school function, activity, or purpose, or possibly interfere with the health, safety, well-being, or rights of other students, is prohibited.**

As tempered by the precepts in Policy 5600, the administrative staff will decide upon the penalty for violating these policies. Such action can come in the form of counseling, parent conferences, rearrangement of class schedules, revocation of driving privileges, loss of bus privileges, denial of participation in extra-curricular/co-curricular events and, after school activities, detention, Saturday school, in-school reassignment, home suspension, placement in an alternative educational setting, recommendation for expulsion from school, expulsion, placement in an intervention program, and/or referral to the juvenile authorities.

A. Stealing, unauthorized possession of another person's property, causing intentional or accidental damage /destroying school or private property, merchandising/distribution of goods or products without prior school permission. Included is the theft of assessments/tests/assignments/homework, whether physically taken, electronically possessed, and/or disseminated.

B. Harassing, hazing, threatening, intimidating, assaulting, causing or attempting to cause mental or physical injury or harm to any student (intentional or accidental), employee, or other person. Harassment, intimidation, and bullying are defined below and through Policies 5517 and 5517.01.:

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

C. Sexual Harassment as defined by Policy 2266. Which shall include but not be limited to:

- A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

D. Disrupting the orderly operation of school; interfering with school purposes or with the orderly operation of the school by using, threatening to use, instigating, or causing other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive acts. This includes providing false information with the intent to create a confrontation of a verbal or physical nature between other parties.

E. Possessing, using, or transmitting any object that, in fact, or under the circumstances, can be considered a weapon, including but not limited to firearms, knives of any length, destructive devices, stun guns, tasers, pepper spray, as well as metal knuckles, straight razors, explosives, noxious irritation or poisonous gasses, poisons, or other potentially harmful items.

"Firearm" means any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. "Firearm" includes an unloaded firearm and any firearm that is inoperable but can readily be rendered operable. The term "**destructive device**" means any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine, or similar device as defined in 18 USC 921(a)(4). A **knife** includes, but is not limited to, a cutting instrument consisting of a blade, regardless of the size of the blade, fastened to a handle capable of causing serious bodily injury.

F. Use of profane, indecent, obscene, or racist language regardless of the format in which it is transmitted. This prohibition includes gestures, signs, pictures, or publications.

G. Gambling on school premises or at school events.

H. Failing to comply with the directions of school-authorized personnel. All school personnel are authorized to establish reasonable rules applicable to their classrooms, study halls, duties, field trips, and buses. Any reasonable request made by school-authorized personnel must be promptly complied with by pupils in a spirit of cooperation and courtesy.

I. Providing disingenuous information, deliberately misleading responses, or providing false information in the course of an investigation, as well as failing to report (to school officials) in a

timely manner a credible threat to the building, students, staff, or anyone associated with the school. Also included is inducing fear/panic within the building or the community.

J. Failing to comply with the minimum personal grooming guidelines. (See Guidelines for Personal Grooming and Dress Code).

K. Possessing, using, or showing evidence of having used any illegal/prohibited drugs/substances while in the school building, on the school grounds, or at any school activity. Also included is the possession/use of over-the-counter or prescribed medicines or hemp-derived compounds, regardless of age. Students who have these items in their possession (in pockets, purses, lockers, book bags, cars, etc.) will be assigned progressive discipline even though they are not using them. Holding any such item in hands, mouth, or other body part will be considered use.

The penalty for violating this policy may be suspension and/or expulsion. Violations of this policy that occur at school activities (athletic events, school dances, etc.) may result in immediate exclusion from those activities.

L. Distributing, dealing, trafficking, offering for sale/providing/purchasing any illegal/prohibited drugs/substances while in the school building, on the school grounds, or at any school activity. This policy includes counterfeit substances that are thought to be illegal/prohibited drugs/substances, sold as drugs/substances, or inferred by the seller or buyer to be tobacco, alcohol, mind-altering substances, hemp-derived compounds, or illegal drugs. Violations of this policy that occur at school activities (athletic events, school dances, etc.) may result in immediate exclusion from those activities.

M. Loitering at any time on school grounds, in buildings (restrooms, hallways, etc.), is prohibited. Once students arrive for the school day, they are to promptly enter the building and remain in the cafeteria or adjacent hallways until the entry bell rings. Students are only permitted outside the building with administrative permission or as part of a class activity. Inside the building, students are not to be in storage/staff/custodial/cooking/maintenance/locker room areas without permission/supervision. This includes excessive time spent in the restroom and multiple people in a single restroom stall. Upon conclusion of the school day, students without after-school obligations must vacate the campus immediately.

