

2023-2024

# 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 should not be in the building before 7:45 AM unless they have permission from a school employee. Students should also not be in the building after hours without the supervision of an adult.

## **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. However, the school may use the school app, phone calls, e-mail, 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 Mrs. Jill Westgerdes on information to gain access to your child's grades.

## **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 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. Perfect attendance awards will be given to students that have missed 3 hours or less throughout the school year of excused absences.

#### 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.
3. Students who are unexcused will receive no credit for schoolwork that is missed. Per House Bill 410, a student will be considered habitually truant if s/he is absent 30 or more consecutive hours without a legitimate excuse; absent 42 or more hours in one school month without a legitimate excuse; or absent 72 or more hours in one school year without a legitimate excuse. Furthermore, a student will be considered 'excessively absent' if s/he is absent 38 or more hours in one school month with or without a legitimate excuse; or s/he is absent 65 or more hours in one school year with or without a legitimate excuse. Repeated unexcused absences inevitably results in lack of interest, academic concerns and discipline concerns. If the absence intervention team cannot create a resolution, the courts may be contacted to assist in getting students to school.

#### 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, 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 8:15 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. 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, principal, 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 7<sup>th</sup> 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 7<sup>th</sup> and 8<sup>th</sup> 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 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 operator's 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 will cheat in any form including plagiarism (homework, class reports, research papers, etc.) According to the Merriam-Webster Dictionary, Plagiarism or To Plagiarize is to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Whenever a student is found guilty of cheating/plagiarizing, the teacher will collect the student's paper/work, and the student is subject to a zero or failing grade for the assignment, quiz or test. The teacher will then contact the office and parents/guardian as to the action taken.

1. Artificial Intelligence: Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success Use of

Artificial Intelligence/Natural Language Processing Tools For School Work and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these

tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

2. Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

a. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments. b. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research. c. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. d. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. e. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language. As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether s/he is permitted to use AI/NLP tools for a specific class assignment, s/he should ask his/her teacher.

## **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. Alternative In School Assignments may be served at an Alternative School or in a designated location at SHMS. The student will be permitted to complete any graded assignment or tests. Out of School Suspension will not allow students to come to school, attend classes or any extra-curricular activity; students will be deducted 34 percentage points on graded assignments and/or tests.

**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.

**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.

**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 grounds, school transportation, or at any school activity.

**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.

**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.

Disciplinary action for violations of the illegal drug policy will be conducted independent of court action. Students will be subject to immediate suspension or expulsion proceeding for possession or use of illegal drugs. The suspension will be for a period of 10 days out of school to be served at the discretion of the building principal. In each event, parents will be informed of the violation of the policy via telephone and mail and receive a copy of the policy controlling such substances.

A 5-day reduction in the 10-day penalty may be considered by the principal if the student receives professional assistance. Professional assistance may include but not be limited to a drug education program, assessment with follow-through based on the assessment findings, professional counseling from a certificated counselor, outpatient treatment or inpatient treatment.

Disciplinary action for violation of the alcohol policy will be conducted independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of alcoholic beverages. The following consequences will apply:  
1<sup>st</sup> Offense: Suspension will be for a period of 3 days out of school suspension to be served at the discretion of the building principal. If the incident occurs at an athletic event, the student will be suspended from attendance for the remainder of the contests in that sport.

2<sup>nd</sup> Offense: Suspension will be for a period of 5 days out of school suspension to be served at the discretion of the building principal. If the incident occurs at an athletic event, the student will be suspended from attendance for the remainder of the school year.

The Board of Education recognizes that enforcement methods are subjective and difficult to manage. As a result, the BOE will permit the use of devices (breath-analyzers) and services (law enforcement and trained counselors) needed to assist in the management and enforcement of the policy. The use of such is designed to make the enforcement objective and fair to all students. Therefore, the Superintendent will establish a detailed procedure for the use of devices and services to monitor and enforce the policy at school and school sponsored events.

**Tobacco/Smoking/Vaping:** 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 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 any time 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 contain(s) tobacco. The use of Electronic Cigarettes, vaporizers, look-a-like cigarettes – whether they contain nicotine or not – any type of inhalants mechanism(s), or products with nicotine or the impression of nicotine will be considered and treated as tobacco or an illegal drug product. ‘Vaping’ is an illegal, addicting, and dangerous behavior that is easily concealable and accessible to kids. In order to provide students with a safe environment, the Superintendent has authorized the installation of vaping detection devices to be placed in student bathrooms and locker rooms to assist in the deterrence of this behavior. Upon the activation of a vaping sensor, the administration will be alerted to the identified area. Video surveillance will be viewed by the building administrator. All student(s) in the bathroom at the time of the activation will be interviewed by the administration. Students will have their person and belongings searched. In addition, a metal detector wand may be used if a student is suspected of having any of the before mentioned products on his/her person or in his/her possession.

Disciplinary action for violation of the tobacco policy will be conducted independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of tobacco. The following consequences will apply:

1<sup>st</sup> Offense: Suspension will be for a period of 3 days out of school suspension to be served at the discretion of the building principal. If the incident occurs at an athletic event, the student will be suspended from attendance for the remainder of the contests in that sport.

