Delphos Jefferson Middle School

227 N. Jefferson St. Delphos Ohio 45833

MAIN OFFICE: 419-695-2523

2026-2027

INTRODUCTION
Student/Parent Handbook

DELPHOS JEFFERSON MIDDLE SCHOOL

Welcome to Delphos Jefferson Middle School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact me at the number or email address listed below.

Sincerely,

Tony Langhals; Principal
Delphos Jefferson Middle School

Phone: 419-695-2523 ext. 300
Email: tlanghals@delphoscityschools.org

*Be in attendance every day

*Give your best effort

*Treat others how you would like to be treated.

DELPHOS JEFFERSON MIDDLE SCHOOL'S CALENDAR
2026-2027

August 17	Inservice - Building Open House
August 18	Staff Work Day
August 19	School Begins
September 7	No School - Labor Day
September 17	1st Quarter Interim
September 21	2 Hour Delay - Inservice
October 13	2 Hour Delay - Inservice
October 20	End of Quarter
October 30	No School - Full Day Inservice
November 4	1:30 Dismissal
November 4-5	Parent Teacher Conferences
November 5-6	No School for Students
November 19	2nd Quarter Interim
November 24	1:30 Dismissal
November 25-27	Thanksgiving Break
December 18	1:30 Dismissal
December 21-Jan 1	Holiday Break
January 4	School Resumes
January 8	End of Quarter 2
January 15	No School - Full Day Inservice
January 18	No School - MLK
February 3	2 Hour Delay - Inservice
February 10	3rd Quarter interim
February 15	No School Presidents Day
March 16	End of 3rd Quarter
March 18	2 Hour Delay - Inservice
March 25	1:30 Dismissal
March 26-29	Easter Break
April 12	2 Hour Delay - Inservice
April 19	4th Quarter Interim
May 15	8:30am Commencement
May 20	1:30 Dismissal / End of 4th Quarter
May 21	Staff Work Day

2026-2027 Delphos Jefferson MS Bell Schedule

Master Bell Schedule

7:40	Doors Open
7:40	Breakfast
7:58	Tardy Bell
7:58 - 8:48	1st Period
8:51 - 9:39	2nd Period
9:42 - 10:30	3rd Period
10:33 - 11:21	4th Period
11:24 - 11:54	5th Period (1st Lunch)
11:57 - 12:27	6th Period (2nd Lunch)
12:30 - 1:18	7th Period
1:21 - 2:09	8th Period
2:12 - 2:55	9th Period

One Hr. Delay Schedule

8:40	Doors Open
8:40	Breakfast
8:58	Tardy Bell
8:58-9:39	1st Period
9:42-10:21	2nd Period
10:24-11:03	3rd Period
11:06-11:45	4th Period
11:48-12:18	5th Period (1st Lunch)
12:21-12:51	6th Period (2nd Lunch)
12:54-1:33	7th Period
1:36-2:15	8th Period
2:18-2:55	9th Period

Two Hr. Delay Schedule

9:40	Doors open
9:40	Breakfast
9:58	Tardy Bell
9:58 - 10:31	1st Period
10:34 - 11:05	2nd Period
11:08 - 11:39	3rd Period
11:42 - 12:12	5th Period (1st Lunch)
12:15 - 12:45	6th Period (2nd Lunch)
12:48 - 1:19	4th Period
1:22 - 1:53	7th Period
1:56 - 2:27	8th Period
2:30 - 2:55	9th Period

Three Hr. Delay Schedule

10:40	Doors Open
10:40	Breakfast
10:58	Tardy Bell
10:58 - 11:24	1st Period
11:27 - 11:49	2nd Period
11:52 - 12:22	5th Period (1st Lunch)
12:25 - 12:55	6th Period (2nd Lunch)
12:58 - 1:20	3rd Period
1:23 - 1:45	4th Period
1:48 - 2:10	7th Period
2:13 -2:35	8th Period
2:38 - 2:55	9th Period

1:30 Dismissal Schedule

7:40	Doors Open
7:40	Breakfast
7:58	Tardy Bell
7:58 - 8:35	1st Period
8:38 - 9:13	2nd Period
9:16 - 9:51	3rd Period
9:54 - 10:29	4th Period
10:32 - 11:07	7th Period
11:10 - 11:40	5th Period (1st Lunch)
11:43 - 12:13	6th Period (2nd Lunch)
12:16 - 12:51	8th Period
12:54 - 1:25	9th Period

