Student Handbook 2026-2027
BOWLING GREEN MIDDLE SCHOOL
"HOME OF THE BOBCATS"
School Colors: Scarlet and Gray
1079 FAIRVIEW
Bowling Green, Ohio 43402-2805
419-354-0200
Website Address: www.bgcs.k12.oh.us

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This Student Planner Belongs To:

Name:_____

Team:_____

****For a complete copy of the district handbook, please visit the school website (www.bgcs.k12.oh.us) or request the handbook by contacting the school at 419-354-0200****

A MESSAGE FROM THE STAFF AND ADMINISTRATION

On behalf of all of us at Bowling Green Middle School, we wish to welcome you to the new school year. We hope this is a happy and exciting time for you and we look forward to helping you make it a success.

The information contained in this student handbook and agenda is the result of a special effort on our part to communicate to you how to become a contributing and successful member of our school community. Please take the time to read it carefully and use it as a reference throughout the year.

The purpose of education is to help each student achieve success and become a productive citizen in a democracy while fostering a sense of self-worth and a respect for others. By developing and accepting the responsibilities and obligations of good citizenship, you will be able to participate fully in our school and in the world of tomorrow. We hope that you will find enjoyment in the varied activities offered here at Bowling Green Middle School. They will not only enrich your present world, but will also prepare you to live a better adult life. Remember that your success at Bowling Green Middle School will be directly proportional to your effort.

FOREWORD

The purpose of this handbook is to acquaint students, parents, guardians, and teachers with necessary information. However, it is not a complete school policy manual. In it you will find information regarding our school's mission and philosophy, as well as school expectations, policies, rules, procedures, routines, and guidelines. We urge you to read it carefully with the realization that such a resource, at its best, has limitations. You are encouraged to contact your teachers or the administration concerning any phase of our total school program. We hope that this information will contribute to a better understanding and appreciation of that program, and to that end we dedicate this handbook.

BOWLING GREEN CITY SCHOOL'S MISSION STATEMENT

Bowling Green City Schools is committed to high academic expectations and extracurricular opportunities in an inclusive, caring, safe, and healthy environment. We empower and support our teachers to be responsive to each student through challenging and engaging curriculum. We partner with families and the community to ensure student success.

Core Values

Accountability, **C**ompassion, **C**ourage, **C**reativity, **H**onesty, **I**ntegrity, **R**espect, **R**esponsibility, **S**ervice

BOWLING GREEN MIDDLE SCHOOL VISION STATEMENT

Provide excellent instruction and equitable opportunities for each student

NON-DISCRIMINATION STATEMENT

Bowling Green Middle School does not discriminate against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities. Bowling Green City Schools compliance officer is: Dawn Dazell – Human Resource Administrator 419.352.3576

ACCIDENTS/ACCIDENT INSURANCE

All accidents occurring in the building, on school grounds, or at school-related events and activities must be reported and filed using forms available in the main office.

An application form for school insurance is available on our website- www.bgcs.k12.oh.us.You may access the form via the "Parent"-"Forms" link. If you do not have access to a computer, forms are available at the Central Administration office, 137 Clough Street. If you have family coverage with another insurance program (Medical Mutual of Ohio, Blue Cross, etc.) the school insurance will not pay claims covered under your other program. It is non-duplicating and cannot be used in conjunction with any other coverage.

ATTENDANCE

Students are expected to attend classes regularly and to be on time in order to receive the full benefit of the instructional program and to develop the critically important habits of punctuality, self-discipline and responsibility. Continuity in the learning process is disrupted by absences. In most situations, the work cannot be adequately made up. The student who has a good attendance record generally achieves higher grades, enjoys school more and is more employable after completing his/her public-school education.

Students may be excused from school attendance because of personal or family illness or death in the immediate family. Routine medical appointments, though strongly discouraged during the student school day, also will be treated as excused absences.

When a student is absent from school, it will be necessary for the parent to provide the school with a note, make personal contact with the school, or make telephone contact with the school explaining the absence. Failure to provide the school with an explanation of the absence within forty-eight (48) hours of the student's return to classes will be sufficient to declare the absence as unexcused with the accompanying denial to make up work or tests missed. If a student is seen by a physician, his/her statement is requested to be submitted upon the student's return to classes.

When students become ill at school, every attempt will be made to contact the parent to make sure a responsible person will be present to take care of that student when he/she is released from school.

1. Absences from school are treated in the following manner:

   Excessively Absent:
   38 or more hours of excused or unexcused absence of school in 1 month or 65 or more hours of excused or unexcused absence in a school year will result in the school sending a "Notice of Excessive Absences" letter to the parent(s). **Any future absences will require evidence that explains why the absence from school was necessary (e.g. court document, doctor's note).**

   Habitually Truant:
   30 or more consecutive hours of unexcused absence from school, 42 or more hours of unexcused absence in a month, or 72 or more unexcused hours in a school year will result in the school sending a "Notice of Habitually Truancy" letter. If the student fails to make satisfactory progress, the district is required, by law, to file a complaint in Juvenile Court.

2. Exceeding the maximum number of allowable absences may result in failure of the course/grade.
3. The student is responsible for completing all work missed during an excused absence and should do so promptly. The maximum period of time allowed for make-up work will be equal to the period of time the student was absent from school plus one additional day. It is the responsibility of the student to see the teacher for any make-up work.

Make-up for Excused and Unexcused Absences
Students with excused absences are afforded the opportunity to complete make-up assignments; however, they are responsible for securing these assignments from their teachers. Teachers are not responsible for contacting students or checking the progress of the make-up work. Any student missing school for less than three (3) consecutive school days should check Google Classroom or your student's team website. After three (3) consecutive days, parents may contact the main office to request that teachers take the assignments to the main office to be picked up by parents. For daily assignments, students will be given an extension equivalent to the number of days absent plus one (N + 1). Any previously announced and/or long-term assignments and/or tests are due upon the student's return to class. If extenuating circumstances exist, a teacher may opt to make other arrangements; however, he/she is not required to do so. This policy does not include anticipated absences (see below) or unexcused absences. Unexcused absences may result in no make-up privileges, and students receive a zero for all assignments, tests, quizzes, labs, or other class work.

