

## MESSAGE FROM THE PRINCIPAL

Dear Roughrider Students and Parents:

It is our pleasure to welcome you to another exciting and rewarding school year. During this year we will be working together as partners to provide the best possible education for each student environment that is student centered and positive. This handbook has been prepared as a source of important information and as an organizational tool for our students and parents. Please familiarize yourself with the contents of this handbook.

This handbook describes the expectations for behavior and conduct at St. Marys Middle School and outlines the possible consequences that could occur when these expectations are not met. Some of these policies are mandated by the state of Ohio. Other rules and regulations have been established to help students be successful and safe. We believe in our Roughrider pledge: I am successful when I am **Respectful**, I am **Responsible**, and I am **Safe**. I encourage you to use that pledge as a test when making decisions and choices each day.

Academic, extra-curricular, and social development is our goal for you while at St. Marys Middle School. Make every attempt to be at school, on time, every day. Give yourself plenty of time to complete homework, and remember to balance your time as you become involved in the extra-curricular activities we provide. Challenge yourself while you are here. Set goals for yourself each quarter and strive to meet those goals.

If you need assistance at any time, please let us know.

Sincerely,  
Mrs. Elizabeth Johnson, Principal

## DISTRICT MISSION STATEMENT

The mission of St. Marys City Schools, a public school of excellence, is to guarantee a comprehensive education which meets the individual needs of all students and will equip them with skills and knowledge for life, utilizing a highly qualified staff, with up-to-date facilities, resources, and technology; giving students the guidance and support needed to meet their individual goals and plans in cooperation with parents and community.

## CONTACT INFORMATION

### ST. MARYS MIDDLE SCHOOL

2250 State Route 66N • St. Marys, OH 45885 • Phone (419)394-2112 • Fax (419)394-1932

The following list will help you contact the appropriate people within your child's school. If you have any questions please feel free to contact the building principal. Thank you!

Tony Arling	Language Arts	Audrey Lambert	Choir
Alison Beougher	Intervention	Sherri Lauth	Science
Jonathan Beougher	Mathematics	Abbey Masonbrink	Mathematics
Hunter Bosch	Assistant Principal	Nicole Mele	Science/STEM Media
Alyssa Cisco	Language Arts	Angela Milner	Intervention Unit
Sara Dieringer	Mental Health Counselor	Heather Money	ICU
Becky Evers	Language Arts	Dillon Muhlenkamp	Intro to Agriculture
Madeline Frankenhauser	Band	Kim Overman	Curriculum Coordinator
Bo Frye	Physical Education	Russ Patton	Intervention Unit
Koby Frye	Intervention	Dawn Pietrzak	Administrative Assistant
Kelly Fulmer	Physical Education	Kerry Prenger	Art
Adam Graves	Social Studies	Julie Reams	Social Studies
Brooke Gray	STEM	Keri Rohr	Intervention
Amanda Hegemier	Intervention	Bill Ruane	Superintendent
Seth Hertenstein	Math	Sheri Schlosser	Science
Toby Hertenstein	Health & Career Explorations	Kendra Seewer	Mathematics
Julie Hollman	Science	Morgan Seewer	Math Skills
Lauren Huysman	Safy School Navigator	Kendra Solomon	Guidance Counselor
Kevin Jacobs	Health	Howie Spencer	Band
Gary James	School Resource Officer	Bridget Sturwold	Social Studies
Sonya Jaros	Administrative Assistant	Angie Woods	Language Arts
Elizabeth Johnson	Principal	Dave Thornsberry	Truancy Officer
Carol Katter	Math Skills/Social Studies	Samantha Thompson	Intervention
Bo Kuening	Language Arts	Kelli Watson	Study Skills
Chris Kuening	Language Arts	Jennifer Wessel	Intervention

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**2023-2024 DAILY SCHEDULE**

<b>Period</b>	<b>Time</b>	<b>Time</b>
<b>1</b>	<b>7:25 – 8:09</b>	
<b>2</b>	<b>8:13 – 8:57</b>	
<b>3</b>	<b>9:01 – 9:45</b>	
<b>4</b>	<b>9:49 – 10:33</b>	
<b>5</b>	<b>10:36 – 11:21</b>	
<b>Common RT</b>	<b>11:24 – 11:44</b>	
<b>Lunch / Blue RT</b>	<b>11:45 – 12:15 Lunch</b>	<b>11:44 – 12:20 Blue Ridertime</b>
<b>Lunch / Gold RT</b>	<b>12:19 – 12:51 Gold Ridertime</b>	<b>12:21 – 12:51 Lunch</b>
<b>6</b>	<b>12:55 – 1:39</b>	
<b>7</b>	<b>1:43 – 2:30</b>	

