

ST. HENRY MIDDLE SCHOOL

PRINCIPAL'S MESSAGE

On behalf of the faculty, we would like to welcome you to St. Henry Middle School for the upcoming school year. We are looking forward to assisting you in fulfilling your educational goals. St. Henry has a history of fine academic and extra-curricular accomplishments. We expect you to meet the goals that have been set and to carry on the tradition of improving yourself as well as SHMS. You can benefit from everything St. Henry Middle School has to offer by being actively involved in your classes, participating in extra-curricular activities and by joining any and all programs offered. We are here to make your years in school as successful, yet educationally challenging, as possible. Have a great school year!

Mr. Kunk

VISION STATEMENT

The vision of St. Henry Middle School will be to act as a transition between childhood and young adulthood. The school will be a safe, comfortable, stimulating, and accepting environment that embraces all learners in ways that promote equity, communication, decision-making, and understanding. Students will become productive members of the community.

MISSION STATEMENT

The mission of St. Henry Middle School is to view each learner as a new hope for the world. Each learner is inspired to achieve at high levels in a climate that is personalized, caring, and respectful. Every student is and feels safe and valued. All students have access to a variety of materials, resources, and experiences that will provide for their optimum learning success as they progress through their middle school years. Students support and serve the community, as part of their learning, as the community supports and serves the school.

INTRODUCTION

We would begin by reminding each and every student that he/she has the basic constitutional rights which are and will be respected – most important of which is the right to an education via the public schools.

So that the student body of St. Henry Middle School has a frame of reference which upon which reasonable conduct can be based, certain rules and regulations are considered necessary. All students have the right to know the framework of procedures within which they are expected to assume personal responsibility for their actions and to know the disciplinary measures to be taken when they fail to show this personal responsibility.

In most cases, the specific penalty for an action may not describe the extent of the action. Quite simply, each violation will be evaluated separately and judged accordingly. In every case involving emergency removal, suspension or expulsion, your rights will be protected through procedural due process.

It is our hope and expectation that students of this middle school will respect the rules and regulations as necessary to insure the safest and most sound educational system for each and every student herein. Parents will be informed in all cases involving suspension or more serious disciplinary action.

SCHOOL HOURS

School hours are from 7:55 a.m.– 2:58 p.m. Students are to arrive no more than 15 minutes early in the morning. Once school is over, students are expected to leave in a timely manner. Students are not to be in the building after school hours unless supervised by school personnel or a parent.

VISITORS

Visitors, particularly parents, are welcome at school. In order to properly monitor the safety of students and staff, each visitor (including parents) must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in the office shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call the office for an appointment prior to coming to the school in order to prevent any inconvenience. Visitors from

other schools are not permitted without permission from the principal. This permission must be secured at least one day in advance.

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. Students should arrive to school on time and be prepared to participate in the educational program. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Information on student grades is also available via the Internet. Please contact Tom Marchal to gain access to your child's grades.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situations or accidents, he/she must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, on file in the school office. Students with specific health care needs should alert the school regarding those needs in writing and with proper documentation by a physician to the school office.

ACCIDENT OR ILLNESS

If a student becomes ill or has an accident at school, the following steps will be taken:

1. Emergency care will be given.
2. The parent, guardian, or other authorized person will be contacted.
3. In case of illness, the parent may be asked to pick up the student, or if the parent does not have adequate transportation, the principal will attempt to find transportation for the student.
4. The listed family doctor may be contacted if this is thought to be necessary.
5. In case of communicable disease, parents will be notified and asked to take the student home. The student/s will be isolated at school and cared for until he or she can be taken home.

ATTENDANCE

State law requires children of school age to attend school regularly. Section 3321-01 to 13, Ohio Revised Code, states that prompt and regular attendance is mandatory. According to section 3321.38 of the Ohio Revised Code, a parent, guardian, or other person having care of a child of compulsory school age who fails to send a child to school may be charged with such violation and the court may assess a fine. By law in the State of Ohio, it is the responsibility of the parents or guardian to see that the student is in school when they are not classified within the excused absence regulation.

A student will be considered ½ day absent if he/she misses 1 ½ hours of class time.

A. Excused absences include the following:

1. Personal illness of the pupil
2. Illness in the family
3. Death of a relative
4. Family emergency
5. Doctor or dentist appointments
6. Religious holidays (requires prior notice)
7. Authorized school activities
8. Family vacation: on the condition that the office is notified of the upcoming vacation and the parents have made arrangements with teachers for the students to complete their assignments at a mutually agreed time.

B. Unexcused absences include the following:

1. Absence from school with parents consent for reasons other than those considered excusable.
2. Leaving school during school hours and going directly home without office permission.

**The student receives a "zero" or "failing grade" for the day/periods that are unexcused. No make up work will be permitted in order to help the student to make up the missed assignments.