Make-up for Anticipated Absences, Suspensions, In School Reassignment
Anticipated Absences - Parents must provide the office with written notification at least two (2) days prior to the anticipated absence. Students will then be given a form to take to their teachers. Students must obtain assignments prior to the anticipated absence. Completed assignments may be given to teachers prior to the absence; however, all assignments must be given to teachers on the day the student returns to school unless other arrangements are made with the teacher.

Suspensions – In the case of reassignment to the In-School Reassignment (ISR) room, the principal or assistant principal will notify teachers of the anticipated absence from class due to the reassignment. Teachers will compile assignments the student should complete during the reassignment. Reassignment to ISR is considered an excused absence and students are expected to complete classroom assignments.

LEAVING THE BUILDING
Students are NOT to leave the building or school grounds for any reason without first receiving permission from an administrator or office staff. Parents or guardians wishing to remove their child from school must enter the building and sign out in the main office. Office personnel will not excuse a student to leave with anyone except the parent or legal guardian without advanced notice and permission from the parent or guardian – NO EXCEPTIONS. At the discretion of the principal, early dismissal may be permitted upon receipt of a written note or phone call from a parent or guardian.

TARDY POLICY
Students arriving late to school are to report directly to the main office. For students arriving within 15 minutes of the bell, the secretary will record the tardy, determine if the tardy is excused or unexcused, and then send the student on to class. Upon arriving to class, the student will show the teacher the excused or unexcused pass. For students arriving late in excess of 15 minutes, the secretary will record the absence, determine if the absence is excused or unexcused, and whether or not to refer the student to an administrator for being "truant." Administration may assign consequences when the student accumulates excessive tardies to school or class.

ACADEMIC MISCONDUCT

Academic misconduct: The unauthorized use of data to gain academic achievement.

1. Plagiarizing: using the intellectual property of another person be it paraphrased or verbatim.
2. Failing to properly cite a source in accordance with the teacher's direction.
3. Cheating on academic work or copying another's work.
4. Attempting to gain or gaining an unauthorized access to material or an unauthorized advantage.
5. Providing, using, or submitting data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.
6. Aiding or abetting another person in the conduct of academic misconduct.
7. Any infraction of Academic Misconduct may or may not result in a zero for the given assignment, at the teacher's discretion. Disciplinary action may or may not be taken, depending on the severity and type of infraction. And parents/guardians will be notified.

BACKPACKS/PURSES/COATS/JACKETS

Students will be required to leave backpacks, purses, laptop bags, drawstring bags, and other items such as coats and jackets in their lockers. Students will only be allowed to bring into class the materials necessary for instruction and learning.

BICYCLES/SCOOTERS

Bicycles/scooters must be parked and locked in the racks provided. The school district is not responsible for damage or theft while bicycles/scooters are parked in the racks.

BUILDING GUIDELINES

During the school day, students are permitted in the hallways only during passing periods or with an appropriate pass provided by a teacher. Students found in violation of this guidelines may be referred to the office for disciplinary action following the Code of Conduct.

BULLYING

The intentional written, verbal, electronic (cyber) or physical act that a student has exhibited toward another particular student more than once and the behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student, the effects of which occur at school. This is a disruption of the school routine. Bullying also includes "dating violence" defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the persons dating partner. A "dating partner" is any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

BUS RULES

Students are expected to follow all rules regarding seating, conduct, language, boarding and disembarking from the bus as printed in the Student Transportation Guideline pamphlet. As follows:

Students

1. Students should follow directions the first time they are given.
2. Students are expected to observe classroom conduct at all times while on the bus (see Discipline Code).
3. Leave and board the bus at the designated stop unless you have a note signed by the transportation coordinator.
4. Students are not to cross the street to enter or exit the bus until the driver motions them across. Do not go to the mailbox upon leaving the bus.
5. Students must maintain absolute quiet at railroad crossings and other places of danger as specified by the driver.
6. Students are not permitted to bring on the bus items larger than those which can be held on the lap. Animals, glass, balloons, or liquids are not permitted unless approved by the Transportation Director.

Parents

1. Parents are responsible for the safety and discipline of students going to and from the bus stop.
2. Parents are urged to have their children at the bus stop five minutes ahead of time as buses operate on a time schedule. This schedule will not permit waiting for tardy students. If your bus is more than 15 minutes late, call the transportation Department at 419-354-0900
3. Parents will be monetarily responsible for any damage done to a bus by their children.
4. The school does not enter disputes involving parents and students prior to pickup or after return to the bus stop.
5. Please do not discuss bus problems with the driver while he/she is on the route. This delays the schedule of the bus. Call the Transportation Department at 419-354-0900.

Discipline

Proper conduct on a school bus is necessary to ensure the safety of students and the driver. When a student does not display proper conduct on a bus, suspension and/or expulsion from the bus can be the result of the misbehavior. School personnel will make every effort to protect the rights of the student through the use of due process procedures when suspension or expulsion is used.

Discipline Code

1. Pupils should go immediately to an assigned seat and remain seated at all times.
2. Obscene Language/Gestures/Spitting will not be tolerated.
3. Objects. Heads, arms and legs must be kept inside the bus at all times; no objects are to be thrown on the bus.
4. Fighting/Pushing/Tripping is not permitted at any time.
5. The possession of tobacco in any form, alcohol or harmful drugs will not be permitted on buses.
6. Eating and/or drinking on a bus are not permitted except as required for medical reasons.
7. A student shall not cause or attempt to cause damage to a school bus.