**2023-2024 2-HOUR DELAY SCHEDULE**

<b>Period</b>	<b>Time</b>	<b>Time</b>
<b>1</b>	<b>9:25 – 9:57</b>	
<b>2</b>	<b>10:01 – 10:33</b>	
<b>3</b>	<b>10:37 – 11:03</b>	
<b>4</b>	<b>11:07 – 11:45</b>	
<b>5 / Blue RT</b>	<b>11:45 – 12:15 Lunch</b>	<b>11:49 – 12:21 Blue RT</b>
<b>Gold RT / 5</b>	<b>12:19 – 12:51 Gold RT</b>	<b>12:21 – 12:51 Lunch</b>
<b>5</b>	<b>12:55 – 1:31</b>	
<b>6</b>	<b>1:34 – 1:59</b>	
<b>7</b>	<b>2:03 – 2:30</b>	

**ST. MARYS CITY SCHOOLS  
CALENDAR FOR 2023-2024 SCHOOL YEAR**

<b>Grading Periods</b>				<b>Days</b>
<b>Special Days</b>				<b>Present</b>
<b>1<sup>st</sup> GRADING PERIOD – AUG. 22 – OCT. 20 (K-12)</b>				<b>41</b>
Aug.	17	Thurs.	New Teacher Training	
Aug.	18	Fri.	Teacher Orientation or Record Day	
Aug.	21	Mon.	Teacher In-Service Day, No School	
Aug.	22	Tues.	First day of school	
Sept.	4	Mon.	Labor Day – No School	
Oct.	2	Mon.	Teacher In-Service Day, No School	
Oct.	13	Fri.	No School	

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**2<sup>nd</sup> GRADING PERIOD – OCT. 23 – DEC. 20 (K-12)**

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Oct.	27	Fri.	Grade Card Distribution (K-12)
Nov.	2	Thurs.	Middle - 4:20-8:00 p.m. 6-8 Parent-Teacher Conferences
Nov.	9	Thurs.	Middle - 4:20-8:00 p.m. 6-8 Parent-Teacher Conferences
Nov.	9	Thurs.	High- 4:20-8:00 p.m. 9-12 Parent-Teacher Conferences
Nov.	13	Mon.	Intermediate - 4:20 - 8:00 p.m. 3-5 Parent-Teacher Conferences
Nov.	14	Tues.	Primary - 4:20-8:00 p.m. K-2 Parent-Teacher Conferences
Nov.	20	Mon.	Primary - 4:20 - 8:00 p.m. K-2 Parent-Teacher Conferences
Nov.	21	Tues.	Intermediate- 4:20-8:00 p.m. 3-5 Parent-Teacher Conferences
Nov.	22	Wed.	8:00 a.m-3:30 p.m. K-5 Parent-Teacher Conferences/ No-School K pupils
Nov.	23-24	Th./Fri.	Thanksgiving Vacation - No School
Nov.	27	Mon.	No School - K-12 pupils and Staff

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**3<sup>rd</sup> GRADING PERIOD – JAN. 3 – MAR. 15 (K-12)**

50

Dec. 21-Jan. 2			Christmas Vacation – No School
		Thurs/Tues	
Jan.	3	Wed.	Return from Christmas Vacation
Jan.	12	Fri.	Grade Card Distribution (K-12)
Jan.	15	Mon.	Martin Luther King Day – No School
Jan.	26	Fri.	Teacher In-Service, 2 hr delay
Feb.	16-19	Fri/Mon	Presidents Day – No School (Staff and Students)
Feb.	20	Tues.	High School Scheduling 4:30-7:30 p.m.

**\*February 16 and February 19 will be used as make-up days if n**

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**4<sup>th</sup> GRADING PERIOD – MAR. 18 – MAY 23 (K-12)**

46

Mar.	22	Fri.	Grade Card Distribution (K-12).
Mar.	28-29	Thurs.-Fri.	Spring Break – No School
Apr.	1	Mon.	Spring Break - No School
Apr.	2	Tues.	Return from Spring Break
May	23	Thurs.	Last day for pupils
May	24	Fri.	Teacher Work Day
May	26	Sun.	Combined Baccalaureate-Commencement
May	27	Mon.	Memorial Day
May	31	Fri.	Grade Cards Mailed (K-12)

**\* March 28 and April 1 will be used as make-up days if n**  
**\*May 23, 24, 28...as needed, may be used as make-up days.**

## ACADEMICS

### ACADEMIC COURSES

Students in grades 6-8 will be enrolled in each of the following Core classes: Language Arts, Mathematics, Science, and Social Studies. Each student at St. Marys Middle School will also participate in one, or more, of the following Exploratory classes: Art, Band, Choir, Health Career Explorations, Introduction to Agriculture, Physical Education, STEM, and STEM media.

### EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES

Dances	Athletics	Band	Art Club
Choir	Musical/Play	Washington DC Trip (8 <sup>th</sup> Grade)	FCA
Scholastic Bowl	Power of the Pen	Student Council	Ambassadors Club

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of St. Marys Middle School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct and attendance policy apply to all field trips. While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

### GRADES AND EXAMS

A grade of "D+" indicates below average but not failing work. A grade of "D- often indicates that unless there is improvement in the subject the next grade in the subject will be an "F." A grade of "F" is a failing grade. If a pupil consistently receives "F's" in two or more subjects, he or she has a very good possibility of being retained in the same grade for another year. Steps to improve low grades generally must be taken early in the school year in order to be effective.

No semester or end-of-year exams will be given at St. Marys Middle School, except in Algebra, 8<sup>th</sup> grade Health, Art, and PE.. Not giving exams will allow our teachers to increase instructional time with your students and eliminate several weeks of exam preparation and testing. With Achievement Tests, common assessments, chapter/unit tests & projects there are several major tests for which students will continue to prepare.

In computing semester grade averages, other than in Algebra, 8<sup>th</sup> grade Health, Art, and PE, a semester grade will count exactly 1/2 of the total. To determine yearly averages, add each of the semester grades & divide by 2.

### GRADING SCALE

The St. Marys Board of Education approved the following grading scale for St. Marys Middle School:

A+ 100; A 95-99; A- 94; B+ 92-93; B 85-91; B- 84; C+ 82-83; C 75-81; C- 74; D+ 72-73; D 65-71; D- 64; F below 64

### HONOR ROLL

An honor roll is announced at the end of each quarter to recognize the academic efforts of St. Marys Middle School students. "Distinguished Honors" will require a minimum of an A- in all subject areas. "Honors" will require an accumulation of all A's and B's in all subject areas (at least one A-, A, or A+). Only SMMS courses are considered when determining honor roll.

### INCOMPLETE GRADES

On occasional situations, a teacher may issue a temporary "Incomplete" grade at the end of a quarter in order for a student to complete an assignment. Once the student has completed his/her obligations, the teacher will calculate and assign an appropriate grade. An "F" will be assigned for any course not completed within two weeks of the end of a grading period, unless approved by a principal.

### PROGRESS BOOK

Students and parents can access student grades electronically through ProgressBook. Teachers update their ProgressBook account on a weekly basis. Contact the SMMS office to access your ProgressBook account.

### REPORT CARDS

Report cards will be distributed at the end of each quarter. They will be given to the students at school and it will be their responsibility to take them home and return envelope with a parent's signature.

## ATTENDANCE

### EXCESSIVE ABSENCES

HB 410 defines 'excessive absences' as absent 38 or more hours in one school month or 65 or more hours in one school year with or without a legitimate excuse. Any absence(s) after a student is considered "excessively absent" must have a physician's note or administrative approval, otherwise the absence(s) are considered unexcused. One Saturday school may be assigned for each unexcused absence up to a 65% credit may be earned for correctly completed work for each unexcused day. A letter will be sent to the parent/guardian whenever a student reaches this threshold.

### EXCUSED ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests:

1. Personal illness or appointments - requires a call or written note from parent/guardian. Students with a health condition that causes repeated absences must provide an explanation of the condition from a registered physician.
2. Illness in the family requiring the student's presence at home (requires approval by the building administrations).
3. Quarantine of the home.

4. Death in the family or funeral of a close friend.
5. Necessary work at home due to absence or incapacity of a parent/guardian.
6. Observation or celebration of a bona fide religious holiday.
7. Such good cause as may be acceptable to the Superintendent.
8. Field Trips - School sponsored field trips will not count against a student's attendance record.

#### **LEAVING SCHOOL WHILE IN SESSION**

Permission to leave school while it is in session for appointments, etc. can be granted by the principal or designee only when requested by the parent or guardian. A parent or guardian must sign the student out in the SMMS office. Students are to return to St Marys Middle School as soon as possible after the appointment and report to the SMMS Office.