C. Make-up Work

1. Responsibility for completing work missed due to absence will rest with the student.
 2. Under ordinary circumstances, the work missed may be made up within a period equal to that of the number of days absent.
- D. Attendance at Extra-Curricular Activities:
1. **Any student must be in attendance for at least one half of the day to be allowed to participate in any extra-curricular activity that day. (ex.-athletic practices or games, school sponsored dances, skating parties, concerts, etc.) Exceptions to this policy must meet the approval of the building principal.**
 2. Students who are absent from school are not permitted to be present at any school function, unless previously approved by a school administrator.
- E. Excessive Student Absences for students taking classes for HS Credit Classes:
1. A student missing an individual class **more than eight (8) times any semester must pass the semester exam in order to receive credit for that course.** An exception to this would be a student who has been hospitalized or under long-term doctor's care. Students must submit a doctor's statement upon their immediate return to school.
- F. Tardiness
1. If you arrive late to school you must obtain an admit slip from the office. If late to class after leaving another class you must secure an admit slip from the teacher who was responsible during the previous period. Whether the tardiness is excused or unexcused will be determined by the conditions of each incident. Detention may be assigned for the use of an unexcused tardy slip.

Exceptions to this procedure will only be considered by the administration if the circumstances are justified, such as a documented hospital stay. When attendance of a school authorized event causes a student to miss a class, it will not count as an absence. If a student will be absent for all or part of a day, the parent is responsible to call the school each day stating the name of the student to be absent, the reason for the absence, and the name of the parent/guardian calling. Absences that are known about ahead of time or are for several days at a time may be notified by a note or by phone prior to the date of the absence. An answering machine is available to take messages from parents who need to call before 7:50 a.m. You will need to call **678-4834 ext. 2301** to report an absence for the Middle School building. We request that a parent call be made before 9:00 a.m.

ADMINISTRATION OF MEDICATION

Administering medications that are essential to maintain a child in school such as insulin shots, disease control medications, etc. continue to be the responsibility of the parents.

1. The building principal, or an appropriate person appointed by the building principal, will supervise the secure and proper storage and dispensation of medications. The drug must be received in the original container in which it was dispensed.
2. Written request must be received from the parent or guardian of the student requesting that the school district comply with the physician's order to administer prescription drugs or requesting the school district to administer non-prescription drug and granting permission for the district to do so.
3. For prescription drugs, the principal or other designated individual must receive and retain a statement, which complies with O.R.C. 3313.713 and is signed by the physician who prescribes the drug.
4. For non-prescription drugs, the principal or other designated individual must receive and retain a statement, signed by the parent/guardian which contains information in compliance with O.R.C. 3313.713(C)2.
5. The parent, guardian or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the principal or other designated individual if any of the information originally provided by the physician changes.
6. No employee who is authorized by the Board of Education to administer a drug and who has a copy of the most recent statement required would be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute gross negligence or reckless misconduct.
7. No person employed by the Board of Education will be required to administer a drug to a student if the employee objects to administering the drug.
8. Medication will be brought to school in the original container clearly marked with the child's name, the name of the medication, and pertinent instructions.
9. It is recommended that parents do not send medication to school with the child to be self-administered, but if the parent should deem this necessary, a note must be sent with the child to the child's teacher identifying the medication, the dosage, and the time to be taken. This note will be valid for no more than two days.

10. Questions concerning specifics of school board policy dealing with administration of medication may be directed to the principal.

ASSIGNMENT NOTEBOOKS

Students at St. Henry Middle School can expect to complete an increasing amount of homework as they progress through grades 5, 6, 7 and 8. This student assignment notebook is designed to help students develop organizational skills. It is important that each student use this book on a daily basis. Students will be expected to carry their assignment notebooks with them at all times. Parents are encouraged to ask their children to see their books on a regular basis. It can act as a means of communication between parents and teachers.

TEXTBOOKS

All textbooks are the property of the St. Henry Schools and are on loan to students for the school year. Any student damaging a textbook while it is assigned to them will be assessed a fee to cover the damage or replacement of the textbook.

ACADEMIC CODE OF CONDUCT

We believe that homework is an important part of a child's education. Besides giving necessary review, it also develops responsibility. Homework is counted as part of the nine weeks grade. ALL students will be responsible for completing their homework on time and in a careful and neat manner or consequences such as a lower grade or detention will follow. The amount and type of homework will vary according to the class. Each teacher will provide each student with the homework policy for that class at the beginning of each year.

The staff at St. Henry Middle School believes it is necessary that students abide by the following rules. Following is information concerning the homework policies for St. Henry Schools. It also includes information on make-up homework and make-up testing. Students will be accountable for turning in their work on time.