2:00 Dismissal Schedule

7:40	Doors Open
7:40	Breakfast
7:58	Tardy Bell
7:58 - 8:39	1st Period
8:42 - 9:21	2nd Period
9:24 - 10:03	3rd Period
10:06 - 10:45	4th Period
10:48 - 11:27	7th Period
11:30 - 12:00	5th Period (1st Lunch)
12:03 - 12:33	6th Period (2nd Lunch)
12:36- 1:15	8th Period
1:18 - 1:55	9th Period

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 1, 2024 . If any of the policies or administrative guidelines referenced herein are revised after July 1, 2024, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender (including sexual orientation or transgender identity), military status, or ancestry, genetic information (collectively "Protected Classes") or age (except as authorized by law) while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Mr. Jeff Hobbs
Superintendent
419.692.2509 ext. 100

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

Classes start at 7:58 A.M and end at 2:55 P.M. Students arriving to school early are not to enter the building prior to 7:40 am. Door #1 is open at 7:30am in case of emergency.

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Guidance Counselor or Principal.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the email, mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the

school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL- BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

Unless enrolling under the District's open enrollment policy.
Unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. proof of residency
D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Department will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

A. an updated copy of the student's transcript;

B. a report of the student's behavior while in DYS custody;

C. the student's current IEP, if one has been developed for the child; and

D. a summary of the instructional record of the child's behavior.

PARENT EMERGENCY CONTACT

Parents are strongly encouraged to enroll in the school text alert system. The school text alert system will be the primary means of communication in case of school , school closings, delays, and extracurricular activities at Delphos City Schools. Parents can sign up for text alerts on the Delphos City Schools webpage at delphoscityschools.org under the "Parents" tab.

NEW/TRANSFER STUDENTS MEDICAL

The Board recognizes that controlling the spread of communicable disease through casual contact is essential to the well-being of the school community and to efficient District operation.

In order to protect the health and safety of students and staff, the Board may require specific health information from all students who are new or transferring into the District.

New and transfer students may be asked to present documentation of a recent medical exam prior to school entry if the child is attending Kindergarten for the first time, or a student is reported to have a specific medical condition which requires health care and/or medication administration by the District. Medical examination will be required for students who are transferring from a region or country that is known to have a high prevalence and/or incidence of specific communicable diseases. If a student has recently traveled to a region which is reported to have a high incidence and/or prevalence of communicable disease, the District may require a medical examination and/or testing as relevant prior to school re-entry.

The District may require documentation of recent Tuberculosis testing and follow up, as defined by the Ohio Department of Health, at the discretion of the School Nurse or Principal. Any new or transfer student who is showing symptoms of tuberculosis will immediately be referred to their healthcare provider and/or local Health Department for evaluation. Referrals will be made at the discretion of the School Nurse, Principal and/or local Health Department.

Immunization and vaccination requirements, as defined by the Ohio Department of Health, will be required for all new and transfer students by the 15th day of school. If a child is coming from a region with a high prevalence or incidence of communicable disease, in which the student has not provided documentation of immunization or vaccination, the District may require the child to be in the process of obtaining said vaccinations or proof of immunization prior to school entry.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the main office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved by the main office and the administration. Schedule changes made after the second week of the school year will be recorded as a Withdraw Fail on the student's report card.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of 18 is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

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 and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year

USE OF MEDICATIONS

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

A. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

G. The principal or designee will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

NON PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parental authorization. Parents may authorize administration of a non prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non casual contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

No casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to bloodborne pathogens in situations, including, but not limited to the following:
Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or a licensed healthcare provider. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or licensed healthcare provider.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

STUDENTS WITH DISABILITIES

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

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

A. Has a mental or physical impairment that substantially limits one or more major life activities;

B. Has a record of such an impairment; or

C. Is regarded as having such impairment.

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504)(as amended) and State law. Contact the Guidance Office at 419.695.2523 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of

proof of residency. For additional information contact the liaison for Homeless Students at the Board of Education at 419.692.2509

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Delphos Jefferson Middle School charges specific fees for activities and materials used in the course of instruction.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, chromebooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the student not participating in Park Day activities and/or 8th grade graduation..

