

East Palestine Middle School

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East Palestine, Ohio 44413
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Student Handbook

2017-2018

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Principal's Message



Welcome to East Palestine Middle School. It is our goal to provide a rich and positive learning environment where all students are challenged to reach their fullest potential. We are excited to promote a variety of educational programs, athletic teams, and extra-curricular activities so that all students are able to succeed. We also strongly value respectful classroom behavior, good attendance, and academic excellence. These aspects will ensure that you are prepared for your future beyond middle school. At East Palestine Middle School, we will seek to make the learning experience engaging and valuable. I look forward to the opportunity to work closely with you to create a meaningful experience. If you have any questions or concerns, you can contact me through e-mail at james.rook@myepschools.org or you can call the main office at 330-426-9451. Together We Will Achieve.

Sincerely,

J. Rook

Mr. Rook

Principal, East Palestine Middle School

Go Bulldogs!



East Palestine Middle School

Values and Beliefs

Mission Statement

“Through pride in self, school, and peers, we will be a community of learners who work collaboratively to help each student achieve their highest potential and transition into a successful student and member of the community.”

Vision Statement

“Together we will achieve.”

Culture Blueprint

EAST PALESTINE MIDDLE SCHOOL CULTURE BLUEPRINT		
What We Believe	How We Behave	Outcome We Achieve
<i>Relentless Effort & Focus</i>	<i>Take pride in our school, in our self, and in our peers</i>	<i>We are prepared to show what we know and what we are capable of doing</i>
<i>Academic Excellence</i>	<i>Constant emphasis on getting better each day</i>	<i>Increased student achievement and performance</i>
<i>The Power of Together</i>	<i>Uncommon commitment to each other and to the work necessary to achieve our vision</i>	<i>Community of trust, collective motivation to perform to the best of our ability</i>

Section 1: Attendance

A.) Days Tardy to School

If a student enters school after the tardy bell, he/she must report to the office to sign in and receive a pass for class.

- 1.) A student is considered absent half-day if they arrive after 8:45 am or leave before 1:45 pm.
- 2.) Days tardy to school will only be excused with a note stating that the student was sick or a note from the student's doctor

B.) Days Tardy to Class

If a student enters the classroom following the tardy bell for the respective period he/she will be considered tardy. Instances where students are tardy to class will be handled through the approved discipline policy; repeated offenses will be reported to the principal.

C.) Absences

Parents are asked to call the school before 8:45 am if their child will be absent. When returning from an absence, the student is required to bring a note from the parent or guardian which states the reason and date(s) of the absence. This note must be presented to the office upon return to the school. Students may be excused from school for one or more of the following reasons and will be provided with the opportunity to complete missed schoolwork:

- 1.) Personal illness (does not include an illness in the family unless approved by the principal)
- 2.) Death in the immediate family
- 3.) Bona-fide religious holiday
- 4.) Professional appointment that cannot be rescheduled after school hours
- 5.) Absence approved at the principal's discretion

If a student is absent more than one-half of the regular school day, he/she will not be able to attend or participate in after-school activities which includes but is not limited to dances, concerts, athletics, and other extra-curricular programs.

When a student presents evidence (within 3 days) in the form of a written note that such absence was excusable according to board policy, the student may make up the missed classwork. It is the responsibility of the student to contact the teacher when they return to receive the work missed. Generally, the student will have the same number of days in which to complete the makeup work as days the student was absent. In cases where the student misses an unusual number of days for medical reasons, it is expected that he/she will have been under a doctor's care.

D.) Attendance Policy

The primary responsibility of compulsory education and attendance falls upon the parent and the student. Although there are valid reasons under attendance policies and laws by which a student may be excused, establishing a good school attendance pattern must be a goal for all students to set. All students must be in school each day for each class to achieve full benefit of our academic sequence. Therefore, the middle school will adhere to the following procedures (E-H) regarding student absence.

E.) Excused Absences

Excused absences are those which fall under school/compulsory attendance laws and which are excused by the school upon notification by the parent. However, if these absences become excessive, then the following procedures will occur:

After 30 hours- parents may be notified by the attendance intervention team

After 60 hours - parents will be notified by the attendance intervention team

After 72 hours - parents must meet with the principal and the attendance intervention team for a mandatory meeting

After 90 hours - parents will be notified by letter, stating that in the future only a doctor's excuse will be acceptable for an absence.

