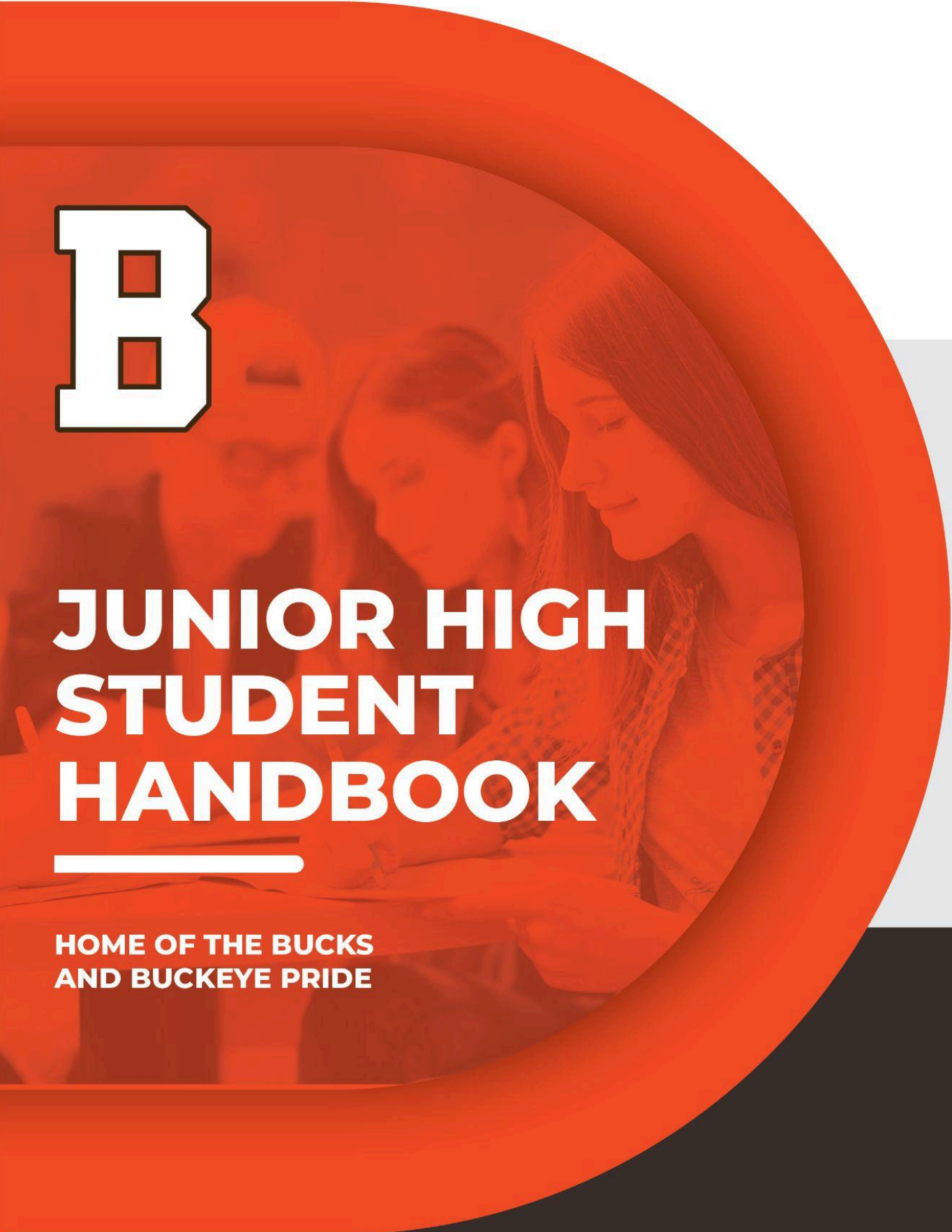




B

JUNIOR HIGH STUDENT HANDBOOK

**HOME OF THE BUCKS
AND BUCKEYE PRIDE**

3024 Columbia Rd. • Medina, Ohio 44256 • (330) 722-8257

Buckeye Local Schools

Contact Information

www.buckeyeschools.org

BUCKEYE LOCAL SCHOOLS BOARD OF EDUCATION

BOARD PRESIDENT: Mrs. Barb Gunkleman
BOARD VICE PRESIDENT MEMBER: Mr. Roy Salazar
BOARD MEMBER: Mrs. Kim Cecelich
BOARD MEMBER: Mr. Seth Kujat
BOARD MEMBER: Mrs. Denise Piovarchy

DISTRICT CENTRAL OFFICE

(330) 722-8257

SUPERINTENDENT: Mr. Jeffrey M. Stanton
DIRECTOR OF STUDENT SERVICES: Mrs. Dawn Kochanek
DIRECTOR OF CURRICULUM: Dr. Rob Winton
DIRECTOR OF OPERATIONS: Mr. John Justice
TREASURER: Mr. Mark Donnelly
TRANSPORTATION: Mrs. Karen Galdun
FOOD SERVICE: Mr. Greg Beegle
MAINTENANCE: Mr. Dave Pesorda
TECHNOLOGY: Mr. Karl Walker

JUNIOR HIGH SCHOOL

(330) 722-8257 X 2101

(330) 722-8257 Ext. 2101

Office Hours 7:00 a.m. to 3:00 p.m.

JUNIOR HIGH SCHOOL PRINCIPAL: Mr. Chris Sauer x2105
JUNIOR HIGH ASSISTANT PRINCIPAL: Mr. Paul Glazer x 2114
ATHLETIC DIRECTOR: Mr. John Myers x3053
SCHOOL COUNSELOR: Mrs. Brittany Cates x2103
DISTRICT PREVENTION COORDINATOR/SOCIAL WORKER x2108
SCHOOL PSYCHOLOGIST Mrs. Tanya Schell x2107

BUCKEYE JUNIOR HIGH WELCOMES YOU!

Dear Students and Parents,

Welcome to the 2026-2027 School Year!

At Buckeye Junior High School, we **BELIEVE** in your potential, **EMPOWER** you to reach new heights, and support you as you **ACHIEVE** your goals. We are excited to begin another year of learning, growth, and success together!

This handbook is your guide to a successful school year, providing important information, guidelines, and procedures to help you navigate with confidence. We encourage you to explore it and reach out with any questions—we are here to support you every step of the way.

Our dedicated staff is committed to challenging and inspiring students through a rigorous curriculum while fostering personal growth and a love for learning. With teamwork, perseverance, and a positive mindset, there are no limits to what we can achieve together.

Let's make this school year one of **belief, empowerment, and achievement**—filled with new opportunities, great successes, and lasting memories!

Here's to a remarkable year ahead!

Go Bucks!

Chirs Sauer, Principal Buckeye Junior High

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education June 2026

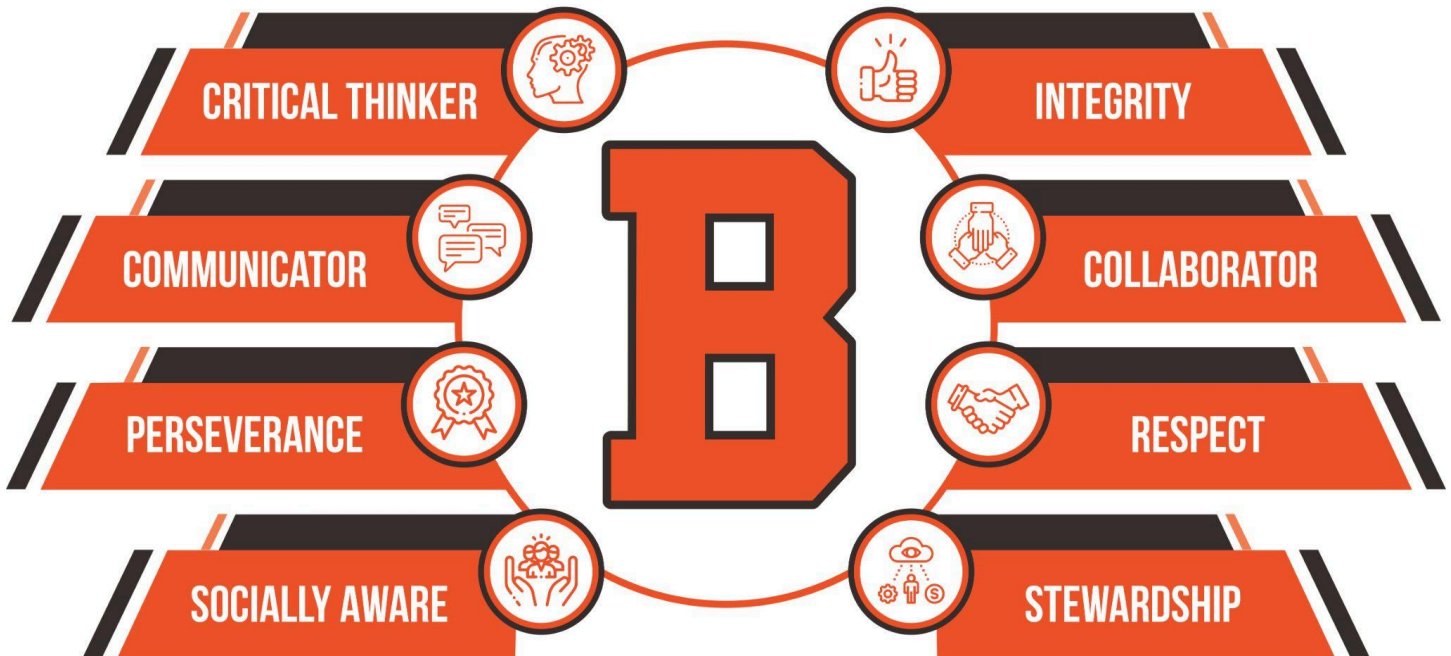
MISSION STATEMENT

"Empowering students to excel in a highly competitive society"



PORTRAIT OF A BUCK

BUCKEYE LOCAL SCHOOLS



VISION FOR OUR LEARNER

The Buckeye Local School District is committed to preparing students for academic excellence and a deep sense of purpose. The following eight competencies paint a Portrait of a Buck for student learners to excel in a highly competitive society.

ALMA MATER

Our praise we sing
To thee our Alma Mater
Your spirit will guide us
Through all the years ahead
We'll not forget thee,
As the years go passing by
Sing praise to Buckeye High.

SCHOOL COLORS

Orange and Brown

MASCOT

Bucky

The Cleveland West Conference

Bay
Buckeye
Garfield (Lakewood)
Greenbriar (Parma)
Hillside (Parma)
Harding (Lakewood)
Shiloh (Parma)
North Olmsted
Rocky River
Westlake

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands one nation under God, indivisible with liberty and justice for all.



SECTION 1: INTRODUCTION

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep **the handbook available for you and your parents' use**. It is a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your guidance counselor or a principal whom you will find listed in the JUNIOR HIGH SCHOOL OFFICE SECTION listed below. This handbook supersedes all prior handbooks and other written material on the same subjects.

Note to the parents: We invite you to visit the school and to attend extracurricular activities. Family involvement in your children's schooling is critical to their continued success. We encourage you to talk with our staff and work with us as a team to improve our services. We will make every effort to keep you informed of your student's progress, but should you have concerns or questions, do not hesitate to share them with us. The staff at Buckeye High School will be happy to work with you, but remember, as a parent, you are the most important person in your children's lives.

