

PAULDING JUNIOR HIGH SCHOOL

2026-2027

STUDENT HANDBOOK

MS. RICKENBERG
PRINCIPAL

MR. ARELLANO
GUIDANCE COUNSELOR

MRS. FOOR
SECRETARY

PAULDING JUNIOR HIGH SCHOOL MISSION STATEMENT

The objective of Paulding Junior High School is to ensure the academic success and emotional well-being of every student by focusing on the positives and eliminating the negatives.

ATTENDANCE POLICIES AND PROCEDURES

The State of Ohio (Ohio Revised Code 3321.01) states that all persons between the ages of six and eighteen must attend school. Since school attendance is vital to the academic success of each pupil, we believe that 100% attendance should be the goal of each student and his/her parents and/or guardians. The Missing Child Act requires that parents notify the school if their child will not be in attendance, and requires schools to notify parents if the child is not in school. In the event of an absence:

1. The parent or guardian is to call the school prior to 9 AM at 419-399-4656 (Ext. 1212) to report the absence.
2. Upon returning to school, the student must bring a signed excuse from a parent/guardian stating the reason for the absence. The note is to be turned into the child's first period teacher at the start of the school day. Failure to do so may result in an Unexcused Absence.
3. A written parental excuse or verification (see descriptions) will be honored for up to five school days after the absence. Failure to submit a note within the five days may result in the absence being considered as unexcused or truancy. The legal guardian or parent, regardless of the student's age, must write all notes.
4. The following absences are for all students both in person and/or remotely.

Chronic Absences (65 allowable hours yearly): “Chronically absent” means a student has missed at least ten percent of the total required school hours for the year, as defined in section 3313.48 of the Revised Code for the school the student attends. This includes all absences—excused, medical, unexcused, and out-of-school suspensions (although out-of-school suspensions do not count toward habitual truancy). Under Ohio House Bill 96, once a student reaches this level of absence, the school must notify the student’s parent(s) or guardian(s) within seven (7) school days after the absence that triggers the notice. At that time, the school may also take appropriate intervention actions as outlined herein.

Excused Absence: (up to 65 allowable hours yearly): written parental excuse or parent call required.

- A) Personal illness
- B) Family emergency
- C) Family vacation (ask for the Vacation Request Form available in the PJHS office) Please note that vacation days count towards 65 hours yearly depending on chronic or habitual hours.

Unexcused Absence: May be considered **truant** (see notes below)

- A) Any absence for which there is no written parental excuse, parental phone call, or verification.
- B) Any absence over 65 or more hours a school year.
- C) Tardies to school may be considered truant if chronic or habitual.
- D) Important...Parents enrolling to or from PEVS to Online School. Allow up to 2 weeks or more to transfer a student. Please keep your child(ren) enrolled in the current school until the registration process has been finalized. All hours will be listed as unexcused between schools.

Excluded Absence: Requires Verification

- A) Medical excuse (i.e., any medical appointment, illness for student, quarantine by Health Department/Doctor/School Nurse). Must be verified by a medical note with the date and time of the appointment and/or length of time the student will be absent.
- B) Required Court or legal appearance (verified by Court officer).
- C) Funeral of immediate family member or close relative (verified by funeral card or letter from the Funeral Director).
- D) Religious holiday (verified by note from parent or religious organization) In compliance with HB214, students can miss up to 3 days for religious expression but the parent must notify the school within (the first 14 days of the beginning of the school year) and which days they will be observing. For those days to be excluded, proper verification must be turned in within the first 5 school days upon returning to school.

Habitual Truancy: A student is considered habitually truant if they have a high number of unexcused absences, defined by Ohio law.

- **30 or more consecutive hours, or**
- **42 or more hours in one month, or**
- **72 or more hours in one school year**

PEVS Intervention Strategies:

Multi-Tiered Attendance Contact and Communication

Foundational Supports: Notification through Instant Alert System (Text, Call and Email)
Students present and engaged to learn

Tier 1 Universal Prevention Notification through Instant Alert System (Text, Call and Email)

Mid-Point Absence Notification 30.0 – 32.5 hours

- Potential Referral to the Family Resource Center
- Referral for Guidance Counselor interaction
- Additional Resources and Services
- Continues communication with student and family

Tier 2 Early Intervention Notification through Instant Alert System (Text, Call and Email)

Pre-Warning Notification 50 – 52 hours

- Potential Referral to the Family Resource Center
- Referral for Guidance Counselor interaction
- Additional Resources and Services
- Continues communication with student and family

Tier 3 Intensive Intervention Notification through Instant Alert System (Text, Call and Email)

65 Chronic Hours Notification

- Chronic Plan of Success Meeting (If student has 30 or more Habitual Hours)
- The school will refer the student to the Family Resource Center when the student meets the criteria for referral.
- Additional Resources and Services
- Continues communication with student and family

Explanation of Attendance Support and Truancy

(In accordance with Ohio House Bill 96 and Ohio Revised Code 3321.191)