N. Failing to comply with attendance procedures may result in discipline, placement in an intervention program, referral to the Mahoning County Juvenile Court, placement on a school activity exclusion list, and/or revocation of early dismissal/driving privilege.

O. Being truant from classes and study halls will result in progressive discipline. Extended, non-permitted use of a hall pass may also be considered truancy. See Attendance Procedures.

P. Falsifying/forging the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or authorized school personnel. This includes all records/correspondence, whether written or electronic.

Q. Engaging in public displays of affection (PDA) that are deemed excessive, disruptive, or inappropriate for the educational environment is prohibited. Examples of inappropriate PDA include, but are not limited to:

- Prolonged hugging or embracing
- Kissing
- Sitting on another individual's lap

R. Engaging in persistent disobedience or gross misconduct. Disciplinary consequences are accrued on a progressive basis. Students who commit multiple disciplinary actions should anticipate increased consequences, regardless of the nature of the infraction. Consequences may include regular school discipline.

S. Initiating, advocating, or promoting gang-like activities. any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or affect the attendance of another student, will be subject to disciplinary action.

T. Violating any portion of the Boardman School's Emergency Operations Plan, to include endangering the safety of staff and/or students, or failure to cooperate and follow school emergency drill protocols. This includes tampering, misusing, or damaging any safety or security devices, providing entrance into the building to any person present on campus, providing access to the building through an unauthorized door, by propping entrances in an open state, or exiting the building without school permission. Due to security measures, no commercial (i.e., Doordash) deliveries (flowers, food, etc.) will be permitted. Commercial food deliveries from outside guests, including parents and guardians, are also prohibited. Students will not be permitted to carry book bags/bags during the school day. Students will be permitted to carry a small handbag/purse/pencil pouch.

U. Violating the Acceptable Use Policy or Device Policy (see Device Policy Guidelines)

V. Violating AI Policy (see AI Policy Guidelines)

W. Violating the High School Drug Testing Policy (see Drug Testing Policy Guidelines)

X. Violating the High School Driving/Park Policy (see Driving/Parking Policy Guidelines)

Y. Violating Athletic Policies (see Athletic Handbooks)

ARTIFICIAL INTELLIGENCE (AI) DISTRICT POLICY

CELL PHONE/SMART WATCH POLICY: ELECTRONIC COMMUNICATION DEVICES

HB 250 calls for every school district in the state to establish an official policy governing cell phone usage and emphasizes limiting cell phones to the greatest extent possible.

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Boardman Local Schools has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen Boardman's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. RESEARCH

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. APPLICABILITY

This policy applies to the use of cell phones, smart watches, wireless earbuds, etc. by students while on school property during school hours.

III. USE OF CELL PHONES / ELECTRONIC DEVICES

Students are prohibited from using cell phones, smart watches, and wireless earbuds at all times. Wired earbuds are permitted, with teacher permission, while using their school issued chromebook.

IV. EXCEPTION

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address a health concern with prior approval from the nurse and administration.

V. CELL PHONE / DEVICE STORAGE

Students shall keep their cell phones, smart watches, wireless earbuds, etc. in their locker for the duration of the school day.

VI. DISCIPLINE

If a student violates this policy, administration shall take the following progressively serious disciplinary measures:

During the first two weeks of the school year, verbal warnings and redirection will be given.

First Violation: Detention & parents must pick up the phone in the office

Second Violation: Two detentions & parents must pick up the phone in the office

Third Violation: 1 day of In-School Reassignment (ISR) & parents must pick up the phone in the office

Continued violations of this policy will be seen as persistent disobedience and subject to out of school suspension.

POLICE NARCOTICS DOGS

The Boardman Schools and the Boardman Police have entered into an understanding to establish a mutually acceptable policy and procedure for the use of trained narcotics dogs to detect the possible presence of illegal or unauthorized controlled substances on school grounds. During the school year, without prior notification to the schools, the police will arrive and request permission from the Principal to conduct a sweep with trained narcotics dogs. After students and staff have been directed to remain in their classrooms, the narcotics dogs will visit the halls and lockers. (Students are reminded that their lockers are school property and are subject to random inspection.) When the 15-minute sweep has been concluded and the dogs have been removed, students and staff will be notified.