Discipline Procedure

1. First Violation. The student is warned by the driver. The student's name is recorded by the driver.
2. Second Violation. A written record is made by the driver.
   The parent will be notified by the building principal. A student may be assigned a designated seat near the driver.
3. Third Violation. The principal is notified by the driver in writing. The principal can suspend the riding privilege for a designated period of time.
4. Continued Violations. The third violation process is repeated.
5. A driver can request that a student be suspended from the bus for repeated minor misbehavior such as refusal to follow directions.
6. Major violations may result in bus/school suspensions, even if a first-time violation.

Suspension Appeal

A parent/guardian of a student wishing to appeal a bus suspension may do so by contacting the building principal within 24 hours of receipt of notification of suspension.

Students are expected to board and leave the bus at their assigned stop. Bus passes are not given for students to ride to alternative destinations.

CAFETERIA

Our cafeteria offers a good, moderately priced menu daily. Change will not be given to students. Any change due will be put on the student's account. You may pre pay for as many lunches as you wish. Please make checks payable to Bowling Green Board of Education. For all students to enjoy lunch, appropriate behavior must be observed in the cafeteria at all times. During lunch, students are under the authority of teachers and/or Cafeteria Monitors who supervise the students. Supervisors will refer students to the office for serious disruptions or misbehaviors. Additionally, each quarter, students will have assigned seats where they will eat everyday. This helps to ensure a smooth lunchroom atmosphere and helps the supervisors to monitor student behavior. The following are important cafeteria rules and guidelines:

1. Enter and leave the cafeteria in an orderly fashion.
2. If you are buying food, wait courteously in the appropriate line as directed by the supervisor. Cutting in line or saving a place in line is not permitted.
3. When you have obtained your food, return to your seat and remain there. However, you may return for more food.
4. Common courtesy and good manners are always expected. Loud or boisterous behavior will not be tolerated.
5. Each student is responsible for properly disposing of his or her tray, wrappings, containers, and leftover food, and for making sure that the tables, seats, and floor in his or her area are wiped and clean.
6. Students must request permission from supervisors before they leave the cafeteria.
7. There will be no food or drinks permitted in classrooms or hallways. Food and drink are to be consumed only in the cafeteria.
8. Electronic devices including, but not limited to, cell phones, earbuds/headphones, Chromebook, smartwatches, tablets, e-readers, iPod/iPad, mp3 players are not permitted in the cafeteria.

CELLPHONE POLICY

The use of cell phones and other personal electronic devices during school hours is subject to board policy. Students are expected to use their devices responsibly and in accordance with school rules. Cellphones and other personal electronic devices must be off and stored in lockers during the school day. Unauthorized use of cell phones and other personal electronic devices during instructional time will result in disciplinary action. For specific guidelines, including expectations for use, consequences for misuse, and exceptions, please refer to the Bowling Green Board Policy on Personal Communication Devices (Policy 5135).

CODE OF CONDUCT FOR ATHLETES

The Athletic Code of Conduct booklet has been prepared with the intention of being a reference guide for regulations, existing rules, and information now in effect concerning the athletic policies and procedures of Bowling Green City Schools. This booklet is too detailed to print in its entirety in this student handbook. The Athletic Code of Conduct will be available thru final forms and on the school website. Each athlete should take the time to read and know the rules as presented in the booklet. Athletes must be in school at least for a half day in order to participate in athletic events and/or practices.

CODE OF CONDUCT (GENERAL)

According to Ohio Law enacted on June 4, 1976, each school must post in a conspicuous place, a detailed list of actions for which a student may be suspended or expelled.

DRESS CODE

Students should dress in a manner that ensures their health and safety and that promotes a positive image of one's self, the student body, and the school. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable and will be handled on an individual basis. Dress and grooming should be neat, clean, and appropriate. It should not constitute a safety or health hazard or be such that it might hamper the educational process. Students' clothing shall thoroughly conceal all undergarments. Clothing must cover the torso, including the back (both upper and lower), midriff, sides, and chest. The upper leg must be fully covered as well, at least to the length of the wearer's thumbs when standing erect with arms straight down at the sides. Students may not wear hoods, hats, jackets, coats, sweatbands, bandannas or sunglasses to class. Any clothing or jewelry deemed disruptive, unsafe, or items/clothing with drugs, drug paraphernalia, alcohol, profanity or sexually related, or otherwise disruptive symbols are not permitted.

DRUGS / ALCOHOL

Possession and/or use of illicit drugs or alcohol are illegal. School Board policy is specific concerning illegal drugs or alcohol on school property and at school-sponsored activities off Bowling Green City School property. It forbids pupils, school employees or adults to use possess, attempt to possess, distribute or sell any drug, alcohol or look-alike drug.

DRUGS / COUNTERFEIT

No student shall possess, make, sell, offer to sell, give, package or deliver a counterfeit controlled substance. A counterfeit drug is defined as: (1) A drug that bears a label or container that bears a trademark, trade name, used without authorization of the owner of rights of such trademark. (2) Any unmarked or unlabeled substance that is represented to be a controlled substance. (3) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, labeling, packaging or price for which it is sold or offered for sale.

EMERGENCY CLOSING AND DELAYS

The district uses an automated call system to notify parents of school closing and delays. Information regarding closing and delays can be found on T.V. on channels 11,13,24 and 36 as well as official school social media platforms.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic or other extracurricular and co-curricular activities.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the superintendent, or his/her designee, the principal or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as is reasonable.

FRIDAY SCHOOL

A student intervention for an infraction held following the regular school day on the first Friday school following the infraction. Failure to attend may result in suspension. Friday school runs from 2:35pm to 5:30pm.

FIELD TRIPS

Throughout the school year, students will have a variety of opportunities to go on curricular, co-curricular, and extra-curricular field trips. The purpose, destination, and length of these trips will differ and will be determined by the sponsoring teacher, team, or group. The principal must approve all field trips and the district will usually provide transportation. In some cases, students will walk to close locations. Students are to follow all teacher or supervisor instructions during the trip and misbehaviors may be referred to the office for disciplinary consequences following the guidelines in the Code of Conduct. If warranted, the principal may deny a student the privilege of attending future field trips based on those misbehaviors or for failure to remain current on assigned work.