2<sup>nd</sup> Offense: Suspension will be for a period of 5 days out of school suspension to be served at the discretion of the building principal. If the incident occurs at an athletic event, the student will be suspended from attendance for the remainder of the school year.

**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.

**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.

**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.

**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

**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.

**Extortion:** a student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.

**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.

**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.

**False ID:** A student will not use or attempt to use false identification to mislead school personnel.

**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.

**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, and other similar devices 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 1<sup>st</sup> offense the cell phone will be confiscated and held overnight until the end of school the next day. The 2<sup>nd</sup> offense will result in a parent coming to school to pick up the cell phone. A 3<sup>rd</sup> 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.

**Other Rules:** Failure to abide by other rules that may be established from time to time by the Board, superintendent, or principal.

**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.

**1<sup>st</sup> Offense:** Any detention assigned by a faculty member will be served during an assigned detention time/period.

**2<sup>nd</sup> Offense:** Upon a student's second disciplinary action, the student *may* conference with either 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 time/period.

**3<sup>rd</sup> 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 or the principal to discuss the disciplinary concerns. At this time discussion(s) will take place about the possibility of an alternative school assignment if any further problems/situations occur. Any detentions assigned will be served during an assigned detention period.



**4<sup>th</sup> Offense:** When a student requires disciplinary action for the fourth time during the school year, the student may be assigned to an Alternative In School Assignment at St. Henry Middle School or at the alternative school.

### **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.

### **STUDENT DRESS CODE**

- A. Students are expected to dress in a manner appropriate for school and conducive to a healthy, safe, and orderly environment. No dress code can address changing styles and fads. A determination will be made by school administration whether a student's dress or garments meet the school's requirements. Inappropriate dress is deemed such because it either (1) interferes with the student's safety, health, and welfare or that of other students, or (2) causes disruption or directly interferes with the educational process, or (3) is excessively revealing or distracting, or (4) is an article of clothing, button or badge that contains the following: offensive/vulgar/obscene words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs, sexual references; and/or advertises any product or service not permitted to minors by law. While we recognize the right to "free expression", that right cannot circumvent another student's right to an education and/or disrupt the educational process.
- B. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- C. 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.
- D. All students must wear shoes at all times for health and safety reasons.
- E. Students may wear shorts when temperatures are conducive for such apparel. Shorts, dresses, and skirts shall be of moderate length.
- F. No bare midriffs, cold shoulder tops, halter tops, spaghetti strap tops, tank tops, or muscle shirts.
- G. Hats, hoods/hoodies, caps and/or sunglasses are not to be worn in the building during the school day.
- H. 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.

## **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 having a B- or better in all of his/her courses.

## **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 | 13. Cards |
| 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 |           |

- 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.

**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. Report Cards will be available through Progressbook online each nine weeks. Any questions concerning access to Report Cards should be addressed to the middle school principal. All obligations (lab fees, materials, etc.) must be cleared before receiving grade cards and credit for all course work. Report cards will be held and no credit issued until all obligations are received. Students will not obtain their next year's schedule if a previous year's obligations are outstanding. If there are circumstances that make paying fees/debts impossible, students are to discuss the situation with the building principal in order to establish a plan. **Interim Reports** are to be sent at the middle of each 9 weeks grading period to those students whose parents request a copy. Parents are encouraged to check ProgressBook on a regular basis and talk to their children about such deficiencies.

- 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

**GRADE EXTENSIONS**

99-100% = A+  
 96-98% = A  
 94-95% = A -

86 - 93% - B

75 – 85% - C

66 – 74% - D

65 – 0% - F

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 -

D. 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 and must be turned off.

### **WATER BOTTLES**

- A. All water bottles must be clear and contain only water: no added flavors are allowed.
- B. Students may not bring water bottles into the Media Center or Computer Labs.
- C. Drinks other than water must be disposed of before entering the school building/bus and/or leaving the Commons area after lunch.
- D. Allowing students to carry around a water bottle is a privilege. Misuse may lead to students being unable to have a water bottle

## **TESTING**

- A. A state achievement tests will be administered based on the requirements from ODE: Currently, grades 5<sup>th</sup> and 8<sup>th</sup> will be tested in the areas of reading, math and science. Grades 6 & 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 not 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**

The parent or guardian agrees to allow his/her child's photo/video to be used in school educational programming and planning, and to create awareness of school programs. **If the parent or guardian refuses consent, s/he will provide written refusal to the middle school office.**

### **SEXUAL HARASSMENT & Title IX**

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, 5517 and 2266**). 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 **Title IX** and 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 **by contacting Dennis Wendel, Title IX Coordinator, at [wendel.dennis@sthenryschools.org](mailto:wendel.dennis@sthenryschools.org) or (419) 678-4834 ext. 2203.** The Board will investigate all allegations of harassment(s) 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 verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, 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 unauthorized 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. **Unauthorized Bodily Contact:** The act of physically touching, hitting, pushing or making physical threats to a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school.