COMPUTER NETWORK AND INTERNET “ACCEPTABLE USE POLICY AND AGREEMENT”

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for the appropriate and lawful use of this access. To this end, the Boardman Board of Education, in collaboration with the Mahoning County Educational Service Center and our Data Acquisition Site (ACCESS), has adopted an “Acceptable Use Policy.”

Parents/Guardians and students seeking access to the computer network will receive a copy of this document for review. Signatures will be required prior to access being granted.

Boardman Glenwood Junior High is a one-to-one Chromebook school where all students and parents must sign the one-to-one contract before being granted access to Chromebooks.

CHROMEBOOKS AND CHARGERS

Each pupil will be assigned a chromebook and a charger. It is the student's responsibility to keep their chromebooks in good condition. It is the student's responsibility to bring their chromebook charged each day. Since chromebooks are owned by the school and loaned to students, they should not be defaced in any way (examples: stickers, writing, etc.). Fines will be applied for all lost or damaged chromebooks and chargers. Students are encouraged to keep locks on their lockers.

GANGS POLICY

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment will not be tolerated by the District. The Board believes gangs and gang activity create an atmosphere where violations of district policies and regulations, as well as State laws, may occur.

Incidents involving initiations, hazing, intimidation and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The Board directs the administration to prohibit any student from wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

Staff shall be provided with the necessary information that will enable them to identify symbols used by those involved in gang-related activities which include things such as hand signals, apparel, jewelry and/or any other pertinent gang related information.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (holding hands, kissing, etc.) are not permitted in school.

GUM CHEWING

Boardman Glenwood Junior High does not permit the chewing of gum in school.

DETENTION, IN-SCHOOL REASSIGNMENT, SUSPENSION, EXPULSION, EXCLUSION

Detention is designed as a penalty for many disciplinary infractions. Students will be assigned detention by an administrator and should report to the designated room from 2:20 p.m. until 3:10 p.m. Failure to report to assigned detentions may result in in-school reassignment or suspension.

If a student has committed a serious infraction, or when a student has continually failed to cooperate, an in-school reassignment/suspension from school from one to ten days may result. Students will be given a written notice of the intention to suspend and will be granted an informal hearing.

A student may be expelled for severe misconduct or repeated misconduct that has not been improved after assigning detentions and/or suspensions.

Repeat referrals to the office for disciplinary reasons, such as disrespect/insubordination toward a staff member, fighting in school, or other serious violations of the student code of conduct, may result in the exclusion of that student from any and all extracurricular activities. These activities include, but are not limited to, attendance at school-sponsored dances, parties, sporting events, field trips, and special school events.

DRESS CODE

The following dress code was approved by the Boardman Board of Education. Although a student's dress is the responsibility of the parent, this will serve as a guide to what the school considers appropriate.

It is the purpose of this code to ensure that the educational process may occur without interruption and the junior high school student is taught the hygienic skills and basic appearance necessary to be a productive member of society. Freedom of expression is one of the basic civil liberties of the American way of life. With this liberty comes the responsibility of good citizenship manifested through decorum, modesty, common sense, and decency which enhance the process of education. The mission of the school includes the fostering and development of social skills, respect for all people, the development of school pride and spirit, and understanding/respecting diverse viewpoints, all with the goal of providing a safe, friendly, and productive learning environment for all students. With this in mind, the following guidelines are presented to ensure the optimal learning environment for all students.