FIRE AND TORNADO DRILLS

Fire and tornado drills are practiced to help prevent injuries and deaths in case of an emergency. When the fire alarm sounds, students should walk from the building to their assigned areas outside the building. Each teacher will review and post the fire drill and tornado procedures within their rooms. Instructions for tornado drills will be handled in the same manner. All teachers will be assigned a designated area in the building to take their classes. Students are to listen carefully to and obey all instructions from any teacher or staff member during a drill. Failure to do so will result in a referral to the office.

FREE AND REDUCED-PRICED MEALS

The Bowling Green City Schools participate in the federal program providing free and reduced breakfasts and lunches to qualified students.

An application and the income guidelines are available online. Parents wishing to apply for free or reduced-priced lunch may pick up an application in the main office or apply online. The food service director will review the application and either approve or deny it based on federal guidelines. The food service director will then send a letter to all applicants informing them of their status as soon as possible following completion of the application review process. Federal regulations require all schools to verify the income of the minimum number of approved applicants for free and reduced-priced meals by December 15 of each school year. Failure by parent(s) or guardian(s) to adequately verify eligibility will jeopardize the free or reduced-priced status of their child.

GRADE CARDS

Grade cards are issued at the end of each quarter of school. Student progress reports are available at the mid-point of each quarter. Progress is indicated by the following grading scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 – 0	F

Note: Students enrolled in Algebra in 7tr or 8th grade or Honors Geometry in 8th grade will use the following grading scale:

Grade	Grade Range	Honors Conversion Equivalent
A+	97-100	4.5
A	90-96	4.2
B+	87-89	3.7
B	80-86	3.2
C+	77-79	2.7
C	70-76	2.2
D+	67-69	1.7
D	60-66	1.2
F	50-59	0

For various reasons, students may occasionally receive an "I" (incomplete) on their report card. The student must assume the initiative for contacting the teacher about the reasons for the "incomplete" and must complete whatever measures are necessary before the teacher will remove the "incomplete" from the grade card. After two weeks, any remaining incomplete work will revert to a "zero." The teacher will then grade the newly completed work and average the new grades with any previous grades to determine the final grade. Under special circumstances and at the discretion of an administrator, the two-week period may be extended.

GUM AND FOOD ITEMS

Gum chewing is not permissible within the school building. Food items should be placed in lockers and only taken out during lunch periods. Glass bottles are not permitted within the school building. Food is to be consumed only in the cafeteria during lunch and/or breakfast unless other arrangements have been made in advance.

GUEST TEACHERS

Bowling Green Middle School is fortunate to have guest teachers come to our building when our regular teachers are absent. These substitute teachers deserve the highest courtesy and cooperation from students at all times. Students will receive an automatic referral to an administrator for any misconduct while under the supervision of a guest teacher.

GUIDANCE SERVICES

Bowling Green Middle School has two counselors to serve the needs of our sixth, seventh and eighth grade students. The counselor assists students in developing skills, making decisions, accepting others, and resolving conflicts. The counselor also helps students identify strengths, set goals, and learn effective study and test-taking skills. The counselor works with teachers, parents, and other staff to ensure that students reach their full academic potential. Guidance activities are done on an individual basis, in small groups, and in classrooms.

HANDBOOK UPDATES

During the course of the year there may be changes or updates in school policy. Changes will be communicated to parents and students

through the use of daily announcements, email or letter, and will be posted on the handbook bulletin board in the main hallway. If there are any questions about handbook changes, please contact the main office.

HAZING

No student shall plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. It is the subjugation of one student from another student. Permission, consent or assumption of risk by an individual subjected to hazing does *not* lessen the prohibition contained in this policy. Students who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio Law.

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. For additional information contact the liaison for Homeless Students at 419.354.0800.

HOMEWORK POLICY

Bowling Green Middle School recognizes that homework is an important part of academic growth. Homework will be assigned. Homework will be used for preparation, practice, extension of a classroom time/concepts, and the fostering of creativity. Homework is also part of the student's preparation for assessments. Student grades will reflect the completion of all work, including outside assignments. It is important that the students complete the work independently so teachers can obtain an accurate assessment of understanding. It is the student's responsibility to complete and turn in homework as assigned. Incomplete or late homework may result in consequences based on each team's individual homework policy. Parents/guardians with questions regarding homework or the homework policies should contact individual teachers.

When a student has missed at least three (3) days of school, the parent/guardian may call the main office at school to request homework. When a student has missed less than three (3) days of school, the student is instructed to contact their teachers directly upon their return to school.

ILLEGAL ORGANIZATIONS AND GANGS

Participating in or organizing anti-social organizations, secret societies, gangs, or other sets of individuals not sanctioned by Bowling Green City School District that have a history of, or are determined to be disruptive to teaching and learning. This includes, but is not limited to, wearing of symbolic apparel, making gestures, using language, writing on and marking property, distributing material, or altering of personal appearance to symbolize membership in that organization. Police notification will occur for any participation in any gang activity or illegal organizations.

ILLNESS DURING SCHOOL HOURS

At times, students will become ill during school hours. When a student feels ill during class, he or she must get a pass from a teacher and then report to the main office. Students are not permitted to use their cell phones to call home due to illness or injury.

School personnel or the school nurse, when available, will assess the student's illness and/or injury and provide basic first aid and care for injuries and illnesses that occur in school. If an emergency arises during the school hours due to injury or illness, school personnel will attempt to notify the child's parents or guardians. If unsuccessful, school personnel will call one of the telephone numbers listed on the student emergency medical form. If contacted to pick up their child, parents or guardians must do so in a reasonable amount of time and sign their child out in the main office.