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

VISITORS

Visitors must report to the attendance office upon entering the School to sign in. Any visitor found in the building without signing in or wearing a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

LOST AND FOUND

The lost and found area is in the Middle School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

In order to avoid disruption of the educational environment and protect students' right of privacy, students are prohibited from using cellular telephones, including camera phones, and electronic communication devices (ECDs), at school, on school buses or other vehicles provided by the District during school hours. Prohibited ECDs include laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal.

Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it or allows it to be visible during the school day or on school sponsored trips. Prohibited uses of the cellular telephones or ECDs during specified times includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

Please see the Student Code of Conduct #27 "Possession of Electronic Equipment." **These devices may be possessed however they must be turned off and stored in the student's locker during the school day hours.**

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the electronic communication device (ECD).

GRADES

Delphos Jefferson Middle School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

97.5% - 100%	A+	93.45% - 97.49%	A	89.45% - 93.44%	A-
87.5% - 89.44%	B+	83.45% - 87.49%	B	79.45% - 83.44%	B-
77.5% - 79.44%	C+	73.45% - 77.49%	C	69.45% - 73.44%	C-
67.5% - 69.44%	D+	63.45% - 67.49%	D	59.45% - 63.44%	D-
59.44% and below	F				

HOMEWORK POLICY

Homework is to be completed on the student's own time and turned in to the teacher on time.

ACADEMIC/SOCIAL CHEATING and/or DISHONESTY

Academic dishonesty or **academic misconduct** is any type of cheating that occurs in relation to a formal academic exercise. It can include

- **Plagiarism**: The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
- **Fabrication**: The falsification of data, information, or citations in any formal academic exercise.
- **Deception**: Providing false information to an instructor concerning a formal academic exercise—*e.g.,* giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating**: Any attempt to obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- **Bribery** or paid services: Giving assignment answers or test answers for money.
- **Sabotage**: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- **Teacher misconduct**: Professorial acts that are academically fraudulent equate to academic fraud and/or grade fraud.
- **Impersonation**: assuming a student's identity with intent to provide an advantage for the student.

1st Offense The offending person or persons in each class will have a 0% entered for the assignment grade. This 0% grade will be weighted the same percentage as the assignment caught cheated on. The student's parent will be notified by phone and/or in writing by the teacher. The teacher will also notify the principal in writing.

2nd Offense A student caught cheating a second time will have a 0% entered for the assignment. This 0% grade will be weighted the same percentage as the assignment cheated on. The parent and principal will be notified in writing of the offense. The nine week grade will be reduced by a total of 25% of the final average. The student will be ineligible for Honor Roll for the nine week grading period. Student may be assigned to After School Detention(s) or Saturday School.

Additional Offenses - Determined by Principal

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Delphos Jefferson Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

REWARD ACTIVITIES

Middle School students who meet the following requirements over this period will be invited to participate in reward activities. Activities will be determined by the principal, teachers and/or the SWAG committee. Invitations will be extended to students who have met the following criteria:

- No current D's or F's.
- No discipline referrals / No unlocked lockers.
- No late or missing homeworks.
- No unexcused absences or excessive absences.
- No unexcused tardies to class or school.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit Jefferson Middle School wants to help students develop as early as possible.

Make Up of Test and Other School Work

If a student is absent from school, the student shall have adequate time to make up school work missed while absent. This time shall be equivalent to the days absent. For example, if a student is absent for two (2) days, they shall be granted two (2) school days following their return to school to complete tests, quizzes, class work, and to turn in homework that was assigned or completed while absent. Tests, quizzes, or homework that was assigned prior to their absence is due upon their return to school. Work not completed or turned in during this equivalent time shall be counted as a grade of a zero (0). It is the student's responsibility to communicate with the teacher upon his/her return to school.

Students may not be allowed to make up work missed during absences that are deemed Unexcused Absences according to the Delphos Jefferson Middle School handbook.

Delphos Jefferson Middle School Notification of Absence
If a student will be absent, the parents must notify the School at 419-695-2523 by 8:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Skipped class or part of the school day will be identified as an unexcused absence. The student will also be subject to disciplinary action. Students with a health condition that causes repeated absence must provide the administration with an explanation of the condition from a registered physician.

TRUANCY PROCEDURES

The Statutes governing School Attendance are very specific and leave little option for School Authorities to excuse children from school. Parent notes/phone calls will be accepted. Extenuating circumstances may be considered on a case by case basis for exceptions to this rule. Appeals should be made to the student's school principal.