Understanding Attendance Terms

- **Chronic Absence:** A student is considered **chronically absent** if they miss **10% or more of school time**, whether the absences are excused or unexcused.
- **Habitual Truancy:** A student is considered **habitually truant** if they have a high number of **unexcused absences**, defined by Ohio law as:
 - **30 or more consecutive hours**, or
 - **42 or more hours in one month**, or
 - **72 or more hours in one school year**

Helping Students Improve Attendance

If a student begins to miss too much school and is at risk of becoming chronically absent, the school may form an **Absence Intervention Team (AIT)** to help. This team works with the family to create a plan to improve attendance and includes:

- A school staff member who knows the student

- The parent/guardian (or designee)
- Other support staff, such as a counselor, psychologist, social worker, or community agency representative

Attendance Meeting Communication (Ohio House Bill 96 & ORC 3321.191)

When attendance concerns arise, the school will make multiple efforts to involve families:

- The school will make **at least three attempts (via School Messenger)** to contact the parent/guardian to **schedule an attendance meeting**
- An **attendance meeting will be scheduled** to discuss concerns and supports for improving attendance
- A support plan will be created
- Parents/guardians will continue to receive communication regarding attendance of student(s)
- If the student becomes habitually truant, the parent(s)/Guardian(s) will receive written notification.
- **Legal action may occur** if attendance does not improve
If there is no response after these attempts, the school may proceed with required actions under Ohio law.

Habitual Truancy and School Response:

A student is considered **habitually truant** if they are of compulsory school age and have unexcused absences totaling:

- **30 or more consecutive school hours, or**
- **42 or more school hours in one month, or**
- **72 or more school hours in one school year**

When a student meets this criteria, PEVS will:

1. **Identify** the student as habitually truant based on attendance records.
2. **Notify the parent/guardian in writing**, explaining the attendance concerns and possible legal consequences.
3. **Implement interventions and monitor** the student's attendance.
4. **Pursue legal action if necessary**, including filing a complaint in juvenile court, as required by law.

The goal is to work with families to improve attendance and avoid legal action whenever possible.

Additional Support

In some cases, the school may:

- Ask parents/guardians to participate in a **support or educational program**
- Monitor the student's attendance over a period of time
The principal may also choose to involve the court in a **supportive program** instead of formal legal action. Our goal is to work together with families to support regular school attendance and student success.

Driver's Education and Attendance

Beginning September 30, 2025, Ohio law allows high school students to be excused from school to attend **private driver education courses**, under the following conditions:

- Up to **8 total hours** of excused absence
- No more than **2 hours per day**
- Up to **4 days total** (days may be consecutive)
- Students **may not miss core academic classes**
- Students are responsible for **making up all missed work**

Students and families should coordinate with the school in advance to ensure all requirements are met.

6. **Important Notes On Attendance**

- A) Final decisions regarding absences will be made by the principal. Administrative approval is necessary for special or unusual situations.
- B) ATTENDANCE OFFICER: When any child of compulsory school age does not attend school and is not properly excused from attendance, the attendance officer must notify the parent or guardian who must thereafter cause the child to attend the proper school (ORC 321.15).
- C) If an absence is not excused or excluded, the student **may** be allowed to make up any missed work. An unexcused absence may be viewed as truancy. Only **65 hours** without verification will be excused during any school year. Any exception to this rule must be cleared through the principal's office **prior** to the absence.
- D) Important...Parents enrolling to or from PEVS to Online School. It takes up to 2 weeks or more to transfer a student. Please keep your child(ren) enrolled in the current school until the registration process has been finalized. All hours will be listed as unexcused between schools.

7. **Leaving During The School Day**

Permission to leave during the school day, for any reason, must be approved by the principal. Students who leave must sign out in the junior high school office and sign back in if they return during the same school day. *No student will be allowed to sign out without parental permission, regardless of the student's age.* If a student must leave school due to illness or emergency, parents will be notified. Permission must be granted by parent/guardian for the student to leave school. Failure to comply with these rules may result in a charge of truancy.

Any student who will be leaving school during the day due to a scheduled appointment must present a note (signed by a parent) to his/her first period teacher at the start of the school day. The note must state the nature and time of the appointment and contain a parent's signature.

We urge parents to put forth every effort to schedule medical, dental, and optometric appointments outside of school hours whenever possible.

We do not operate a medical clinic at school. If a student is ill, a parent may be called by the school nurse for permission to allow the student to go home. Any student who leaves without consent from the office will be subject to disciplinary action.

8. **Tardies**

Promptness to class is very important. A student is tardy when he/she fails to be in the assigned class when the bell rings to begin class. If you are tardy to school, you must sign in at the office and receive a Tardy Slip. Excessive tardies will be considered truancy.

After the fifth tardy to school each quarter, you will receive a lunch detention. Excessive tardiness will be considered truancy. The classroom teacher will handle classroom tardies. After the fifth tardy to class each quarter, you will receive a lunch detention.

STUDENT CODE OF CONDUCT

Legal References: 3313.20, 3313.66, 3313.661, 3313.662, 3313.534
Revised Handbook codes for MS/HS – April 2024

No Student Shall:

1. **Aggressive Behavior**

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 would include, but not be limited to, such behaviors as stalking, intimidating and menacing, coercion, name-calling, comments, gestures, taunting, or actions which cause or threaten to cause bodily harm or personal degradation. 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. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated and may result in disciplinary action.