INTERROGATION AND SEARCH

Interrogations of students by law enforcement agencies and other authorities outside the district are extremely disruptive to a student's educational process. Additionally, such interrogations may impact student and/or parental rights. Therefore, a determination whether to allow such interrogation will be made by school administrators in a case-by-case basis.

LIBRARY MEDIA CENTER

The library media center houses books, reference materials, electronic databases, audio visual materials and equipment. Students may use the resources before and after school, with their classes accompanied by a teacher, or at other times for group or individual study and research. Books are loaned for three weeks and may be renewed. Reference books and materials may not be checked out. Students may access online databases through Clever. If a student has failed to return a book two weeks after its due date, it will be presumed lost and the student must pay the cost of the book unless he or she can find and return the item.

LEAVING SCHOOL GROUNDS

Leaving the school building or grounds is forbidden unless permission has been obtained from the office. This includes exiting the building to go to a car parked in the parking lot or leaving the bus loop or grounds after drop off in the morning. Students who fail to check out through the office will be subject to disciplinary action. Students, who need to go to the parking lot, must first check in the office.

LOCKERS

Lockers are the property of the school and are loaned to students. Students are expected to keep their lockers locked at all times and combinations secret. Problems with lockers should be reported to the office immediately. Locker graffiti both inside and outside of locker, will cause disciplinary action. The school is not responsible for loss or theft of items from lockers.

LUNCHES

There are three thirty-minute lunch periods. Students are not permitted to leave the cafeteria area during lunch. This specifically means that students may not leave the building during lunch and must remain in the cafeteria or cafeteria area. Students may not take food from the cafeteria into the academic wing of the building or outside the building. Lunch menus are on the BGCS food service web site. Prepaying for your lunch is preferred, as it helps our lunch lines move faster. You may prepay for as many lunches as you wish. Please make checks payable to Bowling Green Board of Education and write your child's name or student ID # on your check.

NOTE: If your child has an allergic reaction to milk, milk products, or other food items, you must send an explanation from your doctor to kitchen personnel before a substitution can be made. A form is available on our web site. Students may bring a packed lunch. If they choose to do so, the food must be ready to eat. Kitchen personnel will not warm food in a microwave or refrigerate any items for students.

MEDICATION (DISPENSING TO STUDENTS)

The responsibility of giving medication at school is a serious one and it is preferred that medication be given at home whenever possible. If it must be given during school hours, Ohio School Laws require that the medication container is the one dispensed by the physician or pharmacist and labeled with the student's name, the name of the medication, the amount of dosage and the time of administration. Under NO circumstances will medication be dispensed without written permission. Permission forms are available in the office. Students must obtain permission from the office to carry any prescription or over the counter medication. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer administered or at the end of the school year.

MULTI TIERED SYSTEMS OF SUPPORT

The requirements of the Individuals with Disabilities Education Act (IDEA) allow districts to use a "process based on the child's responses to scientific, research-based intervention" to support struggling learners. Multi-Tiered Systems of Support (MTSS) is most accurately described as a process that brings together general, special, and gifted education to provide a unified system of education that meets the needs of all children. Your child will be assessed three times per year utilizing curriculum-based measurement. Based on the outcomes of these benchmark assessments, your child may participate in a process that assesses their response to scientific, research-based intervention.

Your child may receive a scientifically based intervention (a specific strategy or procedure) that is related to a learning or behavior difficulty. The interventions implanted during this process must be scientifically-based and provided at appropriate levels of intensity, frequency, duration and integrity, relative to the child's identified needs. Intervention is specific instruction in the areas of reading, writing math, or behavior. Students receiving interventions will have their progress monitored at regular intervals. Furthermore, your child's records may be reviewed, interviews may be conducted, and observations of your child may occur.

School personnel who may be involved in this process in addition to your child's classroom teacher include, but are not limited to: School Psychologist, Guidance counselors, Intervention Specialists, Speech and Language Pathologists, and Title 1 Teachers.

The information and data collected as part of the MTSS process can become a significant of component of a comprehensive evaluation. School staff, parents, Ohio Department of Education, or another public agency may request an evaluation.

POWER SCHOOL GRADE REPORT

The power school website allows parents the opportunity to check their child's academic progress and attendance. Student records are secure. Reports viewed on the system do not list student names, and records are only accessible by using the Student ID and PIN code, which students can acquire from the school office. Please allow reasonable time for grades to be updated by each teacher. Time updates depend on the course and the nature of the assignments given. Please refer any questions about grades to the appropriate teacher.

PHONES

Students may ask permission to use the main office phone in case of sickness, school-related issues, or emergencies. Secretaries are not responsible to take personal messages for students from parents or guardians unless the message involves an emergency. Students using the phones without permission will be referred to an administrator.

RELIGIOUS EXPRESSION DAYS

Pursuant to Board Policy 5200, the Religious Expression Days notification, procedures and information is posted under the parent tab on the district website: www.bgcs.k12.oh.us . Included in the website notification are links to the Ohio Department of Education and Workforce for their published information and the non-exhaustive list.

RETENTION

Retention of a student is a team decision undertaken by the principal, teachers, parent(s), guardian(s), and any pertinent district specialists. The decision to retain is based on academic progress or lack thereof, attendance, age, emotional maturity, prior retention, potential benefits of retention, current educational research, and other related factors.

SEARCH AND SEIZURE

Administrators may search a student or his/her property with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Student lockers are property of the district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School authorities may conduct random searches of lockers and their contents at any time without announcement.

Additionally, students have no expectation of privacy in their actions in public areas including but not limited to common areas, hallways, cafeteria, classrooms and gymnasiums. The district may choose to use video cameras in such areas and on all school vehicles. Anything found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The school reserves the right not to return items that have been taken.