Two resources available to you as a parent or student are the Buckeye Local Schools' website, which includes a calendar of events and activities, as well as links to other beneficial information and Progress Book which allows parents and students to monitor grades throughout the year from any available device with internet access.

A. Equal Educational Opportunity (Title IX)

It is the policy of this district to provide equal educational opportunities to all. No student at Buckeye Junior High School shall be excluded from or denied enrollment in any academic activities or course offerings on the basis of race, gender, disability, religion, ancestry, national origin, social/economic background or marital/parent status.

Any person who believes he has been discriminated against has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Dawn Kochanek dkochanek@buckeyeschools.org ,and/or Rob Winton rwinton@buckeyeschools.org.

B. Individuals with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's program and facilities.

The Buckeye Local School District provides a variety of Special Education programs and services. The education of ALL Handicapped Children Act of 1975 gives each handicapped student the right to a free, appropriate public education on an individualized education plan developed with the parent included as a team member. A student can access Special Education services through the proper evaluation and placement procedure. The Buckeye Local School District's Special Education Program is operated in accordance with the Ohio Department of Education Operating Standards for Ohio Schools serving children with disabilities. Parent involvement in the procedure is required. More importantly, the school wants the parent to be an

active participant. To inquire about the procedure or programs, a parent should contact the director of Special Education at 330-722-8257 ext. 1012.

C. Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students may exercise their rights of freedom of expression and association, so long as they respect the rights of their fellow students and staff. Students are expected to follow faculty or staff directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their children are progressing in school and will be provided information on a regular basis and as necessary should concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, information will be sent to the parents by regular mail or hand delivery to ensure contact. Parents are encouraged to communicate with teachers and support staff by sharing suggestions or concerns regarding their children.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the Principal, his/her Guidance Counselor or Student Assistance Coordinator. The handbook conforms to the Ohio Revised Code and was adopted as policy by the Buckeye Board of Education. It describes the types of misconduct that necessitate disciplinary action.

Note: Students are considered under the jurisdiction of the school while on school property, on buses, interacting with members of the Board of Education or their employees, or at any school-sponsored activities, away sporting events, contests, or trips. (R.C. 3313.66)

SECTION 2: ACADEMICS

Bell Schedule

1st Period	7:28-8:23	55 min
2nd Period	8:26-9:18	52 min
3rd Period	9:21-10:13	52 min
4th Period	10:16-10:46	30 min
5th Period	10:49-11:19	30 min
6th Period	11:22-11:52	30 min
Buckeye Period	11:55-12:25	30 min
7th Period	12:28-1:20	52 min
8th Period	1:23-2:15	52 min

A. BUCKEYE PERIOD

1. Buckeye Period is designed to provide quiet study time for students to complete homework, seek additional work time on projects. Students are expected to be on time, bring study materials with them, be respectful and responsible. Students should request office visits, restroom breaks and tend to housekeeping issues during their Buckeye Period in lieu of leaving class periods. Clubs, activities, and class meetings will often meet during this time.

B. GRADES

1. Buckeye Junior High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired necessary knowledge. 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 in determining a grade and will inform the students accordingly at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

2. Progress book, a computer based grade book, will be utilized by the teachers at Buckeye Junior High School to track all student grades. Access to the parent component of Progress Book can be obtained from the Buckeye Local Schools' website. Parent Alerts are also available which inform the parents via email of missing assignments and low grades through criteria established by the parent. Percentages will be used to determine each of the NINE-WEEK grades, and the FINAL grade. Exam grades may be calculated into the Final Grade for high school credit classes.
3. The school uses the following grading system:

Letter Grade	Percentage	Regular G.P.A	Adv, CCP & A.P.- G.P.A
A	92-100	4.0	5.0
A-	91.9 - 90	3.7	4.7
B+	89.9 - 87	3.3	4.3
B	86.9 - 83	3.0	4.0
B-	82.9 - 80	2.7	3.7
C+	79.9 - 77	2.3	3.3
C	76.9 - 73	2.0	3.0
C-	72.9 - 70	1.7	2.7
D+	69.9 - 67	1.3	1.3
D	66.9 - 63	1.0	1.0
D-	62.9 - 60	.7	.7
F	< 59.9	0	0

4. Weighted Grading Scale
 - a. Weighted quality points are awarded for Algebra and are used at the high school for graduation.

A=5 quality points B=4 quality points C=3 quality points D=2 quality points F=0 quality points
--

C. PROMOTION/RETENTION POLICIES:

1. A child receiving passing grades in language arts, social studies, math and science shall be promoted. If a student fails one of the above subjects, he/she will be promoted. It is strongly suggested that the student remediate the failed subject via summer school. If a student fails two of the above subjects, he/she must successfully complete, via summer school, at least one of the two

failures. It is strongly suggested that the second failure also be remediated. If a student fails three subjects, he/she will not be promoted unless he/she successfully completes two subjects via summer school. All summer educational remediation programs are the financial responsibility of the parent.

D. COLLEGE CREDIT PLUS

1. Students may elect to take part in the College Credit Plus Program, which provides an opportunity for students to take classes at eligible post-secondary institutions. The purpose of this program is to promote rigorous academic pursuits and to provide a wider variety of options to high school students. Any student that plans to take CCP courses on campus with Buckeye staff must be scheduled by June 1st.
2. In order to participate in the College Credit Plus program, students must attend a College Credit Plus Information meeting and turn in the appropriate forms prior to April 1st. All area schools offer an informational meeting. The Buckeye High School College Credit Plus meeting date is typically held in the month of January.
3. Please note the OHSA guidelines for College Credit Plus eligibility.
 - a. College Credit Plus Policies
 1. The Buckeye Board of Education has developed several policies regarding the college credit plus program. These include:
 - a. Option 1: college credit with optional high school credit. Under this option, the student must pay tuition and fees as established by the college or university and must pay for textbooks and materials. Per O.R. C. 3313.61.3, students will also receive high school credit for college courses successfully completed under Option A unless specifically requested otherwise by the student at the time of enrollment.
 - b. Option 2: high school and college credit. Colleges and universities enrolling students under Option B will be paid by the Ohio Department of Education each July determined by an established formula for tuition, fees, textbooks, and materials. Courses successfully completed under Option B will receive high school credit for graduation as appropriate.
 2. Dual Enrollment
 - a. Courses offered at the high school using Buckeye faculty that allows the students to receive both high school and college credit. Grades will be reported by the dual enrollment class instructors to the aligned college, Cuyahoga Community College.
 3. Participation
 - a. Counseling services indicating the benefits of the program, as well as the possible risks and consequences will be provided to students and their parents prior to participation. Students and parents must notify the

Buckeye High School Department of their intent to participate in the program by April 1st of the prior school year.

4. Grades

- a. Course grades will be transferred from the college/university via the college's student reporting system and will become part of the student's permanent high school academic coursework (transcript).

5. Financial Obligations

- a. If a student drops out of the college/university, withdraws from a course, or if they earn a failing grade, ALL COSTS revert to the student/parents under Ohio Revised Code 3365.11.
- b. Any fees the District is charged for books and materials not returned to the college/university will be reverted back to the student/parents.

6. Underperforming Students

- a. Students in the College Credit Plus program who are deemed "underperforming" and are placed on CCP Probation are due to the following conditions.
- b. Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP program.
- c. Withdraws from, or receives no credit for, two or more courses in the same term. (Withdrawing from a course occurs when the student dis-enrolls from a course after the census date and the secondary school is financially responsible for the tuition associated with the course.)
- d. If a student meets the definition of "underperforming" for 2 consecutive semesters, they are then considered ineligible for participation in the CCP program and are placed on CCP dismissal.
- e. CCP replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365. Students enrolled in grades 7-12 who are college-ready and qualify for college admissions may enroll in CCP. Counseling services indicating the possible risks and consequences as well as the benefits of the program will be provided to 6th-11th grade students and their parents prior to participation. To review literature available from Ohio Board of Regents and Ohio Department of Education on College Credit Plus please visit www.ohiohighered.org.

E. SCHOLAR/HONOR/MERIT ROLL

- 1. At the end of each nine weeks, students have the opportunity to make the

scholar, honor or merit roll. Students that earn a grade point average of 4.00 or above will make the scholar roll. A grade point average from 3.5 to 3.99 will earn honor roll status, and a grade point average from 3.00 to 3.499 will qualify a student for the merit roll.

F. GRADING PERIODS 2026-2027

Quarter 1: August 20-October 16 Quarter 2: October 19-December 17 Quarter 3: January 4-March 12 Quarter 4: March 15- May 27	Student Report Cards are typically available the Friday following the end of the quarter
--	--

G. DISTRIBUTION OF GRADE CARDS

1. We will make every effort to make grades available online in a timely manner.
 - a. Interim reports will no longer be sent home. The interim will be available on ProgressBook.
 - b. Report Cards will be made available to parents via download on ProgressBook.
 - c. Students who owe fees will not be able to access a printable report card which includes the earned GPA until the owed fees are resolved.

H. ACADEMIC AND CO-CURRICULAR ELIGIBILITY

1. Academic/Co-curricular eligibility for students is checked on a nine-week basis. In order to participate, a student must have a 2.0 grade point average and pass 5 academic classes the preceding grading period. If a student has between a 1.999 and 1.00 grade point average, the student is conditionally eligible. The student that is conditionally eligible must follow the procedure outlined in Board Policy and cannot participate in the first ten percent of the sport's competitions. In addition, the conditionally eligible student must circulate a weekly progress report in all subject areas for the current grading period.

I. ACADEMIC INTEGRITY

1. Faculty members are expected to give complete supervision during tests and examinations. Instances of cheating on a test, homework, or any teacher assigned task will result in a zero for that activity. A report will be filed to the principal and further disciplinary action will be taken. Some examples of inappropriate actions include:
 - a. plagiarism
 - b. looking at someone else's test or other materials
 - c. copying work from another when the work is not intended to be group work
 - d. obtaining a copy of tests or scoring devices

- e. unauthorized use of materials not permitted during a test
- f. allowing another student to copy your work
- g. putting your name on someone else's work
- h. talking during a test

J. TESTING

1. Students will participate in all Ohio State Testing in the 7th and 8th grade
 - a. 7th Grade State Assessments are given in the Spring and include language arts and math.
 - b. 8th Grade State Assessments are given in the Spring and include language arts, math and science.
2. NWEA MAP Assessments are given three times a year to ensure student progress and provide enrichment and remediation where needed. NWEA MAP Assessments are also used as a universal screening tool to identify students in reading and math that included gifted.

SECTION 3: SCHEDULING

Students will be presented with the following year's scheduling options in the Spring of the current year. Students are required to take the following courses:

7th Grade Required Courses		8th Grade Required Courses	
Language Arts		Language Arts	
Math		Math	
Science		Science	
Social Studies		Social Studies	
Elective Rotation: 4 Quarters of Elective are Required to carry a full schedule OR One full year class		Elective Selection: 4 Semesters of Elective are Required to carry a full schedule OR Two full year classes	
Quarter Classes Art Project Lead the Way Study Skills Exploring the US Exploratory Spanish	Full year Courses Choir Band A Capella Choir	Semester Courses Art Computer Art Project Lead the Way Physical Education History Detectives Building News	Spanish Band Choir A Capella Choir
Health and Physical Education (Semester of each)			
All course offerings are subject to change based on unforeseen circumstances, including staffing availability, enrollment, and scheduling considerations. The school reserves the right to revise, reschedule, or cancel courses at its discretion.			

