

STUDENT HANDBOOK

2026-2027

Welcome to Harding Middle School

“Home of the Stallions”

The staff looks forward to working with you this year as you make memories in the Middle! We strive to provide a high-quality education, which will give you the tools you need to move on to high school and beyond. The education of our students is of utmost importance to us and we stand ready to help you meet all of your educational goals. In order for you to be as successful as possible at our school you will need to understand what is expected of you. You are responsible for learning the rules, regulations and policies of Harding Middle School that are outlined in this handbook. Please be sure to familiarize yourself and your parents or guardians with all of this information

From the Principal

Welcome to another exciting year at Harding Middle School, home of the mighty Stallions! As your principal, I'm thrilled to see both new and familiar faces in our hallways. Middle school is an amazing time of growth and discovery, and I'm here to support you every step of the way.

Your Role as a Stallion

1. Be Respectful: Treat others the way you want to be treated.
2. Be Responsible: Complete your assignments and follow school rules.
3. Be Ready to Learn: Come to school prepared and with a positive attitude.

Important Things to Remember

- Read this handbook carefully. It's your guide to success at Harding!
- Get involved in school activities - it's the best way to make middle school memorable.
- If you need help, just ask. We're all here for you.

I promise to work hard every day to make Harding Middle School a place where you feel safe, valued, and excited to learn. Together, we'll make this year amazing!

Remember, you're part of the Stallion family now. Let's make this year one for the history books!

Bryan Mills,
Harding Middle School Principal

Harding Middle School Website

Contact Information

Steubenville City Schools
611 North 4th St., Steubenville, Oh 43952

Mrs. Melinda Young, Superintendent
Mrs. Sarah Elliot – Director of Special Education
Ms. Angie Forte – ADA/504 Compliance Coordinator/Diversity Coordinator
Dr. Shana Wydra, Title XI Coordinator (Civil Rights falls under Title IX)

Harding Middle School
2002 Sunset Blvd, Steubenville, Oh 43952

Administration and Staff
Mr. Bryan Mills, Principal
Mrs. Cierra Jones, Assistant Principal
Mr. Anthony Saccoccia, Administrative Assistant
Mrs. Gina Arlesic, Instructional Coach
Mrs. Tiffany Pierro, Instructional Coach
Mrs. Shay Greiner, Guidance
Mr. Joel Walker, Resource Officer

Secretaries
Mrs. Kerri Meyer, Principal's Secretary
Ms. Denise Montgomery, Main Office Secretary
Mrs. Brandy Waggoner, Clerk

Athletics
Mr. John Arlesic, SCS Athletic Director
Mrs. Cierra Jones, HMS Athletics
Mr. Anthony Saccoccia, HMS Athletics

Teacher Contact

Email is an excellent way to communicate with your child's teacher. Each teacher's email address is listed as first initial and full last name or first name.last name, plus @scsohio.org or @rollred.org, for example: jsmith@scsohio.org or jsmith@rollred.org.

Steubenville City Schools

Mission Statement

To continue our rich tradition of excellence by providing an innovative, high-quality education that inspires and empowers students in a safe, supportive, and diverse environment.

Vision Statement

Transforming lives by cultivating students for a lifetime of success.

Motto

Pride, Excellence, Tradition

DISTRICT GOALS

1. We will establish a district-wide commitment to enhancing student learning through exceptional curricular design and development.

2. We will nurture and support an environment of respect, safety, trust, and diversity.

3. We will foster an inclusive climate and culture that meets the needs of learners, educators, and the community.

Non- Discrimination Statement

Steubenville City Schools are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation from prior civil rights activity.

To File a Civil Rights Complaint

Cleveland office for Civil Rights
U. S. Department of Education
1350 Euclid Avenue, Suite 325 Cleveland, OH 44115-1812
Phone: 216-522-4970
Email: OCR.Cleveland@ed.gov
mail to: OCR.Cleveland@ed.gov

Counselors

Counselors are available to help students with scheduling, testing, college and career planning, or personal counseling as needed. At HMS, we believe all students can excel at any pathway they choose. We want to expose every student to these pathways through our expanded curriculum offered at the middle school.

Students should consider their future and decide which of these avenues they wish to pursue as they plan their high school career. Students are assigned a teacher advisor when they enter HMS in the 5th grade and will meet with them regularly throughout their time at Harding.

Mrs. Shay Greiner, Guidance

Mrs. Gina Arlesic, Gifted

Lockers, Desks, Cabinets

Student lockers, desks, cabinets and similar property are the property of the Steubenville Board of Education provided to the students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them.

School lockers, desk, cabinets, etc. and their contents are subject to search by school authorities at any time without warning. Every student will receive a locker and combination from his or her homeroom teacher. Students are not permitted to share lockers with others and will be responsible for anything that may become lost or stolen. Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination.

Surveillance Cameras

<u>School Grounds</u>

Once student(s) who are walking or being dropped off by either car or bus step foot onto Harding Middle School/ SCS property, they must enter directly into the school building. They are not permitted to leave school grounds for any reason unless authorized by office staff or administration.

Any student who has been suspended or alternatively placed will not be permitted on Harding Middle School/ SCS property during their suspension or alternative placement. T

This facility and grounds are equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. This system also provides security to our facility, staff and students. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Schedule Changes

Schedule changes will be made only for students who do not have a complete schedule, do not meet minimum requirements or did not get all required courses requested. No schedule changes will be made for change of electives, to change teachers or to change times of classes. Adjustments to schedules due to conflicts, failures, class closeouts or human error will be made during the first 10 days of the school year or at the administration's team discretion.

Grading Policy

The Board of Education believes that establishing academic standards, evaluating student work and reporting student progress is the responsibility of the teacher. In doing so the teacher must insure reasonable validity and fairness and have records to support the grades issued. Student achievement will be reported using the following grading scale.

GRADING SCALE
A= 90 – 100
B= 80 - 89
C= 70 - 79
D= 60 - 69
F = 59 and below

Grades or progress reports will be assigned for each of the grading periods and exams will be calculated for semester and final averages. Progress reports will be issued approximately midway through each grading period. These reports may request a parental conference for the purpose of outlining sequential methods and practices that will help the student to experience success. If the progress report is not successful in changing the student's performance, parent conferences with the student, assistant principal and/or guidance counselors may be employed to try to help the student.

Academic Awards Assemblies

At the conclusion of each semester the faculty and administration host an academic awards assembly to honor those students who have achieved honors in the various phases of curricular and extracurricular activities, etc. Parents will be informed and invited to attend these awards assemblies.

Facility Usage

No student is to use any facility (gym, weight room, computer lab, ect.) without a staff member being present.

Lunch Policy

There is a closed lunch policy at Harding Middle School. Every student at HMS can receive free breakfast and lunch if they choose.

Student Activities

There are a wide variety of extracurricular activities that students at Harding Middle School can be involved in. These include athletic teams, student clubs and organizations and music or artistic groups. Here is a list of many of them. See your guidance counselor if you are interested in becoming a member.

Athletics
Baseball
Basketball (Boys and Girls)
Cheering
Football
Softball
Track
Volleyball
Wrestling
Soccer (Boys and Girls)

Music/Art
Band
Choir
Drama Club
Orchestra

Student Activities/ Clubs
Art Club
DAR
FCA
HELPS Club
Jr. Thespian
Leo Club
Lift Club
Math Counts
Nat'l. Jr. Honor Society
Power of The Pen
Spelling Bee
SADD Club
Yearbook Staff

Policies and Procedures

Every student should realize that a successful organization needs rules and regulations and that the acceptance of these rules and regulations is necessary if the organization is to achieve its stated objectives. Policies and procedures at Harding Middle School have been developed to provide efficient movement and conduct of students while under school jurisdiction so that every student can enjoy a school climate favorable to learning. It is not our desire to impose punishment; however, certain controls are in place to help us insure that every student can exercise his or her right to a quality education. Steubenville City Schools may obtain photographs, digitized images, video, and voice recordings of students for educational and informational purposes. Such media and all subsequent uses of media, including publications, become the property of Steubenville City Schools and may be disseminated to the public via appropriate media channels. Parents or guardians have the right to opt out of this policy by submitting a written notification to Steubenville City Schools.

Attendance Policies and Procedures

The purpose of this policy is to give meaning to regular attendance. Section 3321.04 of the Ohio Revised Code states that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school, which conforms to the minimum standard prescribed by the state board of education, for the full time that school is in session. The statutes governing school attendance are very specific and leave specific guidelines to school authorities for regulation of school attendance. There are occasions when it will become necessary to take disciplinary measures against students, which will result in students not being present (See the misconduct code). Days missed due to suspension may be weighed against days missed due to other reasons. This will be done on a case-by-case basis.

Attendance Policies (Rationale)

- Poor attendance disrupts the continuity of instruction.
- Once lost, instruction cannot be recovered.
- Classroom participation is an important facet of the educational process and cannot be reconstructed.
- A correlation exists between attendance and achievement.

Absences

Excused absences from school can be for the following reasons: *Personal illness, Death in the family, serious illness in the family. Absence for any other reason shall occur only after arrangements have been made with the principal's office. All absences must be confirmed by a phone call from a parent or guardian each day (except for known cases of extended illness). Failure to call the office may result in the absence being treated as unexcused. Please call the main office (282-3481) before 9:00 am

Unexcused Absences

For any unexcused absence the student will receive an "F" in all subjects for that day. Students are responsible to make up work for unexcused absences. Repeated violations may result in conferences, after school detention, ISS or referral to juvenile court.

Tardiness

Students arriving late for first period must receive a slip from the tardy room before reporting to class. No student will be admitted to first period class without a late slip. A student is considered tardy to class if he/she is not in his/her assigned seat ready to work when the bell rings. Tardiness to school, to class or from lunch may result in disciplinary action according to the behavior code.

Doctors Excuses

If a student is absent because of hospital confinement or a doctor's appointment, he/she should obtain an excuse showing the date(s) absent written by the doctor. These excuses should be presented, within five days after returning to school, to each subject teacher and then to the office to be placed in the student's file. If a student is absent due to a death in the immediate family, a call from the guardian is required the day after returning to school. Students may not be given make up privileges and will receive an "F" for all work due if the above procedure is not followed.

Early Dismissal

Students may be dismissed early for school privileges; if other reason see main office. All students must be signed in and out of the building by parent or guardian during school operating hours.

Vacations

The school realizes that parents and students are sometimes confronted with planned absences or vacations. Vacations during the school year are definitely discouraged by the staff and Board of Education. If no alternate arrangements can be made, parents are to make an appointment with the building principal at least one week in advance of the anticipated absence. The granting for approval by the principal for such request will be based on such factors as attendance, current grade average, classroom performance, and teacher recommendations. If approval is granted, assignments will be issued prior to departure and due upon return to school unless some other arrangement is made with the teacher. The approval of a vacation does not give a student the privilege of being absent from school any other days that particular nine weeks. If the vacation exceeds ten (10) days and if the student is absent from school any other days that particular nine weeks, a doctor's excuse is required and parents must set up a conference with the attendance team.