SEXUAL HARASSMENT

Sexual harassment whether verbal, physical or written will not be tolerated. Students may be subject to disciplinary action which may include Friday School, suspension or expulsion as recommended by the principal. Sexual harassment is defined as: an unwanted attention of a sexual nature from someone in school or at school activities that creates discomfort and/or interference with school activities. It can take the form of verbal abuse, such as insults, suggestive comments or demands; leering and subtle forms of pressure for sexual activity; physical aggressiveness such as touching, pinching, and patting, lewd pictures, sexual jokes, attempted rape, or rape."

SMOKING / SMOKELESS TOBACCO POLICIES

As of March 15, 2001 Ohio Revised Code Section 2151.87 declares the use or possession of cigarettes and/or tobacco products illegal for anyone under the age of 18 years of age. For purposes of this policy the term cigarettes shall be interpreted to include E-Cigs and or Vaporizers.

Section 3313.751 of the Ohio Revised Code prohibits pupils of any age from smoking and/or using and/or possessing tobacco in any area under the control of a school district or at any activity supervised by any school operated by a school district. Lighters/matches and candles are not permitted on school property.

SCHEDULE (DAILY)

Period	**(Lunch A)**
AA	7:50 – 8:12
1st	8:15 – 9:02
2nd	9:05 – 9:52
3rd	9:55 – 10:42
(**Lunch A**)	10:42 – 11:12
4th	11:15 – 12:02
5th	12:05 – 12:52
6th	12:55 – 1:42
7th	1:45 – 2:32

Period	**(Lunch B)**
AA	7:50 – 8:12
1st	8:15 – 9:02
2nd	9:05 – 9:52
3rd	9:55 – 10:42
4th	10:45 – 11:32
(Lunch B)	11:32 – 12:02
5th	12:05 – 12:52
6th	12:55 – 1:42
7th	1:45 – 2:32

Period	**(Lunch C)**
AA	7:50 – 8:12
1st	8:15 – 9:02
2nd	9:05 – 9:52
3rd	9:55 – 10:42
4th	10:45 – 11:32
5th	11:35 – 12:22
(Lunch C)	12:22 – 12:52
6th	12:55 – 1:42
7th	1:45 – 2:32

SURVEILLANCE CAMERAS

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

SUSPENSION/IN SCHOOL REASSIGNMENT (ISR)

A designated time when a student is not permitted to attend class, to remain on school grounds or to participate in or attend any extracurricular activities. If school is closed/cancelled for any reason, suspension/ISR days will move to the next day school is in session.

In-School Reassignment (ISR) / Supervised In-School Reassignment Program housed within the district for non-violent infractions. Students report to school during this reassignment and receive credit for schoolwork during this time. Students who fail to follow the rules of this program will be removed and will have the reassignment reverted to an out of school suspension.
Students completing an ISR may attend or participate in extra curricular activities the day following the suspension.
Out-of-School Suspension – Suspension is served at home. Students completing an out-of-school suspension are not to return to school, attend a school sponsored event or activity until the next scheduled regular school day. The principal or assistant principal may suspend a student from school for a period of up to ten (10) days for each violation(s) of the code of conduct.
Expulsion – The expulsion of a student from school by the Board of Education for a given period of time up to 80 days.

TECHNOLOGY

Students use technology for a variety of learning purposes. Students who abuse this privilege by damaging technology resources, or who use technology resources for inappropriate purposes, will lose the right to use the technology and may face serious disciplinary consequences. The electronic devices may be confiscated from the student and turned into an administrator. Administrators reserve the right to return the items only to parents or guardians. Students are expected to follow the standards of behavior outlined in the BGCS *Responsible Use Policy for Technology and Network Use* along with the *BGCS 1:1 Chromebook Program handbook* which are available on the district website. Highlighted items are:

1. Technology devices, software, and network services are ONLY to be used for school-approved educational purposes.

2. Students must have a signed parent permission form on file to access the Internet. Access to the Internet and network services will be monitored and limited to approved educational activities.

3. Behavior that interferes with the operation of school technology and/or network services will be viewed as vandalism. Offenders will face disciplinary consequences.

4. High standards of online conduct are expected from all users. Users should avoid any actions that reflect negatively on themselves, others and/or the district. Bullying, harassment, intimidation, tricking, or any behavior which disrupts a safe and positive learning/working environment is strictly prohibited.

5. BGMS students participate in the 1:1 Chromebook program. Students must follow all Program guidelines and school staff instructions at all times. **The school is not responsible for loss, damage, or theft of electronic devices owned by a student.**

6. Students are expected to bring their charged Chromebook to school every day.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. The student will be assessed for misuse, abuse or lost books.

VISITORS

The Bowling Green Middle School Community welcomes visitors to our school, and we hope they enjoy seeing our students, faculty, staff, and educational program. To maintain a safe and secure school and academic environment, we ask that visitors follow these guidelines:

1. Visitors need to report to the main office and sign in.
2. Visitors need to be clear about their purpose for visiting, whom they wish to visit, and for how long.
3. Visitors wishing to observe classrooms must seek prior approval with the principal.
4. The administration reserves the right to deny visitation to anyone.

WITHDRAWAL FROM SCHOOL

Any student withdrawing from Bowling Green Middle School must report to the main office accompanied by his or her parent or guardian. The parent or guardian must sign an official withdrawal slip and then the student takes this slip to his or her teachers. Each teacher will check in the student's textbook or class materials, post the current grade, and then sign the slip. The student then takes the withdrawal slip to the librarian to verify that no books are still on loan. If no books are on loan, the librarian signs the slip. If books are missing or fines are currently unpaid, the librarian notes that information on the slip. The student then takes the slip to the secretary to see if there are any unpaid school fees or fines. Once the account is cleared, the student returns the slip to the secretary, and the withdrawal is complete.