1. EXCUSED ABSENCES

a. Medical excuse written by a doctor or school nurse;
b. Legal Excuse by a court;
c. Limited absence by parental note, accepted by the school in accordance with local board policy.

The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school: Personal illness; Illness in the family; Quarantine of the home; Death of a relative; Work at home due to the absence of parents/guardian; Observance of religious holiday; Medical or dental appointment. Parent notes for these reasons (except when medical notes are provided) and for county fair, vacation, hunting, personal, etc. are limited to 3 days per quarter. Extenuating circumstances may be considered on a case by case basis.

2. UNEXCUSED ABSENCES

a. TRUANCY: any absence from school without permission; Any absence by parental note not accepted by the school in accordance with local board policy;

Highlights of HB 410:

1. Truancy is decriminalized, with chronic truancy removed from the law.

2. Definition of 'habitual truant' changed from days to hours. The new definition is

- **Absent 30 or more consecutive hours without a legitimate excuse;**
- **Absent 42 or more hours in one month without a legitimate excuse; or**
- **Absent 72 or more hours in one year without a legitimate excuse.**
  Includes 'excessive absences':

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

Attendance Intervention Steps

1. **Step 1. Attendance notification letter, meeting with student and Principal, and student may be assigned to Saturday School, In School detention, or after school detention.**
2. **Step 2. Meeting with parent(s), student, Principal & Attendance Intervention Team and student may be assigned to Saturday School, In School detention, or after school detention..**
3. **Step 3. Meeting with parent(s), student, Attendance Intervention Team and student may be assigned to Saturday School, In School detention, or after school detention.**
4. **The student has 60 days to successfully implement the plan. If the student does not make progress on the plan, as determined by the A.I.T., the attendance officer must file a complaint in juvenile court against the student on the 61st day after the implementation of the absence intervention plan.**
5. **The district also is required to file a complaint against a student who, at any time during the implementation phase of the absence intervention plan, is absent without legitimate excuse 30 or more consecutive hours or 42 or more hours in one month, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.**

- **Principal also reserves the right to deny student participation in extracurricular events, such as monthly celebrations, reward days, field trips, park day, school dance, and/or 8th grade graduation ceremony due to excessive absences**

3313.609 Grade promotion and retention policy (Senate Bill 55)

(A) As used in this section:

(1) "Truant" means absent without excuse. (2) "Academically prepared" means whatever educational standard the board of education of each city, exempted village, local, and joint vocational school district establishes as necessary for the promotion of a student to the next grade level pursuant to the policy adopted under division (B) of this section.

(B) The board of education of each city, exempted village, local, and joint vocational school district shall adopt a grade promotion and retention policy for students. The policy may prohibit the promotion of a student to the next grade level if the student has been truant for more than 10% (18 days) of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

F. PENALTIES AGAINST PARENTS OR GUARDIANS OF TRUANT STUDENTS

The Juvenile Court or court of competent jurisdiction may take action against parent, guardian, or person having care of the child as set forth in the Ohio Revised Code which may include, but not limited to:

1. Require the parent, guardian or other person having care of the child to participate in community service program or Truancy Mediation;

2. Require the parent, guardian, or other person having care of the child to post a bond in a sum not exceeding $500 with sureties to the approval of the court;
3. Fine the parent, guardian, or other person having care of the child up to $500 for failing to send child to school;
4. Fine the parent, guardian, or other person having care of the child up to $250 and ordering the parent, guardian, or other person having care of the child to serve up to 30 days at the Corrections Center of Northwest Ohio for a fourth degree misdemeanor conviction of parental education neglect; OR
5. Fine the parent, guardian, or other person having care of the child up to $1000 and ordering that parent, guardian, or other person having care of the child to serve up to 180 days at the Corrections Center of Northwest Ohio for a first degree misdemeanor of contributing to the unruliness or delinquency of a minor.

*Truancy complaints are not filed against children under age 10, but rather a complaint may be brought against the parent/guardian by the prosecutor in a court of competent jurisdiction. ORC 3321.19 (D) (2) ORC 3321.19(E)

G. COURT APPEARANCES

The School is responsible for delivering an up-to-date attendance record to the Attendance Officer on the day of a court proceeding. This record should indicate dates of excused absences, unexcused absences and tardy incurred by the student to date and show days of assignment of in-school suspensions***. The court also requires a current copy of the student's grades and any disciplinary referral to include detentions/Saturday schools served or owed.*** The school principal or administrator is ***required*** to attend court hearings unless excused by the judge.