2. **Fighting/Assault to another student.**

A student shall not assault, threaten to assault, or behave in such a way as could cause physical injury to any student. This would include fighting, horseplay, or any immature, mischievous acts.

3. **Bullying (intentionally and repeatedly hurting another person physically, verbally or psychologically).**

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibit 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). A student shall not by the use of violence, force, coercion, threat, harassment, or insubordination cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities

on school property or while enroute to or from school, 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. Physical, verbal and psychological abuse is prohibited.

4. **Harassment of another student (based on race, color, religion, sex, disability or national origin).**

A student shall not harass, intimidate, degrade, disgrace, show disrespect, disparage, incite, provoke, threaten, or discriminate against any other student or school employee or otherwise disrupt the school environment. A student shall not make unwanted sexual advances upon another person, either, verbal, written, or physical.

5. **Use of profanity, verbally abusive.**

A student shall not use profanity or be verbally abusive to another student or staff member.

6. **Insubordination, failing to comply with directions from staff.**

A student shall not fail to comply with directions of teachers, teacher aides, principal, or other authorized school personnel during any period of time when student is properly under the authority of school personnel. Repeated violations of any minor rule, directive or discipline procedure shall constitute insubordination.

7. **Possession of tobacco or vaping materials.**

A student shall not possess, use or transmit e-cigarettes and vapes, cigarettes, cigars, tobacco of any kind, or paraphernalia associated with tobacco (including lighters or empty pipes) while on school property.

8. **Possession, use, sell, or transmit legal or illegal substance.**

A student shall not possess, use, transmit, or sell any legal or illegally used chemical drugs, including steroids, or counterfeit controlled substances, either prescribed or patented, look-a-like drugs, or alcoholic substances, nor have any drug-related paraphernalia (including but not limited to e-cigarettes and vapes) in their possession. Students using or possessing alcohol, drugs, stimulants, or look-a-like drugs and alcohol prior to attending school or school-sponsored activities will be disciplined.

9. **Damage/abuse/misuse of school property, private property, or equipment.**

A student shall not cause or attempt to damage school property, use the building or property without proper authorization or be in an unauthorized area during the school day or after school hours, cause or attempt to damage private property on school premises during a school activity or event off school grounds while under the jurisdiction of school personnel.

10. **Violation of dress code.**

A student shall not violate the school dress code or disregard the directions of school authorities with regard to this policy

11. **Failing to comply with attendance rules.**

A student shall not fail to comply with the attendance rules as established by the State of Ohio and the Paulding Exempted Village Board of Education.

12. Stealing student or school property.

A student shall not steal, cause to be stolen, or possess property that has been stolen which belongs to the school or to any individual within the school.

13. Use of obscene gestures or possessing obscene material.

A student shall not use or give obscene gestures or possess materials that may be deemed obscene.

14. Possession of a harmful object or dangerous weapon.

A student shall not possess, handle, transmit, or conceal any object that could cause injury or fear of injury. A student shall not possess any inappropriate materials that may cause disruption to the educational process.

15. Assault to a school employee.

A student shall not assault, threaten to assault, or behave in such a way as could cause physical injury to any member of the professional or classified staff of the school system, or other person. This would include fighting, horseplay, or any immature, mischievous acts.

16. Harassment of a school employee (based on race, color, religion, sex, disability or national origin).

A student shall not harass, intimidate, degrade, disgrace, show disrespect, disparage, incite, provoke, threaten, or discriminate against any school employee or otherwise disrupt the school environment. A student shall not make unwanted sexual advances upon another person, either, verbal, written, or physical.

17. Violation of law while under school authority.

A student shall not violate any law or ordinance while under school authority.

18. Forgery, plagiarism, cheating.

A student shall not, orally or in writing, engage in misrepresentation, forgery, plagiarism, or any other form of cheating. This includes any work generated by using AI.

19. Involved in hazing.

No student shall plan, encourage, or engage in hazing. Hazing is defined as 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. 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.

20. Other violations not set forth on this list.

DISCIPLINE

At Paulding Junior High School, all students are required to behave in a socially and legally acceptable manner at all curricular and extracurricular activities. Violations of school rules will result in disciplinary action. The Paulding Village Police and/or other law enforcement agencies may be called when a student has violated a law which governs the citizens of Paulding, Ohio. Students who choose behavior which violates the rules of our school will face the consequences of their actions. In addition, students who damage property, either accidentally or on purpose, will be held responsible for paying for the damage.