Truancy

Any child between 6 and 18 — defined under Ohio law as the age at which children must attend school — who is absent more than a set number of days without a valid excuse.

Habitual truancy

Habitual truancy - is defined under Ohio Rev. Code 2151.011 as when a student misses:

- More than 30 consecutive school hours without a legitimate excuse;
- 42 or more school hours in a month hours without a legitimate excuse;
- 72 or more school hours in year hours without a legitimate excuse;
- The only legal course for absence is:
    1. In situations where the student is not in a proper physical or mental condition to attend school;
    2. When any child is excused by the School Board in accordance with the School Board's written policy;
    3. Or when instruction approved by the State Superintendent of Public Instruction is being substituted.

When the parent/guardian knows that their child will be absent it is requested that the parent/guardian give the school prior written notice of the upcoming absence. When it is necessary for a student to be absent due to illness or emergency reasons, a parent/guardian is requested to call the school's attendance line before 9:30 am on the day of the absence to indicate the reason for the student's absence so that the school can maintain accurate records. Absences are unexcused until parent/guardian contact is made. All absences must be excused within 24 hours of the initial absence. If the student is seen by a Doctor or a visit to the emergency room is made, A Doctor's note must be turned in within 24 hours of the student's return to school (a Doctor's note can be emailed to the school).

Truancy School Notification Policy

1. The Truancy Liaison or other designated school personnel will make every effort to contact the parents/guardians of any student who has missed three (3) or more days of school.
2. A truancy letter from the school will be delivered to the home once a student reaches five (5) or more days absent.
3. Jefferson County Truancy Liaison will mail a truancy letter to the home once a student reaches six (6) and eight (8) days absent.
4. Family Support meetings will be scheduled for any student who is seen as a possible chronic/habitual truancy risk.
5. If the above-mentioned interventions are not successful the student will be referred to court for further action.
    a. Possible penalties for Truancy for Juveniles:
        i. Probation

ii. Counseling

iii. Community Service 35 (Student Handbook 2025-2026) iv. Alternative School v. Detention

b. Possible penalties for Truancy for Parents/Guardians:

i. When a minor fails to report to school without a valid excuse or notification, the minor's parents or guardians can be held accountable.

ii. If a child who is habitually or chronically truant is determined to be an unruly or delinquent juvenile, then Ohio Rev. Code 3321.38 allows you as a parent or guardian to be charged with a criminal offense of Contribution to the Unruliness or Delinquency of a Child. Section 3321.38 is the statute that prohibits a parent or guardian from failing to send a child to school.

iii. If you're charged with contributing to the unruliness or delinquency of a juvenile, according to Ohio Rev. Code 2919.24, you may be convicted of a 1st-degree misdemeanor. The penalty for a 1st-degree misdemeanor includes up to 180 days in jail and a fine of up to $1,000.

iv. If your child is habitually or chronically truant, Ohio Rev. Code 3321.38 also allows you to be charged with the crime of Nonsupport of Dependents (also known as failure to provide adequate support). This is the same statute used to charge people who don't pay child support. In the context of truancy, the failure to make sure your child attends school can be considered a form of neglect and may result in a charge under Ohio Rev. Code 2919.21 C

Student/Parent Responsibility

It is the student/parent's responsibility to request work. If the child will be absent for more than one day the parent can notify the school in advance and pick up assignments at the end of the day.

Make Up Work

Assignments are available through the Main Office for multiple day absences, Books and materials, however, are the responsibility of the parent (guardian) making the request.

<u>Students who are absent one day…</u>

Will take previously announced quizzes and tests and hand in previously assigned work the day they return to class. Assignments made and/or quizzes/tests given in their absence should be made up upon returning to school.

<u>Students who are absent for multiple days…</u>

Are afforded one day of makeup for each day missed. The student is responsible for conferring with the teacher to arrange a make-up schedule. Teachers will sign off on completed work for the attendance team to review. Again, work previously assigned is due the day of the student's return. If long-term assignments carry a deadline, as opposed to a due date, students are expected to send the assignment to school if they are absent.

<u>In the case of pre-arranged absences…</u>

Students will deliver to teachers all previously assigned work due during their absence the day they return.

<u>A student who checks-in or leaves early…</u>

Is required to hand in assigned work and make up quizzes/tests on that day. The following are examples of this situation: a field trip; medical appointment; excused tardy; or clinic visit. Under extenuating circumstances, at the discretion of the teacher, an extension may be granted for any of these different conditions. Students have the responsibility for discussing these extenuating circumstances with the teacher / attendance team.

Visitors

The school policy is to welcome only visitors who have legitimate business to attend to at the middle school. Guests and visitors must report to the main office for authorization before proceeding through the school. Visitors are expected to leave promptly once their business has been completed. **STUDENTS ARE NOT ALLOWED TO BRING GUESTS TO THE SCHOOL WITHTHEM.**

Emergency Procedures

Fire Drills

Fire drills conducted in an orderly manner are a necessary part of the school program. Student will leave the building by following the "fire exit" instructions posted in their classroom.

Tornado Drills

Tornado Alarm Procedures are posted in each classroom. During tornado drills students do not leave the building. Classes have specific locations during these drills.

Lock-Down Drills

Lock down drills will be conducted periodically as a part of the school safety program. Parents/visitors are requested to cooperate in the school's effort in the operation

A.L.I.C.E

New title of "Lockdown Procedures" The Steubenville City School District has a plan in place to assure the safety of our students and staff in light of an emergency. The plan is known as A.L.I.C.E. and is designed to create a proactive approach for emergency situations.

- Alert get the word out! ○ Use clear, concise language to convey the type and location of the event.
- Lockdown no change from current procedures.
- Allows aggressive use of current technology and procedures.
- Inform communication allows for good decision-making.
- Counter apply skills to distract, confuse, and gain control.
- Aggressive response vs passive response.
- Evacuate - leave the danger area to avoid contact with an intruder.

The philosophy behind the ALICE plan is:

● Utilize technology and information in ways that allow staff and students to make informed decisions.
● Remove as many people as possible from the DANGER zone.
● Provide realistic training so that those "stuck" in the CRISIS Zone have options available to them to enhance their chances of surviving.

The staff and students at all Steubenville City Schools have been trained in ALICE and practiced the procedures during each school year. Full implementation of the program was started at the beginning of the 2018-2019 school year.

Safety is always the number one concern for the Steubenville City School District. We believe that the ALICE safety 15 procedures give our staff and students the best opportunity to survive a crisis should the need arise.

Deliveries

To ensure the safety and well-being of staff and students, deliveries (flowers, balloons, gifts, food, etc.) to Harding Middle School are strictly prohibited. Food cannot be delivered to students by food delivery companies including but not limited to Uber Eats, Door Dash, Uncle Johnny Deliveries and Grub Hub. Any food delivered to Harding Middle School will be returned to the food delivery service. This policy will be in effect for the duration of the school day.

Food Service

A food program is available at each elementary school in the district. Free breakfast and free lunch are available to all students. Steubenville City Schools was selected to participate in a new statewide nutritional program (Provision ii) and the Community Eligibility Option. This will allow us to offer free breakfast and free lunch to all SCS District school children who wish to eat breakfast and lunch during the school year.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at: http://www.ascr.usda.gov/compliant_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, y fax 202-690-7442 or email at program.intake@usda.gov.

Eating in the Classroom

No food or beverages are permitted in the classroom at any time. The principal must approve all parties. Violation of this rule may result in disciplinary action. No GUM!!

Electronic Devices (ED)

Cell phones, iPads, iPods, mp3s, earphones, or other electronic devices are not to be used in the classrooms unless authorized by the classroom teacher. According to Ohio House Bill 250, Cell phones and other devices are to be turned off or placed on silent/vibrate mode and be placed in the students locker during the school day. Violation of this rule will result in disciplinary action and confiscation of the electronic device. **The unauthorized use of these electronic devices (ED) in school is a violation of this policy**.]

Violators of the policy will be subject to disciplinary action: 1 day of ISS and Confiscation of the Device Until the End of The Day and Must Be Picked Up by A Parent/Guardian in the Main Office.

Parents should continue to call the school for any emergency situation. We will contact your son/daughter.

Distracting behavior that creates an unsafe environment will not be tolerated. Students are prohibited from using EDs to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other people in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Students are prohibited from using an ED in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. Engaging in such behavior could result in suspension and/or a recommendation of expulsion.

EDs, including but not limited to those with cameras, may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students may use EDs for educational or instructional purposes (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision.

Violations of this policy may result in disciplinary action and/or confiscation of the ED. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

In accordance with HB 1, HB 132, and Ohio Revised Code 2907.323, the possessing, taking, disseminating, receiving, keeping, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, by electronic data transfers do constitute a crime under state and/or federal

law. Any person involved in any of the above can be punished under the code of conduct and may be reported to the appropriate law enforcement agencies. Students and families should be aware of these guidelines as legal charges and/or convictions may result in serious consequences.

Harding Middle School assumes no responsibility for theft, loss, damage, or vandalism to EDs brought onto its property or the unauthorized use of such devices.

Cheating

Students are not to use another's thoughts, ideas or words as their own. Cheating is a serious offense. The following may apply when a student is determined to have cheated:

a. The teacher will discuss the incident with the student and then send him/her to see a guidance counselor and/or administrator.
b. The teacher will inform the parents of the facts concerning the dishonesty on the part of the student.
c. The penalty for cheating is a zero for work covered by the test or assignment. (Additional punishment may be administered dependent on circumstance)

Care of School Property

It is the responsibility of all students. Students should do their part in keeping the building neat and orderly. If a student writes on or damages a locker, wall, or any other school property, he shall pay to cover the cost of repair or replacement. Work in kind will be acceptable if appropriate. Students owing any obligation in this area will have grades held until all obligations are met. Reasonableness will be a general rule in this area.

Dress and Grooming Code

Students must wear appropriate clothing and footwear at all times. Student clothing and appearance must be appropriate for the educational climate and should not create a safety hazard or distraction to the educational process.

Styles and the names of articles of clothing change frequently. Therefore, it is impossible to list all inappropriate items. In cases where there is a question of appropriateness for school, the principal or assistants will make the final decision. The following articles of clothing and/or accessories are examples of inappropriate wear for school:

1) Halter tops, tube tops, tank tops, muscle shirts, net jerseys or any type top which exposes an unusual amount of the upper torso (girls or boys).