1. All assignments are expected to be completed to the best of the student's abilities.
2. All assignments are expected to be completed and turned in when requested by the teacher.
3. If a student is absent from school s/he is responsible for getting the assignments from the teacher. The number of days a student misses will equal the number of days s/he will have to make that work up with full credit.
4. If a student is absent during a test, s/he will have the same number of days available to make up a test as he or she has been absent. It is the responsibility of the student to make up the test on his/her own time (before school, after school, during a study hall, etc...). A student will not be permitted to miss more class time to make up a test.
5. If a student knows in advance that s/he will be missing a class for any reason, s/he is expected to turn the assignment in early, give it to someone trustworthy to turn it in for him/her or drop it off in the office. If a student is present for any part of the school day, s/he is responsible for turning in and obtaining any assignments for those classes missed.
6. It is understood that some circumstance may prevent turning assignment in on time. Students should see the teacher prior to the due date to attempt to resolve the problem.

ATHLETICS

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

- A. Interscholastic competition is offered to students in basketball, track, cross country, cheerleading, volleyball and football.
- B. Parental permission and a physical examination are required of all students participating in interscholastic competition.
- C. The following is taken from the OHSAA Bylaws – Section 4 – Scholarship Eligibility

1. All beginning 7th graders are eligible insofar as the scholarship bylaw.
2. Eligibility for each grading period is determined by the grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.
3. To be eligible for 7th and 8th grade athletics, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of five subjects in which the student received grades and was enrolled the immediately preceding grading period and they must maintain a 1.5 GPA.
4. For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

D. Student/Athlete Responsibilities

The following rules for participation in Jr. High athletics should be read by both the student/athlete and parents.

1. Alcoholic beverages and tobacco. No consumption or possession of either of the above will be tolerated. FIRST OFFENSE – Suspension from the team for the remainder of the season.
 2. Drug use. No consumption or possession will be tolerated unless at the direction of a physician. Please notify us of any medical situations that may affect an athlete's participation. FIRST OFFENSE – Suspension from the team for the remainder of the season.
 3. Second Offense – suspension from all athletic teams for the remainder of the school year.
 4. Conduct and school work. A student/athlete must conduct himself properly at all times. Schoolwork must be acceptable and completed on time. Any disciplinary action taken by school personnel that affects an athlete's participation in any sport will result in additional disciplinary action taken by the coaching staff.
 5. Attendance. A player is expected to be at all practices or games unless prior permission to be absent is given by the coach. Unexcused absences will be dealt with in the same manner as in #4 above. If a player cannot make a practice he should contact another player or the coach. Student must be in attendance for ½ day prior to which the event will be held. Excused absences such as appointments and funerals are not held to this standard.
- E. All athletes are expected to leave the school premises immediately after a practice or game. Hanging around is not acceptable. Coaches are to remain in a supervisory capacity until all athletes have left the school grounds. Parents are expected to be prompt in picking up students to alleviate any problem in this area.

BICYCLES

- A. Students are requested to park their bicycles in the bike racks on the north side of the building.
- B. Bicycles will be removed from the parking lot only when the student is going home.
- C. All students who ride their bicycles to school are urged to use a bicycle lock to avoid the possibility of theft.

MOPEDS

Students wishing to drive mopeds to school must obtain a parking permit in the high school office. The student must bring with them an operators license in order to receive a parking permit. Mopeds will be parked in the back student parking lot of the high school and are not allowed to be operated during the school day.

BUS REGULATIONS

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school busses.

- A. All pupils shall arrive at the bus stop before the bus is scheduled to stop.
- B. Pupils must wait in a location clear of traffic and away from the bus stops.
- C. Behavior at school bus stops must not threaten life, limb, or property of any individual.
- D. Pupils must go immediately to an assigned seat or as directed by the bus driver.
- E. Pupils must remain seated keeping aisles and exits clear.
- F. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- G. Pupils must not use profane language.
- H. Pupils must refrain from eating and drinking on the bus on a regular route or on any moving bus at any time except as required for medical reasons.
- I. Pupils must not use tobacco on the bus.
- J. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- K. Pupils must not throw or pass objects on, from, or into the bus.

- L. Pupils may carry on the bus only objects that can be held in their laps.
- M. Pupils must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.
- N. Pupils must not put head or arms out of the bus windows.
- O. The student conduct code and the due process procedures detailed therein applies to all transportation.
- P. Pupils medical information shall be made known to each driver.
- Q. Pupils being transported shall be under the authority and control of the bus driver.

Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his/her forfeiting the privilege of transportation by school bus.

When discipline problems with individual students arise, the following procedure should be applied:

1. The driver should handle the problem, if possible.
2. When the driver is unable to solve the problem, he/she should report it to the transportation supervisor. Then, the transportation supervisor and the driver will confer with the principal if necessary. The disciplinary disposition of the case will be by the principal of the school.
3. Cases that cannot be solved through the courses outlined above will be referred to the superintendent.

CHEATING/PLAGIARISM

No student shall cheat in any form including plagiarism (homework, class reports, research papers, etc.). Plagiarism is an act of stealing and passing off as one's own ideas or work of another.