Disciplinary action(s) may include:

1. **Denial of Privileges:**
Students have many opportunities to participate in activities in addition to the regular school curriculum. Privileges will be denied if students fail to adhere to the Code of Conduct. Students may be removed from participation in, or attendance at, extracurricular activities.
2. **Detention**
As a correction for misconduct, the principal or a teacher may assign a detention to any student. The student may be required to stay after school or come before school for a designated amount of time. Lunch detentions may also be assigned; students will eat lunch in an assigned room or area. Detentions are handled by the teacher or administrator who assigned the detention or may be handled by a detention room monitor. Detentions will be a work time for students with no sleeping or talking. A student who skips a detention will be subject to further disciplinary actions.
3. **In-School Detention**
The principal may assign an In-School Detention to students. The student will be removed from class and will spend the time in the In-School room. Teachers will provide work to these students.
4. **After School Detention**
The principal may assign a student to additional school time on Wednesdays from 3:00 – 5:00 p.m. Students must bring materials to study. Transportation will not be provided home from after school detentions. Non-attendance at an assigned after school detention will result in further disciplinary action.
5. **In-School Suspension**
This disciplinary action results in the denial of participation in the student's regular classes, or any school activity for that day. The principal will assign the student to a monitored room where he/she will spend the school day studying and working exclusively on school work provided by classroom teachers. Credit for school work will be given. Students will also eat lunch in the In-School Suspension room.
6. **Emergency Removal**
Any student behaving in a manner that is unsafe or disruptive can be emergency removed from school for the remainder of the school day. A parent or legal guardian will be required to pick up the student from school. Transportation will not be provided. A student will be able to make up any work he/she misses.
7. **Out-of-School Suspension**

This suspension results in the denial of attendance and participation of any school class or activity. A student may be suspended for one to ten (1-10) days at a time by the building principal. Progressive suspensions may be given to students who habitually or continually violate our school rules.

This disciplinary action is considered very serious because days missed out of school due to suspension are considered unexcused days. In the event that an out-of-school suspension is necessary:

- * Parents will be notified
- * Credit will be given for schoolwork on the days of suspension
- * The student may not attend classes or any school activity or function
- * The student may not be on school property during his/her suspension

8. **Expulsion**

A student may be expelled by the Superintendent of Schools for continual or extreme breach of school policy. Expulsion is the removal from school for no more than 180 days. If expelled, students will not be allowed to make up work (no credit), be assigned alternative placements, or be on school property.

9. **Exclusion**

Expulsions may be extended if the student is convicted of a violent crime.

STUDENT DRESS AND APPEARANCE AT SCHOOL

The spirit of the dress code is to encourage an appropriate atmosphere for school. Apparel worn to school should be clean, in good state of repair, and not torn or tattered. The appearance of Paulding Junior High School students is to be a reasonable reflection of our school and community. The mission of our school is to prepare our students for the world of work and for life after high school. Our dress code reflects that of a typical professional work environment.

Paulding Junior High Dress and Appearance Code

1. All clothing, patches, decals, belt buckles, or buttons must be in good taste, modest, and modestly worn.
2. Any insignia or clothing depicting alcohol, drugs, foul language, or other offensive symbols is prohibited.
3. Any offensive or demeaning pictures, photographs, or writing on clothing will not be allowed.
4. The American Flag may not be worn inappropriately.
5. Clothing or jewelry that may cause injury to the wearer or others in class, shops, or labs or that may damage the building or equipment is not permitted.
6. Students may not wear chains dangling from their clothing or belts.

7. Shorts, skirts, or dresses must be of an acceptable length (Minimum of 13” at the outer seam). Spandex-like material or overly revealing pants are prohibited unless covered by shorts, skirts, or dresses of appropriate length.
8. Students may not wear “spaghetti strap” shirts, clothing which reveals undergarments, or clothing that is excessively revealing. Tank tops and muscle shirts are prohibited. All shirts worn must not expose bare shoulder(s).
9. Mesh shirts, biker shorts, boxer shorts, swimwear, and midriff shirts (shirts that expose the stomach) are not acceptable.
10. Students may not wear caps, bandanas, hats, coats, jackets, gloves, headbands, back packs, hoods, or sunglasses during the school day.
11. Apparel worn to school is to be clean, in a good state of repair, and not excessively torn or tattered.
12. All dress, including footwear, must comply with health and safety standards. Slippers are not to be worn at school.
13. Students are not to wear underwear or pajamas as outerwear.
14. Body piercings to all visible parts of the body is limited to pierced ears and/or nose studs. In addition, piercings which become a distraction or disruption will not be allowed.
15. Any clothing or appearance that causes a disruption in the orderly function of the school is not permitted.
16. Shoes with roller blades in the soles will not be allowed at school.

If a student violates the dress code, the student may be asked to turn an objectionable shirt inside out (if applicable), or remove the objectionable item (if applicable). If a change of clothing is required, a parent or guardian will be called to bring in proper clothing. Students who are not willing to correct the dress code violation will not be allowed to return to class (unexcused) until the violation has been corrected. It is the student’s responsibility to come dressed appropriately for school, and he/she will be expected to make every effort to follow the dress code of the school. The administration reserves the right to change the dress code to reflect changes in style.

SCHOOL PROCEDURES

Authorized Area Before School

All junior high school students (grades 6-8) will enter the school building through either the main lobby entrance on Water Street, or the junior high school main entrance on the Emerald Road side of the building. Doors will be unlocked at 7:50 AM daily. All students should report to their first period class by 8:00 AM.