F.) Unexcused Absences

A student shall not be absent from all or any portion of the regularly scheduled school day or other mandatory activities without school authorization and parental consent. The middle school attendance intervention team will use the guidelines outlined in HB410 to define student tardiness and truancy. See the student code of conduct section regarding tardiness, truancy, class cutting, or excessive absences.

Note: Students with extensive days tardy and absences may lose extra-curricular activities and/or field trip privileges.

G.) Vacations During the School Year

Parents are encouraged to schedule vacations during times when school is not in session. When it is necessary to schedule a family vacation during the school year, the parents are required to discuss this with the principal in order to make arrangements for assignments and missed classwork. Credit will be given on those assignments completed during principal approved trips. The principal must approve any vacation ten (10) days in advance. The student will be required to complete and return the extended absence form in advance of the trip.

H.) Illness During the School Day and Requests to Leave School Early

If illness occurs during the school day, the student is to report to the school office. At that time, the determination will be made as to whether the parents or guardians should be contacted in order for the student to be permitted to leave school. At no time is a student to miss class or leave

the building without first getting permission from the office. Students are not permitted to call home from their cell phone. Students who text or call for this reason may be marked as unexcused if they leave school.

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should also be included. When possible, medical and dental appointments should be made outside of school hours.

A child will only be released to the parents, or person listed on the emergency medical form. The parent or person identified on this form must come to the office and present identification when signing the student out before the student will be released.

Section 2: Behavior

A.) Behavioral Expectations

Students attend public schools under the direction of state law and with full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak or behave as young citizens within a large scope of options. Students have a right to reasonable treatment from the school and its employees; however, the school and its employees, in turn, have a right to expect reasonable behavior from students. A student's failure to comply with requirements for student conduct outlined in this handbook may result in the student being placed under discipline. Placing a student under discipline will be defined as social probation and the student may lose privileges. Participating in school social events or extra-curricular activities for a period of time determined by the principal may also be denied.

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action-including social probation, suspension, emergency removal from class or school, and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate to infraction of the rules (see the student behavioral expectations matrix outlined below).

Expectations	Cafeteria	Gym	Class	Restroom	Hallways	Auditorium	School Grounds
Pride In School	Clean up personal area & place garbage in containers	Walk up steps and across rows, use the stairs to access the stage, place garbage in containers, use equipment appropriately	Follow the directions of the teacher, demonstrate respect for teachers and staff, respect school property, do not touch items in classroom without teachers permission	Clean up after yourself, leave writing utensils outside of the restroom	Use appropriate language and volume, go directly to destination and have a pass	Be polite, listen when others are speaking and performing, keep area clean and free of food and drink, walk quietly in a line on the way to program	Follow school rules and directions of staff, respect staff, school property, and others, help keep our building clean, place garbage in containers
Pride In Self	Line up and wait for directions, use appropriate language and volume, use good manners, say please and thank you	Stay in assigned area	Work above an A status and take ownership of choices, actions, and work, be prepared with all materials	Wash hands and check your appearance, use the restroom in a timely manner	Keep locker area neat	Stay seated and sit quietly during program, silence electronics and put them away	Follow school dress code, report concerns and problems to staff
Pride In Peers	Respect personal space	Respect personal space	Respect personal space, listen when others are talking, keep hands to yourself	Respect the privacy of others	Respect personal space, walk on the right side of the stairs and hallway	Respect personal space	Respect personal space and opinions

B.) Authority and Respect of School Employees

All of the employees of East Palestine Middle School have certain responsibilities to the school, and in order to carry out these responsibilities, they have certain authority granted to them. Included is the authority to correct students when the need arises. If any student is corrected by an employee, whether the employee is faculty, clerical, cafeteria, or custodial, the student is expected to accept such correction. Please note that any act of misconduct or disrespect directed toward school employees and/or their property, whether taking place on or off school property, is subject to disciplinary action including possible suspension and/or recommendation for expulsion.

C.) Appearance Code

Styles and fads are constantly changing from year to year; therefore, every situation cannot be anticipated and spelled out. Students are expected to exercise good judgement and to avoid appearance which could be regarded as distracting or extreme (such as pants or shorts worn too low). The middle school reserves the right to forbid offensive or disruptive expression.