#### **MAKE-UP TESTS AND OTHER SCHOOL WORK**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student or parent/guardian may contact the SMMS office to request assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. If a student missed a test due to an excused absence, he/she should make arrangements with the teacher to take the test at another time. If he/she misses a state-mandated assessment test, the student should consult with the SMMS office to arrange for administration of the test at another time.

#### **NOTIFICATION OF ABSENCE**

If a student will be absent, a parent/guardian must notify the school at (419) 394-2112 by 8:00 AM and provide an explanation. If a call is not received by that time, a message will be sent to notify the parents, and the truancy officer may be sent to the student's residence. If going to an appointment, it is important upon returning to school, to give the office a doctor's note. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance and appropriate discipline may be assigned. An Advanced Notification of Absence Form must be completed before any pre-planned absence.

#### **SCHOOL ATTENDANCE FOR ATHLETIC PARTICIPATION – AFTER SCHOOL ACTIVITIES**

Athletes must be present by 9:45 AM on a day of a scheduled athletic contest in order to participate that day. Exceptions may be granted by the principal in cases if given prior notification. Students will need to submit a form called, Day of Athletic Contest Absence Request form to the office, at least a day prior to the appointment.

#### **SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized unexcused absence. A suspended student may be allowed to make-up school work missed due to suspension and will receive 65% credit for correctly completed work during the length of the suspension. All work must be submitted on the first day of return in order to receive credit. Parent(s) and students are responsible for arranging a time for collection of work during the school day.

Tests may be made up for 65% credit as well. His/her grade for work ethic may be diminished and indicate "absence from school due to discipline." Suspended students are not permitted on school property or at school-sponsored events during the length of the suspension.

#### **TARDIES**

Tardiness to a class during the school day will be handled by the individual teacher. Habitual tardiness to a class should be reported to the school administration. A student returning after 8:25 am will be considered absent and not tardy. Students tardy to school in the morning are to report to the SMMS office to obtain a tardy slip. Time tardy counts toward absence hour totals. Students will receive a Wednesday School upon the third tardy and a Saturday School upon the sixth tardy during a semester.

#### **UNEXCUSED ABSENCES/TRUANCY**

Any student who is absent from school for all or any part of the day without a legitimate excuse and notification by a parent/guardian shall be considered truant. A student will be considered "habitually truant" under state law if the student is absent without a legitimate excuse for 30 or more consecutive school hours, for 42 school hours or more in one month, or 72 or more school hours in one school year. If a student is truant and the student's parent(s), guardian(s), or custodian(s) has failed to cause the student's attendance, a complaint will be filed with the judge of the Juvenile Court. The Board authorizes the superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the district's intent to notify the Bureau of Motor Vehicles, if appropriate, and the judge of the Juvenile Court of the student's excessive absence. An unexcused student may be allowed to make-up school work missed due to the unexcused absence and will receive up to 65% credit for correctly completed work during the length of the unexcused absence. Tests may be made up for up to 65% credit as well.

#### **VACATIONS**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. Up to three vacation days may be excused at the discretion of a principal. It may be possible for the student to receive certain assignments that may be completed during the trip. If a student is to be absent for a vacation with the parents, a parent must submit a written request to the principal. If no request is made or permission is not granted, up to 65% may be earned during the days missed. All trips by a student will require an Advanced Notification of Absence form to be completed and submitted to the principal at least a week prior to the student's absence.

### **CODE OF CONDUCT**

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, Tuesday School, Wednesday School, Thursday School, In School Supervision (ISS), Alternative School, Saturday School, Out of School Suspension and/or Expulsion from school. A record of the student's out of school suspensions and expulsions are to be made a part of the student's permanent record. Furthermore, any criminal acts committed at or related to St Marys Middle School may be reported to law enforcement officials and/or disciplined at school.

#### **EXPULSION/PERMANENT EXCLUSION**

When a student, who is age sixteen or over, commits one of several serious crimes which are specified by law, the superintendent may seek to have that student permanently excluded from school. The offenses for which expulsion/permanent exclusion is authorized are as follows:

- Conveying deadly weapons onto school property or to a school function
- Possessing deadly weapons on school property or at a school function
- Carrying a concealed weapon on school property or at a school function
- Trafficking in drugs on school property or at a school function
- Murder or aggravated murder on school property or at a school function
- Voluntary or involuntary manslaughter on school grounds or at a school function
- Assault or aggravated assault on school grounds or at a school function
- Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee
- Complicity in any of the above offenses, regardless of location

#### **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three and no later than five school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing. In accordance with Board Policy 5610, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion.