Medication

If it is medically necessary for a student to take any form of medication at school, a Medication Form must be completed by the student’s doctor and placed on file in the office. All medication must be in its original container and will be stored securely in the office. An adult office staff member or the school nurse will dispense the medication in the office. Students are not allowed to keep any medication (prescription and/or over-the-counter) in their lockers.

Student Cheating

Each student is expected to do his/her own work on homework, quizzes, and tests. Copying homework, plagiarizing, or cheating of any kind will not be tolerated. This includes any work generated using AI. In most situations, no credit will be given on any test, assignment, or quiz where cheating has taken place. Teacher's gradebooks, desks, papers, and computer terminals are to be respected as private property.

Guided Study (Panther Time)

Guided study time is to be used for added instruction to complete homework, study school-related materials, prepare for tests, read, or engage in enrichment activities. Students will not be allowed to sleep, play games, or leave class except for emergencies or to see other staff members.

Book and Duffel Bags

Students may carry their books and belongings to school in a bag. For safety and security reasons, book bags or duffel bags may not be carried from class to class throughout the school day. Bags are to remain in assigned lockers. Girls may carry a small purse, if necessary, but not large enough to hold a book(s).

Lockers

Each student is assigned a locker and is responsible for everything in his/her locker and for keeping the assigned locker clean both inside and outside. Students who write, mark, deface, or inappropriately decorate their lockers will repair or be billed for the damage. Any locker malfunction should be reported to the office immediately. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safe-keeping. Students are not allowed to make locker changes on their own. All locker changes must be made in the office with administration approval.

Public Display of Affection

School is a place to work and learn. Publicly displaying affection is not acceptable behavior. Disciplinary action will be taken if this rule is blatantly or repeatedly broken.

Dances

All junior high school (grades 6-8) dances are closed to younger or older students. Students from other school districts are not allowed to attend these dances. The dances sponsored by the junior high school groups are specifically for the enjoyment of Paulding Junior High students. All dances will be chaperoned by parents and faculty.

Toys and Gadgets

Radios, cassette or CD players, headphones, games, toys, beepers, or other electronic gadgets of any type are not to be brought to school. Skateboards, rollerblades, scooters, etc. are not allowed at school. Students should not use these items while on school property.

Signs or Banners in School

Any student or adult wishing to hang or post a banner in the Paulding Junior High School building must receive the express permission of the principal. Individuals or groups hanging signs are responsible for removing them in a timely manner.

Anti-Hazing Policy

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate hazing activities. No students shall plan, encourage, or engage in any hazing.

Master Calendar of Events

All extracurricular or curricular events must be approved by the principal and entered onto the Master Calendar located in the office. Fundraisers, meetings, dances, athletic events, concerts, field trips, guest speakers, assemblies, and any other school-related activity must be authorized and recorded on the Master calendar. Failure to do so will be considered unauthorized use of the building and school facilities.

Telephone Use by Students

Telephone calls by students may be made only before school, at lunch, or after school from the phone located in the Paulding Junior High School office. In certain situations, the office staff may grant permission for students to use the office telephone outside of these designated times. **Cell phones must be silenced and in student lockers during the duration of the school day. Paulding Junior High School students are not allowed to carry cell phones on them during the school day. All Paulding Junior High School student calls must be made from the office using the office telephone.**

Lunch / Breakfast Program

Our school participates in the National School Breakfast and Lunch Programs (NSLP & NSBP) and follows all applicable state and federal guidelines to provide nutritious meals. Breakfast is free for all students. Lunch prices are set annually by the Board of Education. Students may bring a packed lunch or purchase a school lunch. Any student requesting a reimbursable meal will receive one, which will be charged to their meal account. Students must eat in the school auditoria and will be dismissed to lunch in an orderly and quiet manner. Respect and pride for the school, teachers, cafeteria staff, and fellow students must be demonstrated at all times. Inappropriate behavior during lunch will result in disciplinary action. Breakfast before school and the lunch period are the only times during the day that students are permitted to eat or drink in the

school building, unless permission is granted for special events approved by teachers, staff, or administration. Food is not to be brought into or delivered to the school unless prior approval is given by the principal.

Meal accounts must be maintained in a positive balance by parents/guardians and may be monitored through LINQ Connect. Charging for a reimbursable meal is permitted when necessary; however, a la carte items (such as milk and snacks) may not be charged without sufficient funds. Meal balances carry over from year to year. Negative balances must be paid in full prior to graduation participation. The district does not discriminate based on meal balances or eligibility, and all students are provided equal meal access without denial or substitution due to insufficient funds. Meal accounts may be managed at www.linqconnect.com, and free/reduced meal applications are available year-round through Final Forms, LINQ Connect, or the Administration Office.

Visitors

For the protection of our students, all visitors are to report to the school office to sign in immediately upon entering the school premises. Young people of school age who wish to visit our school must complete a Visitor Request Form in the office. The form must be approved by the principal prior to the visit. Visitor's badges must be worn by all visitors.

Assemblies and Programs

Assemblies will be held periodically to provide various programs for students. Students should move quickly and quietly to their assigned places in the auditoria or gym. Everyone attending the assembly is expected to conduct themselves as mature young adults. Your behavior is a reflection upon you as an individual, your parents, and our school. Common courtesy demands the full attention of all students. Improper actions will result in loss of assembly privileges or other disciplinary action. A student who requests to be excused from the assembly must ask permission from the principal in advance.