Parents and the home must take the responsibility in developing good habits in the areas of safety, health, decency, and cleanliness. Health and safety used in the context of this policy are defined as any clothing style, in the judgement of the administrator responsible and in accordance with state and local laws that would be dangerous to any student carrying out an educational task. The following items are not permitted to be worn in school:

- 1.) Shoes or sandals that do not cover the feet
- 2.) Athletic cleats of any kind
- 3.) Bare midriff shirts, bare back shirts, tank tops (straps must be minimum of 3 inches)
- 4.) Shirts with a neckline that is lower than width of flat hand from base of the neck
- 5.) Mesh/net shirts or cutout clothing
- 6.) Shirts or jewelry advertising or promoting drug, tobacco, or alcohol products, along with clothing with profane, obscene, or suggestive lettering or pictures
- 7.) Jewelry that could cause a safety hazard, due to placement or design in addition to large hoops, sharp gauges, or earrings
- 8.) Underclothing that is visible
- 9.) Bathing suits or similarly designed clothing
- 10.) Unclean or excessively tattered clothing
- 11.) Hats, bandannas, sweatbands, extreme hair styles, and sunglasses
- 12.) Sleepwear or pajama pants
- 13.) Any garment specifically made to be worn as an undergarment being worn as an outer garment
- 14.) Shorts and skirts are shorter than fingertip length
- 15.) Manufactured holes in jeans that are considered excessive or holes that are above the knee
- 16.) Cutoff or spandex shorts

- 17.) Chains
- 18.) Insignias, emblems, or other attire representing gang or non-approved/non-school organizations
- 19.) Leggings worn as pants (yoga pants which are deemed tight and form fitting are not permitted unless a top covers the student to fingertip length)
- 20.) Back packs or book bags are not to be carried during the school day
- 21.) Any other clothing deemed inappropriate by the administration. Violations of the appearance code will be subject to the school discipline code.

Note: Principals have the final judgment when determining violations of the dress code.

D.) Student Code of Conduct

The following code of conduct, which includes conduct for which suspension or expulsion may be imposed, is in effect while students are under the authority of school personnel or involved in any school related activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extra-curricular events, or other school activities or programs.

In addition, this code of conduct includes:

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

Violation of the following code of conduct may result in verbal or written warning or reprimand, referral to school counselor, parental contact or conference, detention, Friday school, in-school suspension (ISR), emergency removal, referral to law enforcement, suspension, or expulsion.

Weapons, Dangerous Instruments, Fireworks, and Explosives

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage.

Students shall not possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode, or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

Federal law requires that any student who brings a firearm on school property to be expelled from school for a period of one (1) year. A firearm, under the Federal law, is defined as:

- 1.) Any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive

- 2.) The frame or revolver of any such weapon
- 3.) Any firearm muffler or firearm silencer
- 4.) Any destructive device

Possession of any such weapon requires the Superintendent to expel a student for a calendar year unless he/she modifies the expulsion based on consideration of one or more of the following specific circumstances:

- 1.) The student is enrolled under an IEP or 504 plan and the IEP or 504 Team recommends removal in accordance with law
- 2.) The student was unaware that he/she was possessing a firearm
- 3.) The student did not understand that the item he/she possessed was considered a firearm
- 4.) The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm

If a student is found possessing a knife, which is defined as any cutting instrument consisting of at least one sharp blade, the Superintendent may expel the student for up to one (1) year.

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

Disruption of School

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall s/he urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, or function of the school.

While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule.

- 1.) Occupying any school building, school grounds, or part thereof,
- 2.) Blocking the entrance or exit of any school building or corridor or room herein,
- 3.) Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property,
- 4.) Making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds,
- 5.) Activating or attempting to activate an emergency alarm system or procedure in the absence of such emergency,

- 6.) Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity, or any lawful school meeting or assembly on or off school property,
- 7.) Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event,
- 8.) Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event (except under the direct instruction of the principal or other authorized school personnel),
- 9.) Continuously and intentionally making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extra-curricular activity.
- 10.) A behavior or action that affects the learning of others and creates an environment in which no learning can take place.

Inappropriate or Abusive Language

A student shall not use vulgar, profane, or abusive language, or make a vulgar, profane, or abusive gesture toward any school employee, authorized school visitor, or another student nor cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to a school employee, authorized school visitor, or another student. This includes but is not limited to terroristic threats.

Physically Assaulting a Staff Member, Student, or Person Associated with the School

Physical assault of a staff member, student, or other person associated with the school district which may or may not create injury may result in charges being filed within the court system and subject the student to expulsion.