A violation of the following rules may result in disciplinary action. The disciplinary action taken will be determined by whether the rule is a Level I or Level II offense. Level I and Level II are defined as follows:

**Level I:** Violation of a rule that is designated as a Level I offense may result in Alternative School, In School Suspension, Out-of-School Suspension, or expulsion. Criminal acts will be reported to law enforcement officials as well.

**Level II:** Violation of a rule that is designated as a Level II offense may result in student conference, parent/guardian notification, parent/guardian conference, detention, Wednesday School, Saturday School, In School Supervision (ISS), Alternative School, out-of-school suspension, and/or expulsion. Criminal acts may be reported to law enforcement officials as well.

#### **THE FOLLOWING VIOLATIONS ARE CONSIDERED TO BE LEVEL I:**

**Dangerous Weapons and Instruments** - A student shall not possess, handle, transmit, or conceal any object that can reasonably be considered a weapon or look-a-like weapon capable of inflicting bodily harm in an area controlled by the school or during school activities.

**False Threats of Fire, Tornado, Bomb, Night Lock Barricades, or Other Disaster Inducing Panic**

**Narcotics, Alcoholic Beverages, Drugs and "Look-A-Like" Drugs** - A student shall not possess, show evidence of consumption, transmit, solicit, attempt to buy or sell, or conceal narcotics, alcoholic beverages, intoxicant, inhalant, controlled substance, drugs (prescription or over the counter), and substances which are thought to be drugs, sold as drugs, or inferred by the seller or buyer to be mind-altering substance or illegal drugs, or any paraphernalia capable of being used to use drugs while on school grounds or facilities, at school sponsored events, in other situations under the authority of the school, or in school controlled vehicles.

**Unauthorized Bodily Contact** - Unauthorized contact or offensive touching of a student or employee of the school system, or any other person while on school property, or while attending a school-sponsored event. This rule will be considered a Level I offense if the altercation had to be ended by bystanders or an act of assault is involved.

#### **THE FOLLOWING VIOLATIONS ARE CONSIDERED TO BE LEVEL II:**

**Aiding another Student to Violate School Regulations**

**Bags or Coats in the Classroom** - This includes backpacks and purses. These items must be kept in student lockers. Students may carry pencil bags.

**Bullying and Other Forms of Aggressive Behavior**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

• **Harassment, Intimidation, or Bullying means:**

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, sexual orientation, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, act of harassment, intimidate, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

#### ● **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

The following person is designated to handle inquiries regarding the nondiscrimination policies of the district or to address any complaints of discrimination:

Superintendent of Schools  
2250 State Route 66N  
St. Marys, Ohio 45885  
(419)-394-4312

#### ● **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

#### ● **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

#### ● **Immunity**

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

#### ● **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

#### ● **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this

policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements. The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

#### **Bus Misconduct**

**Cell Phone or Electronic Devices** – Unless authorized by a member of the SMMS faculty, the student's cellular phone or electronic devices must be turned off and locked in the locker during the school hours (7:25-2:30).

**Cheating/ Academic Dishonesty/ Forgery** - Presenting the work of someone else in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments/homework, copying from the internet, copying quiz or test answers, plagiarism, and forging signatures. Students who violate this policy may receive zero credit for the assignment or work involved and appropriate disciplinary action may be taken.

**Damage of School and Personal Property** - A student shall not cause or attempt to cause damage to the property of the school (including computer files) or to others on school premises or during school activities or school sponsored events off of school grounds. The St. Marys Police may be called, charges may be filed in the appropriate courts, and disciplinary action may be taken.

#### **Demonstrations Causing Disruption to School Program**

##### **Disrespect to Staff Member**

##### **Disruption or Interference with School Activities**

##### **Dress Code Violation**

##### **Excessive Absences**

##### **Excessive Tardiness**

##### **Extortion of a Pupil or School Personnel**

##### **Failure to Abide by Rules for Student Driving and Parking**

##### **Failure to Comply**

##### **Failure to Follow Proper Procedure**

##### **Falsifying Information Given to School Authorities in the Legitimate Pursuit of Their Jobs**

**Fire** - Setting or attempting to start a fire, using/possessing smoke bombs, lighters or matches, fireworks, incendiaries, etc.

**Gambling** - Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

**Hazing** - Hazing is defined as doing any act or coercing another, including the victim, to do or initiate any act against any student or other group of students which causes mental, physical, or psychological harm to any student or group of students. Permission or consent of hazing by the affected individual does not lessen the possible consequences for this action. No student shall plan, encourage, or engage in any hazing. No administrator, faculty member, or employee of the district shall encourage, permit, condone, or tolerate hazing activities. All acts of hazing are to be reported to the principal and the necessary consequences will be assessed by the principal and superintendent.