Whenever a student is found guilty of cheating/plagiarizing, the teacher shall collect the student's paper/work, a zero or failing grade will be assigned. The teacher will then contact the office and parents/guardian as to the action taken.

DISCIPLINE

Student Code of Conduct:

It is impossible to operate a school, athletic team, or any sort of organization without order. Discipline is necessary and can be imposed, or it can be practiced voluntarily. St. Henry Middle School strives to teach self-discipline. Unfortunately, there are people who fail to learn self-discipline or refuse to practice it. These are the students who make rules a necessity.

The following code of conduct has been adopted by the St. Henry Board Of Education and applies to all students in our school district. The rules and standards set forth in this code apply to conduct during the regular school day, away from school premises, on school buses, or involving school property.

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 but not limited to parent conferences, counseling, denial of participation, detention, suspension, emergency removal from class or school, alternative school assignment, 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. In all cases where disciplinary action is anticipated, the student will be given an opportunity at an informal hearing to state their case. Any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined in school. Certain criminal acts may result in permanent exclusion from school. In the event of an Emergency Removal from class or school for more than 24 hours, a hearing will be scheduled within 72 hours and the student will be given the opportunity to challenge the reasons for removal and any further action that may be taken. In-School Suspension will occur in the office. The student will be permitted to complete any graded assignment or test. Out of School Suspension will not allow students to come to school, attend classes or any extra-curricular activity; students will not be permitted to make up any course work missed; and any graded assignments or tests missed will be calculated as "zero."

- A. Disruption in School: A student will not, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, harassment, insubordination, pulling the fire alarm or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.

- B. Vandalism and Destruction of School, Personal or Private Property: A student will not cause or attempt to cause willful destruction or defacement of school, personal or private property, including private property of school employees on or off school grounds.
- C. Fighting, Assault, and/or Threat Thereof: A student will not exhibit the intent to fight nor physically or verbally attack or threaten to attack any person on school on school grounds, school transportation, or at any school activity.
- D. Dangerous Weapons, Instruments, and Objects: A student will not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument capable of harming another person or a “look-alike” counterfeit weapon or instrument. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio Law. This expulsion may be reduced on a case by case basis determined by the superintendent using the guidelines set forth by the Board of Education.
- E. Narcotics, Alcoholic Beverages, and Drugs: A student will not possess, use, transmit, conceal, sell or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance that causes physical or mental change during any hours a student is on school premises, or on authorized transportation, or any school sponsored activity held on or off school premises. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, herbal remedies and drug paraphernalia. Possession – includes, without limitation, retention on the person, in purses, wallets, lockers, desks while in attendance at any school function. Use – is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, tobacco or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for the particular student.
- F. Tobacco: Students will not be permitted to possess, to smoke or use smokeless tobacco on or off of school grounds at any time during the school day, including lunch, and at any school-sponsored activity. The Ohio Revised Code 3313.47; 3313.66; 3313.661; 3313.751; and Ohio Administrative Code 3301-35-03 have determined tobacco products are illegal if possessed or purchased by the persons under the age of eighteen. As well, health professionals have determined that the use of tobacco products can be detrimental to one’s health. Therefore, students will not possess, transmit, purchase, or attempt to purchase and/or use tobacco in any form on school grounds or off of school grounds at anytime during the school day, including lunch, or at any school sponsored activity. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or other matter, or substance that contains tobacco.
- G. Profanity and/or Obscenity: A student will not, by written, verbal, gestures, by gesture or other means, annoy or humiliate others or disrupt the educational process by using profanity or obscenity towards any other student or personnel.
- H. Truancy and Tardiness: A student will comply with the compulsory school attendance policies. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class, or any other properly assigned activity. Repeated tardiness is also considered a serious offense.
- I. Insubordination: A student will follow the reasonable directives and comply with the reasonable requests of any teacher, student teacher, substitute teacher or other authorized school personnel. Students will understand that the authority of these people does not end at the classroom door, but extends throughout the building and grounds.
- J. Inappropriate Dress: A student will not dress or appear in a fashion that:
 1. Interferes with the student’s health or welfare or that of others
 2. Causes disruption or directly interferes with the educational process
- K. Theft: A student will not take or attempt to take into possession the public property or equipment of the school district or the personal property of another.
- L. Extortion: a student will not obtain or attempt to obtain another person’s property, either by implied or expressed threat.
- M. Forgery: A student will not falsify, in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms or correspondence, directed to the school.
- N. Trespassing or Loitering: A student will not be present in a school building or on school grounds at unauthorized times when their presence may cause disruption of an activity, function, or the educational process.
- O. False ID: A student will not use or attempt to use false identification to mislead school personnel.