Drugs of Abuse, Counterfeit Drugs of Abuse, and Paraphernalia

East Palestine Middle School believes that a more healthful, educational environment and a more healthy body and mind can be achieved through the prohibition of tobacco products. Therefore, all smoking, other uses of tobacco products or tobacco product substitutes, and the possession of these products on school property or in any school-related activity during the school day is prohibited. Students are prohibited from using or possessing tobacco of any kind on school property, school-related areas including bus pickup points, school buses, and school activities during the school day. Furthermore, possession, use, or transmission of any drug or alcoholic beverage while on school property before, during or after school or at any school-sponsored activity will not be tolerated. The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has reasonable suspicion to believe that a student has consumed an alcoholic beverage. The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries. A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs of abuse including alcoholic beverages or counterfeit drugs of abuse.

Drugs of abuse are all intoxicants or other substances that could modify behavior including, but not limited to, all narcotics, hallucinogens, stimulants, depressants, and alcoholic beverages. Examples include marijuana for medical use or otherwise, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine, and liquor. Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color, or price. Use of drugs authorized by a medical prescription from a licensed physician and approved/registered with the school office shall not be considered in violation of this rule.

A student, while at school or at any school function, whether or not on school premises, shall not:

- 1.) Possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse.
- 2.) Instigate or conspire with others to possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages of any counterfeit drugs of abuse.
- 3.) Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse.
- 4.) Possess, use, sell and offer to sell, deliver, or conceal any instrument or paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip).
- 5.) All students within East Palestine Schools shall refrain from the use of any form of controlled and/or illegal substance, including but not limited to medical marijuana.

Tobacco

A student shall not possess, use, transmit, or sell cigarettes or tobacco.

Tardiness, Truancy, Class Cutting, or Excessive Absences

A student shall not be absent from all or any portion of the regularly scheduled school day or other mandatory activities without school authorization and parental consent. The middle school attendance intervention team will use the following guidelines to define student tardiness and truancy in accordance with HB410.

Tardy to School:

4-6 Instances of Unexcused Tardiness - Lunch Detention

7-9 Instances of Unexcused Tardiness - After School Detention

10+ Instances of Unexcused Tardiness - Friday School

Truancy:

Absent 30 or more consecutive hours without a legitimate excuse- Letter home explaining legal requirements of school attendance

Absent 42 or more hours in one month without a legitimate excuse- Parents notified that child must attend school immediately or face possible legal action

Absent 72 or more hours in one year without a legitimate excuse- Parents notified that child must attend school immediately, possible referral to Juvenile Court (only a note from a physician will excuse any further absence)

Excessive Absences:

Absent 38 or more hours in one school month with or without a legitimate excuse – referral from attendance intervention team

Absent 65 or more hours in one school year with or without a legitimate excuse – referral from attendance intervention team

Damage, Destruction, Theft, or Unauthorized Removal of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property.

Arson

A student shall not knowingly burn or attempt to burn any property public or private.

Trespass

A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during school hours of that building; likewise, a student already under suspension shall not enter upon the grounds or premises of the student's regularly assigned school building or any other school building without the express permission of the principal.

Dress and Appearance

A student shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not detract from the educational environment.

Profane, Vulgar, or Improper Language and Gestures

A student shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar, or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, or other improper or inappropriate actions.

School Bus Misconduct

A student shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to: failing to remain seated; throwing objects at passengers, the driver, or out the windows; extending arms or objects out of the windows; fighting; and shouting and

other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

If a student's bus riding privileges are suspended, it will be the parent's or legal guardian's responsibility to see to it that the child is attending school.

Disrespect

A student shall not act so as to intimidate, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body.

Forgery

A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence. Students shall not falsely represent information given to a school official.

Gambling

A student shall not engage in or promote games of chance, placing of bets, or risk anything of value.

Failure to Comply with Directives - Repeated Acts of Misconduct

A student shall comply with directives, requests, and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

Failure to Accept or Serve Discipline or Punishment

A student shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

Violation of Rules

A student shall not violate the policies of the Board of Education or school rules and regulations. Such policies and rules and regulations will be posted within the school. Each student is responsible for becoming familiar with these items.

Misconduct during Extra-Curricular Activity

A student who has been accepted or qualified for membership in a school sponsored or related extra-curricular activity shall not behave in any way that disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies that govern participation in an extra-curricular activity.

Deliberate Failure to do Required Classwork

A student who deliberately refuses to do required work that has been assigned may have credit forfeited for a course regardless of the previous marks that have been earned in the course.

A student with the attitude that s/he has accumulated enough grade points to pass a course and who refuses to do daily work may also forfeit credit. Every case must be discussed with the principal and the parent before the incomplete "F" is assigned. Adequate time for makeup work must be given after the parents have been notified.