A. Procedure for Course Registration The following steps will be taken to schedule students for class at Buckeye Junior High School

1. Group scheduling meetings will be held for all students grades 6 and 7
2. Individual conference with a counselor if needed
3. Parent signatures are required on the course selection sheet
4. Students need to meet two out of three criteria if they are not identified as gifted, in order to be placed in Advanced Classes. The criteria is as follows:
 - A teacher recommendation
 - A score of **230 or higher** on the fall or winter MAP assessment
 - A score of **725 or higher** on the most recent Ohio State Test

B. SCHEDULE CHANGES

5. Changes from one course to a more difficult one within a content area can be requested after the tenth day of school and in accordance with the following guidelines: All such requests must be presented to the student's assigned School Counselor in writing. The schedule change request must bear the student's and parent's signature and the signature of the teacher from whom the student is transferring. When there is disagreement among the student, counselor, parent or teacher concerning the advisability of such a change, a conference will be scheduled before the change is made. Changes from one course to a more or less difficult course will be based on seat availability along with a meeting between the parent, counselor and administration.
 - a. Teacher initiated changes may be made through the interim of the 2nd grading period (week 5).
 - b. Parent/Student initiated level changes will not be honored after week 5 of the first grading period.
 - c. Grades accumulated in the course from which the student transfers will be given to the teacher of the course in which the student enrolls. Accumulated grades will be transferred to the new course and used in calculating the grade point average for the new course.
6. Students must continue reporting to their scheduled classes until official schedule change forms have been processed.
7. Schedule changes may be considered in specific circumstances after the school year begins. Those changes may be made according to the following guidelines:
 - a. In specific circumstances, students may request schedule changes as need arises. Specific circumstances include family hardship, family moving into the Buckeye School district, and finding the course of study does not follow their previous school's curriculum. Students must make an appointment with their counselor to discuss possible adjustments.

B. SCHOOL FEES Students enrolled in Buckeye Local Schools will be furnished basic textbooks without cost; however, a fee for consumable materials and supplies used will be charged. School fees are established at the beginning of each school year and may vary due to the fluctuation of the costs of materials and supplies. Such fees are

to be deposited in the rotary operating funds of the Board to defray the costs of materials and supplies (from Board Policy 6152).

1. Due to schedule changes during the first two weeks of the school year, fees will not be collected until a fee schedule is issued within the first quarter. Fee notices will be made available to parents via ProgressBook. You are now able, and encouraged, to pay all fees online at <https://www.payschoolscentral.com>. Payments can be made **in cash or check**, if necessary. See the Principal's secretary in the office for details.
2. All students will receive a receipt from the office within 24 hours of deposit. If for some reason a student does not receive a receipt, a copy may be requested from the office (per the Treasurer's office).
3. Any checks returned due to insufficient funds or closed accounts will result in an automatic \$25.00 charge to the originator of the check.
4. Athletic Clubs/Organizations and Extra-Curricular "pay to participate fees" will be added to the student's school fee list.
5. **Students with outstanding fees may be prohibited from receiving report cards, final transcripts, receiving diplomas, purchase of parking passes and school sponsored dances.**

Eighth Grade		Seventh Grade	
Art 8* (Elective)	\$16.32* (Elective)	Art (for students not in band or choir)	\$13.46
		Science	\$11.51
Computer Generated Art 8 (Elective)	\$9.73 (Elective)	ELA Workbook**	\$10.00
		Math Workbook**	\$15.00
ELA Workbook**	\$10.00	Technology (all students)	\$40.00
Math Workbook**	\$15.00	Student Council (Optional)	\$20.00
Science	\$11.51	Planner	\$5.26
Technology (all students)	\$40.00		
Planner	\$5.26		
Total	\$81.77-107.82	Total	\$95.23

C. **SPECIAL SERVICES** At Buckeye Junior High School there are a number of resources available to assist students and families in the educational process. Contact the school counselor to inquire about your needs.



SECTION 4: STUDENT ATTENDANCE

A. ATTENDANCE EXPECTATIONS

1. School attendance is mandated by law. Consistent attendance is necessary in order for a student to take full advantage of the quality education offered by Buckeye Junior High School. State law requires school attendance until the age of eighteen (18). Students who do not maintain good attendance may lose certain privileges, and be referred to Medina County Prosecutor's office if a successful Attendance Intervention Plan per Ohio H.B. 96 does not yield a positive attendance outcome. Buckeye Junior High School has implemented an attendance policy in order to avoid these negative consequences.

2. We want to share an important update about how student attendance will now be counted across Ohio. In September 2025, the State of Ohio passed a law that revised the criteria and definitions for student absences, habitual truancy, and chronic absenteeism.

To reflect this change in Ohio law, Progress Book, the system we use to track attendance, will update its settings so that all absences, excused or unexcused, count toward the state's revised definition of "chronic absenteeism."

This change means that even medically excused absences will now be included in the state's absence total. A student is considered "chronically absent" after missing about 10% of the school year, which can be as few as 2-3 days a month.

3. It is important that students arrive at school on time. Students who arrive late to school are accumulating a negative school record, developing poor habits for future success in any endeavor, and causing a disruption to those students who meet the obligation of arriving on time.
4. Anyone may be absent or late due to an occasional circumstance beyond his/her control, but habitual absence or tardiness is not acceptable.
5. Only students who are involved in supervised extra-curricular activities should be in the building and on school grounds after 2:15 p.m.

B. UNEXCUSED ABSENCES/TRUANCY

1. The school district is may implement an attendance intervention plan for students that are chronically absent and may file a complaint with juvenile court for students that are habitually truant.
2. Parents can be charged with neglect or contributing to delinquency, a first degree misdemeanor, if their child continually fails to attend school.

C. NOTIFICATION OF ABSENCES

1. Any time students are going to be absent from school, parents need to notify the school by calling **(330) 722-8257 (ext.2101)**.
2. If the absence is due to an appointment during the start of the school day the student **may present a doctor's note from the appointment for documentation purposes upon entry to the building.**
3. If a student must leave during the school day for a scheduled appointment, please present the notification from that appointment to the attendance office within twenty four hours or the next scheduled school day.
4. If a student is marked absent from school during the daily attendance process, parent/guardian will receive communication from the school in the form of an automated phone call within the first 2 hours of the school day to notify parent/guardian of student absence. It is imperative that the school be provided with a phone number where a parent or guardian may be notified of the student's absence.
5. **If the school has not been contacted by phone, the student may be asked to bring a note from his/her parent(s) to the Attendance Office in order for the absence to be considered excused. This note needs to describe the nature of the absence and must be signed by a parent/guardian.**
6. **Approved School-Related Absences Exempt from Attendance Requirement:** Absences from class because of field trips or other school-related absences approved by the office will not apply. Students with excessive absences may not be approved for school-related activities or early release privileges. **Special Note:** Any student on a field trip who misses a previously announced test or assignment is responsible for making up the test or assignment upon return to class.

D. EXCUSABLE APPROVED ABSENCES

1. If at all possible, prior arrangements should be made with the Superintendent or Principal
2. Parents are encouraged to schedule their children's appointments with doctors and dentists during non-school hours to the extent possible.
3. An excused absence means that the student may make up the work that he/she missed during that time (see make-up formula below).
4. An excused absence allows the student to make up all possible work within the time calculated by the make-up formula below. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.
5. An excuse for absence from school may be approved on the basis of any one of the following conditions (Reasons as per stated in the Board Policy 5200 and Ohio Revised Code):
 - a. Personal illness. The approving authority may require the certificate of a physician.
 - b. Illness in the immediate family. The absence under this condition shall not apply to children under 14 years of age.
 - c. Death in the immediate family. This is limited to three (3) days unless

- reasonable cause can be shown for a longer absence.
- d. Quarantine. The absence of a child from school under this condition is limited to the length of the quarantine as fixed by the proper health authorities.
 - e. Observance of religious holidays. Any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
 - f. Emergency or set of circumstances which, in the judgment of the Superintendent of schools, or his designee, constitutes a good and sufficient cause for absence from school.
 - g. College Visits/Job Shadowing The proper permission forms are available in the Guidance Office. Form must be filled out completely and returned to the Attendance Secretary. Students can be excused for up to three college visits / job shadowing days per year.

E. MAKE-UP FOR EXCUSED ABSENCES

1. Students will be given the number of days of excused absence to make up work (i.e. If a student is absent on Monday, the make- up work is due on Wednesday).
2. It is the student's responsibility to work this out with his/her teacher.
3. Assignments may be collected by the office (per a parent's request) after two days of absence for students who are ill.
4. Note: Any assignment given in advance must be completed upon return.
5. If the absence is unexcused or unauthorized by the Principal/Designee, a student may not make up the work.
6. The skipping of classes or any part of the school day is considered an unexcused absence and no make up of class work will be permitted. Disciplinary action will follow.

F. VACATIONS DURING THE SCHOOL YEAR

1. **Parents are discouraged from taking their children 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. It may be possible for the student to receive certain assignments that are to be completed during the trip.
2. Family trips must be approved in advance of the absence. Vacation permission forms are available in the Student Information Center. Days missed due to vacation will count toward the student's total absences.

G. TARDY TO SCHOOL (and signing in late to school)

1. For the purpose of maintaining accurate records, students who arrive late but before 8:30 will receive an excused tardy if they present a note from a medical or court official indicating that the student has visited the doctor, dentist, or

- court that morning.
2. Students who are late to school for any reason will report to the main office to sign in.
 3. Consideration to allow make-up work and/or be issued a pass will be extended to each student until he or she has accumulated three (3) tardies to school.
 4. Medical or court-related late arrivals should have a pass from the office to show that they are excused.
 5. Students who are habitually tardy may be assigned penalties.

H. TARDY TO CLASS

1. Students who are late to class without a pass may be subject to teacher discipline. Students who continue to be tardy or who demonstrate insubordination to the reasonable authority of the teacher may be referred to the Principal's office.

I. LEAVING SCHOOL BEFORE THE END OF THE DAY (signing out of school)

1. Parents should not grant their child permission to leave without first contacting the school.
2. The parent is to sign out in the office just prior to leaving, printing legibly his/her first name, last name and time of departure. Students must have permission from the Principal in order to leave in compliance with school procedure, otherwise, disciplinary actions will be incurred.
3. Leaving the school or school grounds without permission violates the Student Conduct Code and state law. Once students arrive on school grounds, they may not leave again without first reporting to the Principal/designee and following proper procedures. Arriving, then leaving, prior to the start of school is also a violation.

J. ATHLETIC/EXTRACURRICULAR PARTICIPATION:

1. Students must be present at least four (4) class periods in order to participate in an after-school activity.

K. ENROLLING IN SCHOOL

1. Students are expected to enroll in the school district in which they live.
2. If open enrollment is an option, or other arrangements need to be made to attend a school outside the student's home district, it should be done through the home school.
3. Students who are new to Buckeye Junior High School are required to enroll with their parents or legal guardian. When enrolling, parents/guardian will need to bring all of the following:
4. Student's birth certificate (hospital records are not acceptable)
5. Student's immunization record
6. Proof of residency – acceptable proof of residency may include:
 - a. House purchase agreement

- b. Lease/rental agreement
 - c. Utility bill (electric, water, gas, sewer) We cannot accept phone or cable bills
 - d. Voter registration card
 - e. Property tax receipt from Medina County Auditor's office
 - f. Homeowner's insurance policy bill
 - g. Proof of custody – certified copy of court document (if applicable)
 - h. Copy of parent/guardian's driver's license
7. In some cases, a probationary enrollment may be permitted and the parents will be told what records are needed to make the enrollment complete.
8. Students enrolling from another accredited school must possess an official transcript in order to receive credit from that school. The Guidance Counselor will assist in obtaining the transcript if it is not presented at the time of enrollment. School records may be held if fees are still owed to the previous school district.