- P. Breaking and Entering: A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.
- Q. Possession of Electronic Equipment: Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios or musical devices of any kind, "boom boxes", portable TV's electronic toys, MP3 players, ipods, pagers, cellular telephones, beepers or other paging devices, and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Use of a cell phone during the school day is prohibited without permission from the office. The 1st offense the cell phone will be confiscated and held overnight until the end of school the next day. The 2nd offense will result in a parent coming to school to pick up the cell phone. A 3rd offense may result in other disciplinary action. Sexting is prohibited at any time on or off school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless device.
- R. Failure to abide by other rules that may be established from time to time by the Board, superintendent, or principal.
- S. Student Conduct Off School Property: This Code of Regulations is adopted by the Board of Education of the St. Henry Consolidated Local School District pursuant to sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion for curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would be unreasonably interrupt the educational process of the St. Henry Consolidated Local School District. Due process of the law will be followed in all disciplinary situations. Anyone desiring a complete interpretation of possible disciplinary actions (detention, in-school suspension, assignment to alternative school, out-of-school suspension, emergency removal from class/school, and/or expulsion) as adopted by the St. Henry Board of Education may do so by a request being made through the middle school office.

SCHOOL DISCIPLINARY PROCEDURES

The staff at St. Henry Middle School believes it is necessary that the following disciplinary procedures be followed. Following is information concerning the disciplinary policy. It includes the procedures that may occur in the event that disciplinary action needs to be administered. We feel it is necessary to develop good behavior and respect in all our students. Any detention assigned would be served in a scheduled before or after school detention period supervised by a faculty member. The offenses would be cumulative throughout the year.

First Offense – any detention assigned by a faculty member will be served during an assigned detention period. The detention notice may or may not be served after a warning is issued. **Second Offense** – Upon a student's second disciplinary action, the student may conference with the guidance counselor or the principal who will then determine the disciplinary action to be served. Any detentions assigned will be served during an assigned detention period. **Third Offense** – If a student requires discipline because of a third offense, the student and the parent/s may have a conference with the guidance counselor and/or principal to discuss disciplinary concerns. At this time discussion will take place about the possibility of an alternative school assignment if any further problems occur. Any detentions assigned will be served during an assigned detention period. **Fourth Offense** – When a student requires disciplinary action for the fourth time during the year, the student may be assigned to the alternative school for an in school suspension or kept at the current school for an in school suspension.

BUS TRANSPORTATION AND STUDENT TRIPS

Educational class trips as a supplementary experience to the regular class instruction are certainly worthwhile. Student who ride the bus for any curricular or extracurricular activities are to remain with their sponsored group and the students are to return home via transportation on the bus with their group. Only in exceptional circumstances may a student leave the group to return home by another means of transportation. A student must request a Transportation Request Form and have it completed by a

parent/guardian prior to the departure of such trip. Be it understood that the request must be unusual and may not be approved after the form is turned in.

DRESS

In general, school dress should be such that it ensures the health, welfare and safety of the members of the student body, and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable. Therefore:

- A. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- B. When students participate in school activities, their dress and grooming will not disrupt performance or that of other students, or constitute a health threat to the individual or other students. Students must wear shirts at all extra curricular events.
- C. Dress and grooming will not be such as to disrupt the teaching-learning process. Clothing (shirts, jackets, hats, etc...) containing offensive illustrations, inappropriate language of questionable language or designs and/or messages of alcohol, tobacco, drugs, or sexual slogans, illustrations or innuendos, bizarre or unusual clothing, soiled, torn or cut-off clothing, hats, bandanas, scarves, or other headgear, tank tops, muscle shirts, bare midriffs or see-through blouses/pants and short shorts are not acceptable. All students must wear shoes at all times for health and safety reasons.
- D. Students may wear shorts when temperatures are conducive for such apparel. Shorts, dresses, and skirts shall be of moderate length.
- E. No bare midriffs, halter tops, spaghetti strap tops, tank tops, or muscle shirts.
- F. Hats, caps and/or sunglasses are not to be worn in the building during the school day.
- G. School officials and the board of education reserve the right to make the final decisions regarding changes in dress and grooming of students.

FIRE AND TORNADO DRILLS

Fire and Tornado drills will be held periodically as required by law. Building evacuation routes and tornado procedures are posted in each room. Every student should be familiar with the procedure to be followed. Any student found guilty of pulling the fire alarm as a prank is subject to suspension/expulsion and charges being filed.

STUDENT RECORDS

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information. An annual notice will be published in the district newsletter notifying parents what information will be considered directory information with instruction on how to prohibit its release.

FREE AND REDUCED LUNCHES

Each school year, applications for free and reduced lunches are available and will be sent home with each student. Should a family qualify for this aid, notification will be returned to the home. Adjustments are made throughout the year as the financial status of a family changes.