Insubordination

Insubordination is defined as the refusal to respond to a reasonable request. A student shall not refuse to comply with the reasonable requests of his/her teacher, principal, coach, advisor, school employees, or adult volunteers.

Harassment, Bullying, Intimidation, & Hazing

A student shall not, by use of violence, fear, hazing, force, coercion, extortion, threat, or other related behavior intimidate or harass any other persons regardless of race, national origin, ancestry, religion, citizenship status, sex, economic status, age, disability, any class, team or organization or other human difference.

Harassment, intimidation or bullying by any student in the East Palestine School District is strictly prohibited and such conduct may result in disciplinary action including suspension and/or expulsion from school. No student shall engage in harassment, intimidation or bullying behaviors defined as any intentional written, verbal, graphic or physical act including electronically transmitted acts (i.e., internet, cell phone, personal digital assistant or wireless hand-held device), either overt or covert by a student or group of students toward other students, including violence within dating relationships, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school property, at any school-sponsored activity, on school provided transportation, or any other official bus stop that a reasonable person under the circumstances should know will have the effect of:

- 1.) Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of a student's personal property; and
- 2.) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students; and that
- 3.) Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone, and pager/text messages, instant messaging, defamatory personal web sites, and defamatory on-line personal polling web sites to support deliberate, repeated, hostile behavior by an individual or group that is intended to harm others.

It is understood that any individual experiencing these issues will make aware the building principal, guidance office personnel or other administrator/personnel designated by the principal.

Reports of such acts can also be made via a district website link to Bully/Safety Tip Line (330-965-2869). All reports regarding bullying, harassment, intimidation may be investigated and victim and parents may be notified of actions taken. Staff may be notified of potential bullying, harassment and/or intimidation.

East Palestine Middle School has a “No Tolerance Policy” towards student harassment. All forms of harassment, gender, ethnic, religions, disability, sexual, or appearance, is strictly prohibited by Board Policy. Any and all harassment must be reported immediately to the principal by the person. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to the proper authorities in compliance with state law.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substance risk of causing mental or physical harm. The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property.

Electronic Devices

Electronic devices are permitted on school property. Students may possess wireless communication devices (WCD's) in school, on school property, during/after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCD's are powered completely off and stored out of sight unless the student has been given permission to use the device. A wireless communication device is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following is a list of common WCD's: cell phones, pagers/beepers, personal digital assistants (PDA's), Blackberries, Smartphones, WiFi enabled or broadband access devices, two-way radios, or video broadcasting devices, laptops or other devices that allow a person to record and /or transmit on either real time or delayed basis, sound, video, still images, texts, or other information.

Students may not use WCDs to transmit photos, videos, texts and/or emails that are not a part of a school directed assignment. Students may not use WCDs to transmit information, answers of photos of assignments, assessments or other class work. Students may not use WCDs on school property or at a school function to access and /or view internet web sites that are otherwise blocked to students at school. Violations of this policy may result in disciplinary action and/or confiscation of the WCD. Multiple violations may result in the student not being permitted to possess a device on school property. The building principal may also refer the matter to law enforcement if the violation involves illegal activity. Multiple offenses of a WCD will result in the student losing the privilege to bring the device to school for designated length of time or on a

permanent basis. Note: Students who refuse to provide their electronics upon a request from staff will be considered insubordinate and disciplined as such.

E.) Disciplinary Actions

The following is an outline of possible consequences for behaviors that are referred to the office along with a brief description.

- 1.) Lunch Detention- Students will report to assigned detention room, after getting their lunch
- 2.) After School Detention- Students will report to assigned detention room from 2:35 - 3:35 pm. Students arriving after 2:35 may be issued an extra detention for being late.
- 3.) Friday School- Students will report to assigned detention room, from 2:35-5:00 pm on the assigned Friday. An assigned teacher may collect the student's work from teachers. The student will be able to complete assignments and may receive assistance during this time period.
- 4.) In School Restriction (ISR)- Students will report to the office immediately after morning announcements. They will report to the ISR room for the entire school day. This is meant as an alternative to Out of School Suspension. Students will be able to complete all assignments as if they were in class and will not lose academic credit because of their restriction. Students in ISR, will not be permitted to attend or take part in after school events on days they are assigned ISR
- 5.) Out of School Suspension (OSS)- Students will be excluded from school during their suspension. They also may not receive credit for the assignments they miss. Students, who are suspended, are not permitted to attend, take part in after school events, or be on school property on their suspended days.
- 6.) Expulsion- Students will not be permitted to attend school for the period of expulsion. Students, who are expelled, will not be allowed to participate, attend, or be on school grounds during their expulsion.