Uniform Grading Scale

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

Incomplete Grades

Incomplete coursework which results in an incomplete grade for a grading period must be made up in a two-week period. Students who fail to make arrangements with their teachers to complete the work will receive a failing grade.

Schedule Information

All students will register in the spring for the fall semester. Counselors and/or administrators will carefully explain information concerning scheduling and registration.

Schedules may be changed only with the recommendation of the counselor and/or principal working with the student and parent. Changes to first semester schedules may be made in the Guidance Counselor's office.

Work-Study Programs

Only students who qualify for a state-approved Work-Study Program may be excused from school for work purposes. These Work-Study Programs are approved and administered by PEVS.

Fines and Fees

Each year, students are assessed fees for consumable supplies used in some of their classes. Please pay student fees in the junior high office before the end of the first nine-weeks grading period. Also, fines may be assessed for overdue library books, unpaid fundraisers, misuse or loss of books, locks, property, equipment, or furniture. No students with outstanding fees or fines may get transcripts. Parents and students are encouraged to make regular payments toward the school fees.

Withdrawal From School

In order to withdraw from school, the following procedures must be followed.

1. Written notification from parents of the withdrawal is to be given to the school counselor or principal.
2. Withdrawal forms, located in the school office, are to be signed by each of the student's teachers and then by the principal.
3. Books must be returned to each teacher.
4. Fines and fees must be paid in the office.

Transcripts of grades may not be forwarded to the student's new school until all financial responsibilities are fulfilled for Paulding Schools.

Media Center Information

1. Hours: 8:00 AM – 3:00 PM
2. Conduct:
 - A) No talking unless given permission.
 - B) No damaging media center materials.
 - C) Misbehavior will result in the loss of media center privileges.
 - D) No gum
3. Checking out media center materials:
 - A) A maximum of four items may be checked out at one time.

- B) Materials checked out are due back to the media center in two weeks.
- C) Most materials checked out can be renewed if needed for longer than two weeks.
- 4. Overdue, lost, and/or damaged materials:
 - A) Materials not returned on time will result in a fine to the student.
 - B) Students will pay the cost of replacement for lost or damaged materials.
 - C) Grade cards may be withheld from students with overdue materials or outstanding charges.

Athletics

Paulding Junior High School is a member of the Ohio High School Athletic Association (OHSAA). All athletes shall meet all requirements in the OHSAA bylaws and the Paulding Board of Education rules affecting athletes in order to be eligible to participate in interscholastic competition.

Athletic Participation

1. In order to participate on any athletic team, the athlete must have:
 - A) A record of a current medical physical examination on file with the school.
 - B) Adequate insurance to cover himself/herself in the event of an injury.
 - C) Parental consent to participate.
2. A student must be in attendance before the beginning of fourth period and stay through the remainder of the day in order to participate in an extracurricular activity that day, unless prior arrangements have been made with the school principal.
3. All athletes and their parents will sign the Paulding Junior High School Athletic Code of Conduct, agreeing to follow the policies and procedures of the athletic department and the school.

Academic Eligibility

Eligibility for each grading period is determined by the grades received the preceding nine-weeks grading period. Semester averages and yearly averages have no effect on athletic eligibility. Summer school grades may not be used to substitute for failing grades received during the final grading period of the regular school year.

Paulding Junior High School students must meet these two criteria each nine weeks (each quarter) in order to be eligible the next quarter:

- 1. Have no more than 2 Fs**
- 2. Earn a minimum GPA of 1.5**

It is the position of the Paulding Exempted Village School Board of Education that satisfactory grades are necessary for interscholastic extracurricular participation. Such programs include: All athletic teams and cheerleading grades 7-12; academic groups that participate in competition with other schools (i.e.: Quiz Bowl, Science Olympiad, and FCCLA)

We are proud of the athletic programs that are offered to our students. Being a part of these programs is an honor and a privilege. Coaches and administrators have the right to deny this privilege to students if the student's actions or behaviors warrant removal from the team or event.

The Paulding Junior High Athletic Department fields the following approved teams:

Fall:	Football, Boys and Girls Cross Country, Volleyball, and Cheerleading
Winter:	Boys and Girls Basketball, Wrestling, and Cheerleading
Spring:	Boys and Girls Track

School Activities

The Board of Education, faculty, and staff recognize that a complete extracurricular program is an important part of a quality educational experience for students. Your school provides many opportunities for you to participate in a group, club, or team of your choice based on your interests and abilities. Participation in extracurricular activities is a privilege of every student, and excellent behavior is expected as you represent our school. Advisors/coaches and administrators have the right to deny this privilege to students if the student's actions or behaviors warrant removal from the team or event. In order to participate in any extracurricular activity, a student must be in attendance for a minimum of five full class periods of school that day.

Computers and Technology

As a member of the NOACSC, Paulding Junior High School is able to provide its students internet access, connecting computers all over the world. Along with the privilege of accessing the Internet, goes the responsibility of following strict guidelines of proper conduct and use.