L. TRANSFER

1. If a student plans to transfer from Buckeye to another school district, the parent must notify the guidance office. School records shall be transferred within fourteen (14) days to the new school district once the request has been received as required under Ohio law. Parents are encouraged to contact the guidance office for specific details.
- a. School records, including but not limited to unofficial transcripts, requested by parents/guardians may be held if school fees are outstanding.

M. WITHDRAWAL

1. No student under the age of 18 shall be allowed to withdraw from school without the written consent of his/her parents. A student who withdraws from school and is under age 18 can be reported to the Bureau of Motor Vehicles for suspension of his or her driver's license. Students who have been recommended for expulsion may not withdraw until expulsion proceedings are completed.

N. HOMEWORK during absences

1. In the case of extended illness (3 or more days), assignments may be requested through the main office. Please allow a day for this material to be compiled. It is the responsibility of the student or parent to make arrangements to collect these assignments.

SECTION 5: STUDENT BEHAVIOR

Expectations: A major component of the educational program at Buckeye Junior High School is to prepare students to become responsible adults by learning how to conduct themselves properly and in accordance with school policy.

A. **Expected Behaviors:** Each student shall be expected to comply with the following:

1. Abide by national, state, and local laws, as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously toward adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others regardless of ability, gender, race, ethnicity, or any other differences.
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in self, family, and in the school.

B. **Student Discipline Code - Code of Conduct** The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that may subject a student to disciplinary action. The Board of Education has also adopted a **ZERO TOLERANCE POLICY. Zero Tolerance shall be applied to any misconduct that is connected to activities or incidents that have occurred on property owned or controlled by the board of education.**

1. The following policy sets forth rules prohibiting certain types of student conduct, either:
 - a. on school grounds, during, before, or after school
 - b. on school grounds at any time when the school is being used by a group or organization
 - c. off school grounds, if on a school bus or at a school activity, function or event.
2. A student found to be in violation of any of these rules may be suspended for a period of up to ten (10) days and/or be expelled for a period not to exceed eighty (80) school days. It shall be the decision of the proper school administrator, after carefully weighing the facts and the circumstances pertaining to an incident of misconduct, to use appropriate corrective measures.

C. **Violations of the Code of Conduct:**

1. **Fire/Arson** - No student shall be involved in the unauthorized setting of a fire while on Board of Education property. Arson is a felony.
2. **Bullying and other forms of aggressive behavior**

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, on a school bus, 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.

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:

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

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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 cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (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 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/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or 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/cyberbullying, 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. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making 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.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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 Director or appropriate administrator shall notify the custodial 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 custodial 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 Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints 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. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate actions.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

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.

Reporting Requirement

At least semi-annually (by December 31st and June 30th), the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity



A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

3. **Cheating/Academic Dishonesty/Plagiarism** – No student shall fraudulently, dishonestly, or deceptively obtain copy, or use the work of another, or otherwise violate a teacher's reasonable requirements, with respect to proper test-taking or the completion of work assignments. Students shall not assist in the pursuit of academic dishonesty by providing information to other students in any way. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed works, examination questions, examination answers, etc. Any student who is caught or found to be cheating, academically dishonest or plagiarizes may receive an "F" for the work in question, be referred to an administrator, and may be subject to additional disciplinary action.
4. **Complicity** - No student shall encourage others to violate the Buckeye Local Schools Code of Conduct.
5. **Conduct Against Board of Education or Their Employees** - A student shall not physically assault, threaten to assault, vandalize, damage, or attempt to damage the property of a school employee or his/her family or demonstrate physical, written, or verbal disrespect or threats either on or off of school property or at school events. R.C. 3313.66
6. **Continuous (Repetitive) Disruptive Behavior/Insubordination/Failure to Comply** - No student, while under the authority of school personnel, shall refuse to comply with the reasonable request or direction of school personnel, including, but not limited to: teachers, student teachers, substitute teachers, teacher aides, bus drivers, principals, assistant principals or other authorized personnel. Students who exhibit continuous (repetitive) disruptive/insubordinate behavior in any class, study hall, bathroom or other common areas, or activity will receive appropriate intervention by their teacher in the form of corrective conferences, email/written notification or phone calls to parents, referrals to the Counselor's Office, or after school detentions. Should these measures fail to produce a positive change in conduct; the student may be referred to the school administration who may assign additional discipline. Additional referrals for the same or similar problems may result in increased disciplinary consequences. Insubordination includes but is not limited to:
 - a. Failing to serve a detention assigned by staff members or administration.
 - b. Leaving school property during the school day for any reason without signing out through the appropriate Main Office.
 - c. Cutting classes or being truant from school.
 - d. Being repeatedly tardy to school or classes.
 - e. Disrespect to school personnel.
 - f. Failure to comply with reasonable instruction or directions.
 - g. Repeatedly failing to comply with any of the items contained in this Code of Conduct.
 - h. Failure to wear a mask unless otherwise instructed.
7. **Dangerous Objects** - No student shall bring, possess, give, throw or hide any dangerous objects capable of injuring himself/herself or others. Knives, guns,

ammunition, matches, lighters, firecrackers, stones, snowballs, or other dangerous objects have no use in a school setting. "Weapons" include, but are not limited to: guns, pellet guns, knives, club-type implements, any toy presented as a real weapon, and any toy reacted upon as though a real weapon. Any object converted from its original use to an object used to threaten or injure another, including, but not limited to, padlocks, pens, pencils, chairs, and jewelry is deemed a weapon. Not only may a student be suspended or expelled for possessing a dangerous object/weapon, law enforcement officials may be contacted and **criminal charges may be filed**. Unless otherwise authorized by law pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

8. **Disorderly Conduct** – No student shall cause inconvenience, annoyance, or alarm to another by doing any of the following:
 - a. Engaging in fighting, threatening harm to persons or property or in violent behavior.
 - b. Making unreasonable noise or an offensively coarse utterance, gesture, or display or communicating unwarranted and grossly abusive language to any person.
 - c. Interfere with the rights of others.
 - d. Engage in conduct likely to be offensive or to cause inconvenience, annoyance, or alarm to person of ordinary sensibilities
9. **Disruption of School** - A student shall not by his/her actions, dress or appearance, disrupt the normal operation of the school. A student shall not engage in any act that may be harmful to the health, welfare, and safety of himself/herself or others. Any or events, that are deemed a distraction to the process of learning are prohibited including interactions on social media, online platforms, or in the community, and may be grounds for school-based disciplinary action.
10. **Distribution and Sale of Unauthorized Material** - No student shall distribute or sell unauthorized material on school property.
11. **Dress and Grooming** - It is important for students and expected that they will present themselves in attire that is neat and clean. No student shall wear any item of attire which is offensive, distracting, disruptive, interrupts the educational process, and/or presents a safety concern including hats and/or hoods. The administration may direct that steps be taken to correct a hazardous or offensive condition regarding attire, personal effects, hygiene or grooming. Teachers may designate the criteria for proper dress in any lab or special situation. Any classes missed due to inappropriate dress may result in a "zero" for those classes. Any violation of the dress code may result in the following action:
 - a. Call parent/guardian
 - b. In School Restriction
 - c. Detention, or OSS

Any new "fads" in clothing, or anything not specifically covered above that is determined to

be inappropriate dress, shall be dealt with at the discretion of the administrator/designee.

Any question as to the appropriateness of dress or grooming of a student shall be addressed by the administration.

Masks- Per any required mandate, all students and staff, K-12 may be required to appropriately wear masks or facial coverings while participating in any school sponsored activity on school premises, including the bus and athletic activities.

The exceptions for face covering requirements are for medical situations (physician's order required), other extenuating circumstances, and special education situations.

12. **Drugs, Over-The-Counter-Medications, Alcohol, Narcotics, or Unknown Substances** - Students in violation of this code will be counseled about the availability of services through the Student Assistance Program. Students shall not possess use, or be under the influence of alcoholic beverages, illegal drugs, narcotics, caffeine pills, stimulants, mood-altering substances and/or drug paraphernalia on school property or at any school-sponsored activity. This also includes "look-alike" or counterfeit drugs, as well as items used to smoke, inject, absorb or inhale substances. If caught, the student may be suspended and/or expelled and law enforcement officials may be contacted. Many drug abuse offenses are also felonies.
13. **Electronic Devices**- Most electronic equipment needed for educational purposes is provided by the school. Personal electronic devices, including phones, should be placed in the off position in a locked locker. Personal electronic devices are not to be accessed between 7:25 and 2:15.

All Electronic Devices:

- Classroom staff has the ultimate control of when and what type of electronic devices are used in the classroom.
- Students are not permitted to have their headphones/earbuds in when moving through the hallways.
- Because cell phones, iPads, electronic games, iPods, cameras etc. may distract others, these items are not permitted to be used during the school day. School personnel are authorized to confiscate these items and to turn them into the office. In addition, disciplinary action may occur. These items, if brought to school, must be kept in the student's locked locker the entire day.

Mobile phones in the classroom:

- In accordance with Board Policy 5136, students are prohibited from using cell phones during the school day.

Activities that are not permitted when using district or personal technologies include but are not limited to:

- Recording any picture or video of a teacher/student without their written permission
- Plagiarism or representing the work of others as one's own;

- Using obscene language; harassing, insulting, ostracizing, or intimidating others;
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, or further education;
- Damaging or modifying computers, network, or other technology;
- Intentional or neglectful transmission of viruses or other destructive computer files; hacking into the district or external computers; intentionally bypassing district filters
- Use of USB, bootable CDs, or other devices to alter the function of a computer or network;
- Subscription to any online service or ordering of any goods or services
- Use of personal email accounts on the district network;
- Online sharing of any student's or staff member's names, home address, phone number or other personal information
- Non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, or raffles
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- Use of district resources for commercial purposes, personal financial gain, or fraud
- Any activity that violates a school rule or local, state, or federal law.

All guidelines listed within this handbook are in effect while using school issued devices or district issued student accounts. Students are required to follow the student code of conduct listed within when participating in a blended educational model for the remote delivery of instruction. Failure to adhere to the rules listed within the code of conduct may result in disciplinary action and or loss of device/student account privileges.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property, in school vehicles and at school sponsored activities, as well as the use of district resources via off-campus remote access may result in disciplinary action up to and including expulsion. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pickup) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in their respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state or Federal law.

Buckeye Junior High School is not responsible for lost or stolen items.