F.) Explanation and Appeals of Suspension

The principal or assistant principal of a school building or the superintendent of the school district may suspend a student from school for up to ten (10) days for infractions or violations of the adopted Student Code of Conduct. If the principal, assistant principal or superintendent contemplates suspension of a student, the principal or superintendent must:

- 1.) Give the student actual written notice of the intent to suspend and immediately withdraw the student from the classroom.
- 2.) Provide the student with the opportunity of an informal hearing before the principal, assistant principal, superintendent or superintendent's designee to challenge the reason(s) for the intended suspension or otherwise explain his/her actions.
- 3.) If, as a result of the hearing, the administrator determines to suspend the student, written notification to the parent, guardian, or custodian of the student and the Treasurer of the Board of Education will be made within one school day of the suspension.

- 4.) The notice to parents, guardian, or custodian must include the reason(s) for the suspension plus the right of the student, parent, guardian, or custodian to appeal the suspension to the superintendent. This includes the right to be represented in the appeal.
- 5.) Students on suspension may receive no credit for class/course work, cannot attend any school activity and are not permitted on any school property during the time of suspension.

G.) Explanation and Appeals of Expulsion

A student may be expelled by the Superintendent of Schools in accordance with procedures outlined in the Ohio Revised Code and Board of Education Policy. Due process will be afforded to the student by the building administrator before the administrator recommends expulsion to the superintendent. The due process procedure includes the following steps:

- 1.) The student and the parent(s), guardian(s), or custodian(s), will be given written notice of the intention to expel. The notice will advise the student and parent(s), guardian(s), custodian(s), or representative of their right to appear in person before the superintendent or his/her designee to challenge the reasons for the expulsion. The notification will include the place, date, and time of hearing.
- 2.) When a student is expelled, the superintendent will notify the parent(s), guardian(s), or custodian(s) and Treasurer of the Board of the action within one school day. A copy of this notice will be placed in the student's permanent school record. This notice will include the reasons for expulsion and an explanation of the right of the parent(s), guardian(s), to appeal to the Board of Education and the right of the student to be represented at the appeal hearing.

Due process is guaranteed to each student accused of behavior warranting suspension or expulsion. An appeal may be made regarding a student's out-of-school suspension according to the process outlined on the acknowledgement form. The procedures are intended to implement due process as defined by Ohio Revised Code 3313.661.

Note: The principal reserves the right to alter any disciplinary decisions.

H.) Corporal Punishment

Corporal punishment is prohibited by the East Palestine Board of Education

Section 3: Student Responsibilities

A.) Lost and Found

Students who find lost articles are asked to take them to the school office during the school day. Lost articles, which are not claimed within a reasonable time, will be given to charitable organizations. Students are expected to check frequently for articles or books they have lost in the office. Lost items are disposed of quarterly.

B.) Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

C.) Search and Seizure

The Board of Education recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

The personal search of a student may be conducted by the principal when s/he has reasonable suspicion for a search of that student. Authorized searches of the student’s person are:

- 1.) The student’s pockets
- 2.) Purses, briefcases, or any other object in the possession of the student
- 3.) Removal of an article of exterior clothing such as a jacket

D.) Surveillance Cameras

Surveillance cameras are in use throughout many of the hallways, storage areas and corridors of the middle school.

Section 4: Academics

A.) Student Grades

All grades will be recorded as letters on a quarterly system. To arrive at a letter grade for a quarter, teachers have some discretion. A point, letter, or a percentage system may be used in individual classrooms. Whatever the procedure, the teacher will explain the method at the beginning of each course. The following grading scale will be used by East Palestine Middle School:

93-100% - A	P- Pass
86-92% - B	F - Fail
78-85% - C	
70-77% - D	
0-70% - F	

Note: Any courses in which students are enrolled for high school or college credit (such as Algebra I) are held to those institutions grading standards, policies, and exams.

B.) High School Scheduling

When considering placement in advanced or honors courses when students enter high school, placement is based on the recommendations and discretion of the teaching staff. Teacher recommendations are used to determine grade 9 classes in English, Math, and Science. There exists no guarantee of a recommendation for a student's placement in these course based solely on previous grades.