IDENTIFICATION OF GIFTED STUDENTS

Each school district in the state of Ohio is to develop a policy and plan for the identification of children who are gifted. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The St. Henry School District policy will be made available upon request at the beginning of each school year.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities. The district has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

GUIDANCE

- A. Purpose
 - 1. To help students resolve problems for which they seek help.
 - 2. To help students achieve an understanding of themselves and their environment.
 - 3. To help students develop decision making abilities.
 - 4. To help students gain self-acceptance.
- B. To arrange an appointment for personal counseling, please contact the counselor at 419-678-4834 ext. 2302.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including purses, book bags, gym bags, etc...) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their cafeterias, classroom and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The school preserves the right not to return items that have been confiscated.

HAZING

It is the policy of the St. Henry Consolidated Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or any other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student organization or any group that may cause or create a substantial risk of mental harm, physical harm, or humiliation to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing 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 hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by the policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio Law.

INTERVENTION ASSISTANCE TEAM (I.A.T.)

An Intervention Assistance Team (I.A.T.) has been established in the Middle School building to provide teachers and parents support and help dealing with a child. Referrals need to be made to the office at which time a meeting will be called. The purpose of the meeting is to identify any areas of concern, brainstorm ways to alleviate the concern(s), and to set a plan of action in place to be followed through in the classroom and/or at home. The team may reconvene 4 - 6 weeks after the initial meeting to determine if the plan has been successful or if other modifications need to be made. Anyone concerned with the academic success or well being of a child can call an I.A.T. meeting. Please check with the classroom teacher or the office for referral forms.

HONOR ROLL REQUIREMENTS

The requirement for placement on the honor roll is grade average of B or better. This is interpreted as having a grade point average between a 4.00 and 3.00. A=4.00 B=3.00 C=2.00 D=1.00 F=0.00

LOCKERS

Lockers are provided for the storage of books and student clothing. The locker becomes the student's responsibility but does not become their personal possession and therefore may be opened and inspected by school officials when there is good reason to do so. The school is not responsible for lost or misplaced items and valuables. Students are asked to respect the rights of other students and not tamper or take items from other's lockers. The advertising of alcoholic beverages, tobacco, or drugs is not permitted. Only acceptable pictures may be displayed. Students are responsible to clean their lockers prior to the end of the school year.

LUNCH TIME RULES

- A. Pupils are not to leave the school premises without special permission.
- B. Pupils have three options as to what and where they eat:
 - 1. Eat at HOME. (Parents must send a note to school giving permission to do so.) Other students are not allowed to go home with a student for lunch. Each student must go to his or her own house.
 - 2. Pack a lunch. (It must be eaten at the cafeteria.)
 - 3. Eat the meal served at the commons area.
- C. When going to the commons area, students are to walk.
- D. Do not carry food from the commons area. Eat it there.
- E. Students are not permitted to purchase pop from the vending machines at any time during the school day.
- F. When you return to the Middle School you should return to the designated areas. You are not to be in classrooms or at your locker.

VENDING MACHINES

All products purchased from the vending machines must be consumed in the commons area and are not to be taken into any other areas of the school. Students are expected to discard their trash in the trashcans throughout the school. Should the vending machines and/or trash become a problem, school officials reserve the right to shut the machines down indefinitely.

MISCELLANEOUS SUGGESTIONS

A. Students may only bring those items to school which are necessary for the completion of class assignments. Examples of items which students should leave at home include:

- | | |
|--------------------------------------|-----------------|
| 1. Knives | 7. Rubber Bands |
| 2. Lighters and matches | 8. Pea Shooters |
| 3. Squirt guns, squirt bottles, etc. | 9. Yo-yos |
| 4. Fireworks | 10. Frisbees |
| 5. Caps, bullets, etc. | 11. Balloons |
| 6. Radios/CD Players | 12. Skateboards |
| | 13. Cards |

- B. To preserve the lawn, students should use the sidewalks when leaving school.
- C. As a result of damage to the floors caused by metal cleats, students are requested not to wear them on their shoes.
- D. Students should place all paper and refuse in trash containers.
- E. Gum chewing and candy is not permitted on school property. This includes playgrounds and buses.
- F. Food of any kind may only be eaten in the cafeteria.

MONEY AND VALUABLES

- A. Students are requested to please bring money and valuables to school only if necessary.
- B. Students may bring their money and valuables to the office for safe keeping during the school day.

PASSES

A special pass or utility slip may be issued to a student by a teacher for admission to a classroom or special area or to have a student excused from a study period. These passes should be filled in completely by the teacher who signs it. Passes should be requested at the convenience of the teacher. These slips will also be used as admittance slips when students are late to class. They should be issued by the teacher who can verify that the student has a good reason for being late or by the principal if there is good reason.