Paulding Schools reserve the right to limit access to materials on this network which may not have educational value within the school setting, and have taken available precautions to restrict student access to inappropriate materials.

Use of the NOACSC network is a privilege, not a right. Students and parents must sign an agreement acknowledging the Guidelines for Acceptable Use (located on Final Forms) before students are allowed to use the system. Any violation of this agreement, or the rules governing the use of computers of the network will result in the denial of privileges.

Basic Rules of Technology Use:

1. Do not gain or attempt to gain access to someone else's account or files.
2. Do not write, obtain, or pass on any swearing, vulgarities, suggestive, pornographic, obscene, or threatening language or material.
3. Do not send or pass on any rumors or use the system to annoy or harass others.
4. Do not search or visit sites that may be considered by school personnel to be pornographic, dangerous, or inappropriate.

5. When using the computers, terminals, network, or other school equipment, students must follow the teacher's direction and/or school policies.

School Bus Rules

With nearly 1400 students riding over 20 buses daily, it is important that a common set of rules for safety be maintained. The safety of students while riding the bus is a tremendous responsibility. The PEVS safety record is an enviable one, and we hope that students and parents will join us in keeping it that way.

Ohio laws do not require that any junior high school student be transported to school by bus. Since riding the school bus is a privilege, each student is obligated to read and obey the following regulations to ensure his/her safe and orderly transportation:

1. Parents are responsible for the safety of pupils before entering and after exiting a bus. The bus arrival time before and after school may vary from day-to-day.
2. School employees will not enter disputes involving parents and students prior to pick-up, or after return from pick-up points.
3. Buses operate on a time schedule as outlined by the Transportation Supervisor. The schedules do not allow enough time to wait for tardy students. Students must be at the bus stop before the bus arrives.
4. Students must cross all roadways at least 10 feet in front of the bus.
5. All passengers must maintain absolute quiet at railroad crossings.
6. Pupils will ride assigned buses only.
7. One stopping place per family is all that is allowed. This means that all children must be dropped off and/or picked up at the same stop each day. The Transportation Supervisor must authorize any changes.
8. Discipline procedures that go beyond the bus driver will be handled according to the policy of the building principal.

In addition to these Safety Rules, a set of 11 Rules of Conduct has been established for students while on the bus. These rules, which are posted on the bus, are to ensure courtesy and order are maintained.

1. Observe the same code of conduct as in the classroom.
2. Students must be courteous to the driver and other students.
3. Profane language will not be tolerated.
4. Eating or drinking is not allowed while riding the bus.
5. The bus must be kept clean.
6. Cooperation with the driver is required.
7. No smoking or tobacco use is allowed on the bus or at the bus stop. This also includes all vaping products.

8. Destruction of property is forbidden. Parents will be responsible for any damage inflicted on a bus by their child.
9. Students must be in their seats while the bus is moving.
10. Heads, hands, and feet must be inside the bus at all times.
11. The bus driver is authorized to assign seats.

GENERAL INFORMATION

Weather Related Announcements

In case of severe weather (snow, ice, fog, etc.) the official announcement for school delays or closing may be heard over local radio stations. Listen to WONW, WBNO, WDFM, WOWO, WMEE, WAJI, WERT, WBTU, or WBCL. Announcements are also made on the following television stations: Fort Wayne Channels 15, 21, 33, and Lima Channel 35. An instant alert will also be sent out to all parents.

Emergency Medical Forms

Ohio State law requires that Emergency Medical Forms be kept on file for immediate access in case of injury. These must be on file by Friday of the first week of school. Students may not participate in any field trip or out of school activity without an Emergency Medical Form. Emergency Medical Forms are located on the Final Forms website and must be updated yearly.

Work Permits

Paulding school district residents ages 14-17 need to have work permits on file if they are employed. Work permit application forms may be picked up in the high school office. Completed forms are to be returned and a Birth Certificate or Baptismal Certificate is to be presented. A work permit will be prepared and presented to the student or mailed to the workplace.

Bell Schedule

Regular School Day Schedule

Warning Bell	7:55 AM
Period 1	8:00-8:50 AM
Period 2	8:53-9:38 AM
Period 3	9:41-10:26 AM
Period 4	10:29-11:14 AM
Lunch	11:17-11:47 AM
Period 5	11:50 AM-12:35 PM
Period 6	12:38-1:23 PM
Period 7	1:26-2:11 PM
Panther Time	2:14-3:00 PM

Two-Hour Delay Schedule

Warning Bell	9:55 AM
Period 1	10:00-10:32 AM
Period 2	10:35-11:05 AM
Period 3	11:08-11:38 AM
Lunch	11:41 AM – 12:15 PM
Period 4	12:18-12:48 PM
Period 5	12:51-1:21 PM
Period 6	1:24-1:54 PM
Period 7	1:57-2:27 PM
Panther Time	2:30-3:00 PM

BUILDING SAFETY PROCEDURES

EMERGENCY WEATHER PROCEDURE

All students are to know their assigned area from each room they use. All students are to move quickly and quietly to the assigned area when the emergency weather tones are sounded. Students are to remain standing in their assigned areas until they are directed differently. Teachers will take and report attendance when the class has assembled in the safe location. Students are to remain in the safe location until the “all clear” is signaled. Emergency weather drills will be conducted at the beginning of the school year and once a month during tornado season.