C.) Athletic Eligibility

As a member of the Ohio High School Athletic Association (OHSAA), East Palestine Middle School follows OHSAA rules governing athletics. The following requirements are used for determining athletic eligibility and reflect both OHSAA and local policy:

- 1.) To be eligible for interscholastic extracurricular activities, a student may not have more than one (1) "F" on the most recent report card preceding the competition season. If a grading period ends during a sport season, the most recent report card will determine athletic eligibility for the remainder of that season.
- 2.) In addition, the student-athlete must be earning a passing grade in five courses in which grades are awarded. In some instances, a student may only be enrolled in five courses, therefore, a student may not earn a grade of "F" for any courses in which they are enrolled to be eligible.

D.) Parent-Teacher Communication

Parents are encouraged to contact the school whenever there is a question or concern regarding their student. Teachers may be contacted by calling the middle school office. If you call during the school day, the office will leave the teacher a note to return your call or transfer you to their voicemail. If you wish to have a conference with your child's teacher, please call ahead to make an appointment as teacher's schedules do not allow time for drop-in conferences. Parents can also contact their student's teachers via email. For up to date progress reports, students and parents can log-in to Progressbook with the credentials they receive at the start of the school year. Teachers may also use Remind 101 or other interfaces to communicate with parents.

Section 5: Authorizations

A.) Emergency Medical Authorization

The board of education has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school has made the form available to

every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program. The emergency medical authorization form must be kept on file in the middle school office. The form must be filled out by the custodial parent/guardian. The custodial parent / guardian must list all persons and their phone numbers who are permitted to talk to or take the student out of school during the school day. Any person who presents themselves at the middle school office must have pictured ID in order to talk to or remove the student from school property. If there are any changes in this information the middle school office should be notified immediately.

B.) Medications

Parents should consult with their physician whether their student's medication schedule can be adjusted to avoid administration during school hours. The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office, and medication that is brought to the office must be properly secured. The parents have sole responsibility to instruct their child to take the medication at the scheduled time. No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student. Additional requirements for the use of medication include:

- 1.) The parent, guardian, or other person having care or charge of the pupil must sign a written request that the drug be administered.
- 2.) The pupil's physician must provide a detailed written description of special instructions, proper dosage levels, warning signs of a bad reaction, and other information.
- 3.) The parent or guardian must agree to a revision of that physician's statement, should changes become necessary.
- 4.) The school employee authorized by board policy to administer the drug must have available a copy of the physician's statement.

C.) FERPA and Release of Information

The exception to disclosure of student information without consent is the release of directory information. The district will make the information listed below as directory information available upon a legitimate request unless a parent or guardian notifies the school in writing by September 15 of each school year that he/she will not permit distribution of the following information. Under Ohio law, directory information includes the following:

Student's name	Date and place of birth	Awards received
Address	Dates of attendance	Weight & height of athletes
Telephone listing	Date of graduation	Participation in activities and sports

Section 6: School Operations

A.) Bell Schedule

Entrance Bell		7:55 am	
Period 1		8:02 – 8:47 am	(45 min)
Period 2		8:50 – 9:31 am	(41 min)
Period 3		9:34 – 10:15 am	(41 min)
Period 4	Lunch 7-8	10:18 – 10:55 am	(37 min)
	Class 5-6	10:18 – 10:59 am	(41 min)
Period 5	Class 7-8	10:58 – 11:39 am	(41 min)
	Class 6	11:02 – 11:43 am	(41 min)
	Lunch 5	11:02 – 11:39 am	(37 min)
Period 6	Class 5,7-8	11:42 – 12:23 pm	(41 min)
	Lunch 6	11:46 – 12:23 pm	(37 min)
Period 7		12:26 – 1:07 pm	(41 min)
Period 8		1:10 – 1:51 pm	(41 min)
Period 9		1:54 – 2:35 pm	(41 min)

B.) Student Passes

Passes are to be given to students when they are sent out of class or study hall. The primary purpose of a pass is to control unnecessary hall traffic and monitor students. Students are limited to two hall/restroom passes per week. It is important that teachers use passes for students who leave their classrooms. It is especially important that teachers provide passes to students during lunch times. No passes will be given from the office when a student is late to class; teachers will issue discipline at their discretion based on frequency (a minimum of two days tardy to class).

C.) Restrooms

Students are encouraged to use restrooms during class changes and during their lunch period. It is recognized that there may be emergency circumstances that require a student to leave a class for the restroom. Students are to approach the teacher at an appropriate time and request permission to use the facilities. Any student with a medical excuse who has to use the restroom frequently should have a note on file in the office, and teachers will be notified. In addition, when students use the restroom they must sign the restroom in/out form in the classroom.