2) Visible undergarment clothing is not permitted (examples: sports bras, bras, boxer briefs, corsets, etc.)
3) Gloves, spiked clothing, and spiked accessories.
4) See through clothing.
5) Pajama pants or loungewear.
6) Hats, sweatbands, hoods from sweatshirts, head scarves, picks, sunglasses, or combs are NOT to be worn during school hours.
7) No clothing with writing or attached symbols that is obscene, vulgar, suggestive, or that promotes items, products or services that violates school policies or regulations.
8) Pants must be worn at waist and neither undergarments nor body should be exposed No sagging pants allowed at any time.
9) Shorts/skirts which do not equal the position of the fingertips with arms and fingers extended. (0-3" inseams are not acceptable)
10) No sunglasses unless prescribed by a doctor.
11) No flip-flops, sandals or slippers.
12) Accessories and jewelry that may cause injury, pose a safety hazard, or substantially disrupt or materially interfere with student safety or instruction are prohibited. This shall be determined by Administration. This can include, but is not limited to:
    a. Long dangling earrings.
    b. Long and thick chains/necklaces.
    c. Jewelry worn in pierced areas of the body that substantially disrupt or materially interfere with student safety or instruction.
    d. All the items listed above must be removed to participate / receive credit for Physical Education classes.

Consequences:

If a student is sent to the office for a dress code violation, he/she will be given the opportunity to change.

The student will be permitted to call a parent to bring clothes, however the student will remain in ISS while they wait for their parent to arrive.

If a student does not have a change of clothes or if parental arrangements can't be made, the student will spend the remainder of the school day in ISS or be sent home.

Repeated violation of the HMS dress code policy may result in school discipline.

Specific cases not included in this list are at the discretion of the principal or assistant principal.

Backpack/Book-bag Policy

At Harding Middle School, we strive to create the best and safest learning environment for all students. To continue these efforts the administration and teachers see the need to remove backpacks from the classroom. Students may bring backpacks, bookbags, purses, and fanny packs to school but will be required to leave the bags in their locker during the school day.

This policy's intent is to increase safety in the following ways:

● Reduce the ability to conceal weapons, drugs, or other contraband.
● Reducing tripping hazards.
● Create more space and mobility for all, including those with disabilities. Having no backpacks in the classroom will also improve the learning environment by:

- Decreasing distractions commonly brought into class such as food, electronic devices, and other items.
- Helping students stay organized. All students are assigned a locker at the start of the year. Students may store their backpacks and book bags in assigned lockers. However, all bookbags will remain in the locker during the day

Dance Policy Rules

Appropriate dress and dance style will be closely monitored and enforced. Appropriate dancing only. If the dancing looks questionable it will be stopped. Lewd dancing will result in the student and /or couple given a warning and after the next infraction being asked to leave the event and phone call to the parent /guardian. The administrator in attendance will be the final judge of appropriateness of dance style.

No personal bags or containers of any kind are permitted.

Any student leaving the dance is not allowed to reenter. Parents will be informed of any unauthorized departure. Students are expected to stay for the entire time allotted for the dance. Arrangement with administration must be made for early departure from the dance. All students must leave within 20 minutes of the end of the function. No loitering in the parking lots. Parents/ guardians please pick up your student within this time limit.

These common polices emerge from our values that recognize the dignity and self- worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a safe environment. Students' behavior and attire should reflect this guiding principle.

Students can and will be denied access or permission to attend a school dance if their behavior in school is deemed unacceptable.

School Transportation / Busing

Riding a school bus or any form of school transportation is a privilege, not a right. Violation, under the discretion of the administrator, may result in a loss of riding privileges from 1 day to the remainder of the school year.

Withdrawing from School

Any student who withdraws from school, regardless of the reason, must complete a Withdrawal Form. At this time all textbooks must be returned and all fees and fines must be paid. An official transcript of grades will not be sent until these obligations are met. The parent/guardian must accompany the student and must sign the necessary withdrawal forms.

Alternative Placement

Any student placed in an alternative placement outside of the school are NOT permitted on any school property or to attend any school function while at that placement.

Messages and Deliveries for Students

The office will not accept deliveries such as flowers, balloons, gifts, etc. for students. Arrangements should not be made to have such items delivered to the school. Emergency messages will be delivered to the student immediately. Parent/Guardians and students should not request the Main Office to deliver routine messages.

Student Fan Code of Conduct

Student spectators are expected to act to the higher standards set within the student code of conduct. It is a privilege NOT A RIGHT to attend events. All events are considered extensions of the school day and progressive discipline procedures will be followed. Serious misconduct by student spectators may result in an immediate loss of privilege for one (1) year.

Progressive Discipline

Harding Middle School employs a progressive discipline plan. Students are expected to mature and learn from their mistakes over time. Students with chronic behavior problems, who do not improve during the course of the year, will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive different consequences based on the individual's discipline history.

Student Bill of Rights and Responsibilities

Your Rights and Responsibilities cannot be separated. With your Right comes the Responsibility to be held accountable for your actions.

All students have the Right to:

1. Learn without distraction
2. Be and feel safe on school property
3. Be respected by classmates and school staff
4. Appropriate expression of personal appearance without causing distraction
5. A clean and safe school building

It is every student's Responsibility to:

1. Allow classmates to learn without distraction
2. Seek help in solving problems
3. Respect classmates' personal space and physical movement
4. Obey the school dress code
5. Respect school property and leave the school better than you found it.

Discipline Policy and Code of Conduct Rationale

In order to insure the opportunity to an education for every student, the State of Ohio has given the board of education the authority, by statute, to "make such rules and regulations as are necessary for its governance and the governance of its employees, pupils of its schools, and all other persons entering its school grounds and premises." The discipline system at HMS is designed to correct inappropriate behavior by explaining to students the rationale for rules and policies, and assisting students in identifying ways to improve their conduct. In so doing we hope to instill an attitude of "self-discipline" which will enable students to make good decisions at all times, in all areas of their life.

Disciplinary Consequences

Violations of rules and policies may result in a student being issued a disciplinary sanction intended to prevent further violation of the rule or policy. Whenever possible the consequence will be tied to the infraction but will be issued at the discretion of the administrator (or his/her designee) in consultation with the student, teacher, and other parties involved.

Types of consequences include:

1. Verbal reprimand
2. Change of seating or location
3. Restriction or removal of privilege
4. Assigned detentions
5. Parental contact by phone, letter, or conference.
6. Withholding of transcripts (when money, materials, and or property are unaccounted for)
7. Assignment of other comparable, acceptable, and fair consequences
8. Assignment of in-school or out-of-school suspension
9. Community Service (within School)
10. Removal of student from activity, class or school
11. Expulsion from school
12. Requiring restitution
13. Notification of police when criminal or civil violations occur.
14. Referral of student to juvenile court

Student Conduct System

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school you may form a correct attitude toward it. This will permit you to do your part in making your school an effective place of learning and assist you in developing the habit of self-restraint, which will make you a better person.

Important terms Involved in the Student Conduct System

Minor Violations
Actions which are a distraction to the educational process, but do not endanger the safety of people or property.

Major Violations
Actions, which constitute a threat to the safety of people or property, are not permissible. Many or frequent minor violations are then considered major violations.

Legal Offenses
The breaking of any law of the United States of America, State of Ohio or City of Steubenville.

Discipline Report
Electronic reports to the office of a violation of the code of conduct.

ISS
An in- school suspension ranging from one period to three days at a time will be given. In ISS, the student is isolated from his classmates and has strict behavior rules to follow. Each student placed in ISS will be given a copy of these rules to read through and will sign that they have been given this opportunity to read the rules. If a student violates the ISS rules he or she will be **suspended from school**. Students in ISS will have the opportunity to receive credit for work done while in ISS under direction of the instructor. A pupil participating in extracurricular activities may lose the right to participate in it for that day.

Suspension Procedures
The Superintendent or designee or the building principal or designee may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for more than ten (10) school days. Suspension may extend beyond the current school year; if at any time a suspension is imposed and fewer than 10 days remain in the school year, the Superintendent may apply any or all of the period of suspension to the following school year. During an Out-of-School Suspension students are considered excused. Students are given days to make-up work that coincide with days suspended. Example: if suspended for three days, the student has three days from the return to school date to complete the assignments. **Students who violate Out-of-School Suspension rules are subject to further consequences.**

The following guidelines will be followed for all suspensions.

The student will be informed in writing of the potential suspension and the reasons for the proposed action.

1. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.

2. Within one school day, a letter will be sent to the parent(s), guardian(s), or custodial parent(s) stating the specific reasons for the suspension and including notice of their right to appeal such action.
3. Notice of this suspension will be sent to the:
    a. Superintendent or his/her designee
    b. Student's school record
4. The student will remain suspended for the duration of the suspension until action is taken if there's an appeal.

Expulsion Procedure

The Superintendent may expel a student from school for disciplinary reasons outlined in the Student Code of Conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) school days, but not more than a ninety (90) school days duration, unless dangerous weapons are possessed. The Superintendent may expel a student for one calendar year or exclude the student permanently. An expulsion can extend beyond the end of the school year and be applied to the following school year.

The guidelines listed below will be followed for all expulsions:

1. The student and parent(s), guardian(s) or custodial parent(s) will be informed in writing of the potential expulsion and the reasons for the proposed action.
2. The student and parent(s), guardian(s) or custodial parent(s), and/or representative have the opportunity to appear on request before the Superintendent or his designee to challenge the action or otherwise explain the student's actions.
3. This notice will state the time and place to appear which must not be less than three (3) school days nor later than five (5) school days after the notice is given.
4. Within one (1) school day of the expulsion hearing, the Superintendent will notify the parent(s), guardian(s) or custodial parent(s) and the Treasurer of the Board.
5. The notice will include the reason for the expulsion and the right of the student, parent(s), guardian(s) or custodial parent(s) to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.
6. The student will remain expelled for the duration of the expulsion until action is taken on the appeal. 7. The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Emergency Removal of Student

In the case of "normal disciplinary procedures" in which a student is removed from curricular or extracurricular activity for a period of less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply. The required notice, hearing and right to appeal is required only when suspension or expulsion is contemplated.

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on school premises or off the premises while representing the district:

1. The Superintendent, principal, assistant principal or personnel employed to direct, supervise, or coach a student activity program may remove the student from curricular or extracurricular activities or from the school premises.
2. A teacher or personnel employed to direct, supervise or coach a student activity program may initiate an emergency removal of a student from curricular or extracurricular activities to the principal's office. As soon as practicable after making such a removal, the teacher will submit in writing to the principal the reasons for such a removal.
3. If it is probable that the student may be subject to suspension or expulsion, the hearing will be held in accordance with procedures established for suspension or expulsion.

Appeal Process for Administrative Decisions

1. Any administrative decision affecting a student's grades, promotion, or school attendance may be appealed directly to the principal within 48 hours of the action. The appeal must be in writing, stating the reason for the appeal, and signed by the student and parent or guardian.
2. An appeal of the principal's decision must be made within 24 hours of the principal's decision {within three (3) days of the Notice of Intent to Suspend} and must be made in writing to the Superintendent.
3. An appeal of the Superintendent or his designee's decision may be made to the Board of Education, or its designee as follows.
    a. SUSPENSIONS. An appeal to the Board of Education, or its designee, must be made in writing and submitted to the Board office within three (3) days of the Superintendent or designee affirming the suspension.
    b. EXPULSIONS. An appeal to the Board of Education or its designee must be made in writing to the Board Office within fourteen (14) days of receiving the Superintendent's Expulsion Notice. Parents/Guardians/Students may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session, if so requested.