3. UNRULY CHILD (excerpted from O.R.C. 2151.022 see full code section)

a. Any child who does not subject himself to the reasonable control of his parents, teachers, guardian, or custodian, by reason of being wayward, or habitually disobedient;
b. Any child who is habitually truant from home or school.

4. DELINQUENT CHILD (excerpted from O.R.C. 2151.022 see full code section)

a. Any child who violates any law of this state or the United States, or any ordinance or regulation of a political subdivision of the state....
b. Any child who violates any lawful order of the court made under this chapter.

H. ABUSE OF "EXCUSED" ABSENCES

Abuse of excused absences (by parental signature) may occur. Written parental notes may or may not be considered an excused absence, according to local board policy. The Board Policy allows parental notes to excuse absences up to 3 days per quarter, not to exceed a total of 12 days in a school year for vacation, personal days, funerals, illness, hunting, etc. Students who have exceeded three days per quarter are required to provide medical notes (or legal excuses) or seek approval of the principal for absences over the limit. ***Those failing to provide required documentation to excuse absences exceeding 3 days in a quarter should be marked unexcused and referred to the Attendance Officer for possible Mediation.*** When unexcused absences reach habitual status, the Attendance Officer will file a complaint with the court for Diversion. *Extenuating circumstances may be considered on a case by case basis, and extra days may be authorized excused at the discretion of the principal.

Tardiness
Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. Students need to report to 1st Period by 7:58 AM.
Not being in the assigned location/class before the bell starts to ring is considered tardy.

Penalties for being tardy to school will be as follows:
1st tardy- verbal warning.
2nd tardy and beyond - Student referred to Principal. Consequences may be: Lunch Detention, In School Detention, After School Detention, Saturday School, etc.

Students are expected to be in class on time. Students have three minutes once the dismissal bell rings to get to their next class. Penalties for being tardy to class will be as follows:

Tardy to class
1st tardy to class = Verbal warning from teacher
2nd tardy to class and beyond - Student referred to Principal. Consequences may be: Lunch Detention, In School Detention, Saturday School, etc.

Vacations During the School Year
It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. Vacation days will count toward the 3 day limit.

If a student will be going on vacation during the school year, a "Student Leave Form" must be picked up from the attendance office by the parent/guardian or the student. The parent/guardian must fill out and sign the form and send the form back to the attendance office. The student must bring the form to all of his/her teachers and return the completed form to the attendance office no later than two (2) days prior to the student leaving for vacation. On this form, Delphos Jefferson Middle School will note the number of days excused or unexcused.

CODE OF CONDUCT

A major component of the educational program at Delphos Jefferson Middle School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment
It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

A. a teacher to communicate effectively with all student in the class; and

B. all students in the class have the opportunity to learn.

Gangs
Gangs that initiate, advocate or promote activities that threaten the safety or well being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

Care of Property
Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT, AND INTIMIDATION

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, graphic, 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
B. violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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 other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved,

number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Possession/Evidence of Consumption of drugs and/or alcohol

Possessing, using, transmitting or concealing, or evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

2. Possession/Evidence of Consumption of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes, vapes, or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

3. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guidelines) set forth in Board Policy.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.
A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

6. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

7. Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

8. Physically assaulting a staff member/student/person associated with the District.

Acting with intent to cause fear in another person or immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a

verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs, including social media.

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

11. Misconduct off school grounds

Students may be subject to discipline for their misconduct even when it occurs off school property or on social media when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.
Misconduct is defined as any violation of the Student Discipline Code.

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

13. Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

14. Falsification of school work, identification, forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.
Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

15. Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to eighty (80) days.. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

16. Terroristic Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

17. Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not

limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

18. Trespassing
Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

19. Theft, or knowingly receiving or possessing stolen property
Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The School is not responsible for personal property.

20. Insubordination
Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

21. Damaging property (Vandalism)
Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others) and disregard for school property.

22. Persistent absence or tardiness
Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

23. Unauthorized use of school or private property
Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

24. Refusing to accept discipline/ Insubordination
Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

25. Aiding or abetting violation of school rules
Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

26. Public Display of Affection
Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

27. Possession of electronic equipment
The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess on their person any electronic equipment during school hours without the permission of the principal. Examples of prohibited devices include, but are not limited to, IPods, IPads, electronic readers (Kindles, Nooks, etc.) radios, "boomboxes", headphones, earbuds, CD/MP3 players, portable TVs, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. These devices are allowed at school, however, they must be turned off and stored in the student's locker during the school day hours.