14. **Excessive and/or Repeated Display of Affection** - No student shall engage in excessive and/or repeated displays of affection in any Buckeye School District building or at any school-sponsored activity.
15. **Extortion** - No student shall request money or other articles of value with a threat of force. **Extortion is against the law.**
16. **Failure to accept Discipline or Punishment** - No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.
17. **Failure to Follow School Rules and Policies** - In recognition that any list of prohibited conduct cannot encompass every conceivable action which may properly be subject to discipline, the authority to administer discipline for conduct not specifically set forth will be at the discretion of the administrator.
18. **False Alarms** - No student shall give a false alarm of fire, bomb or other emergency. A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons within the building. **What may seem like a prank can be a dangerous act and is against the law.**
19. **Falsification or Misstatement of Facts or Other Information** - Students shall not forge the writing of another, falsely use the name of another person, or falsify times, dates, addresses, or other data on school forms or school-related correspondence. Students shall not alter or duplicate any school or student records.
20. **Leaving School Property** - No student shall leave school during the school day, for any reason, without permission from the school office.
21. **Loitering** - A student shall not loiter or delay in such a way that will cause disruption to an activity or function, including being in the cafeteria after 2:15 p.m. unless under the direct supervision of a school employee.
22. **Misuse of Vehicles on School Property**: A student shall not violate the prescribed rules and regulations for the use of vehicles on school property.
23. **Possession and/or Use of Tobacco**- The use of **any** tobacco product (cigarettes, cigar, electronic or vapor cigarette, pipe, snuff, chew, lighter, or "look-alike" products etc.) by students is prohibited. This applies to all extracurricular activities both on school property and away from school. Use includes possession. Smoking is defined as holding a tobacco product or electronic or vapor cigarette lit or unlit, or having held it and tossed it aside. Students are not permitted to use tobacco on any area within sight of Buckeye campus. Students using tobacco within 1,000 feet of Buckeye campus or an adjacent property may be disciplined.
24. **Profanity/Disrespect** - Swearing, profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language and gestures are not permitted. Nor shall any student possess any publication, picture or sign containing profanity, vulgarity pornography or inappropriate gestures. Students shall not engage in any socially or sexually improper activity.
25. **Theft** - No student shall take or acquire the property of others without consent. If a student is caught stealing property belonging to the school or another

person, he/she will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.

26. **Class Cutting, Out of Assigned Area**: A student shall not leave his/her assigned school area at any time without proper authorization. A student shall not be in the halls, unsupervised areas or outside the school building without proper permission or an authorized pass. Students will report to all assigned classes and locations throughout the day.
27. **Truancy and Repeated Tardiness** - No student shall be truant or repeatedly tardy to school. Attendance laws require students to be in school all day or have a legitimate excuse otherwise. All truant days are considered **UNEXCUSED** absences. Refer to Attendance Policy in Section 4 of the Student Handbook
28. **Unauthorized Touching/Physical Violence /Physical Attack and/or Threat Thereof** - The act of unauthorized touching, physically assaulting or threatening to assault any person on school property, including vehicles owned by the Board of Education, or while in attendance at any supervised activity sponsored by the Board of Education is strictly prohibited.
29. **Vandalism and/or Destruction of Property** - At no time shall students cause or attempt to cause damage to school property or to private property on school grounds. Prohibitions include, but are not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies. If a minor willfully damages school property, the parent(s) of the minor may be liable for compensatory damages of up to \$10,000, as well as court costs. (R.C. 3109.09).

In addition, this Code of Conduct includes:

- Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
- Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

THE PRINCIPAL RESERVES THE RIGHT TO RULE ON ANY DISCIPLINE SITUATION THAT IS NOT SPECIFICALLY COVERED IN THIS HANDBOOK.

NOTE: DESTRUCTION OF PROPERTY, TOBACCO, FIGHTING, PROFANITY AND ABUSIVE LANGUAGE AND ASSAULT SHALL BE HANDLED ACCORDING TO REGULAR SCHOOL DISCIPLINARY PROCEDURE.

D. Progressive Discipline POLICY Structure

1. Disciplinary action will generally be progressive in nature. If an infraction or similar infraction reoccurs, a more severe penalty will be imposed. The administration may repeat, add and/or omit steps in the process as it relates to specific circumstances. The decision will be based upon what is best for the student(s) on a case by case basis. Discipline is separate from attendance detentions.
2. The following is an **EXAMPLE** of the steps that may occur in the

following progression:

- a. Classroom discipline and classroom detentions (does not include tardy detentions)
- b. Revocation of School Privileges (i.e. unstructured lunch in cafeteria [Lunch Detentions])
- c. 45-minute After School Detention
- d. In School Restriction
- e. 3-hour Saturday School
- f. Out of School Suspension
 - i. Each proceeding violation may result in a suspension.
- g. Expulsion Recommendation

E. **DISCIPLINE** measures explained The Buckeye Board of Education has established the following penalties in accordance with Ohio Law regarding infractions of the Student Conduct Code.

1. **Detention:** Detentions after regular school hours may be assigned to a student as a penalty for violation of the Student Conduct Code, violation of classroom rules or refusing to participate in assigned class activities.

- a. Detentions may be assigned by teachers. Students will receive notice of the detention and provided a white copy labeled 'For Parents' which should be promptly given to their parent/guardian upon arrival at home so that transportation arrangements can be made. There will be a minimum of one (1) day's notice between the date of the incident and the date the detention is to be served. Detentions may not exceed three (3) days duration for a single offense or infraction. Detention will last no longer than one (1) hour per day. It is the student's responsibility to serve the detention on the day and at the place designated or a Saturday School may be imposed. **If a student is absent on the day he/she is to serve the detention, the student must serve the detention on the day of his/her return.** Students will be allowed only one time per semester to switch a date of a detention.

b. **Detention Rules**

- i. Detentions are to be served on the day when the teacher assigns them to be served.
- ii. The student shall be at the detention room prior to the tardy bell ringing
- iii. The student shall come to the detention room with all books and materials needed to remain on task.
- iv. The student shall be on task during the entire detention. Talking, sleeping, eating or drinking, with the exception of water is not permitted during the detention. No student may leave the room during the detention unless requested to by the supervisor. No restroom pass shall be permitted during the detention.
- v. The student shall cooperate with the supervisor at all times.
- vi. All school rules apply. Violations of the Student Conduct Code or the rules above will result in the student being dismissed and further disciplinary action shall be taken.

2. **Revocation of Privileges** Revocation of privileges may result from failure to comply with the established rules and regulations applicable to those activities. These privileges include, but are not limited to, the following:
 - a. Unstructured lunch time (lunch detention)
 - b. Attending dances, assemblies and other extracurricular activities
 - c. Participating in field trips designed to supplement the regular school program.
 - d. Early release
3. **In School Restriction ISR** may be assigned to a student as a penalty for violation of the Student Conduct Code, disruptive behavior or disruption to the learning environment. In School Restriction allows a student to come to school and receive instruction and services in a structured environment separate from his/her peers.
4. **Saturday School** Students violating the Board-adopted student conduct code may be assigned a Saturday School. The placement into this program will be by administrative decision and will not necessarily be assigned before the out-of-school suspension or other penalties. This program will be held on Saturday mornings from afternoon from 8:30a.m. - 11:30a.m. Parents of students with a Saturday School will be notified by mail or phone call of the student's violation of the Student Conduct Code. Failure to serve an assigned Saturday School may result in further disciplinary action including will warrant Saturday detentions, In School Detentions, or Suspension.
 - a. Saturday School rules:
 - i. The student shall come to the Saturday School room with all books and materials needed to remain on task.
 - ii. The student shall be on task during the entire Saturday School. Talking, sleeping, eating or drinking, with the exception of water is not permitted during the detention. No student may leave the room during the Saturday School unless requested to by the supervisor. No restroom pass shall be permitted during the Saturday School
 - iii. The student shall cooperate with the supervisor at all times.
 - iv. All school rules apply. Violations of the Student Conduct Code or the rules above will result in the student being dismissed and further disciplinary action shall be taken.
5. **Suspension** Students may be suspended from school attendance for up to ten (10) days in accordance with the Ohio Revised Code.
 - a. The procedure for suspension shall consist of the following steps:
 - i. Written notification of the reasons must be provided to the student.
 - ii. The student must be given an informal hearing.
 - iii. If the student has been suspended, the parent, custodian or guardian must be notified of the suspension by mail within twenty-four (24) hours.
 - iv. Calamity days are not to be counted toward days of suspension.
 - v. Suspensions may be appealed to the Superintendent or his

designee. Buckeye Local Schools acknowledges the student discipline imposed by the Medina County Career Center; therefore, these students are not permitted on Buckeye Local Schools' property or at school-sponsored activities for the duration of the suspension/expulsion.

6. **Out-of-School Suspension/Expulsion Rules**

- a. Students who have received an Out-of-School Suspension must abide by the following rules: Students are not to enter the school building or be on school premises throughout the duration of the Out-of-School Suspension.
- b. Students are not to participate in any school related function throughout the duration of the Out-of-School Suspension.
- c. Out-of-School Suspension (O.S.S.) Out-of-School Suspensions constitute a complete removal from the educational environment for a period of time not to exceed 10 consecutive school days.
- d. Out-of-School suspensions can carry over from one school year to the next.
- e. Students who are suspended Out-of-School are not permitted on any school grounds during their suspension, and students who are suspended may not attend any school functions on or off school grounds.
- f. Students may be permitted to complete academic school work missed while serving out of school suspension. It is the responsibility of the student to obtain the missed work and completion dates will be established by school administration.
 - i. Students must contact all teachers in order to receive work while suspended. Students will not be escorted to their teachers to receive their work. Email is the preferred method of communication.
 - ii. Building secretaries and school counselors are not responsible for contacting teachers for work.
 - iii. All assignments are to be completed upon the student's return to school at the beginning of the class without exception.
 - iv. All tests and quizzes will be taken on the day of the student's return without exception.
 - v. Assignments such as labs, speeches, concerts, etc. that require school attendance may be completed with an alternative assignment.
 - vi. Students expelled from school will not be permitted to make up work.

7. **Emergency Removal** A student disrupting the educational process, endangering other persons, or damaging property may be subject to immediate removal from school premises. The following procedures may be followed:

- a. A hearing shall be scheduled the school day after the removal or as soon as practicable.
- b. The student will receive written notification of suspension hearing at the

time of removal

- c. The individual who ordered, caused or requested the removal of the student shall be present at the hearing.

If it becomes necessary to call the Medina County Sheriff's Office for assistance, charges may be brought against the student.

8. **Expulsion** Ohio law authorizes the Superintendent of school to expel any student from school for a period not to exceed eighty (80) school days. Parents or guardians may appeal the expulsion ruling to the Board of Education. The Superintendent may order the expulsion to include school day that carry over into the next school year, as determined on a case by case basis. Expulsion rulings apply to Post Secondary Option and other educational programs affiliated with Buckeye Local Schools' property or at school sponsored activities throughout the duration of their expulsion.
 - a. The student shall be suspended from school, as described above, pending the outcome of a request to the Superintendent for expulsion.
 - b. The parent/guardian shall be notified of the request for expulsion via certified mail within twenty-four (24) hours. The reason for the request shall be specified.
 - c. The Superintendent shall schedule a hearing with five (5) days upon request of the student and his/her parent/guardian. The student may argue his appeal at the hearing.
 - d. The Superintendent shall provide written notice of his/her decision regarding the expulsion to the student and his/her parent/guardian.
9. **Permanent Exclusion** When a student 16 years of age or older is being considered for permanent exclusion, it is possible that he/she may be prohibited from returning to school anywhere in the state of Ohio.
 - a. A permanent exclusion may be considered if the student is convicted or adjudicated a delinquent child for committing one or more of the following crimes while on the property of any Ohio school.
 - b. Any possession or involvement with a deadly weapon
 - c. Drug trafficking
 - d. Murder, manslaughter, assault or aggravated assault
 - e. Certain sexual offenses
 - f. Complicity in any of the above crimes.
 - g. This formal process will usually follow an expulsion. Notification shall be provided to the parent/guardian.