Appeal to the Court

Under Ohio Law, the decision of the Board of Education or its designee may be made to the Court of Common Pleas.

Code of Conduct

The code of conduct at HMS is progressive from the start of the school year. Repeated violations of the code could result in suspension, expulsion and may be recommended to the Jefferson County Juvenile Court system.

*Major or minor violations do not differentiate severity of offenses. These terms apply to their definitions, which are listed under student conduct system above.

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, automobile, etc.) and the seizure of items in the student's possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice.
2. A search of a desk or other storage space may be conducted where there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Search of other areas assigned to a student should be for a specifically identified item and should be conducted in the presence of the student and with the student's knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Principals and their designee are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following results apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student's violation of the law or school rules.
2. Searches will be conducted by a member of the same sex as the student.
3. Search will be conducted in the presence of another administrator or staff member (conducted privately and away from other students).
4. Parents(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

Major Violations

1.1 Assault

A student shall not cause physical injury or behave in such a way which threatens to cause injury to school staff, other students or visitors while under the jurisdiction of the school. Violation may result in a suspension up to 10 days, possible expulsion and/or referral to Civil Authorities.

1.2 Damage to private property

A student shall not cause or attempt to cause damage to private property in school premises or at any school activity on or off school grounds. Violation may result in a suspension from 3 to 10 days and pay for damage.

1.3 Damage to school property

A student shall not cause or attempt to cause damage to property including buildings, grounds, buses, equipment or materials. Writing on desks will be handled according to amount of damage. Violation may result in a suspension from 3 to 10 days and pay for damage.

1.4 Disrespect to school personnel

Students will not show disrespect to school personnel by action, attitude or word. Discipline may be treated as a classroom disruption in the code of conduct.

1.5 Disruption of school

A student shall not by use of violence, force, coercion, threat, harassment or repeated violations of code cause material disruption or obstruction of the educational process, including all curricular or extracurricular activities. Violation may result in a suspension from 3 to 10 days and possible expulsion.

1.6 Unauthorized touching of another student

Any form of undesired touching of another person, including but not limited to, slapping, pushing, punching and kicking. Violation, under the discretion of an administrator, may result in ISS, Out of School Suspension for 1 to 10 days and/or possible expulsion.

1.7 Group action

Students may not become involved in-group action, which adversely effects the operation of the school program or activities. Violation may result in a suspension from 5 to 10 days and possible expulsion.

1.8 Harassment, Intimidation, or bullying

Defined under policy and procedures. Violation may result in a suspension from 3 to 10 days and possible expulsion. See Appendix A, pg. 46 for SCS Policy in accordance with the state of Ohio

1.9 Insubordination/Defiance

A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

i. Disobedience or disrespect toward any staff member

ii. Not serving assigned detentions

iii. Not following school rules or proper procedures iv. Not following assigned schedule/being in unauthorized area

v. Chronically tardy to school or class

vi. Repeated misbehavior after warning Discipline may be treated as a classroom disruption in the code of conduct unless an administrator is required to remove the student. In this case, the discipline may be suspension.

1.10 Misconduct at extracurricular activities

Students shall not act inappropriately at extracurricular activities. This includes but is not limited to, fighting, jeering, disrespect or inappropriate language. Violations may result in a suspension, removal from the activity and/or denial of entry at further events

1.11 Possession of a weapon

A student shall not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. This includes but is not limited to, guns, knives, sharp instruments, firecrackers, brass knuckles, chemicals, mace and gasses. Violation will result in a suspension up to 10 days, possible expulsion and/or referral to Civil Authorities (see Annual Notices for more information)

1.12 Sale, intent to sell, possession or use of drugs or alcohol

This list also includes counterfeit controlled substances and drug paraphernalia. See drug and drug abuse policy under policy and procedure. Violation will result in a suspension up to 10 days, possible expulsion and/or referral to Civil Authorities.

1.13 Theft of any item or personal property

A student shall not wrongfully take, possess, carry away, or exercise dominion and control over property of others. May result in a three (3) to ten (10) day suspension.

1.14 Off-Campus Misconduct Policy –Ohio Revised Code 3313.66

Misconduct by a pupil that occurs off property owned or controlled by the district but is connected to activities or incidents that have occurred on property owned or controlled by that district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee is now within the authority of school administrators who wish to apply the code of conduct.

Minor Violations

2.1 Cheating

Defined and discipline listed under policy and procedure.

2.2 Disruption of class, halls, cafeteria, auditorium

A student shall not disrupt the learning environment of others. See code of conduct for disciplinary action.

2.3 Dress code

Defined and discipline listed under policy and procedure.

2.4 Eating in class

Defined and discipline listed under policy and procedure.

2.5 Forgery/Falsification
A student shall not fraudulently affix or have affixed parents' or other authorities' signatures on notes or official school forms, nor shall students use passes, school forms, or notes in an improper manner, nor possess such documents. Student may not add names to passes. A student shall not misrepresent himself/herself as any adult either in oral or written form. See code of conduct for disciplinary action.

2.6 Failure to serve detention
Students shall not fail to serve detentions for staff or administration. See code of conduct for disciplinary action.

2.7 Failure to report to office for discipline
Students must report to the office when sent by a faculty member for disciplinary action. Failure to do so may result in a suspension.

2.8 Gambling
Students may not be involved in any activity in which the student makes monetary or property gain from another individual. Violations may result in a suspension.

2.9 Interference with investigative procedure
Students shall not fail to tell the truth or physically attempt to prevent the apprehension of another person. Violations may result in a suspension.

2.10 Loitering
Students are not permitted to hang out in restrooms or hallways before, during or after school. See code of conduct for disciplinary action.

2.11 Look out
Students may not serve as a look out for person(s) violating rules. Violations may result in three (3) full day's of ISS.

2.12 Lost and Found
Any item found by a student must be returned to the office. Failure to do so may result in a suspension.

2.13 Printed/Posted materials
Defined and discipline listed under policy and procedure.

2.14 Playing cards
Students are not permitted to play cards in school. Discipline treated as a classroom disruption and cards may be confiscated.

2.15 Possession of Radios/electronic devices
Defined and discipline listed under policy and procedure.

2.16 Refusal of or failure to attend ISS
Students may not refuse time out as a form of punishment. Refusal of time out is considered failure to follow reasonable directive and may result in a suspension.

2.17 Skipping, cutting class or leaving for lunch
Students must be in assigned classes, homerooms, etc. during times when they are supposed to be there. No student is to be absent from these areas without permission from the party responsible. See code of conduct for disciplinary action.

2.18 Tobacco (Complies with ORC 3313.751 and House Bill 144)
Use or possession of any form of tobacco product or any imitation tobacco product or paraphernalia (e.g. cigarette lighter/matches, e-cigarettes) in school, on school grounds, at school-sponsored activities, or within sight of the school is prohibited. The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/ or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. Violations may result in a suspension up to 10 days.

2.19 Tardiness
Tardiness applies to late arrival to school or class. A record of student tardiness will be kept in the main office and with the attendance team. We understand that there may be circumstances where tardiness to school is unavoidable, so therefore students are granted five tardy to school without penalty. Tardiness will only be excused for doctor's appointment, which will require an excuse. See code of conduct for disciplinary action.

2.20 Truancy
A student absent from class for a minimum of three periods of the school day unexcused is considered truant. Truant students will be handled on a case-by-case basis. If school disciplinary measures are ineffective, referral to juvenile court may become the best alternative. See code of conduct for disciplinary action.

2.21 Violation of Lunch Time Rules
Students are expected to proceed to lunch in an orderly manner. Running, cutting line, failure to properly dispose of lunch trays or litter will result in disciplinary action.

2.22 Unauthorized departure from school grounds

Defined under policy and procedure.

2.23 Unauthorized in halls (no hall pass)
Defined under policy and procedure. Discipline may be as treated as loitering in the code of conduct.

2.24 Use of profanity and/or obscene gestures
A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of gestures, signs, pictures or publications. Violations may result in from three (3) days of time-out to a suspension, unless direct at a faculty member(s) which will result in a 5 to 10-day suspension.

2.25 Violation of ISS rules
Students violating rules in Time-out may result in a 3 to 10-day suspension.

2.26 Violation of Students parking in Teachers and Visitors Lot
Not Applicable

2.27 Display of Affection
A public display of affection, which includes, but is not limited to, hugging and kissing is inappropriate in the school setting. Students involved in these behaviors may be disciplined.

Code of Conduct

Tardiness to School
Tardiness to school after 8:30 am without a call from parent/guardian may result in being placed in ISS for the rest of the school day. (7:55 AM to 8:30 AM will be considered a tardy, but after 8:30 AM may be considered a cut.)

****Tardies to School will restart at Zero at the beginning of each Semester.**
1st - 5th: No Disciplinary Action (unforeseen Circumstances) 6th and above: 1 hour after school detention

Tardiness to Class (Other than 1st Period)
More than 10 minutes late to class without a pass will count as a cut

1st -3rd	Teacher assigns detention
4th	Teacher assigns detention & notifies guardians
5th-6th	Office assigns Two (2) Lunch Detentions
7th +	Treated as class disruption

Class Disruptions (Code of Conduct)

1st	Two (2) Days of ISS during period sent
2nd	Three (3) Days of ISS during period
3rd	Five (5) Days of ISS during period sent
4th	One (1) Full Day of ISS
5th	Two (2) Full Days of ISS
6th	Three (3) Full Days of ISS

7th +	Three+ (3-10) Day OSS

Truancy (Unauthorized Absence) (code of conduct)

1st Warning 2nd Student Conference 3rd Phone call home 4th Student Conference 5th Letter sent home 6th Referral to Attendance team 7th Family Support 10th Referral to Court Missed Detention-Teacher (Lunch): (code of conduct) 1st – 2nd Reschedule Lunch Detention and Teacher will notify parent 3rd – 4th Notify Parent, reschedule Lunch Detention, and additional LD 5th One (1) Full Day of ISS 6th Two (2) Full Days of ISS 7th Three (3) Full Days of ISS 8+ Referral to Intervention Team / Family Support

1st	Warning
2nd	Student Conference
3rd	Phone Call home
4th	Student Conference
5th	Letter Sent Home
6th	Referral to Attendance Team
7th	Family Support
10th	Referral to Court

Missed Detention Assigned by a Teacher (lunch): (Code of Conduct)

1st-2nd	Reschedule Lunch Detention and Teacher will notify Parent
3rd-4th	Student Conference
5th	Phone Call home
6th	Student Conference
7th	Letter Sent Home
8th +	Referral to Attendance Team

Missed Detention Assigned by the Office: Code of Conduct

1st-2nd	Reschedule Lunch Detention and Parent will be notified.
3rd-4th	Notify parent, reschedule lunch detention, and additional LD
5th	One (1) full day of ISS
6th	Two (2) full days of ISS
7th	Three (3) full days of ISS
8th +	Referral to Intervention Team / Family Support

Cutting Classes: (code of conduct)

Parent Notification after each cut infraction

1st	One (1) full day of ISS
2nd	Two (2) full days of ISS
3rd	Three (3) full days of ISS
4th +	Referral to Intervention Team / Family Support

Unauthorized Departure from School

This can also be classified as cutting class

1st	Three (3) full days of ISS
2nd	Three (3) day Suspension (OSS)
3rd	Five (5) day Suspension (OSS)
4th	Ten (10) day Suspension (OSS)

5th	Charges Filed

Forgery/Falsification: (code of conduct)

1st	Two (2) full days of ISS
2nd	Three (3) day Suspension (OSS)

Lunch Detentions: (code of conduct)
Students may be issued a lunch detention by a teacher for any minor misconduct in the classroom, hallways, or cafeteria. Students will serve the detention during their lunch period in the assigned teacher's classroom. If a student foes 15 consecutive school days (excluding weekends, days absent, holidays, etc.) without receiving a lunch detention, they will automatically have one removed.