PROGRAM OF STUDIES

GRADE 5

Computer Keyboarding
Language Arts
Mathematics
Social Studies
Science
Health
Physical Education
Music
Art

GRADE 6

Computer Literacy
Language Arts
Mathematics
World Social Studies
General Science
Health
Physical Education
Music: Band/General Music
STEM

GRADE 7

Computer Literacy
Language Arts
Mathematics
World Geography
Life Science
Health
Physical Education
Music: Band/Chorus
Family and Consumer Science
Current Events
STEM

GRADE 8

Computer Literacy
Language Arts
Mathematics
American History
Physical Science
Health
Physical Education
Music: Band/Chorus
Art
Gateways to Technology
Family and Consumer Science
Ag

PROMOTION-RETENTION POLICY

The promotion/retention policy adheres to what is noted in Board Policy 5410. It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. A student may be retained at his/her current grade level when s/he has, in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level. A student may be placed at the next grade level when retention would no longer serve any good purpose.

REPORT CARD

- A. Usually, report cards will be issued on the Friday following the end of each nine-week period of classes.
- B. Fifth, sixth, seventh and eighth (non-HS credit classes) grade students are graded according to the key below.
- C. Any MS student that is enrolled in a HS Course will follow the HS grading scale.

GRADING SCALE:

94 -100% - A

86 - 93% - B

75 – 85% - C

66 – 74% - D

65 – 0 % - F

GRADE EXTENSIONS

99-100% = A+
96-98% = A
94-95% = A -
91-93% = B+
88-90% = B
86-87% = B -
82-85% = C+
78-81% = C
75-77% = C -
72-74% = D+
69-71% = D
66-68% = D -

- C. Parents may request access to Progressbook to view their child’s grade as they wish.
- D. All obligations must be cleared before receiving grade and credit for all high school credit course work. Report cards will be held and no credit issued until all obligations are taken care of. If there are circumstances that make

paying fees/debts impossible, you are to discuss the situation with the building principal and a payment plan will be established.

- E. Athletic and extra-curricular eligibility is based on the 9 week grading period.

STAYING AFTER SCHOOL

- A. Students that stay in the building after school for play practice, athletic team practice or any other school related activity, must be under the immediate supervision of a teacher, a coach, an advisor or the principal.
- B. A student may be required to stay after school or come before school by a teacher if that student displays inappropriate behavior in the classroom, hallway, playground, etc.
 - 1. A letter will be sent or a call will be made to parents prior to serving the detention to:
 - a. Inform the parents why it is necessary to stay after school/or before school.
 - b. Inform the parents with which teacher they will be spending their detention period.
 - 2. All students who stay after school for inappropriate behavior must:
 - a. Arrive in the teacher's room immediately after school/before school.
 - b. Arrive with materials to study.
 - c. Be quiet during the detention period.

SUSPENSION

The superintendent or the principal 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 school days nor beyond the current school year. The guidelines listed below will be followed for all suspensions, including in-school suspensions.

- A. The student will be informed in writing of the potential suspension and the reason(s) for the proposed action.
- B. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his actions.
- C. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
- D. Within twenty-four hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
- E. Notice of this suspension will be sent to the superintendent, the board treasurer, and put in the student's school record. (not for inclusion in the permanent record)

Suspension may be appealed. If the suspension was issued by the principal, appeal is made to the superintendent. In any case the suspension may be appealed to the board of education.

TELEPHONES/CELL PHONES

- A. In case of emergency or illness, students may use the phone in the office.
- B. A phone is provided for the convenience of students and is located in the main lobby.
- C. Messages and deliveries from home should be left in the office. Students will be called out of class only in emergency.
- D. Students are not permitted to have their cell phone with them in class during the school day. Cell phones are allowed to be kept in the office or in student lockers.

TESTING

- A. A state achievement tests will be administered based on the requirements from ODE: Currently, grades 5th and 8th will be tested in the areas of reading, math and science. Grade 6 will be tested in the areas of reading, math and social studies. Grade 7 will be tested in the areas of reading and math.

TRANSPORTATION TO SCHOOL EVENTS

All students/athletes must ride to and from any school sponsored activity when transportation is provided by the school. Exceptions must be approved in advance by completing the Transportation Request form and submitting it to the building administrator for approval/denial prior to the date of the event.

WEATHER

When weather conditions are such that school must be dismissed, follow the SH app or please listen to WCSM - Celina or WKKI - Celina. Any change in schedule of the regular day will be announced as soon as possible.

DISCRIMINATION

The District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Office which is the Superintendent of St. Henry Schools at 419-678-4834.

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment. Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, social or economic background, to learn through the curriculum offered in this district.

ACCEPTABLE USE OF COMPUTERS/E-MAIL/INTERNET

The St. Henry Local Schools Technology Plan provides for interconnecting our students with students, teachers, and academic resources throughout the world via E-Mail and Internet. Students who accept the responsibilities of using these computer programs, in accordance with appropriate educational standards will be given the privilege upon completion of reading the student handbook and returning the signature form. Any students engaging either specifically or generally, that is inappropriate conduct is subject to expulsion, suspension, or emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation. This Code of Regulations is adopted by the Board of Education of the St. Henry School District pursuant to Sections 3313.661 and 3313.662, the Ohio Revised Code. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employee, or such conduct would unreasonably interrupt the educational process at St. Henry Schools.