1. All clothing will be clean, in good repair, not oversized or undersized, and worn as it was designed. Mesh or see through clothing is not permitted.
2. All tops must be long enough to overlap with your pants or skirt. All tops must cover shoulders and backs. Sleeveless shirts and/or tank tops are not permitted.
3. Clothing that advertises activities related to alcohol, drug, or tobacco use is prohibited. Likewise, any clothing that displays obscenities, weapons, double meanings, promiscuous or sexual messages/pictures are also prohibited. Clothing also must not contain racial slurs, ethnic epithets, gang affiliations, hate groups, terrorist or violent messages.
4. Clothing that promotes or displays the names of local or competitive schools (other than those directly connected to the Boardman Local Schools) are not permitted.
5. Hats, bandanas, skull caps, headbands, sunglasses, and other head coverings are not to be worn or carried during school hours. No backpacks or cinch sacks are permitted in the classroom.
6. Pants must be worn at the waist and in good repair with minimal worn areas. Ladies are permitted to wear pants that extend below the knee to mid-shin (capris). Sleepwear, sweatpants, leggings/yoga pants are not permitted unless otherwise stated by the building administration. Holes in jeans above the knees that show excessive amounts of skin or undergarments are not permitted.
7. Short dresses and short skirts are not permitted. Dresses and skirts must extend beyond fingertips.
8. ***No shorts will be permitted unless otherwise stated by the building administration.***
9. All hair must be clean, well groomed, and worn in a style so as to not obscure one's identity. Extreme hair color or style is not permitted. Hair cannot be worn over one's eyes. Facial hair must be neatly trimmed and must not be of extreme color or style.

10. Safe shoes or sandals with backs must be worn. Slippers, flip-flops, and slides are not permitted.
11. Jewelry, accessories, or objects that may cause harm to self or others may not be worn. Examples include but are not limited to chains, ropes, spiked jewelry, or any other heavy or sharp object. Body piercings in or around the facial area are not permitted if they are large in nature and distracting to oneself or others.
12. Permanent or temporary tattoos are not permitted to be purposely displayed and should be covered.
13. Heavy jackets and other oversized outdoor clothing are not to be worn during school hours. Because of varying classroom temperatures, it is highly recommended a sweater, sweatshirt, or light jacket be available in a locker to compensate for uncomfortable conditions.
14. Students need to be aware that school organizations and departments have the right to make reasonable demands beyond those of the minimum guidelines.

Any student whose appearance is distracting or disruptive to the optimal learning environment will be considered in violation of this code. The administration will serve as the final authority on all matters related to dress and grooming. These are the minimum guidelines for acceptable wear at Boardman Glenwood Junior High School. When a student is in dress code violation and unable to correct the violation, the student will be placed in ISR and not permitted in the school population while in dress code violation. (If a medical condition conflicts with any of these requirements, a signed doctor's excuse including a time frame is required to be on file describing the condition and the area it affects.) The administration may approve certain days for spirit or fundraising purposes in which parts of the dress code may be waived (Spirit Week, Hat Day, Shorts Day, etc.).

EMERGENCY DISASTER PLAN

Emergency disaster drills are required by Ohio Law. When an emergency disaster (tornado, nuclear, etc.) is imminent, a warning over the P.A. or an intermittent ringing of the school bells will be sounded. When a warning is given, all students and teachers are to proceed to a safer area, stand quietly, and wait for further instructions. Safer areas are inside halls away from possible flying glass. Maintain a one-meter pathway down the center of the hall. The all-clear will be given over the P.A. or two short rings on the school bells. A disaster plan map of the school will be posted in each room.

Fire and tornado drills are required by Ohio Law so that you will be familiar with procedures in times of emergency. Your teachers will instruct you as to the proper exit and where to go. Important things for each pupil to remember are:

1. Keep calm.
2. Follow instructions.
3. Do not talk.
4. Do not push, run, or shove.
5. Stay with your class and stay in line.
6. Walk at a moderately fast pace.
7. Do not block fire hydrants or fire lanes.

FEES AND FINES

The Boardman Board of Education furnishes textbooks to each pupil for each subject when applicable, but the student must pay for expendable items.

The library will charge a nominal fine for overdue or lost books.

Pupils are financially responsible for excessive damages to or loss of school-owned materials such as textbooks, Chromebooks etc..

Each student on an athletic team, including cheerleading, must pay a \$25.00 athletic fee for each sport.

- Individual Cap \$50
- Family Cap \$200

Music fees for Band and Orchestra Rentals are \$47.00 per year.

STUDENT GRIEVANCE PROCEDURE

The Boardman Board of Education has adopted a policy against hazing and harassment as well as a policy on nondiscrimination on the basis of race, color, national origin, sex, and disability in educational and activity opportunities for students.