Cafeteria: Students who violate the lunch room policy/procedures (throwing food/any items, constantly getting up and moving around lunch room, switching from table to table, etc.) will serve 5 days in the lunch detention room. This **DOES NOT** count towards the students discipline record.

Lunch Detention Progress Discipline:

1st-5th	No In-school or after-school discipline
6th	1 hour after-school detention
10th	2 hour after-school detention
14th	Two (2) Full day of ISS
18th	Three (3) full days of ISS
21st	Family Support Meeting/Possible Out of School Suspension
22nd-24th	1 hour After-School Detention
25th-27th	2 hour After-School Detention
28th	Family Support Meeting/Possible Out of School Suspension or Change of Placement

Annual Notices

Asbestos Regulations

Per mandated federal regulations adopted under the authority of the Asbestos Hazard Emergency Response Act of 1986 (AHERA), SCS has adopted an ongoing management plan to inspect buildings and respond appropriately. A copy of the plan is available in the principal's office. If parents have questions regarding the plan or the Federally mandated program, they should contact the Superintendent's Office at 283- 3767.

Anti-Harassment, Anti-Intimidation, or Anti-bullying House Bill 276

It is the policy of the Steubenville City Board of Education and School District that harassment, intimidation, or bullying activities of any types are inconsistent with the education process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage permit, condone, or tolerate any of these activities. Administrators, faculty member, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include these things. If harassment, intimidation, or bullying activities of any types is

discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all harassment, intimidation, or bullying activities immediately. All incidents shall be reported immediately to the Superintendent. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be the subject of discussion at employee staff meetings or in-service programs. (The full version of House Bill 276 is located in the Principal's office at Harding Middle School) To make a formal compliant contact the principal's office or see contact information on page 5.

How to file a complaint. If a student, employee or community member believes they have been subjected to Prohibited conduct they can contact the Building Principal, Angie Forte, Diversity Coordinator and/or the Cleveland Office for Civil Rights at 216- 522-4970

Hazing

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead in suspension, recommendation for expulsion, and or legal action as contained in ORC 2307.44

Drug and Drug Abuse Policy

Students will not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind while on the school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

Section 2925.01 of the ORC states "counterfeit controlled substance" means any of the following:

- Any drug that bears or whose container or label bears, a trademark, trade mark used without authorization of the owner of rights to such trademark, trade name or identifying mark;
- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packaged or distributed by a person other than the person who manufactured, processed, packaged or distributed it;
- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Section295.37 ORC states:

A. No person shall knowingly possess any counterfeit controlled substance.

B. No person shall knowingly make, sell, and offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.
C. No person shall directly or indirectly represent a counterfeit controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
D. No person shall directly or indirectly falsely represent a counterfeit controlled substance

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance, including but not limited to: alcohol and drug education programs, counseling, outpatient treatment or inpatient treatment.
STUDENTS WHO NEED TOTAKE PRESCRIPTION OR NON-PRESCRIPTION MEDICINE MUST LEAVE THE MEDICINE WITH THE NURSE AND COME TO HER CLINIC TO TAKE THEMEDICATION.

Dangerous Weapons Policy
Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. The Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities.

Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by- case basis. Matters, which might lead to a reduction of the expulsion period, include: the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S. Code, Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant char of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.
LEGAL REF.:
ORC 3313.66. 3313.661
20 USC 2701 ET SEQ.-TITLE IX 9901-9905
18 USC 921
20 USC 8922

Notification of Rights under FERPA for Elementary and Secondary Schools
The Family Educational Rights and Privacy Act (PERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will decide for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records what the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal clearly identifying the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPS are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Sexual Discrimination and Sexual Harassment
Pursuant to Title IX of the Education Amendments of 1972 and its implementing regulations, the Board of Education of the Steubenville City School District does not discriminate based on sex in its educational programs or activities. When such discrimination is found to have occurred; the district shall take prompt and effective steps to eliminate discrimination, prevent its recurrence, and address its effects.

The following person has been designated as the Title IX Coordinator to handle inquiries regarding this Policy:
Shana Wydra
1400 West Adams Street

Steubenville, OH 43952
(740) 284-5613
The Title IX Coordinator is trained on the requirements of this Policy and is responsible for coordinating the district's efforts to comply with and carry out its responsibilities under Title IX, including the oversight of any investigation of any complaint brought under this policy.

Inquiries regarding Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights, Cleveland Location, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812, (216) 522-4970.

I. Prohibited Conduct

This Policy applies to students, employees, and third parties.
"Prohibited Conduct" under this Policy includes all of the following, when they occur in the context of a District program or activity:

1. Discrimination based on sex ("Discrimination")
2. Sexual Harassment
3. Gender-based, non-sexual harassment
4. Retaliation against individuals participating in an informal complaint or formal complaint brought under this Policy.

Prohibited Conduct is prohibited in connection with all District programs and activities, including all educational extracurricular, co-curricular, athletic, and other program of the District, regardless of whether those programs take place in District facilities, on a school bus, at a class or training program sponsored by the district at another location, or elsewhere.

A determination as to whether Prohibited Conduct has occurred can consider incidents that occurred off school grounds and/or outside of the district's educational programs or activities, if the conduct is alleged to have created a hostile environment within the district's programs or activities.

For purposes of this Policy, it is presumed that all conduct of a sexual nature by a District employee directed toward a student is "unwelcome," regardless of the age of the student. While such conduct may not always rise to the level of Prohibited Conduct under this Policy, such conduct is inappropriate, unprofessional, and shall result in disciplinary, educational, or other actions against the employee as appropriate.

A. Discrimination – Discrimination, for the purposes of this policy, includes any of the following, when they occur on the basis of sex.

- **a.** Treating one student differently from another in determining whether the student satisfies any requirement or condition for the provision of any aid, benefit, or service;
- **b.** Providing different aid, benefits, or services or providing aid, benefits, or services in a different manner;

c. Denying any student any such aid, benefit, or service;
d. Subjecting students to separate or different rules of behavior, sanctions, or other treatment;
e. Aiding or perpetuating discrimination against a student by providing significant assistance to any agency, organization, or person that discriminates on the basis of sex in providing any aid, benefit, or service to students; and
f. Otherwise limiting any student in the enjoyment of any right, privilege, advantage, or opportunity.

B. Sexual Harassment – Sexual harassment is unwelcome conduct of a sexual nature under one of the following circumstances:

a. Submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, academic performance, or educational environment; or
b. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates an intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and considers relevant circumstances, expectations, and relationships.

Sexual Harassment includes, but is not limited to:

1. Unwelcome sexual advances;
2. Request for sexual favors;
3. verbal, nonverbal, or physical conduct of a sexual nature;
4. sexual assault;
5. sexual violence

C. Gender-Based, Non-Sexual Harassment

Acts verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, constitutes gender-based, non-sexual harassment under one of the following circumstances:

1. Submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, academic performance, or educational environment; or
2. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates an intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and considers relevant circumstances, expectations, and relationships.

D. Retaliation

Retaliation against any individual who files a complaint or participates in a harassment inquiry is strictly prohibited.

II. All Employees Must Report Prohibited Conduct

All District employees who become aware of Prohibited Conduct are obligated to report such conduct to the Title IX Coordinator as soon as possible but in no case later than two (2) business days. District employees who fail to report Prohibited Conduct may be subject to discipline, up to and including termination.

Where Prohibited Conduct also may constitute child abuse or neglect, employees who are mandatory reporters are also required to report such abuse or neglect to Children Services and/or Law Enforcement, as is required by law. The Title IX Coordinator should be informed that such a report has been made when Prohibited Conduct is involved.

Where Prohibited Conduct may constitute a felony, all employees are required by law to make a report to law enforcement. See Section VI, below, for more information.

III. How to File a Complaint

If a student, employee, or community member believes that they have been subject to Prohibited Conduct, they should immediately contact the Title IX Coordinator to discuss their options and rights under this Policy, as well as other available resources, including filing a complaint with law enforcement, accessing counseling services, or working with other community agencies that may provide assistance.

A Complainant is a person who has allegedly been subject to Prohibited Conduct, even if they are not the person who reports the Prohibited Conduct initially. A Respondent is a person who has allegedly committed Prohibited Conduct under this Policy.

A Complainant may pursue a complaint informally or formally. If allegations of Prohibited Conduct are reported by someone other than the Complainant, the Title IX Coordinator shall consult with the Complainant before determining, in his or her discretion, how to handle the allegations.

When a complaint comes to the attention of the Title IX Coordinator, the Title IX Coordinator shall consider whether interim measures of protection should be implemented during the complaint process to help ensure the safety and well-being of the Complainant and the school community. The Title IX Coordinator shall consult with the Complainant and/or their parent/guardian before determining the appropriate interim measures of protection, but interim measures of protection are within the sole discretion of the Title IX Coordinator.

Examples of interim measures that may be available include, but are not limited to, class/work schedule changes, seating changes, counseling, additional supervision of students, restrictions on contact between the parties, and academic or work accommodations.

a. Informal Complaint Resolution

Complainants may choose to file a complaint informally. The Complainant may submit a written statement, or, if preferred, speak with the Title IX Coordinator or another administrator who will write a summary of the allegations. The Title IX Coordinator will discuss with the Complainant and/or parent/guardian, if appropriate, ways in which the situation could be address informally. This may include dispute resolution mechanisms such as informal discussions, confidential mediation, educational sessions, or other informal resolutions as deemed appropriate by the Title IX Coordinator and agreed to by both the Complainant and Respondent. Informal resolution does not require that the Complainant resolve the problem directly with the Respondent.