Note to the parents: Buckeye Local Schools makes a sincere effort to apply disciplinary action which will allow the student to remain in school.

If a disciplinary action does not result in removal from school, an appeal is not afforded. Should a student or parent/guardian have questions regarding the propriety of a disciplinary action, he/she should contact the Principal.

10. **Legal Action** Any student committing a criminal act related to the school shall be reported to law enforcement officials and subject to school disciplinary action. Criminal charges may be filed and certain criminal acts may result in

permanent exclusion. It is not considered jeopardy when a student is subjected to both legal action and school disciplinary action.

F. Alternatives To Disciplinary Measures

1. **Rehabilitation:** Mandatory attendance in a student assistance school insight program regarding Alcohol, tobacco or other drugs may be given by administration in lieu of suspension or expulsion.
 - a. In drug related offenses, administration may refer students to a local agency for drug testing, assessment and/or treatment at the student cost.
 - b. Mandatory attendance in a bullying/harassment or other type of program offered by the school district may be instituted by the administration.
2. **Alternative Placement** A student in unusual circumstances may be given an alternate placement instead of suspension or expulsion. Alternative placement is frequently a more restrictive environment than a normal school setting.
 - a. ***The parent/guardian may be financially responsible for these alternatives.***

G. General Guidelines for Administering the Student Discipline/Behavior Code

1. Teachers may revoke privileges or assign detentions.
2. Students who fail to meet obligations of teacher-assigned detention may be assigned a Saturday School
3. Students who do not attend assigned Saturday Schools may be given additional Saturday detentions or suspension.
4. Generally, the penalties for violations of the Student Conduct Code are imposed in a progressive manner. Persistent negative behavior may result in further penalties increasing in severity.
5. **Administrators may impose penalties according to the nature of the violation. For example, students who have committed an offense for which suspension is possible should not expect a lesser penalty simply because it has not been previously imposed.**
6. If a school field trip is planned, students will be excluded from attending school field trips due to poor school behavior, repeated offenses, or progressive disciplinary actions. In addition any deposit or fee paid will not be refunded.

H. SEARCH AND SEIZURE: Search of a student and his/her possessions, including vehicles, may be conducted any time the student is under the jurisdiction of the Board of Education, upon reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others.

1. All searches may be performed with or without a student's consent. If a student refuses a search, he or she will be identified as insubordinate and proper authorities will be notified.
2. Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time upon reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft not to prevent searches.
3. The police K-9 unit may conduct searches on school property or at school

functions upon the request of school administration or law enforcement.

4. Anything found throughout the course of a search that may be evidence of a violation of law or school rules may be taken and held or turned over to law enforcement. **The school reserves the right to withhold items which have been confiscated.**
5. The school has been equipped with surveillance cameras which may be used during disciplinary investigations.

I. **TRESPASSING** Although schools are public facilities, the law does allow the school to restrict access onto school property.

1. When a student has been removed, suspended, expelled or permanently excluded, the student is not permitted on school property without authorization of the Principal. Proper authorities may be notified and charges may be filed upon any violation of the Principal. Proper authorities may be notified and charges may be filed upon any violation of this policy.
2. **No student shall be on the campus of any school, except the one to which the student is assigned during the school day, without the knowledge and consent of the officials of that school, unless for the purposes of attending or participating in a school sponsored event in which his/her school is involved or where students from his/her school have been invited to attend or participate.**
3. Students who loiter at any school after the close of the school day will be considered trespassers. If the student does not leave when instructed to do so, he/she may be prosecuted. This also applies to all individuals who have been sent written notification that they are prohibited on school grounds.

J. **STUDENT LOCKERS** The lockers are for the students' convenience. They are the property of and remain under the control of the Board of Education.

1. **Students are NOT to share lockers or locker combinations with others.**
2. Lockers assigned at the beginning of the school year must be maintained by the student, unless otherwise directed by school personnel. Students that fail to comply may face disciplinary consequences.
3. Items or material stored in a student's locker are the responsibility of the assigned student. Buckeye Junior High School cannot accept responsibility for personal items that are misplaced, lost or stolen.
4. Students are not permitted to go to their lockers following after-school activities, practices or games.
5. Students are expected to retrieve all necessary items for preparation to complete assignments prior to leaving the building at the end of the school day.
6. The administration reserves the right to search any locker which may contain illegal materials or items which may constitute a danger to the health and safety of the student body.
7. Students should keep lockers clean and not use any stickers or tape on the lockers.
8. Defective lockers should be reported immediately to the custodian.

K. **CONDUCT IN THE HALLWAYS** The conduct of students in the hallway between

classes should be consistent with their conduct at all other times during the school day. Respect should be shown to others' other property, and to the staff. Student Code of Conduct rules apply in the hallways.

1. **HALL PASSES** Students MUST have a hall pass to be in the hallways during classes.
2. Students in the halls during class periods are to have an authorized hall pass. Hall passes are obtained from teachers.
3. Upon request, students are required to show their hall pass.
4. A written hall pass must contain the name of the student, date, time leaving and signature of the teacher.
5. Passes are to be used to go to the specified destination by the shortest possible route.
6. Students are not to be outside of the building nor are they to disrupt classes in session.

L. **CONDUCT IN THE CAFETERIA** while in the cafeteria, students are expected to behave in an orderly manner and to respect the rights of others. The following rules shall be followed at all times:

1. Students are not permitted to cut in line.
2. After eating, all trash is to be disposed of in the receptacles provided.
3. Students shall use the restrooms adjacent to the cafeteria during the lunch period.
4. Students shall be respectful to cafeteria personnel.
5. Students are NOT allowed in the hallways without a pass. Student lockers are not accessible during the lunch period without a pass.
6. Inappropriate behaviors, such as throwing items will not be tolerated.

M. **CONDUCT IN BUCKEYE PERIOD**

1. Students shall bring necessary study materials with them to Buckeye Period
2. A written request is required to be excused from Buckeye Period. These requests are to be written on a daily basis and subject to the approval of the Buckeye Period monitor.
3. Sleeping is not permitted in Buckeye Period.
4. Talking without permission of the Buckeye Period monitor is not prohibited.
5. Students shall sit in the seats assigned by the Buckeye Period monitor.
6. Students shall not place their feet on the tops of the chairs, tables, etc.
7. To use the Media Center during Buckeye Period, students must arrange with their Buckeye Period monitor.

N. **CONDUCT IN THE MEDIA CENTER** The following procedures are in place for those wishing to use the Media Center:

1. Students are permitted to go to the media center during Buckeye Period. They must first report to the Buckeye Period to sign out to go to the media center.
2. Buckeye Period students **must sign in** on the attendance sheet; otherwise the student will be deemed skipping class.
3. Individual students from other classes must possess a pass from his/her teacher.
4. Students are to be quiet in the Media Center.

5. All library materials should be returned promptly to avoid fines.
6. A signed Internet Access Form must be on file prior to internet usage.
7. Students in violation of school policies and procedures, or students with unpaid fines may lose the privilege of using the Media Center for a specified length of time.
8. Students have no right to privacy when using school equipment.

O. CONDUCT AT ASSEMBLIES OR PEP RALLIES Student behavior at an assembly is governed by the understanding that each student is to be responsive but respectful at all times. Participants are reminded to stand for the National Anthem, the Pledge of Allegiance, and the Alma Mater.

1. Assemblies are held during the school year for a variety of reasons. During the assemblies, students are expected to be attentive and courteous at all times. Students are to sit in their proper section as directed by the teachers. At the conclusion of the assembly, students will be dismissed by the principal and will be led from the bleachers by the teachers. Students may lose assembly privileges if they have behavioral or disciplinary issues at school.

P. CONDUCT AT SOCIAL/SPORTING EVENTS, CLASS TRIPS The Board of Education and the administration recognize the value of student social/sporting events, class trips and dances in enhancing and enriching the school experience for the students of Buckeye Junior High School.

1. As voluntary participants in school social/sporting events, class trips and, students shall comply with the rules set forth in the Code of Conduct. Rule infractions are subject to the same disciplinary measures as are applied during the school day.
2. Participation in school events is not a right. Participation may be denied to any student or guest who has demonstrated disregard for the rules of the school or who poses an immediate threat of causing disruption, damage, or physical harm.
3. Students who leave social events, or sporting events will not be readmitted.

Q. USE OF SCHOOL EQUIPMENT AND FACILITIES If a student damages or losses school property, the student or his/her parents will be required to pay for replacement or repair. If the damage or loss was intentional, the student may also be subject to discipline, in accordance with the Student Discipline Code. The prohibition of this section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies. If a minor willfully damages school property, the parent(s) of the minor may be liable for compensatory damages of up to \$10,000, as well as court costs. (R.C. 3109.09).

R. STUDENT RIGHTS OF EXPRESSION The school recognizes the students' rights to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing; banners; and audio and video materials. All items must meet school guidelines.

1. Material cannot be displayed if:

- a. It is obscene, libelous, indecent or vulgar.
 - b. It advertises any product or service not permitted to minors by law.
 - c. It intends to be insulting or harassing.
 - d. It intends to incite fighting or presents a likelihood of disrupting school or a school event.
2. Materials may not be displayed or distributed during class periods or during the time passing between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, so long as exits are not blocked and there is proper access to and from the building.
3. Students questioning whether or not materials meet school guidelines may present them to the Principal 24 hours prior to display.

S. STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES The School is here for the benefit of the students. The staff is here to assist students in becoming responsible adults. If a student has suggestions that could improve the school, he/she should feel free to offer them in a constructive and respectful way. Written suggestions may be presented directly to the Principal or to the student government. All concerns will be addressed in a timely manner. When concerns or grievances arise, the best way to resolve the issue is through communication. No student shall be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student government. A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a grade changed.

SECTION 6: STUDENT ACTIVITIES

- **SCHOOL- SPONSORED CLUBS AND ACTIVITIES** Buckeye Junior High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are authorized by the administration. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. All students are permitted to participate in the activities of their choosing, so long as they meet the eligibility requirements. These activities include but are not limited to:

Academic Challenge Rube Goldberg Science Olympiad Student Council Hope Squad
--

- **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES** Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. A Building Facility Use Form must be completed and

approved prior to the meeting/activity.

1. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.
2. Only district-sponsored organizations may use the name of the school or school mascot.

- **ATHLETICS** Buckeye provides a variety of athletic activities in which students may participate, providing they meet the applicable eligibility requirements. The following is a list of activities currently being offered. For further information, contact the Athletic Director at (330) 722- 8257 ext. 3053.