EMERGENCY EVACUATION/FIRE PROCEDURE

All students are to move quickly and quietly when the fire alarm is sounded. Each class should know primary and secondary routes to get outside. Students should remain with their class after leaving the building and follow the directions of the adult in charge of them at the time. Teachers will take and report attendance when the class has assembled at the designated safe location. No one is to re-enter the building until the “all clear” is signaled. Emergency Evacuation/Fire Drills will be conducted as required by law.

PROTECTIVE ENVIRONMENT

If a Protective Environment is announced, all students will remain inside the school building. They will continue to follow their regular daily schedule and lessons but will remain inside (i.e. recess would be inside recess). Any staff or student who needs to leave the building during a Protective Environment must do so through the main doors by the office. Protective Environment drills will be conducted during Safe Schools week each year. Examples of when a Protective Environment might be announced: there is an accident on the street around the school; there is a fire near the school; the EMS is called to a place in view of the school; law enforcement requests students not to be on the playground.

STAY PUT

If a Stay Put is announced, all students will stay in the classrooms, out of the hallways, until the “all clear” is given. Teachers will continue teaching; however, class changes will not take place. Stay Put drills will be conducted during Safe Schools week each year. Examples of when a Stay Put may be announced: a serious medical situation inside the school building; a power outage; a serious student disturbance; law enforcement requests not be in the hallway.

LOCK DOWN

If a Lock Down is announced, all students will move to a safe place in their classrooms away from windows and doors, which will be locked. Classroom instruction will be suspended while teachers and students attempt to become as quiet as possible. Lock Down drills will be conducted during Safe Schools weeks each year. Examples of when a Lock Down might be announced: dangerous intruder outside the building or in the general vicinity of the classroom; student possession of a weapon on school grounds; law enforcement requests due to police activity in the vicinity of the school.

A.L.I.C.E.

A = Alert, L = Lock Down, I = Inform, C = Counter, E = Evacuate

If there is a dangerous intruder inside the school, we will do everything to get students and staff to safety by keeping them informed of the situation and making every possible attempt to evacuate to a safe location.

A.L.I.C.E. will be conducted during Safe School week.

Paulding Exempted Village Schools 2026-2027 School Calendar



August 2026 S-10 T-13				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2027 S-19 T-19				
M	Tu	W	Th	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2026 S-21 T-21				
M	Tu	W	Th	F
	1	2	3	4
8	9	10	11	
14	15	16	17	18
21	22	23	24	25
28	29	30		

February 2027 S-19 T-19				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

October 2026 S-20 T-21				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March 2027 S-20 T-21				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November 2026 S-17 T-18				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

April 2027 S-22 T-22				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2026 S-14 T-14				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

May 2027 S-13 T-14				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				



Teachers only
No School
Calendar event

June 2027				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

Date	Event
Aug 10	New Teacher Day
Aug 12	Professional Development
Aug 13	Opening Meetings - Workday - Open House
Aug 17	Teacher Workday - Team Meetings
Aug 18	First Day of School
Sep 07	No School - Labor Day
Oct 16	No School
Oct 22	P/T Conferences 4:00-7:00PM
Oct 23	No School - P/T Conferences 8:00-11:00AM
Nov 25-27	No School - Thanksgiving Break
Nov 30	No School - PD/Workday
Dec 18	End of First Semester
Dec 21-Jan 1	No School - Christmas Break
Jan 04	Classes Resume
Jan 18	No School - MLK Day
Feb 11	OES/PES P/T Conferences 4:00-7:00
Feb 12	No School for OES/PES P/T Conferences 8:00-11:00
Feb 15	No School - President's Day
Mar 12	No School - PD/Workday
Mar 26-Mar 29	No School - Easter Break
May 19	Last Day for Students
May 20	Professional Development
May 21	Teacher Workday
May 23	Graduation at 2:30 PM

Panther Professional Learning (PPL)

There will be a 2 hour delay EVERY Wednesday for PPL beginning Sept 2, 2026 through May 12, 2027.

School Cancellations

On fall and spring fog days when weather conditions require that school be cancelled, the PEVS Remote Learning Plan will be in effect. Teachers will report to their classrooms on those days (unless conditions dictate otherwise) and students will learn remotely using the established two-hour delay schedule. Two-hour delays will not be made-up.

For ice/snow, we will use the five calamity days provided by the state. The PEVS Remote Learning Plan will be in effect any days beyond those five. Staff will be able to work from home on those days.

Open House - August 13, 2026

Middle School 5:00-7:00
Oakwood Elementary 5:30-7:00
Paulding Elementary 5:30-7:00
High School 6:00-7:30

Quarters

Aug 18 - Oct 15, 2026 - 1st Quarter (42 days)
Oct 19-Dec 18, 2026 - 2nd Quarter (40 days)
Jan 4 - Mar 11, 2027 - 3rd Quarter (47 days)
Mar 15 - May 19, 2027 - 4th Quarter (46 days)