Informal Complaint Resolution is generally available in all situations except where the allegations involve sexual assault. Either party may end the Informal Complaint Resolution process at any time, and the Complainant may choose instead to file a formal complaint. The Title IX Coordinator may also, in his or her discretion, determine that Informal Complaint Resolution is inappropriate in a given situation, such as where the allegations are sufficiently serious as to suggest a need for additional investigation and response by the District.

Where a complaint is resolved informally, the Title IX Coordinator shall document the resolution.

B. Formal Complaint Resolution

Complainants may choose to file a formal complaint with the Title IX Coordinator. The Complainant may submit a written statement; otherwise, the Title IX Coordinator will write a summary of the allegations. The Title IX Coordinator may conduct the investigation or may designate an unbiased individual, generally a building-level administrator, to conduct the investigation. Where the Title IX Coordinator conducts the investigation, he or she may review and use initial investigative information provided by the building-level administrator if applicable. Investigations will be conducted in an adequate, reliable, and impartial manner.

Both the Complainant and Respondent will be provided with notice of the investigation and will be offered an equal opportunity to provide information regarding the allegations, suggest witnesses, and provide evidence to the investigator. The complaint may be investigated without the participation of one or both parties.

The investigation will generally be completed within thirty (30) business days, although this timeline may be extended for good cause by the Title IX Coordinator, such as where the investigation is complex, where the alleged conduct is serious or extensive, where there is a concurrent criminal investigation, or where the investigation occurs partially during school breaks. The Title IX Coordinator may, if appropriate, provide the parties with updates about the status of the investigation.

At the conclusion of the investigation, the investigator shall prepare a written report that identifies:
1. the allegations investigated;
2. the policies, handbook provisions, or other requirements that are alleged to have been violated;
3. a brief summary of the steps taken to investigate the allegations;

4. a brief summary of the evidence that was discovered;
5. a determination by a preponderance of the evidence as to whether there is sufficient information to support a finding that the policies/provisions were violated with regard to the allegations; and
6. if Prohibited Conduct is found to have occurred, whether any steps have already been or will be taken to eliminate the discrimination or harassment, prevent its recurrence, and address its effects

If the Title IX Coordinator did not conduct the investigation, the investigator shall provide a copy of the written report to the Title IX Coordinator and the Title IX Coordinator shall, if appropriate, refer the report to the appropriate administrator(s) for disciplinary action, if such action has not already been taken. The range of disciplinary sanctions that may be available and appropriate include but are not limited to educational programs, detentions, in-school suspension, out-of-school suspension, expulsion, reprimand, involuntary leave, termination, and prohibition against entering District property or attending District activities.

In addition to the above, where the Title IX Coordinator did not conduct the investigation, the Title IX Coordinator shall consider whether any further steps are necessary to eliminate the discrimination or harassment, prevent its recurrence, and address its effects, and if so, such steps shall be documented in an attachment to the report.

At the conclusion of the process, each party shall be notified by the Title IX Coordinator as to whether Prohibited Conduct was determined to have occurred and any steps taken to eliminate the Prohibited Conduct, prevent its recurrence, and address its effects. Notice provided shall be consistent with state and federal laws regarding confidentiality of student records.

IV. Appeal

Either party may appeal the determination by providing written notice to the Superintendent within five (5) business days of receiving notice of the conclusion of the investigation. Such appeal may be on the grounds of:

- Newly discovered evidence not available during the investigation;
- Procedural errors that substantively affected the outcome of the investigation to the appealing party's detriment; and/or
- An abuse of discretion on the part of the investigator.

The grounds for the appeal must be stated in the written appeal.

The other party will be notified of the appeal and will be given three (3) business days to respond to the appeal in writing to the Superintendent. The Superintendent will notify the parties in writing of his or her decision within ten (10) business days of receiving the appeal. The Superintendent may affirm the findings, reverse the findings, or alter the findings as deemed appropriate in his or her discretion. There is no further appeal from the determination of the Superintendent.

Any of the deadlines in this section may be extended by the Superintendent for good cause shown.

Note that appeals of disciplinary sanctions are not handled through this policy. Instead, they will be handled through the appeals procedures that would typically apply based on the identity of the respondent.

V. Confidential Reporting and/or Request for No Action

The District has an obligation to make reasonable efforts to investigate and address instances of Prohibited Conduct when it knows or should have known about such instances, regardless of the Complainant's cooperation and involvement.

Complainants may make a confidential report through the Title IX Coordinator. The Title IX Coordinator will evaluate the request for confidentiality and make a determination in his or her discretion as to the extent to which the District can adequately fulfill its obligations to address instances of Prohibited Conduct without revealing the identity of the Complainant. All complaints made under this Policy will be kept private to the extent possible consistent with the District's obligations under this Policy.

If allegations of Prohibited Conduct are brought to the attention of the Title IX Coordinator but the Complainant does not wish to pursue a complaint through this process, requests that such allegations are held in confidence, or refuses to respond to the Title IX Coordinator, the Title IX Coordinator will review the available information and make a determination in his or her discretion as to whether an investigation will be conducted.

Factors to consider in determining whether the District will pursue an investigation in these circumstances may include, but are not limited to, the ages and relationship of the Complainant and Respondent, the seriousness of the alleged misconduct, whether the complaint can be reasonably pursued without cooperation from the Complainant, whether any laws are alleged to have been violated, whether the Licensure Code of Professional Conduct for Ohio Educators is implicated, where the allegations include circumstances that suggest an increased risk of future Prohibited Conduct by the Respondent, and whether other Prohibited Conduct has been previously reported against the Respondent.

VI. Reporting to Law Enforcement

Except in certain limited circumstances involving privileged communications, such as those between a counselor and patient, all Ohioans are required to report when they know that a felony has been or is being committed. Therefore, when a District employee has reason to believe that a sexual assault may have occurred, regardless of whether the assault is alleged to have occurred in relation to the District's programs or activities, the District employee is obligated to report that information to law enforcement as soon as possible. If the sexual assault occurs in relation to the District's programs or activities, the District employee must also report that information to the Title IX Coordinator and provide the Coordinator with information on when contact was made with law enforcement.

The District will cooperate fully with law enforcement investigations regarding Prohibited Conduct, and will communicate with law enforcement to coordinate its investigation under this Policy. It may be necessary to suspend the District's investigation temporarily to allow law enforcement to investigate criminal allegations while the law enforcement agency is in the process of gathering evidence. However,

because legal standards for criminal investigations are different from those involved in investigating violations of District policy, police investigations or reports may or may not be determinative of whether Prohibited Conduct occurred under this Policy. If a temporary suspension in the District's investigation is requested by law enforcement, the District will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that it may do so.

Where law enforcement requests personally identifiable information from educational records for purposes of its investigation, the District will comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g and 34 C.F.R. Part 99.

VII. Education

The Title IX Coordinator shall work with other District staff members and/or outside resources as appropriate to plan and promote education and training sessions for employees and/or students regarding topics relevant to this policy.

Notice and Consent/Opt-out for Specific Activities

The Protection of Pupil rights Amendment (PPRA), 20 U.S.C.§ 1232h, requires School Districts to notify parents/guardians and obtain consent or allow to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sec behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

This also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

Parental Involvement in Education

The Board believes that parent / guardian involvement is an important part of the educational program. All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children, and such persons will be informed of the following:

- The importance of the involvement of parents and foster care givers in directly affecting the success of their children's or foster children's educational efforts.
- How and when to assist their children or foster children in and support their children's or foster children's classroom learning activities.
- Techniques, strategies, and skills to use at home to improve their children's or foster children's academic success and to support their children's or foster children's academic efforts at school and their children's or foster children's development as future responsible adult members of society.

Steubenville City School District ensures that parents of students have an opportunity to participate in the design and implementation of educational programs through the employment of activities such as the following:

- Informing each child's parents of specific instructional objectives
- Progress reports
- Conferences
- Providing suggestions and materials for parents to help at home
- Parent training (workshops) Providing timely information concerning school programs such as plans and evaluation
- Parent questionnaires on planning, development, and operation of program
- Responding to parent recommendations
- Volunteer assistance Parent councils
- Parent coordinator
- Family support meetings
- Parent compact
- Other activities as appropriate

Ohio Resident Educator Summative Assessment (RESA) - ***Parental Consent Form for Videotaping***

The Ohio Resident Educator Summative Assessment (RESA) is one of the requirements for teachers registered in the Resident Educator program to obtain a professional license. To complete the RESA, teachers will need to videotape themselves teaching four times during the school year. Consequently, it may be possible that your child will be videotaped.

The focus of the video is the teacher's instruction. The sole use of the videos is for the development and implementation of the RESA field test project. The videos will not be used for any other purposes than the following:

- Training of scorers of the Resident Educator Summative Assessment.
- Professional Development of Resident Educator program mentors and educators within Ohio.
- Scoring of the Resident Educator Summative Assessment.

If you do not consent to the videotaping of your child the district will honor your decision. Please contact your building principal in writing notifying them of your decision not to participate.

The Parent Mentor Program

The Parent Mentor Program provides Guidance to families through the special education process to help them understand rights and responsibilities of the student, parent and school district. Information and resources to families and school personnel on education laws, district programs and services and community support.

Support by attending Individualized Education Program meetings and other meetings related to services of the child that parents and school district staff might request. Informational sessions and workshops based on the needs of families and professionals.

Assistance in strengthening and/ or building a collaborative partnership between families, schools and communities to benefit students with disabilities. Individualized and confidential support to families and educators. To contact the Steubenville City School Parent Mentor, Angelita Forte please call Steubenville High School.

Steubenville City School District

Extra- Curricular Code of Conduct

The Steubenville City Schools Board of Education recognizes that participation in athletics, fine arts (band, choir, orchestra) and clubs are a Privilege, not a right, and that those students involved in extra-curricular activities participate voluntarily under certain obligations and restrictions required of all members. The Board of Education believes that due to the high visibility of these students, they have a strong influence on members of the student body as well as the community. These students conduct while representing a team or group, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the program and the standards of Harding Middle School.

This Code of Conduct applies at all times to all Steubenville City School student athletes, fine arts or clubs whether on or off of school.

To allow each student involved to reach his or her potential, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations regarding personal behavior. Rules promote order and safety and assist participants to achieve maximum performance potential.

The nature of competitive athletics along with dedication to fine arts and clubs demands that each participant attains and maintains his or her best possible physical and mental condition. Student-athletes, fine arts and club members involved in the athletics or extra-curricular programs shall not possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse, including alcohol, tobacco, tobacco-related products, illegal drugs, controlled narcotics, intoxicants, steroids, or other performance enhancing drugs, or any substance that is directly or indirectly represented to be a drug of abuse (or look-alike). Use of drugs authorized by a medical prescription for the extra-curricular students from a licensed physician shall not be considered a violation of this policy.