**Insubordination** - The refusal of a student to cooperate with a reasonable request by a staff member.

##### **Leaving School Without Permission**

##### **Misbehavior that Interferes with Any School Activity**

##### **Offensive Language or Gesture**

##### **Presence in Areas After 3:00 PM without Permission or Supervision**

##### **Presence in Unauthorized Areas During School Hours**

**Public Display of Affection** - The school setting is not a place for any form of PDA, which includes, but is not limited to hand holding, hugging, and kissing. Any act of affection should be considered private and out of respect for all others, will not be tolerated here at St. Marys Middle School.

##### **Publication or Possession of Obscene, Pornographic, or Libelous Materials**

**Repeated Violations** - A student shall not repeatedly fail to comply with directions of authorized school personnel during any period of time when the student is properly under the authority of school personnel.

##### **Skipping Class**

##### **Slander/Defamation of Character/Falsifying Information**

**Theft/Possession of School and Personal Property** - A student shall not steal any equipment, materials, books, computer programs, or property while on school property or involved in school activities. Cost of the damage or replacement costs will be assessed. The St. Marys Police may be called and charges may be filed in the appropriate court.

##### **Unexcused Absence/Tuancy**

**Use or Possession of Tobacco - Use or Possession of Tobacco** - Possessing, distributing, transmitting, concealing, consuming, showing evidence of having consumed, using or offering for sale any tobacco (including chew, dip, snuff, smokeless tobacco, chew, rub, e-cigarettes, vape, juul, etcetera) product while on school grounds or facilities; at school sponsored events; in other situations under the authority of the school or in school-controlled vehicles is prohibited.

## **Vaping Violation**

The use of electronic monitoring, metal detectors/wands, will be used on school property to protect the health, welfare, and safety of students, staff, and visitors. Smoke and or vape detectors may be installed in restrooms on campus. Any student who breaks the "Use or Possession of Tobacco/Nicotine Products" policy using a vape device of any kind, may be required to take an Action Educate online curriculum or onsite program, in order to educate the student on the health risks of vaping. Additional discipline may be given by the principal or assistant principal at their discretion.

## **COOPERATION WITH SAFETY SERVICES**

### **ORGANIZATIONS**

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens.

1. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an official from these agencies to make a school contact with a student, the school authorities will bring the student to a private room, and an attempt to notify the parents/guardian will be made. A school official will be present when a student is questioned by police officials.
2. When it is necessary to remove a student from school, after notifying the school principal, the police authorities should notify the parents.
3. The school system works in conjunction with the Children's Services Department throughout the year. Every effort will be made to ensure that appointments are made which coincide with the student's study hall to prevent loss of class time. All parental questions will be directed to the case worker.
4. When working with the courts and or the probation department on the cooperative education of a juvenile within the jurisdiction of the courts every attempt will be made to follow the orders of the court to keep the school district in compliance with the law.
5. A safety resource is available to Ohio Schools that could present and alert local law enforcement to a school safety crisis. This resource, an anonymous tip line, is available free of charge to every school district and school in Ohio. Call or text 844-SaferOH (844-723-3764).

## **Crisis Preparedness**

### **Parents and School Emergencies**

#### **Introduction**

The safety and security of our students and staff are top priorities for St Marys City Schools (SMCS). This article explains some of the procedures that have been planned and practiced in the event of an emergency at your child's school.

School administrators work closely with police, fire, emergency services and public health to ensure our Emergency Operations Plan reflects appropriate practices and all schools are prepared for emergencies. Key personnel are trained in National Incident Management System procedures, and SMCS takes an all-hazards approach to emergency readiness. We are prepared to work in partnership with emergency responders should a critical incident occur in one of our schools.

Our comprehensive emergency plan addresses a multitude of potential incidents, not because we expect them to occur, but because we want to be prepared in case they do. For security reasons, specific details are not made available to the public; however, parents and students have a vital role and it is important that you know what to do in an emergency. Please review information in advance of the school year, to make sure you and your child understand the emergency procedures.

#### **What is an Emergency?**

An emergency is any unexpected incident that could possibly put your child's safety at risk. It could be anything from a disruption in utilities to inclement weather and could affect one child, one school, or the entire school district. School officials, and sometimes emergency responders, will evaluate the seriousness of each situation and determine the best action to respond quickly, safely and appropriately.

Advanced planning and preparation can minimize the risks in any emergency situation. This article offers guidelines for preparedness, what parents should do, and what the school will do in the event of an emergency. Communication procedures and student release procedures are also outlined.