WITHHOLDING GRADES

Grades may be withheld for any student with outstanding fees, fines, or books until such obligations are handled satisfactorily. Any fees still outstanding at the end of the school will follow the student into the next year. Middle school orientation/team information will be withheld until the obligation is fulfilled.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

PBIS is a framework that uses evidence-based practices to create a positive school culture and learning environment for students and staff. PBIS recognizes that students can only meet behavioral expectations if they know what the expectations are. By acknowledging desired behavior through intentional noticing, praise, and rewards, students will begin to build intrinsic motivation to behave in a way which will help create a

positive learning environment in all areas of the school. PBIS's key attributes include proactivity, data-based decision making and a problem-solving orientation. Bowling Green City Schools has developed a common language for behavior expectations in each area of the school - classroom, lunchroom, restrooms, hallway, etc

PBIS Multi-Tiers of Support - PBIS is a broad range of systemic and individualized tiers of support for achieving important learning outcomes.

PBIS Tier 1 are the school-wide prevention-based supports put into place for all students. Common Tier 1 practices may include: Bobcat Proud Expectations - ***BE RESPECTFUL *BE RESPONSIBLE *BE SAFE**, positive reinforcements and acknowledgments, classroom management system, evidenced based social emotional curriculum and data-based decision making for system changes.
PBIS Tier 2 is designed to provide targeted interventions to support students who are not responding to Tier 1 efforts. Interventions are more intensive since it targets a smaller number of students. Common Tier 2 practices may include:
Check in check out, small groups and mentoring.
PBIS Tier 3 supports are more individualized supports and based on the individual need of the student. Common Tier 2 practices may include: Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP), individual counseling, referral to community agency and return to learn safety plan.

BOWLING GREEN MIDDLE SCHOOL CODE OF CONDUCT RATIONALE

The aim of this Code of Conduct is to maintain an appropriate educational atmosphere that is safe and conducive to learning. Within our school, the administration and all other school personnel are responsible for creating and supporting such an environment. To achieve this goal, faculty, staff, parents, students, and other members of the community must have a clear understanding of the school's expectations for student behavior. The Bowling Green Middle School Code of Conduct provides those expectations by:

-Combining various sources including state law, Board of Education policies, and administration guidelines;
-Specifying the rights and responsibilities of students;
-Describing that conduct which violates those rights and responsibilities;
-Standardizing the procedures, the school will use in responding to conduct violations;
-Assuring the rights and responsibilities of students when disciplinary action is taken.

SCOPE OF JURISDICTION:

-On School property
-On the school bus or other transportation sanctioned by the school district;
-At times and places where the principal or other school official has jurisdiction over the students;
-During district and/or school-sponsored events;
-When going to and from school;
-During other activities associated with the school;
-With respect to any misconduct toward any school employee or damage to his/her property, whether on or off school premises;

Additionally, the principal is authorized to begin disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process because the violation is directly connected to prior violations at school, threatens to produce further violations at school, poses a likelihood of danger to the physical or emotional health or welfare of students or school personnel and/or whose continued presence in the school is disruptive to the educational process.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice, hearing or meeting, or be subject to appeal.
Any student whose conduct may warrant suspension or expulsion will be provided due process.

Student:

-a written notification of the violation
-an opportunity to present his/her side of the story
-an opportunity for a speedy and impartial conference with the principal, assistant principal or principal's designee

Parent:

-a written notification of the violation
-an opportunity for a fair and impartial conference with the principal
-a written notification of the suspension/expulsion
-an opportunity to appeal the principal's decision to the Superintendent or his/her designee within 14 days

ASSIGNMENT OF CONSEQUENCES

LEVEL 3: (Conduct that is serious or illegal and is potentially life or health threatening). This list of violations is not all-inclusive, but only representative and illustrative. All final decisions are at administrator discretion. Any student charged with a level three violation may be denied participation in any school or school related, extra curricular activity or event. These offenses may result in, but are not limited to the following consequences:

Infraction	Level 3 Disciplinary Action
1. Drugs: Using, selling, purchasing, distributing, possessing, or attempting to possess	10 days suspension: Recommend for

mood altering chemicals or substances, (including counterfeit or look-alike substances); narcotics, prescription and non-prescription drugs, controlled substances, alcoholic beverages, intoxicants and/or paraphernalia.	Expulsion, BGPD notified
2. Inflicting bodily harm; striking with a weapon with the intent to harm.	10 days suspension: Recommend for Expulsion, BGPD notified
3. Bomb Threat or False Alarms: Making a knowingly false statement regarding the possession or location of explosives or incendiary material, activating the fire alarm system, or making false "911" calls.	10 days suspension: Recommend for Expulsion, BGPD notified
4. Breaking and Entering: Breaking into and/or entering any school building, facility, office, room, storage space, or other enclosure without authority to do so	10 days suspension: Recommend for Expulsion, BGPD notified
5. Explosive Device: Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to, any explosive, incendiary, or poisonous gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above	Immediate removal from premises by BGPD, Recommend for Expulsion
6. Firearm/Dangerous Weapon: Using, possessing, attempting to possess, brandishing or concealing any weapon (including a starter gun) which can expel a projectile; or any destructive device or dangerous weapon or look alike. A definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.	Immediate removal from premises by BGPD, Recommend for Expulsion
7. Unauthorized Touching: Inflicting or attempting to inflict bodily harm; striking with a weapon or object with the intent to harm.	10 days suspension: Recommend for Expulsion, BGPD notified
8. Sexual Offense: Raping, molesting, or sexually assaulting another. Other behavior not specifically described in the policy.	10 days suspension: Recommend for Expulsion, BGPD notified
9. Unauthorized use of fire: Utilizing unauthorized fire, smoke or explosives which present a risk of danger to life or property	10 days suspension: Recommend for Expulsion, BGPD notified
10. Vandalism: To cause or to attempt to cause or destroy, damage, or deface school or private property in a willful or malicious manner	10 days suspension: Recommend for Expulsion, BGPD notified
11. Other: Any behavior not specifically described in policy or patterns of misconduct	10 days suspension: Recommend for Expulsion, BGPD notified