In a case where the extra- curricular student possesses, uses, is under the influence of, sells or distributes drugs, alcohol, tobacco, or any chemical either on or off school property or at a school related activity, the extra – curricular student may be, but is not limited to being, suspended or expelled from school, denied the privilege to participate in athletics or extra-curricular events, counseled in school, referred to an outside counseling agency and reported to the law enforcement authorities. The specific course of action will be determined after the consideration of all factors in the case.

Extra-curricular students and athletes who are under the Extra- Curricular Code of Conduct are representatives of Steubenville City Schools and are expected to behave as model students and citizens in and out of school. Student athletes, fine art and club students may be denied participation for display of behavior which reflects negatively on the student, team, organization or school. Denial will be determined by the middle school administration and or coach according to the severity of the infraction.

This regulation shall be posted in a central location in each school building, and each student involved in extra – curricular activities shall receive and acknowledge receipt of this regulation before commencement of the season of the sport being played or time frame of the extra -curricular in which the student is involved.

The Steubenville City School Extra -Curricular Code of Conduct is approved by the Board of Education as a part of Harding Middle School Student Handbook and exists as guidelines. The Superintendent and/or designee reserve the right to amend and/or deviate from these guidelines as they deem appropriate.

Steubenville City School District – Athletic Code of Conduct

The Steubenville City Schools board of Education recognizes that participation in athletics is a Privilege, not a right, and that those students involved in athletic competition participate voluntarily under certain obligations and restrictions required of all team members. The Board of Education believes that due to high visibility, student-athletes have a strong influence on members of the student body as well as the community. A student-athletes conduct while representing a team, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the athletic program and the standards of Steubenville City Schools. This Code of Conduct applies at all times to all Steubenville City School student-athletes, whether in or out of school.

To allow that each student-athlete reaches his or her potential, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations regarding personal behavior. Rules promote order and safety and assist participants to achieve maximum performance potential.

The nature of competitive athletics demands that each participant attain and maintain his or her best possible physical and mental condition. Student-athletes involved in the athletic programs shall not possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse; alcohol, tobacco, tobacco-related products, illegal drugs, controlled narcotics, intoxicants, steroids, or other performance-enhancing drugs, or any substance that is directly or indirectly represented to be a drug of abuse (or look-alike). Use of drugs authorized by a medical prescription for the student-athlete from a licensed physician shall not be considered a violation of this policy.

In a case where the student-athlete possesses, uses, is under the influence of, sells or distributes drugs, alcohol, tobacco, or any chemical either on or- off school property or at a school related activity, the student-athlete may be, but is not limited to being, suspended or expelled from school, denied the privilege to participate in athletics according to the handbook, counseled in school, referred to an outside counseling agency and reported to the law enforcement authorities. The specific course of action will be determined after the consideration of all factors in the case by the coach, athletic director, or principal.

Student-athletes who are under the Athletic Code of Conduct are representatives of Steubenville City Schools and are expected to behave as model students and citizens in and out of school. Student-athletes may be denied participation for display of behavior, which reflects negatively on the student, team, or school. Denial will be determined by the high school administration and or coach according to the severity of the infraction.

This regulation shall be posted in a central location in each school building, and each student-athlete shall receive and acknowledge receipt of this regulation before commencement of the season of the sport being played.

Athletic Waivers/ Participation

Athletic waivers will be granted in accordance with OHSAA rules and regulations. Open enrollment students who wish to participate in City school athletic programs will also follow OHSAA rules and regulations. All eligibility guidelines will follow the rules of eligibility standards set by the OHSAA.

HMS Athletic Code of Conduct

Lunch Detentions

Student-Athlete will have extras during that day's practice or the next time the team practices.

ISS (In School Suspension)

- Non Gamedays - The Student-Athlete will have extras at the end of practice.
- Gamedays:
    - ISS for a period or periods - The Student-Athlete will sit out a quarter of the game, match, or meet.
    - ISS for entire day - The Student Athlete will sit out a half of the game, match, or meet.

OSS (Out of School Suspension)

- 1st Offense - The Student-Athlete will sit out one full game, match, or meet upon his/her return to school.
- 2nd Offense - The Student-Athlete will sit out two full games, matches, or meets upon his/her return to school.
- 3rd Offense - The Student-Athlete will be dismissed from the team.
- During Tryouts - The Student-Athlete will be required to make up all conditioning and drill work missed during the time they were suspended from school. As with all other athletes, the coach(es) will make the final decision on whether or not the student-athlete will make the team.

Tobacco Use

See OSS (Out of School Suspension) offenses.

Drug Use and/or Criminal Offenses

- 1st Offense - Student-Athlete will be removed immediately from the team for the remainder of the season.
- 2nd Offense - Student Athlete will be removed from all HMS sports for the remainder of the school year.

Team Selection and Participation (Cut Policy)

Participation in middle school athletics is a privilege, not a right. Due to roster limitations, facility constraints, safety considerations, and the need to provide meaningful participation opportunities, some sports may require a selection process ("cuts").

- Team selection decisions are made by the coaching staff based on criteria that may include skill level, effort, attitude, attendance, coachability, teamwork, physical readiness, and the specific needs of the team.
- Coaches will communicate evaluation criteria to students prior to the start of tryouts whenever possible.
- Students are expected to demonstrate good sportsmanship, respect, and a positive attitude throughout the tryout process.
- Selection decisions made by the coaching staff are final.
- Students who are not selected for a team are encouraged to explore other athletic, extracurricular, or intramural opportunities offered by the school.
- Parents and students are expected to respect the selection process and support the decisions made in the best interest of the team and the athletic program.

The goal of the selection process is to provide a positive, safe, and competitive experience while promoting the development of student-athletes and maintaining the integrity of the athletic program.

Appendix A
Definition of Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

What bullying is not

•single episodes of social rejection or dislike
•single episode acts of nastiness or spite
•random acts of aggression or intimidation
•mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them.
If Bullying is suspected contact the building principal or see contact information on page 5.

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: September 19, 2012]
[Re-adoption date: June 29, 2016]
[Re-adoption date: November 20, 2019]

LEGAL REFS.:

Children's Internet Protection Act; 47 USC 254 (h)(5)(b)(iii); (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)
ORC 117.53
2307.44
2903.31
3301.22; 3301.68
3313.666; 3313.667
3319.073; 3319.321

CROSS REFS.: AC, Nondiscrimination

ACAJACAA, Nondiscrimination on the Basis of Sex/Sexual Harassment EDE, Computer/Online Services (Acceptable Use and Internet Safety) IGAE, Health Education IIBH, District Websites
JFC, Student Conduct (Zero Tolerance)
JFCK, Use of Electronic Communications Equipment by Students JG, Student Discipline JHG, Reporting Child Abuse and Mandatory Training JO, Student Records
Student Handbooks

2026-27 Building Test Security and Administration Plan, Steubenville City Schools

School	Harding Middle
Building Principal	Bryan Mills
Building Test Coordinator (BTC)	Bryan Mills
BTC Designee, if applicable	Gina Arlesic, Tiffany Pierro
District Test Coordinator (DTC)	EMIS Coordinator
Technology Contact	Bryan D'Aurora
Special Education/EL Contact	Sarah Elliott
Effective Period	July 1, 2026 - June 30, 2027

Core requirement. This building plan implements the Steubenville City Schools 2026-27 Test Security Plan. It supplements, rather than replaces, the current Ohio administration manual, accessibility manual, test-security provisions, scripts, and program-specific directions.

1. Purpose

This plan establishes the building-level procedures used to implement the Steubenville City Schools 2026-27 Test Security Plan. It identifies who is responsible for testing, where and when testing will occur, how staff and students will be assigned, how secure materials and online access will be controlled, how accommodations will be verified, how incidents will be reported, and which records will be retained. The purpose is to protect confidential test content, safeguard student information, ensure valid results, and support secure, ethical, and standardized assessment administration.

2. Scope

This plan applies to employees, substitutes, contractors, volunteers, interpreters, technology staff, monitors, aides, and any other authorized adult who may enter a testing area or encounter secure materials. It applies to district, state, national, and vendor assessments designated as secure, including online and paper administrations, regular and makeup sessions, accommodated testing, alternate assessments, English language proficiency assessments, state-funded college-admission tests, and secure local assessments.

3. Building Roles and Accountability

Role	Assigned Person	Building Responsibilities
Building Principal	Bryan Mills	Provides building oversight; ensures resources and staff are available; supports corrective action and reporting.
Building Test Coordinator (BTC)	Bryan Mills Gina Arlesic Tiffany Pierro	Implements district and building plans; creates schedules and room plans; verifies staff eligibility; assigns trained TAs/proctors; controls materials and test tickets; conducts briefings; monitors rooms; documents testing; reports incidents immediately; maintains building records.
Test Administrator (TA)	See authorization roster	Follows the current manual and verbatim script; verifies students and settings; actively monitors; protects secure content; documents and reports irregularities.
Proctor/Monitor/Other Staff in Room	See room record	Supports room security and active monitoring within the assigned role. Does not coach, interpret, cue, or assist unless specifically authorized.
Technology Contact	Bryan D'Aurora	Completes readiness checks; supports approved devices/network; limits access; documents disruptions while avoiding capture or viewing of secure content.
Special Education/EL Contact	Sarah Elliott	Verifies current IEP, Section 504, English learner supports, and allowable accessibility features/accommodations.

4. Annual Training and Staff Authorization

- Before any staff member receives secure materials, test tickets, system permissions, or a testing assignment, the BTC will verify completion of required training and authorization.
- All certified staff complete the assigned annual PublicSchoolWORKS testing and test-security course by October 1, 2026 or before any testing duty.
- All Test Administrators may complete the current Ohio Test Administrator Certification Course and any assessment-specific training required for the test administered.
- The DTC trains each BTC on current manuals, schedules, system roles, material controls, accessibility rules, incident response, and district procedures.
- The BTC conducts and documents a building briefing before each major administration. The briefing reviews room procedures, prohibited conduct, student device rules, accommodations, emergency procedures, and reporting contacts.
- Each person completes or signs all applicable acknowledgments, agreements, nondisclosure forms, or required training documentation.
- The BTC verifies completion on the Staff Authorization and Training Roster. Staff without complete documentation may not participate in testing.

5. Building Testing Schedule, Rooms, and Staffing

- The BTC prepares a written building testing schedule identifying assessment, grade/course, date, start time, room, Test Administrator, proctor/monitor, and all other adults expected to be present.
- Every testing room must have a Room Testing Record. The record identifies the TA and every teacher, aide, proctor, monitor, intervention specialist, or other staff member actually present during the session, including arrival/departure times when applicable.
- If a person listed as the TA is not the staff member who performs a particular permitted testing function, the building record must accurately identify who was present and the role each person performed.
- Makeup and small-group sessions are documented with the same level of detail as regular sessions.
- Room assignments provide appropriate supervision, required accessibility, and a quiet setting. Unauthorized persons may not enter testing rooms.
- Testing - Do Not Disturb notices are posted while maintaining required safety access.