D.) Bus Transportation

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student's assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal a day in advance, stating the reason for the request and the duration of the change and the principal approves.

A student shall not ride on an unassigned school bus without prior approval of an appropriate school official. Any requests for a student to ride an unassigned school bus home must be made before 2:00 pm of the school day in which the student is requesting to ride the unassigned school bus.

E.) Cafeteria

All students are to eat in the cafeteria. Food should not be taken from the cafeteria to classrooms. Students should deposit all lunch litter in containers, and leave the table and floor in a clean condition for others. A student may be assigned a seat in the cafeteria if they fail to fulfill the expectations outlined for the area in the PBIS matrix.

An unpaid food service debt that is sixty or more days past due will be taken to the Treasurer's Office for possible action. Any charges associated with a small claims court filing or fees charged by a collection agency shall be added to the unpaid debt due the district. The district will delay such action when a parent(s)/guardian(s) agrees to eliminate the debt by making timely payments in accordance with an alternative payment plan authorized by the food service department. If other extenuating circumstances apply, each situation will be handled individually.

Charges are designed to cover a situation in which a parent or student forgets to provide or bring monies for breakfast or lunch. A middle school student may charge 3 meals in succession and 5 alternate meals. It is the procedure of the cashier to verbally remind the students that their account is low to try and avoid meal charges. Prior to meal service the teacher will be given a note to let the student know they will be receiving an alternate lunch that day and to allow them to attempt to contact their parent. This will eliminate the surprise on the student and provide the parent with an opportunity to pay the student's charge balance. An Alternate meal will consist of a cheese or peanut butter sandwich, fruit or vegetable, and milk until the account is paid in full. The alternative meal will be charged to your student's lunch account. If the student has a negative balance and brings money to school with them, that money can only be used toward the negative account or for a purchase of a milk only, no other items can be purchased until the account is paid in full.

Free and Reduced Lunch Applications are due at the beginning of every school year. These forms must be completed each year. The student(s) lunch status will carry over for 30 days into the new school year with the same status of their account from the previous year. If the new application has not been turned in within 30 days from the first day of school a student with a lunch status of free or reduced will change to a full pay status until an application is turned in. Any lunches charges accrued after the 30th day of school until the new application has been turned in and approved must be paid for.

F.) School Forms

Forms requesting parent signature including permission slips must be returned with the parent's signature on the original document. Notes from parents in lieu of the original document may not be accepted.

G.) School and Student Insurance

East Palestine Middle School is not responsible for individual student insurance. The Board of Education does not make available to parents accident insurance for their children. The insurance of the child is left to the parent's discretion and with an agent of their choice. The Board of Education may elect to distribute optional student accident literature through the school principals by resolution. Claim forms will not be processed through the school office.

H.) School Visitors

All visitors must report to the middle school office and sign-in when they arrive at the building. A visitor pass will be issued and directions for the visit will be provided.

I.) Student Fundraising

Students participating in school sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund raisers. Students involved in the fundraiser are not to interfere with student's participation in other activities in order to solicit funds. A student will not be allowed to participate in a fundraising activity for a group in which he/she is not a member.

J.) Phone Number and Address Changes

Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. This information is very important in case the parent needs to be contacted during the school day.

K.) Textbooks and Lockers

Textbooks and lockers are provided to students by the board of education. Students are responsible for their proper care. Failure to provide proper care will result in a charge being levied to cover damages. Textbooks and lockers are assigned by classroom teachers and the middle school office. The office will maintain a list of charges for each textbook distributed. If the textbooks are lost or damaged, the student is expected to pay for the cost of replacement. All textbooks are to be properly covered at all times. Teachers may conduct book checks during the course of the school year.

All lockers should be locked at all times. Students may purchase hallway locks from the office at a cost of \$6.00. Students are expected to care for their lockers and to keep them neat, clean, and

orderly. Bills for losing or damaging textbooks, locks, or lockers are to be paid to the office before students receive report cards or other awards.

L.) Safety Drills

Fire and tornado drills will occur at regular intervals as required by law. Also, lockdowns and evacuation exercises will be conducted at specific times during the school year as safety drills. It is essential that when the signals for the safety drills are given, everyone clears the buildings, reports to shelter areas, or goes to the lockdown plan outlined for the middle school. The emergency determines the type of safety drill that teachers and students will be directed to follow. In the event of a real emergency parents will be notified with the district all call system.