Violation of this policy will result in the following:
The device will be confiscated and the student's parent/guardian will have to retrieve the device.

28. Violation of individual school/classroom rules
Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

29. Violation of bus rules (see Section V – Transportation)

30. Interference, disruption or obstruction of the educational process
Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

31. Harassment and/or Aggressive Behavior (including Bullying/Cyber bullying)
The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

A. verbal harassment or abuse;

B. pressure for sexual activity;

C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.;

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety,

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

A. **Verbal**: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. **Nonverbal**:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. **Physical**:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator.
The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyber bullying, to assist a student who seeks

support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyber bullying incident(s). The Anti Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyber bullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyber bullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyber bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.
Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines.

32. Hazing

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

33. Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

34. Dress and Grooming

STUDENT DRESS CODE

STUDENTS AND PARENTS SHOULD BE AWARE THAT SCHOOL IS A PLACE OF BUSINESS AND IS NOT A SHOWCASE FOR EXTREME STYLES OF DRESS AND GROOMING. OHIO REVISED CODE 3313.665 GIVES THE SCHOOLS THE RIGHT TO HAVE A REASONABLE DRESS CODE IN ORDER TO PROMOTE A SAFE, HEALTHY, AND DISRUPTION-FREE EDUCATIONAL ENVIRONMENT. ANY VIOLATION OF THE FOLLOWING RULES SHALL FOLLOW THE DISCIPLINE PROCESS AT THE DISCRETION OF THE ADMINISTRATION.

STUDENTS IN VIOLATION OF RULE 34 SHALL BE GIVEN AN OPPORTUNITY TO REMEDY THE VIOLATION IF POSSIBLE WHILE AT SCHOOL. IF THE VIOLATION IS UNABLE TO BE REMEDIED AT SCHOOL, THE STUDENT SHALL SERVE AN IN-SCHOOL DETENTION THAT DAY. THE STUDENT SHALL THEN REMEDY THE VIOLATION AFTER SCHOOL THAT DAY. THE STUDENT WILL NOT BE PERMITTED IN THE BUILDING AGAIN UNTIL THE VIOLATION HAS BEEN REMEDIED.

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE THE DETERMINATION OF PROPER STUDENT ATTIRE AND GROOMING FOR SCHOOL AND AT EXTRA-CURRICULAR ACTIVITIES.

A. CLOTHING

1. Students entering the building must remove hats and jackets, and place them in their locker until the end of the school day.

2. Students are not permitted to cover their head in any manner while in the building.

3. Students shall not wear clothing with obscene or suggestive writing promoting alcohol, tobacco, narcotics, or sex.

4. Students may not wear pajamas or flannel lounge pants to school.

5. Students may not wear oversized clothing. Pants must be worn at the natural waistline. Pants may not be oversized at the legs and the cuffs of the pants.

6. Students' shirts may not be bare midriffs, halter tops, cut-off T- shirts, or tank tops. Shirts must have sleeves.

7. Outdoor jackets may not be worn in the building during the school day.

8. Students shall not wear shorts that are inappropriate in length. Guideline = fingertip length.

9. Skirts shall not be excessively short. Shortness shall be left to the discretion of the administration. Guideline would be fingertip length.

10. Shoes or sandals must be worn at all times. No soft-soled slippers. No house slippers.

11. Ripped, frayed, torn clothing, or clothing with holes must have a layer worn underneath to cover skin above fingertip-length.

12. Yoga-type pants, running tights, and/or leggings are not permitted unless a separate blouse is also worn of appropriate length.

B. HAIR

1. Hair shall be kept neat and clean.

2. Distractive or disruptive hair color/styles may not be worn. Hair dye may be of the natural hair colors only.

C. JEWELRY, PIERCINGS, AND TATTOOS

1. Students may not wear oversized chains or medallions.

2. Students may not wear large ball-bearing style chains.

3. Students shall not wear dog collars or chains similar to a dog's chain

4. Chains, necklaces and piercings shall not contain sharp or "spiky" objects.

5. Visible Piercing shall be contained to the ears. Students shall not wear tongue, eyebrow, lip, nose or any other visible piercing.