#### **Preparedness – What Should Parents do to Prepare for an Emergency?**

Parents have an invaluable role in preparing their children for emergencies. Listed below are some of the ways you can help them understand that if an emergency occurs at school, teachers and school officials are trained to handle the situation. Reassure them you will be contacted by the school and you will be reunited with them as soon as it is safe to do so.

- Be sure emergency contact information is current and correct. Update OneView immediately whenever your work, home or cell number changes.
- Keep the school nurse informed of any medical conditions or physical limitations your child may have or medications your child may be taking. Provide the necessary medical supplies and medications for daily use.
- Identify who is authorized to pick up your child if you are not able to respond. Make sure their contact information is current and correct. Please understand your child will only be released to parents and persons identified on the emergency contact list. Discuss this information with your child.
- Make sure your child knows their parent or guardian's name, address, and phone numbers. If there is only one parent or guardian, your child should have contact information for a second responsible adult.
- Talk with your child about the importance of remaining calm and following instructions in the event of an emergency. If an emergency occurs while they are at school, their teacher will provide them with appropriate instructions and information.
- Let your child know they could be moved to another location until you can pick them up. Explain the term "relocation" so they are not afraid of being evacuated from their school.
- Explain that cell phones should not be used during an emergency unless directed to do so by a teacher. Texting may be the preferred method of communication. Emergency responders will depend on cell phones for communication. If students and parents are trying to contact each other, cell phone circuits may become overloaded, interfering with the ability of emergency personnel to communicate vital information.
- Whenever you are on school grounds, remain alert to activity in and around the school. Report any suspicious activity to school administration and/or law enforcement so they can investigate.
- Establish a family preparedness plan including a communications plan. This will enable you to communicate with all family members during an emergency.

#### **What Will Schools do in the Event of an Emergency?**

What we do in an emergency depends on the situation and the specifics of the incident. We will make every attempt to ensure that instruction continues, even when it becomes necessary to secure the school. Depending on the severity of the threat or emergency, additional measures may be taken, including sheltering-in-place, evacuating students from the building or closing the school early.

If emergency responders are called to the scene, we will work with them in a unified command to determine which plan should be implemented. School emergency plans vary from school to school, based on school size, building layout and other relevant factors, and are initiated depending on the events unfolding at the time of the incident. While every school has pre-established plans of action, evacuation sites, and family reunification plans, these plans must remain flexible as conditions change. Parents will be informed as soon as we have done everything we can to ensure the safety of students and when it becomes possible to provide accurate and helpful information.

### **Protective Actions the School May Use**

Each school has an emergency operations plan involving a number of possible actions. The response varies, depending on the conditions and the situations, and is determined by a team trained to make such decisions. It is important for parents to understand that if a critical incident occurs, students will be dismissed to parents only when danger has passed.

Schools may use the following protective actions:

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#### **EMERGENCY ACTION LOCKDOWN**

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**LOCKDOWN** is initiated to isolate students and school staff from danger when there is a crisis inside the building and movement within the school might put students and staff in jeopardy. **LOCKDOWN** is used to prevent intruders from entering occupied areas of the building. The concept of **LOCKDOWN** is a "no one in, no one out" scenario. During **LOCKDOWN**, all exterior doors are locked, and students and staff are to remain in the classrooms or designated locations at all times. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the safe area. **LOCKDOWN** is not normally preceded with any warning. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Gunfire
- Violence inside the building

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#### **EMERGENCY ACTION CONTROLLED ACCESS/RELEASE**

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**CONTROLLED ACCESS/RELEASE** is initiated to isolate students and school staff from potential dangers outside the school and movement within the school is not dangerous.

**CONTROLLED ACCESS/RELEASE** is used to prevent intruders from entering the building and prevent students and staff from exiting the building. During **CONTROLLED ACCESS/RELEASE**, all exterior doors are locked and monitored, and students and staff are to go about their normal routine. Teachers and other school staff are responsible for accounting for students and ensuring that no one leaves the building. **CONTROLLED ACCESS/RELEASE** is not normally preceded with any warning. This ACTION is considered appropriate for, but is not limited to, the following types of emergencies:

- Incident near school that does not pose danger to students

**CONTROLLED ACCESS/RELEASE** differs from **LOCKDOWN** because it does not require the locking of all classroom doors and it does allow for the free movement of staff and students within the building.

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#### **EMERGENCY ACTION STAND-BY/STAY PUT**

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**STAND BY/STAY PUT** is appropriate for all incidents that require hallways, entrances and exits to remain clear. Students and staff are to stay in their classroom and go about normal routine. This ACTION is considered appropriate for, but is not limited to the following types of incidents:

- Medical situation inside the building.