Basketball (Girls and Boys) Cheerleading Cross Country (Girls and Boys)	Football Track (Girls and Boys) Volleyball Wrestling
---	---

1. **ELIGIBILITY** To remain a member in good standing, students must:
 - a. Maintain proper character and conduct in order not to discredit themselves, their school, their club/organization, and/or their community.
 - b. Maintain the following academic criteria:
 - i. All students must pass a minimum of five credits.
 - ii. Students must have a minimum GPA of 2.0 and not more than one failing grade in the previous nine weeks.
 - c. Club advisors/coaches will be responsible for monitoring their students' academic eligibility. This is to be verified with the Principal, Assistant Principal or Athletic Director/Designee within five (5) days after the report cards have been issued.
 - d. Penalty for academic failure results in a suspension from the activity for the current grading period. 5. Information on regaining eligibility is available through your coach or advisor.
 - e. Avoid unexcused absences. Students missing school due to unexcused absences or personal illness:
 - i. Are not permitted to participate during the absence.
 - ii. Forfeiture of scrimmage participation does not negate the competition forfeiture.
 - iii. Club advisors/coaches may implement their own attendance policies. Individual coaching policies may increase the penalty on athletic participation in practices and/or scrimmages. This policy serves as the minimum standard affecting all Buckeye Local School District students who are participating in athletics, clubs, and extra-curricular organizations.
2. **DISCIPLINE** Students participating in extracurricular, clubs, organizations and athletics are subject to all rules, regulations and consequences within the junior high school code of conduct.

STUDENTS SHOULD BE AWARE OF THE ABOVE ELIGIBILITY REQUIREMENTS AND ARE RESPONSIBLE FOR INQUIRING AS TO THEIR STATUS. COACHES AND ADVISORS WILL BE NOTIFIED OF AND EXPECTED TO ADHERE TO THE ELIGIBILITY REQUIREMENTS.

3. Students who have more than one failing grade or have below a 2.0 G.P.A. in the previous nine weeks are academically ineligible. Please contact your coach/advisor or the Athletic Director for additional information.
- **AFTER SCHOOL USE OF THE BUILDING** All meetings must have the approval of the administrative office of the school.
 1. An approved teacher-sponsor must be in charge.
 2. The group sponsors shall properly notify school personnel of any meeting at least one (1) day in advance of the meeting.
 3. Members of the group are asked to arrive at the scheduled time set by the sponsor.
 4. Students are to be admitted to the building by the sponsor.
 5. Students are to use only that part of the building where the meeting is being held. Students are not permitted to go to their lockers.
 6. Any student staying after school must make proper transportation arrangements with his/her parents.
 7. The teacher in charge is responsible for properly securing the building and verifying that the building is closed for the night with all faucets off, all lights out, windows and doors closed and locked, and the alarm set once the building is vacated.
 8. Groups who meet once or more per week should establish a regular schedule.
 9. At the end of the school day, students participating in activities after school are to retrieve their books, coats, etc. and proceed directly to the activity.

SECTION 7: GENERAL INFORMATION

A. STUDENT WELL-BEING

1. School personnel are responsible for student safety. All staff members are familiar with emergency and reporting procedures. **If a student is aware of any dangerous situation or accident, he/she must immediately notify a staff member.** State law requires that all students must have a completed emergency medical card, signed by a parent/guardian, filed with the School Office. Failure to provide the required emergency medical card may result in the student's exclusion from attending school.

- B. STUDENT ASSISTANCE PROGRAM** The administration of Buckeye Junior High School recognizes that there are multiple factors which can place a student at risk for drug and alcohol usage. Since this involvement can significantly impact academic progress and affect the student's quality of life, Buckeye Local Schools has made prevention and intervention efforts a priority. The district employs a student assistance counselor, and the Student Assistance Office offers the following services: Individual Support Groups, Conflict Mediation and Awareness Programs

- C. CRISIS INTERVENTION** Under certain circumstances, it may be necessary to provide crisis intervention to students via a school crisis intervention team. Crisis intervention may be appropriate during events such as death or injury of a student or

staff member or a natural disaster. Services may include one-on-one intervention, defusing, debriefing, crisis management, or family support. **If you do not want your child to participate in crisis interventions, please notify us in writing.**

D. HEALTH SERVICES

1. **Student Illness:** Whenever a student becomes ill at school and wants to go home, the student will go to the office with a pass from his/her teacher.
2. **Student Pick Up:** No student will be excused to go home unless one of the parents or designee is personally contacted and the school is given permission to release a student.
3. **Emergency Medical Form:** It is imperative that all contact information is updated on the Emergency Medical Form via Final Forms each school year by a parent or guardian!
4. **Medical Changes:** If any changes occur during the school year, please notify the school office with written instructions.
5. **Final Forms:** Please list any medical concerns in Final Forms and update annually.
6. **Medical Action Plans:** If listing Diabetes, Seizures, Food Allergies, Bee Allergies, or if an additional Medical Action plan is needed for your student contact your school office and pick up the necessary paperwork prior to the start of each school year.
 - a. This information is needed to follow if a medical emergency arises regarding said condition.
 - b. It is the parents'/guardians' responsibility to notify the school of any life threatening medical conditions and to provide the necessary supplies to manage the care of their student while they are at school.
7. **Medication at School:** Should it be necessary for a student to take any medication at school, parents/guardians **MUST** adhere to the Board of Education procedure.
 - a. It should be understood that office personnel are forbidden to diagnose ailments or dispense any medication without a medical authorization form, this includes over the counter medication such as Tylenol or Motrin.
 - b. Medication forms are available in the school office and can be faxed back to the school after being completed and signed. Prescription medication must have a physician signature to be dispensed at school.
 - c. All medication prescription or non-prescription must be kept in the school office/clinic. Any medication should be brought into the office in their original container by a parent/guardian and is to be picked up at the school by a parent/guardian.
 - d. **Students are NOT permitted to transport medication to or from school.** All medication not picked up at the end of the school year will be disposed of 2 weeks after the last student day.
 - e. New medication/medical action plans must be submitted each school year.
 - f. Parent meetings are essential and encouraged if your student has a specific medical condition contact the school office to make these

arrangements for your student.

- g. Asthma inhalers and Epinephrine devices may be self-carried by students with specific medical conditions. c. All related paperwork must be completed, submitted to the office, and specify location of medication during the school day.
- 8. **Health Regulations:** All immunizations must be updated and complete by the 14th day after school starts. a. Each dose of vaccine should be denoted by a complete Month/Day/Year in the school immunization record. Students who do not meet or exceed minimum immunization requirements will be excluded from school unless a medical contraindication exists and a physician's statement is submitted.
 - a. Objection on religious or philosophical grounds is valid only when written to this effect-these exempt forms are available in the school office and must be signed by a parent/guardian.
 - b. Students who are exempt will be required to stay home at the notification of a related communicable disease. Students in Ohio who have a communicable disease or nuisance condition (lice) will be excluded from school in accordance with the recommendations from the Ohio Department of Health (ODH).
 - c. The ODH Communicable disease chart is available through the Ohio department of Jobs and Family Services website.
- 9. **Clinic/Accidents or Illnesses:** Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school, must be reported immediately to the person in charge and to the school office. Accident report forms should be completed when an accident occurs during school hours.
 - a. Students are sent to the clinic for routine treatment of minor injuries or illnesses. In more serious cases, parents are contacted to take students home. Routine non-prescription medication is not available for dispensing during the school day. Our school secretaries handle students sent to the clinic during the majority of the week.
 - b. A nurse or health aide is available in the building for a few hours each day to dispense medications to specific students; insure medical records are in order; and screen for vision, hearing, and scoliosis at designated grade levels. The school attempts to provide an environment in which students will be safe from accidents.
 - c. If an accident does occur, first aid will be administered. First aid implies an ice pack, a simple bandage or washing of a cut with soap and water. Parents will be notified in situations judged to be serious, including head injury and bee sting allergy. The clinic does not treat home accidents or illnesses.
 - d. **No student is to call a parent/guardian from a cell phone and leave the building without permission.**
 - e. It should be understood that office personnel and clinic staff are forbidden to diagnose ailments. Students who are too sick to attend class are generally too sick to remain in school. Please report communicable diseases to the school office. Principals will investigate

reasons for an unusual number of clinic visits and parent/guardian will be notified. Parents must provide the school the names of relative(s), neighbor(s), and/or health care provider who the school could contact if they are unable to reach them in case of emergency. If no one is available 911 will be called if the health condition warrants.

- f. The home and school must work together to promote the health and wellness of the student. Healthy students are better learners! It is the goal of the school staff to keep students in class, but if your child shows signs of illness during the 24 hours preceding a school session they should remain at home.
- g. Symptoms such as fever (100 orally), cold, rash, swollen glands, diarrhea, vomiting, etc. are sufficient reasons to keep a child home. Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of a group is at risk.
- h. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will be only for the contagious period as specified in the School's Administrative guidelines.
- i. A medical release is needed prior to the student returning to school. In the case of non-casual contact communicable diseases (STDs-Sexually Transmitted Diseases, AIDS –Acquired Immune Deficiency Syndrome, ARC-AIDS Related Complex, HIV- Human Immunodeficiency, Hepatitis B and other diseases) the school still has the obligation to protect the safety of the staff and students.
 - i. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected.
 - ii. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.
 - iii. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Additional information: Health forms and immunization schedule, along with other health and wellness material is available on the school's Web site or The Medina County schools' ESC Web site: www.medina-esc.org , Nursing Services tab.

- E. EMERGENCY DRILLS AND PROCEDURES** In the event of an emergency, Buckeye Local Schools will implement protocol determined by the Superintendent and emergency response agencies to ensure the safety of our children and staff members. Responding agencies such as Police, Fire and HAZMAT will act according to the level of threat posed by the incident. Our crisis teams and administrators have implemented a plan to ensure student safety. The following is a list of basic

procedures that your student may be required to follow during safety drills and/or an emergency:

1. Should a situation arise prior to the beginning of the school day, classes **may be canceled**.
2. Should a situation arise during the school day requiring the **early dismissal** of students, normal procedures shall be followed and parents/guardians will be notified.
3. Should it become necessary to keep all persons within any building for a period of time (i.e. medical emergency, chemical spill, terrorist threat, dog search, etc.), the **Shelter-In-Place** procedure will be implemented. When appropriate, the building principal or designee will notify parents/guardians.
4. Should an immediate threat of violence occur in or around a building the **Lockdown** procedure will be utilized. All persons shall be secured within the building. During the lockdown, there will be no movement of any person inside the building and no one will be permitted to enter or leave the premises. Normal operations will resume when determined to be safe by the Medina County Sheriff's Office and school administration. The Superintendent or his designee will notify parents/guardians of the situation as deemed appropriate.
5. Should imminent danger arise within a building (i.e. fire, bomb threat, explosion, etc.), **Evacuation** procedures shall be implemented. All students and staff will be removed from the premises to a designated safe area. The Superintendent or his designee will notify parents/guardians of the situation and give further instruction as deemed appropriate.
6. For the safety of all students, staff and community members, we ask that parents/guardians refrain from entering the building during an emergency until instructed via the Buckeye Broadcast system. Any person on the premises during an emergency will be required to follow the instructions of all law enforcement personnel and staff.
7. All parents/guardians should verify that each child's **information** is updated and accurate at the beginning of the school year and updated as necessary through Final Forms including any medical and contact information.
8. If the National Threat Advisory is elevated during the school day, the following will occur:
 - a. All buildings will be secured.
 - b. Anyone entering a building shall immediately report to the building office and present photo identification. No one will be permitted to remove a child unless they are designated on the Emergency Release Form.
 - c. The District may cancel planned trips with or without full refunds
 - d. Athletic events, concerts, or other school activities may be postponed or canceled.
 - e. If the National Threat Advisory is elevated during out-of-school hours, refer to local radio and television stations for further information.
 - f. During an emergency, it is important to remain calm. In some emergencies, travel on roads may be limited and communication devices may be inoperable. Should an emergency arise, please understand that Buckeye Local Schools has implemented this protocol to assure parents/guardians that their children will be cared for during a

crisis and that our staff members are prepared to act in the best interest of your children.