Students who chose to have visible piercing in areas other than the ears, shall not wear those piercings during the school day or at any school sponsored events.

6. Earrings shall not be excessive in size. Gage-type piercings are not permitted.

7. Neither earrings nor medallions may promote such things as alcohol, tobacco, narcotics, or sex.

8. Students who choose to have tattoos shall have them covered during the school day, at athletic activities (including practices), or school sponsored events.

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
Am I dressed appropriately for the weather? (Yes)
Do I feel comfortable with my appearance? (Yes)

Students who are representing Delphos Jefferson Middle School at an official function or public event may be required to follow specific dress requirements.

35. Careless or Reckless Driving
Driving on school property in such a manner as to endanger persons or property.

36. Burglary
Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

37. Fighting
Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

38. Lighting Incendiary Devices
Unauthorized igniting of matches, lighters and other devices that produce flames.

39. Possession of Pornography
Possessing sexually explicit material.

40. Unauthorized use of vehicles
Occupying or using vehicles during school hours without parental permission and/or school authorization.

41. Social Media

Students and staff shall not knowingly make any comment, request, suggestion, or proposal that is threatening, intimidating, menacing, coercive, obscene, or untrue with the intent to abuse, threaten, or harass the recipient on social media.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and 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. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

TYPES OF DISCIPLINARY MEASURES

Listed below are the basic types of disciplinary action which may be used in conjunction with violations of the school conduct code. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy.

` 1. Issue verbal reprimand.

2. Issue written reprimand.

3. Restrict or remove privileges.

4. Assign detentions (before school, after school, during lunch times).

5. Advise parent by letter.

6. Advise parent by telephone.

7. Hold a conference with parents and student.

8. Refer student to counselor.

9. Refer student to psychologist.

10. Remove student from class on emergency basis.

11. Teachers may assign detentions which they will monitor.

12. Assign Saturday School

13. In-school detention (1-10 days).

14. Out-of-school suspension (1-10 days).

15. Recommend expulsion to the Superintendent.

16. Remove student from an activity or school organization.

17. Require restitution (in cases of stealing or property damage).

18. Notify police authorities.

19. Confiscate item.

20. Require student change unacceptable clothing.

21. Assign zero credit for a specific assignment or designated period of time.

22. Provide community service.

DEFINITION OF TERMS

LUNCH DETENTION: Student will spend lunch time studying with an adult; students will be allowed ample time to eat lunch.

IN-SCHOOL DETENTION: The holding of a student in a specified limited area for the entire school day with the exception of necessary restroom privileges. An in-school detention may be from one to ten days in length. A student may do class assignments and receive credit for them during an in-school detention.

SATURDAY SCHOOL: Saturday school will be in session from 8:00 a.m. to 11:00. Assigned students will attend a continuous 3 hour period. Each student shall arrive with sufficient educational materials to be busy during this 3 hour study period. Transportation to and from Saturday school is the student/parent's responsibility.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- No food or beverages shall be consumed.

- Any student who has not passed all of the State-mandated assessment tests may be required to work on a study packet for one or more of the unpassed tests.

A student missing any portion of his/her assigned time in Detention, In-School Discipline, or Saturday School may be given additional consequences. Failure to timely serve Detention, In-School Discipline, Saturday School assignment(s) may lead to suspension from school for a period not to exceed 3 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

OUT-OF-SCHOOL SUSPENSION: The removal from school attendance and all school activity privileges for a period of one to ten days. Students are encouraged to do all work assigned during the period of out of school suspension to receive credit.

EXPULSION: The removal from attending school and all school activity privileges for 80 consecutive school days at any public school in the county. School work may not be made up for credit during the time a student is expelled from school. High school credit is also denied for any college courses taken during the time of expulsion.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline
Informal discipline takes place within the School. It includes the following:

* change of seating or location
- pre-school, lunchtime, after-school detention
- in-school discipline
- Saturday School.

Formal Discipline
Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.
Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

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 or meeting, or be subject to appeal.

Suspension from School
When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. Any student issued an out of school suspension may be given the opportunity to make up missed assignments, including tests, quizzes and projects. The suspension may be appealed, within 3 days after receipt of the suspension notice, to the Superintendent or designee. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal
If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for

removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School
When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given.