Any Boardman student eligible by law to attend Boardman Schools who believes he/she has a grievance in violation of these policies is advised of the following procedures in seeking redress:

1. A student who feels that he/she has a grievance because of discrimination, hazing or harassment may discuss it with his/her teacher or counselor to determine if the issue can be settled informally. If the grievant determines that said discussion does not produce a satisfactory resolution to the grievance, the grievance may be processed to step 2 of the grievance procedure provided that it is filed within twenty (20) days after the grievant knew or should have known of the event giving rise to the grievance.
2. The student may present the grievance in writing to the building principal or designee who shall arrange for a meeting to take place within (5) days after receipt of the grievance. The principal or designee must provide the student with a written answer to the grievance within five (5) days after the conclusion of the meeting.
3. If the grievance is not resolved at step 2, or if the time limits are not met, the student may process the grievance to the Director of Instruction within five (5) days after the receipt of the step 2 answer or within eight (8) days after the meeting in step 2, whichever is later. A meeting with the aggrieved student must take place within five (5) days of receipt of the appeal. Each party shall have the right to have present at such meeting such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the hearing officer shall have five (5) days in which to provide a written decision to the student.
4. If the grievance is not resolved at step 3, or if the time limits are not met, the student may process the grievance to the Superintendent within five (5) days after the receipt of the step 3 answer or within eight (8) days after the meeting in step 3, whichever is later. The Superintendent shall arrange for a meeting with

the student to take place within five (5) days of receipt of the appeal. Each party shall have the right to have present at such meeting such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have five (5) days in which to provide a written decision to the student. The Superintendent's decision shall be final.

5. All time limits or days as used in this grievance procedure shall be interpreted to mean days school is in session. Except when a grievance is submitted on or after June 1, time limits shall consist of all weekdays so that the matter may be resolved as quickly as possible.

Mr. Chris Neifer
Superintendent of Schools
(330) 726-3404

SCHOOL RECORDS

Every parent has the legal right to inspect permanent school records kept in reference to his/her own child and challenge any contents that he/she deems to be inaccurate, misleading, or inappropriate. Any teacher, counselor, or administrator is authorized to share your child's records with the parent(s) /student(s) and answer any questions. School records will not be released to other agencies or individuals without the written consent of the parent. A personal copy may also be requested if desired.

Each child's permanent school record contains personal identification (birth date, address, parents' names, previous schools, etc.), a summary of past academic progress, past school attendance records, health information, and testing results. Most of this information either came from the parent or was shared with the parent on report cards and other special bulletins.

STUDENT LEADERSHIP CONSTITUTION

Article I - Purpose and Objectives

Section 1

To promote all matters pertaining to the spirit, ideals, and practice of good citizenship in our middle school.

Section 2

To provide cooperation of the students and faculty in all extra-curricular activities.

Section 3

To give the students the opportunity to help plan and carry out social and educational programs for the benefit of all students.

Section 4

To improve student-faculty relationships

Article II - Membership

Section 1

Students will apply to be in Student Leadership by completing an application, asking three teachers for recommendations, and being voted upon by their peers.

Section 2

A member may be removed for the following reasons:

- (a) Conduct unbecoming a student leadership member
- (b) Failure to fulfill leadership obligations and
- (c) Unexcused absences from three announced meetings

Article III - Officers and Their Election

Section 1:

These officers will be elected in the following manner: A member must inform the advisor that they want to run for a specific position. Then students will campaign and give a speech in front of the student body on why they should be elected to that position. The student body will vote on the corresponding candidates for that position and the candidate with the most votes will be elected to that position.

Article IV - Duties of Officers

Section 1

All officers must help plan, attend, and actively participate in all meetings and events.

Section 2

The specific duties of the President include: helping assign roles for members during events, promoting events, and helping set up and tear down events.

Section 3

The specific duties of the Vice President include: developing promotional signs for events, confirming students are completing the roles assigned during events, and collaborating with the secretary and the school newspaper to write articles about the accomplishments and events hosted by Student Leadership.

Section 4

The specific duties of the Treasurer include: counting and recording the amount raised for events, recording the amount of tickets sold for each event, and returning the money box from ticket sales at lunch to the advisor and/or office.

Section 5

The specific duties of the Secretary include: taking notes during each meeting, collaborating with the Vice President to make signs for events, and providing information about events for newspaper articles.

Article V - Meetings

Section 1

The meetings of this organization may be held once every week at a stated time decided upon by the advisor. The day of the meetings could be on different days.

Section 2

The meetings will continue from the first week after the election of officers to the last week in May.

Article VI - Provision for Amendment

Section 1

Amendments may be made to this constitution if approved by 3/4 majority of leadership members and the faculty advisor.