6. Secure Access, Confidentiality, and Credentials

- Access to secure content and testing systems is limited to authorized persons with a legitimate testing duty and only for the time necessary.
- User accounts and passwords are individual. Sharing credentials or using another person's account is prohibited.
- Personal phones, smart watches, cameras, recording devices, and unauthorized electronics are powered off and stored outside student reach. Staff devices are used only when specifically required.
- Secure questions, passages, prompts, stimuli, student responses, scratch paper containing test content, test tickets, login credentials, secure files, accommodated forms, and notes about specific items are treated as secure content.
- Staff may not study, preview, memorize, discuss, teach from, copy, paraphrase, photograph, scan, email, text, print, post, reproduce, or retain secure test content.

7. Paper Materials and Chain of Custody

- The BTC receives secure deliveries in a restricted area, inspects packages, compares quantities/serial numbers with records, and reports discrepancies to the DTC.
- Secure materials are stored in a locked cabinet or room with controlled key access.
- A sign-in/sign-out log identifies the person, material/quantity or serial number, date, time out, time in, and signatures.
- Materials are distributed as close as practical to the session start and are never left unattended in classrooms, hallways, vehicles, mailboxes, or unlocked offices.
- After each session, secure materials, scratch paper, test tickets, and other secure items are counted and reconciled before being returned to the BTC.
- The BTC documents return, shipment, or secure destruction as directed by the applicable testing program.

8. Online Testing Security and Technology Readiness

- Only district-approved devices, secure browsers, networks, and configurations are used.
- Technology readiness checks are completed before the testing window.
- The BTC/TA confirms the correct administration, subject, grade, test part, session, student, and allowable accommodations before approval.
- Test tickets or QR codes are generated only when needed, secured like test materials, distributed directly, collected after the session, and shredded or securely destroyed when no longer required.
- Students are prevented from accessing unauthorized applications, websites, messaging, artificial intelligence tools, screen capture, printing, or unauthorized resources during testing.
- Technology disruptions are documented on the Room Testing Record/Technology Incident Record. Staff troubleshooting must avoid viewing, recording, reproducing, or transmitting secure content.

9. Before, During, and After Each Session

Before testing

- Verify assigned staff appear on the authorization roster.
- Prepare the room roster, room sign, test-ticket log, and accommodation list.
- Remove or cover instructional materials that could assist students; check calculators and reference materials for compliance.
- Confirm the testing device and required accessibility settings.
- Read and use the current manual and script; do not rely on a prior-year version.

During testing

- Follow the script exactly and provide only assistance expressly permitted by the manual.
- Continuously and actively monitor students. Staff do not grade papers, use phones, perform unrelated computer work, read unrelated material, sleep, or perform unrelated tasks.
- Do not coach, hint, define words, translate unless authorized, check answers, prompt reconsideration, or signal whether an answer is correct.
- For illness, evacuation, technology failure, or disruption, secure materials and screens first and follow the incident/emergency procedure.

After testing

- End or pause sessions correctly and verify submission status without reviewing answers.
- Collect and count all secure items and reconcile room rosters, test tickets, scratch paper, and materials.
- Return materials directly to the BTC and report any irregularity, even if it appears minor or was resolved.
- The BTC completes the daily security check and secures all materials before leaving the storage area.

10. Accessibility and Special Administrations

- Only accessibility features, designated supports, and accommodations allowed by the applicable manual and documented as required may be used. The BTC and appropriate special education/EL staff verify the student's current plan and testing supports before testing. Scribes, readers, translators, and other support personnel must be trained for their exact role and complete required documentation. Questions are directed to the BTC before testing; the BTC consults the DTC when uncertain.

11. Prohibited Conduct

- Revealing, reproducing, describing, paraphrasing, photographing, recording, posting, or transmitting a secure test item or student response.
- Using secure items for instruction, review, practice, curriculum planning, or staff discussion.
- Coaching, cueing, signaling, explaining, defining, translating, prompting, or changing a student response except as explicitly authorized.
- Reviewing student responses for correctness or directing a student to revise an answer.
- Leaving students or secure materials unattended; allowing unauthorized persons into a room; or failing to actively monitor.
- Administering the wrong test, testing outside an authorized window, testing an ineligible student, or providing an unapproved accommodation.
- Sharing credentials, using another person's account, falsifying testing records, or directing another person not to report an incident.

12. Incident Response and Reporting

- Secure: Pause/stop testing if necessary; prevent further exposure; secure student screens, devices, and materials.
- Notify: TA or staff member immediately notifies the Building Principal/BTC. The BTC immediately contacts the DTC/EMIS Coordinator. The DTC follows district and Ohio Department procedures.
- Document: Record who, what, when, where, test/session, witnesses, materials involved, immediate actions, and system events. Use student identifiers only in secured district records.
- Preserve: Retain original logs, tickets, scratch paper, device information, access records, relevant communications, and other evidence. Do not alter original records.
- Protect confidentiality: Do not photograph, copy, email, or include secure questions, responses, student names, or SSIDs in ordinary electronic messages.
- Staff do not independently investigate, promise an outcome, or discuss the incident beyond those who need to know. Investigation occurs under DTC/district direction.

13. Emergency and Interruption Procedures

Student and staff safety takes priority. For evacuation, lockdown, medical emergency, loss of power/network, fire alarm, or other interruption, the TA pauses or secures online sessions when possible, closes or covers paper materials, keeps students from discussing test content, and follows the building safety plan. On return, the TA documents the interruption and waits for BTC direction before resuming. The BTC consults the DTC when validity or security may be affected.

14. Monitoring and Quality Assurance

- The BTC reviews the building schedule, staffing, training roster, testing locations, material controls, technology readiness, and accommodation verification before each window.
- The BTC or principal conducts and documents room checks during testing.
- The DTC may conduct district walkthroughs and post-administration audits.
- Patterns of irregularities are reviewed, and procedures, training, or corrective actions are adjusted as directed.
- The building uses each review as an opportunity to strengthen future testing procedures and documentation.

15. Records and Retention

The BTC maintains the building testing file. Records include training completion, staff authorization rosters, building schedules, room rosters/Room Testing Records, material inventories, chain-of-custody logs, accommodation verification, monitoring forms, incident records, investigation/corrective-action records when applicable, and shipment/destruction confirmations. Records are retained for at least one year and/or longer when required by the applicable test program, litigation hold, or district/Department direction. Secure test content is never attached unless expressly directed through an approved secure method.

16. Building Implementation Calendar

When	Owner	Required Building Action
July-August	Principal/BTC	Review district plan/current manuals; designate roles; begin schedule and room planning.
By October 1st	BTC	Verify required annual training and TA certification; maintain authorization roster.
Before each administration	BTC/Principal	Confirm windows, staffing, technology, accommodations, rooms, materials, emergency procedures, and briefing.
Daily during testing	BTC	Control materials/tickets; monitor rooms; reconcile counts; collect room records; report incidents.
Immediately after window	BTC/DTC	Return/destroy materials as directed; reconcile records; resolve outstanding incident/test-status matters.
By June 30	BTC/Principal	Audit building implementation; review trends; identify procedural improvements; secure/retain records.

Steubenville City School District

SCHOOL BUS RULES AND REGULATIONS

School Transportation Facts:
School transportation is provided free of charge as a courtesy to all eligible students. The District is **not** required by law to provide transportation services to all students. Only those students assigned to a bus may ride. The Board of Education is the governing body for school transportation.

To provide safe transportation, it is imperative that all students riding in district vehicles conduct themselves in an appropriate manner. The following guidelines have been established to assist students to fully use available services as well as provide a safe atmosphere for all.

Safety Rules - Waiting for/Departing the Bus

Be on time at your designated bus stop – Students shall be at their assigned bus stops TEN **(10)** minutes before the bus is scheduled to depart. The bus cannot wait for those who are tardy.

Do not play in the street or on private property – Wait for your bus in a safe place, well off the roadway. Respect other's property: do not play in yards near the bus stop.

Wait until the bus comes to a complete stop before walking up to the bus to board. Once the bus has come to a complete stop and the door is opened, enter in an orderly manner, and take your seat immediately.

When loading the bus at school, all students must be on their bus by departure time. *For safety reasons, once the driver has closed the door and the buses have started to move, students **will not** be allowed to get on their bus.* Do not run after the bus.

Be alert to traffic when leaving the bus – Students will need to remain seated until the bus has stopped and the park brake is set. Exiting from the bus will be from the front door unless directed by the driver to do otherwise. Scan your Bus ID as you exit the bus. Cross ten **(10)** feet in front of the bus. Follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location. With motorists' increased distractions while driving, the need to pay attention to the bus driver and follow their instructions is critical to student safety. **Do not cross behind the bus at any time.**

While on the bus:

Follow the instructions of your school bus driver – Treat everyone with courtesy and respect. INAPPROPRIATE CONDUCT, USE OF OBJECTIONABLE LANGUAGE, OR ABUSE OF OTHERS WILL NOT BE TOLERATED.

Do not extend objects, hands or head out of the bus window. Serious injury could result.

Due to allergies, health, and safety concerns, there will be **NO EATING OR DRINKING ALLOWED ON THE BUS.**

Remain quiet and orderly. Stay seated; seat to seat, back to back. Do not distract the driver. Keep the aisle clear. Talk quietly while on the bus. Be **totally silent** at all railroad crossings.

Additional Information: Violations of school bus rules will be handled on an individual basis between rider and driver. If a problem continues, parents will be contacted and progressive action will be taken by the Transportation Department and/or school officials. (See **below** for consequences.) Immediate loss of transportation may occur depending on the severity of the violation. Remember, school bus transportation **is a privilege, not a right**; school bus transportation can be suspended for willful misconduct or endangering the overall safety of the school bus, its occupants, or others.

General Statements:

Willful damage to the bus or equipment will have the cost of repair assessed to the offender.

Please call the Transportation Office for additional information, or when making comments, concerns, or requests. The phone number is (740) 283-3757 EXT 5203.

If the school bus safety rules are not followed, the following will happen:

1. First Incident. Driver warns student.
2. Second Incident. Conferences with student.
3. Third Incident. Student assigned front seat and a bus conduct form is filled out and sent home.
4. Fourth Incident. Second bus conduct form is filled out and sent home.
5. Fifth Incident. Third bus conduct form is filled out and sent home. Parent is contacted by the Director of Transportation and told next time their student misbehaves they will not be permitted to ride AM/PM bus for 3 days.
6. Six Incident. 3 days off bus
7. Seventh Incident. 5 days off bus
8. Eighth Incident. Off the bus for time determined by driver, principal, and bus director.

NOTE: Immediate loss of transportation privileges may occur depending on the severity of the violation. (Violations may include, but **are** not limited to: fighting, weapons on the bus, drugs, smoking, physical violence, vandalism, actions that may adversely impact the safety of others, etc.) Violations may be subject to additional school/district administrative and/or disciplinary action.