In accordance with Board Policy, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.
Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion
State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

A. conveying deadly weapons onto school property or to a school function;

B. possessing deadly weapons onto school property or at a school function;

C. carrying a concealed weapon onto school property or at a school function;

D. trafficking in drugs onto school property or at a school function;

E. murder, aggravated murder on school property or at a school function;

F. voluntary or involuntary manslaughter on school grounds or at a school function;

G. assault or aggravated assault on school property or at a school function;

H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, or if the victim is a school employee;

I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Suspension of Bus Riding/Transportation Privileges
When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.
If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) 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. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the 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 the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is 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 confiscated.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

BUS CONDUCT

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

<u>Prior to loading (on the road and at school)</u>
Each student shall:

- be on time at the designated loading zone 10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

CAMERAS ON THE SCHOOL BUS

The Board of Education may install video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded, the video will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using the Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

All school rules apply. Extracurricular will be defined as an extension of the school day, all school rules will apply to students for all school sponsored events.

An unexcused absence on the day of an extracurricular activity will make the student ineligible for participation in that day's event. Additional guidelines for participation may be distributed by head coaches.

It is necessary for students to be in attendance at school at least ½ day (11:30 AM) to be eligible to participate in school sponsored extracurricular activities. If a student goes home sick for the day and does not return to school, they will not be allowed to participate in extracurricular activities that day.

EXTRACURRICULAR EVENT ATTENDANCE CONDUCT

SPORTSMANSHIP AND PROPER CONDUCT IS REQUIRED OF ALL STUDENTS ATTENDING EXTRACURRICULAR EVENTS. SCHOOL CONDUCT CODE RULES WILL APPLY. A STUDENT WHO IS ASKED TO LEAVE A SEASONAL ACTIVITY WILL BE BANNED FROM ATTENDING ALL SEQUENTIAL SEASON ACTIVITIES. AN EXAMPLE WOULD BE A JR. HIGH BASKETBALL GAME, A STUDENT IS ASKED TO LEAVE, THE STUDENT WILL NOT BE ALLOWED TO RETURN TO ANY BOYS OR GIRLS BASKETBALL GAMES THE REMAINDER OF THE SEASON.

EXTRACURRICULAR ACTIVITIES

1. EXTRACURRICULAR INCLUDES ALL GROUPS, CLUBS, ATHLETICS AND ACTIVITIES THAT DO NOT FALL WITHIN THE REGULAR CLASSROOM ACTIVITIES DURING THE SCHOOL DAY.
2. THE REQUIREMENTS WILL APPLY TO ALL STUDENTS GRADES SIX THROUGH EIGHT.
3. TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES FOR THE NEXT GRADING PERIOD, A STUDENT MUST HAVE PASSED FOUR OF ALL ENROLLED SUBJECTS WITH A 60% PASSING GRADE.
   - **A.** IN ADDITION TO THE ABOVE CRITERIA, AN ATHLETE MUST ALSO MEET ALL CRITERIA ESTABLISHED BY THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION.
   - **B.** INELIGIBILITY IS OF THE DURATION OF THE NEXT NINE-WEEK GRADING PERIOD. FALL SPORT ELIGIBILITY WILL BE DETERMINED BY THE STUDENT'S 4TH QUARTER (SPRING) GRADE PERFORMANCE THE PREVIOUS YEAR.
   - **C.** IF A CONTEST OCCURS ON A DAY THAT SCHOOL IS IN SESSION, THE STUDENT MUST BE IN ATTENDANCE AT LEAST ONE-HALF DAY TO BE ELIGIBLE TO PARTICIPATE.
4. **HONOR ROLL** - ACADEMIC IMPORTANCE IS GIVEN TO ALL SUBJECTS TAUGHT AT OUR MIDDLE SCHOOL. TO OBTAIN HONOR ROLL HONORS, STUDENTS MUST EARN A'S AND B'S IN ALL SUBJECTS IN WHICH THEY ARE ENROLLED. THE HONOR ROLL WILL BE ANNOUNCED AT THE END OF EACH GRADING PERIOD. STUDENTS EARNING A LETTER GRADE OF C OR LOWER WILL NOT BE ELIGIBLE FOR THE HONOR ROLL LIST

INSTRUCTIONAL PRIORITY DAYS

Instructional Priority Days are defined as high academic instructional days in the school year therefore student attendance is at a premium. During these days, field trip requests will be denied by administration. Parents are strongly encouraged to send their student to school unless medical attention is required.

Instructional Priority Days include: The first week of school. The week before state mandated testing. The week of state mandated testing.