Network Acceptable Use & Internet Safety Policy for Students

The St Henry Telecommunications Network has been established for a limited educational purpose. A vast array of resources is available through the telecommunications network. One of the goals of the St Henry Schools is to develop in its students and staff responsible and effective use of telecommunications. Individual accounts are available on the network for students and staff. The network ensures limited privacy. Files and messages placed on the school network and domain are the property of the school. Services on the network include internet access, web-based school accounts, and school-licensed software packages. Students and staff should not infringe on the rights of other users of our network.

Difficulties with Internet usage include the unreliability of some data and the lack of any foolproof way of preventing unwanted and objectionable data from being accessed. Some materials are morally objectionable and pornographic in nature. **Filtering software is in place to screen these materials**, but is not a *guarantee* that such material may not be accessible. Important or confidential personal data should not be transmitted by means of the Internet. Normally, students will be working on the internet under supervision, but close monitoring may not always be possible.

Do

1. Use only your *own* account and password
2. Reflect academic honesty, high ethical and moral responsibility

3. Use for classroom activities, career development and limited high-quality self-discovery
4. Respect copyrights and other users' privacy (material that does not contain a copyright notice or mark is still considered copyrighted)
5. Notify your instructor or the technology coordinator of any potential security problems on the network
6. Notify your instructor or technology coordinator of any illegal activity occurring on the network
7. Notify your instructor or technology coordinator of any harassment directed to you through the network
8. Respect equipment and report any equipment problems to your instructor or the technology coordinator
9. Be judicious in the use of print resources
10. Maintain a clean working environment around your computer(s)
11. Do use Google Drive or other approved web-based sites when possible for storing student work.

Don't

1. Do not share your password(s).
2. Do not use the network for political lobbying or commercial purposes
3. Do not download programs to your workstation's hard drive or to your home directory without permission from your instructor or the technology coordinator
4. Do not transmit viruses. If you do receive a virus or suspect your computer is infected, notify your instructor or technology coordinator immediately.
5. Do not load personally-owned software on school computers
6. Do not load software on school computers for which we do not have proper licensing
7. Do not use inappropriate language
 - a. Obscene, profane, vulgar, rude, threatening, disrespectful
 - b. Dangerous, inflammatory, or disruptive
 - c. Prejudicial or discriminatory
 - d. False information
8. Do not enter sites containing pornography or hate literature
9. Do not enter other users' files
10. Do not use "Chat" programs unless approved by system administrator
11. Do not store unnecessary files in your home directory
12. Do not use flash drives to move files between home and school computers
13. Do not install, enable, launch, or create programs that interfere with the performance of the network, internet, or hardware technology resources.

Due Process

1. All files and messages stored on school computers, networks, and domains are property of the school. Administration has the right to examine and monitor any files.
2. Routine maintenance and monitoring of the system may uncover violations of the Acceptable Use Agreement.
3. Searches of individual files may be undertaken when monitoring devices alert to a potential problem on the network.
4. Local, state, and federal laws that apply to telecommunications will be enforced and the district will cooperate fully with these jurisdictions.
5. Consequences of student violations may include, but not be limited to, verbal warning, suspension of network privileges, or other disciplinary actions as set by your instructor and/or building principal.

Limitation of Liability

The District will make every effort to maintain the network so that each user has equal and fair access. The District will make every effort to maintain security and integrity of the system. The District cannot guarantee the security and ultimate privacy of material stored on the network. The District makes no guarantee of the functions and services provided by the network or the accuracy of information obtain through or stored on the network. The District takes no responsibility for the loss of data, files, or information on the network.

Photography/Video

We agree to allow my child's photo\ video to be used in school educational programming & planning, allowed to be used on the St. Henry App (Drund) and the St. Henry Schools web-site to create awareness of school programs. For safety consideration, we do not post student names along with pictures on the internet other than the school controlled St. Henry App (Drund) and school web-site. If I refuse consent, I will provide written refusal to the respective school office.

SEXUAL HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment (Board Policy 4362, 3362, and 5517). This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassments and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. A copy of the board policy may be found on the school website or a copy of it will be provided upon request.

No student will make written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats to fellow students, staff, or other person associated with the school district. No student will cause the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or make sexually suggestive or insulting gestures, sounds, leering, staring, whistling and the like to a fellow student, staff member or other person associated with the district. No student will threaten or cause unwanted touching, contact, or attempts at the same including patting, pinching, or pushing the body upon a fellow student, staff member, or other person associated with the district.

VERBAL/PHYSICAL HARASSMENT/BULLYING/INTIMIDATION

Harassment, intimidation, or bullying behavior by any student in the St. Henry Cons. School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying" in accordance with C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of: A. Causing mental or physical harm to the other student/s including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property and B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.