- F. **FIRE and TORNADO DRILLS** The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for the students' safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures required by the state. The alarm system for tornadoes, unlike the alarm system for fires, consists of a signal from a bullhorn. Upon completion of the drill, students are to immediately return to their classrooms.
- G. **STUDENT RECORDS** Teachers, counselors and administrative staff keep student records. There are two basic kinds of records: directory information and confidential records.
1. Directory information can be given to any person or organization for non-profit-making purposes when requested, **unless the parents of the student restrict the information, in writing, to the Principal at the beginning of the school year.** Directory information includes:
 - a. Student's name, address, telephone number, date of birth, photograph, major field of study, participation in officially-recognized activities and sports, and awards and honors received. The student's weight, height and other statistics related to the sport may be included for sports activities.
 2. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information will only be released upon receipt of the written consent of the parent/guardian or the adult student, by the Principal. **The only exceptions to this are to comply with state and federal laws that may require release without consent, such as the Homeland Security & Solomon Acts.**
 - a. Included in the confidential record may be test scores, psychological reports, behavioral data, disciplinary records, and communications with the family and outside service providers.
 - b. The school must have the parent/guardian's written consent to obtain records from an outside professional or agency. Confidential information found in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home files.
 - c. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals.
 - d. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as to enrolled students.
 3. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addenda to records, and obtain copies of such records. Copying costs may be

charged to the requestor. If a review of records is desired, please submit a written request, specifying the records sought, to the Guidance Department. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

- H. **PHOTO DISCLAIMER** Occasions may arise throughout the school year in which school personnel, photographers, or news media might photograph your child. Such photos, slides, or video recordings may be used by various types of media, such as a Yearbook; The Gazette; The Post, or for a television feature. If you have any objection to your child's identified photo or name being used in the media, **contact the school in writing at the beginning of each school year.**
- I. **VIDEO SURVEILLANCE EQUIPMENT** Buckeye Junior High School reserves the right to utilize video surveillance equipment in all public areas, interior and exterior, on school property, to maintain a safe and secure environment of students and staff. Video recording may be used as evidence by administration and police in any situation involving the violation of any rule, regulation, or policy. For reasons of confidentiality, only administration and police will view the tapes. The tapes are the exclusive property of the Buckeye Local Schools.
- J. **VISITORS TO SCHOOL** Buckeye Junior High School and its Board of Education encourage parents and other citizens of the district to visit classrooms to observe the work of our students. Prior arrangements must be made and approval must be granted by the Principal/Designee. To ensure that no unauthorized persons enter the building, all visitors to the junior high school must be admitted by office personnel. Instructions for admittance are posted at the main entrance. All visitors must report to the school office upon entering to receive permission and authorization before visiting elsewhere in the building. Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on school grounds. Visitors during the lunch periods must receive prior approval from the principal.
- K. **TELEPHONES** Students are NOT permitted to be in possession of personal cellular phones while at school. Students will be permitted to use their devices per the approval of the supervising staff member(s). All teachers will provide students with their technology policy at the beginning of the year. Students who fail to follow the guidelines set by the teacher may face disciplinary action.
- L. **FUNDRAISERS** Each year the Junior High has school fundraisers. The proceeds from the fund raisers help pay for assemblies, school socials, special activities, academic rewards, and other activities not covered by the general fund.
- M. **LOST AND FOUND** All articles found should be turned in to the office immediately. Failure to turn in a found item is considered theft. The lost and found is a storage container located on the gym stage. If you lose something, please check with your teachers, as well as the office to see if your possessions have been found. Students

who have lost items may retrieve their items upon providing a proper description of the item. Unclaimed items will be given to charity at the end of each semester.

N. MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches & breakfast, available to students for a minimal fee, and offers free and reduced meals. Students may also bring their own lunches or breakfast to school to be eaten in the school's cafeteria. Students may also bring their own lunches or breakfast to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal and parent/guardian.

1. Each student is assigned a lunch period. All students are expected to eat in the cafeteria.
2. Applications for the school's free and reduced-price meal programs are distributed to all students. If a student has not received the application and believes that he/she may be eligible, contact the Junior High school office.
3. Outside food delivery services are not permitted at any time during the school day. Parents wishing to deliver food may do so but students may be required to eat in the conference room based upon the nature of what is delivered per administrative discretion.

P. BOOKS

The books issued to students by each classroom teacher are the property of the Board of Education and must be handled with care. Fees will be assessed for rebinding, repair or replacement of damaged or lost books.

Q. USE OF THE MEDIA CENTER The facilities and services of the Media Center are available to all students from 7:30 a.m. to 2:25 p.m. or the library aide is available to assist students.

- a. The following procedures are in place for those wishing to use the Media Center:
 - i. Buckeye Period students must sign in to be admitted to the Media Center.
 - ii. Individual students from class must have a pass from their teacher to enter the Media Center.
 - iii. The Media Center provides a quiet atmosphere for learning.
 - iv. All library materials should be returned promptly to avoid fines.
 - v. Students in violation of school policies and procedures or students with unpaid fines may lose the privileges of the Media Center for a specific length of time.
 - vi. A completed Internet Access Form must be on file prior to using the Internet.
 - vii. Students shall bring all necessary study materials with them to the Media Center.
 - viii. Student computer use is limited to research purposes related to class assignments.
 - ix. Other students coming to the library during the day must be ACTIVELY engaged in the use of library resources (e.g. reading library books, magazines or using library books or computers related to class

assignments) or they will be removed from the Media Center.

R. USE OF THE SCHOOL COMPUTERS AND THE INTERNET

- a. Students and staff must understand and practice proper and ethical use of the computer. Prior to accessing the network and/or Internet services, student and staff must sign the Acceptable Use Policy via Final Forms and is included below. We firmly believe that the valuable information and opportunity for meaningful interaction available on this worldwide network far outweighs the possibility that users may encounter inappropriate material. Ultimately, parents and guardians of minors are responsible for setting and conveying standards that their children should follow when using electronic resources. Some material on the Internet may contain items that are inaccurate, inappropriate and potentially offensive to others. The Buckeye Local Schools support and respect each family's right to decide whether or not independent access to the Internet is appropriate for their children. A copy of the board policy is available upon request. (REF. Board Policy Section 7540.03)
- b. All students who attend Buckeye full time in grades 7 - 12 will have a school-issued device (currently a Chromebook). Students who attend the Career Center or take CCP classes full time will not receive a Buckeye Device. The device will be kept by the student and each year students and parents must sign a device agreement which outlines the student/parent responsibilities for chromebook use and care.
- c. Use of education technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.
- d. The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Boards' Education Technology.
- e. Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the and use of the Education Technology to individuals who violate the Board's Student Educational Technology Acceptable Use and SAFety Policy and related Guidelines and take such disciplinary action as is appropriate pursuant to the Student of Conduct.
- f. Students with 1:1 devices pay a mandatory \$40 Technology fee per school year.
- g. The fee will cover 3 incidents of damage during one school year.
 - i. 2 minors (such as missing key, where the plastic attachment piece is still in tact)
 - ii. 1 major (such as screen replacement, complete keyboard replacement, complete device replacement.
 - iii. After 3 incidents during the calendar year, the student/parents will be required to pay for additional repairs. All repair costs are charred on the basis of the parts needed, no labor cost included.
 - iv. The maintenance fee will not cover incidents of abuse, misuse or neglect.

- h. Students need to bring fully-charged devices with them to school.
- i. Due to the need to make sure all devices can run school provided software, as well as the need to maintain appropriate security, students may not use personal devices.

S. Best Practices for Chromebook Care

- a. No food, drink, or liquids should be near the device.
- b. Cords, cables, and removable storage devices must be inserted carefully into the device
- c. Do not put pencils, pens or other objects on or around the keyboard. If an object is left on or around the keyboard area while closing the lid, the screen may crack.
- d. The device should not be used or stored near pets.
- e. The device must remain free of any writing, drawing, stickers, and labels.
- f. Heavy objects should never be placed on top of the device .
- g. Avoid getting the equipment wet or damp.
- h. Never lift the device by the screen or carry the device with the screen open.
- i. The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- j. Do not attempt to repair the device, please contact your teacher if the device is not working properly or has been damaged.

Acceptable Use Policy

Introduction

Buckeye Local Schools is pleased to offer students access to the district computer network resources, the Internet, and an array of technology resources. Our goal in providing these resources is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school sponsored events, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district and legal guidelines. It is the joint responsibility of school personnel and parents or guardians to educate each student about his/her responsibilities and to establish expectations when using technology. The purpose of the Reasonable Use agreement is to ensure that students and parents understand and agree to abide by the intended and permissible uses of technology.

General Network Use

The network is provided for students to conduct research, complete assignments, and to communicate about educational matters with others. Access to network services is given to students who act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks and technology or personal devices, just as they are in a classroom or a school hallway. Access is a privilege – not a right – and entails responsibility. As such, general school rules for behavior and communication will apply and

users must comply with district standards. All digital storage is district property, and as such, administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Users should not expect that files stored on the district servers or network will be private.

Internet

Access to the Internet will enable students to use thousands of libraries and research databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits students receive from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying standards that their children should follow when using media and information sources. If a student accidentally accessed inappropriate material they should back out of that information at once and notify the supervising staff member.

Proper and Acceptable Use of All Technology Resources

All district technology resources, including but not limited to district computers, communications systems and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of Buckeye Local Schools.

- ***Activities that are permitted and encouraged include:***
 - school work;
 - original creation and presentation of academic work;
 - Research on topics being studied in school;
 - Research for opportunities outside of school related to community service or further education.
- ***Activities that are not permitted when using district or personal technologies include but are not limited to:***
 - Recording any picture or video of a teacher/student without their written permission;
 - plagiarism or representing the work of others as one's own;
 - using obscene language; harassing, insulting, ostracizing, or intimidating others;
 - searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, or further education;
 - damaging or modifying computers, network, or other technology;
 - intentional or neglectful transmission of viruses or other destructive computer files; hacking into the district or external computers; intentionally bypassing district filters;
 - use of USB, bootable CDs, or other devices to alter the function of a computer or network;
 - subscription to any online service or ordering of any goods or services;

- use of personal e-mail accounts on the district network;
- online sharing of any student's or staff member's names, home address, phone number or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, or raffles;
- participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher; ○ use of district resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or local, state, or federal law.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property, in school vehicles and at school sponsored activities, as well as the use of district resources via off-campus remote access may result in disciplinary action up to and including expulsion. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pickup) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in their respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state or Federal law.

SECTION 8:

BUS TRANSPORTATION: Riding the bus is a privilege that can be revoked if rules are not constantly followed. Students will ride on their assigned buses only unless permission is granted by the Junior High Office and confirmed with parent permission. Students will abide by the following rules and in addition, the Behavior Code of Conduct applies to students riding the bus.

1. Observe the same conduct as in the classroom
2. Be courteous, use no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. Do not distract the driver
7. Stay in your seat
8. Keep head, hands, feet inside the bus
9. The bus driver is authorized to assign seats