LEVEL 2: (Conduct that is serious or illegal) this list of violations is not all-inclusive, but only representative and illustrative. All final decisions are at administrator discretion. Any student charged with a level two violation may be denied participation in any school or school related, extra curricular activity or event. These offenses may result in, but are not limited to the following consequences:

Infraction	1st Offense	2nd Offense	Subsequent Offenses
1. Academic misconduct/Altering Official Documents: Forging, falsifying, or unauthorized alteration of a document.	1-3 days detention	1 day Friday School	1-5 days ISR UCC filed
2. Bullying: Intentional written, verbal, or physical act that a person has exhibited toward another person more than once.	1 day Friday School	1-3 days ISR UCC filed	10 days ISR Recommend for Expulsion
3. Defiance/Insubordination: Refusing to comply, either verbally or non-verbally with a reasonable request or directive.	1-3 days detention	1 day Friday School	1-5 days ISR UCC filed
4. Dress Code Violation: See definition.	Warning or detention	1 day Friday School	1-3 days ISR
5. Harassment: Plan, encourage or engage in any harassment of another person or student. This may include, but is not limited to physical, mental, sexual, and/or racial/ethnic harassment.	1-3 days of ISR	3-5 days ISR UCC filed	10 days ISR Recommend for Expulsion
6. Hazing: Committing any act or coercing another, including the victim, to do any act of initiation into any organization that causes or creates a risk of causing mental or physical harm to another.	1 day Friday School	1-3 days ISR UCC filed	10 days ISR Recommend for Expulsion
7. Inappropriate location/out of bounds/class cut: Being present in or about the school premises under one or more of the following circumstances: 1. After a reasonable request to leave 2. Without a legitimate reason for being there 3. Without proper authorization or permission from anyone authorized to grant permission 4. After refusing to identify oneself	1 day Friday School	1-3 days ISR	1-5 days ISR UCC filed
8. Misuse of Equipment/Technology: Using technology equipment, including cell phones, computers, and other devices without permission or for illegal, inappropriate or obscene purposes.	1 day Friday School	1-3 days ISR UCC filed	10 days ISR Recommend for Expulsion
9. Obscenities, Verbal Abuse, or Vulgarity: Verbal, nonverbal or written disrespect or obscene gestures towards a teacher, other school personnel, or student that willfully intimidate, insult, or in any manner abuse others.	1-3 days detention	1 day Friday School	1-5 days ISR UCC filed
10. Other overt or Disruptive Behavior: Engaging in any behavior that disrupts the teaching, learning process, or school routine; demeaning,	1-3 days detention	1 day Friday School	1-5 days ISR UCC filed

intimidating or harming a person, public or personal property.			
11. Tobacco: Using, selling, purchasing, distributing, possessing any tobacco product, lighter, matches, e-cigs or vaporizers on school property or school events.	1-5 days ISR	5-10 days ISR UCC filed	
12. Theft, illegal possession of school property, personal property, and/or private property of school employees and students.	1-3 days ISR Restitution	3-5 days ISR Restitution BGPD notified	10 days ISR Restitution BGPD notified Recommend for Expulsion
13. Threatening: Threatening harm to another or another's property, either verbally or nonverbally.	1 day Friday School	1-3 days ISR UCC filed	10 days ISR Recommend for Expulsion
14. Fighting or other unauthorized Touching: Any willful act of physical contact that causes or places others in jeopardy of harm or injury.	1-5 days ISR	5-10 days ISR UCC filed	10 days ISR Recommend for Expulsion
15. Unsportsmanlike Conduct: Behavior disruptive at athletic events.	1-3 days detention	1 day Friday School	1-5 days ISR UCC filed

LEVEL 1: (Conduct that is disruptive) This list of violations is not all-inclusive, but only representative and illustrative. All final decisions are at administrator discretion. Disciplinary actions which the classroom teachers and/or administrator may use include, but are not limited to:

Verbal Reprimand
Notification to parents
Student contracts
Detentions
Separation from peers
Denial of school privileges
Counselor Referral
Friday School
In School Reassignment

1. Disruptive behavior in the classroom: Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction or school activities.
2. Littering: Throwing or dropping paper, trash, or other materials on the floor, ground or lunch table.
3. Lying: Giving or providing intentionally untrue or misleading information or communication
4. Offensive Material: Producing, possessing, or distributing materials that offend common decency or morals
5. Public Display of Affection: Showing physical affection between individuals
6. Tardy to class: not being in classroom when class is ready to begin.
7. Violating Classroom Rules: Not following the classroom rules as determined by the classroom teacher.

*Three Level 1 infractions will be referred to the administration as a Level 2 offense.

STUDENT RECORDS

Notification of Rights under FERPA
State and Federal law gives parents (and students over 18 years of age) certain rights concerning the student's school records:

- The right to look at your records
- The right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights
- The right to let other people see your school records; however, the law allows some people to see your child's records without consent (i.e., A school employee may see your records if they need information in the records to do their job)
- The right to file a complaint with the U.S. Department of Education if you believe the school violated any of your rights with respect to school records.

Directory Information
Some of the information in your child's school records is not confidential and may be released without your consent. This information is known as "directory information." Directory information includes the following: name, the image or likeness in pictures, videotape, film or other medium, dates of attendance, graduation date, major field of study, participation in officially recognized sports and activities, height and weight of athletic team members, awards received, and academic work intended for publication of display.

If you do not want information released, you must tell the principal in writing what types of directory information you do not want released. That written notice to the principal must be received no later than September 15th of each year or within 30 days of receiving this annual notice.

CONTROL OF BLOOD BORNE PATHOGENS

See BOE Policy No. 8453.02

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

See BOE Policy No. 8450

CONTROL OF CASUAL NON-CONTACT COMMUNICABLE DISEASES

See BOE Policy No. 8453