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#### **EMERGENCY ACTION SHELTER IN PLACE**

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**SHELTER IN PLACE** is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

**SHELTER IN PLACE** allows for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. It is appropriate for, but not limited to:

- gas leaks
- external chemical release
- hazardous material spills.

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#### **EMERGENCY ACTION EVACUATION**

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**EVACUATION** is implemented when conditions make it unsafe to remain in the building. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety. **EVACUATION** is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Bomb threat
- Explosion or threat of explosion

### **What Should Parents do in the Event of an Emergency?**

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information to be sent to the number listed on your child's emergency contact. We understand it is natural instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, individual schools and emergency responders have made preparations to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident. Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first.

Please do not go to the school. As we have learned from past school emergencies, one of our greatest challenges is how to manage an onslaught of parents and concerned citizens rushing to the scene to "help". By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving if necessary to transport injured staff or students to emergency medical facilities.

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.
- Tune in to radio or television stations designated to carry SMCS emergency information. See "Emergency Communications" section below.
- Obtain current information about the incident from the district website at [www.smriders.net](http://www.smriders.net) or Edulink All Call.
- Understand that emergency pickup procedures are different than routine pickup procedures. In the event you are notified to pick up your child at school or at the designated family reunification site, bring a photo identification card. If you must send someone else to pick up your child, be sure it is someone who is listed on school records as an authorized individual and they are in possession of a photo ID. Your child will not be released to anyone who is unauthorized or who cannot provide appropriate identification.
- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the checkout procedure established for emergencies. The reunification system was developed to ensure the safety of students and it is vital that the procedure be followed.
- Remain in designated areas at the family reunification site.
- Be patient. It is essential that the family reunification procedure be carried out in an orderly manner so we can protect and account for all of our students.

### **Emergency Communications – How Will Parents be Notified if an Incident Occurs at School?**

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, the superintendent will communicate information to parents and the community. The school district has a variety of media available to parents which will be updated, as needed, with the most complete and accurate information available.

1. Mass notification system
2. Individual School Facebook Pages
3. School Website [www.smriders.net](http://www.smriders.net)

In the event of a significant emergency, parents are encouraged to tune in to one of the following local television stations to follow the event as it unfolds.

- Hometown Stations Lima, NBC, Fox, ABC, CBS, Dayton WHIO CBS
- Radio Stations WKKI 94.3, WCSM 96.7

### **Recovery After a Crisis**

The school officials understand that a traumatic event in a school or in the community can have an emotional impact on staff and students. SMCS has guidance counselors who can respond to the school during and after a critical incident to provide assistance. If there is a chance a critical incident makes an emotional impact on staff and students, SMCS has access to counselors who can respond to the school during and after a critical incident to provide assistance. If there is a chance a critical incident makes an emotional impact upon staff or students, the SMCS will help those affected cope with the aftermath of the incident.

### **For Additional Information**

For additional information about the SMCS Emergency Operations Plan, please contact Bill Ruane, Superintendent, 419-394-4312 or [bill.ruane@smriders.net](mailto:bill.ruane@smriders.net) or Nick Hager, Director of Operations, 419-394-7278 or [nick.hager@smriders.net](mailto:nick.hager@smriders.net).

## **DISCIPLINE**

### **ATTENDANCE OFFICER**

The St. Marys City School District employs an attendance officer who serves in a variety of roles within the district. This individual has the authority to assist in situations regarding discipline, attendance, or other duties as approved by the principal. The school attendance officer also serves as an Auglaize County Juvenile Probation Officer.

### **SCHOOL RESOURCE OFFICER**

The St. Marys City School District, along with the St. Marys Police Department, employs a School Resource Officer. This individual has the authority to assist in situations regarding search and seizure, criminal acts and other duties approved by the Superintendent. Complaints against the SRO shall follow the normal complaint process of the City and the St. Marys Police Department and include notice to the appropriate school administrators.

### **ALTERNATIVE SCHOOL**

Alternative School may become the school of attendance for any day(s) of removal that a student in grades 6-8 might become responsible for during the school year. Students who are removed from the regular day school will be assigned equal time at the Alternative School and the student in attendance will be responsible for all rules of the Alternative School. Students will be informed of the dates for their attendance. All assignments are to be turned-in upon return for the first day of regular attendance. Students who do not attend or who become discipline problems while in attendance will risk multiple dates of suspension or unruly charges filed in Juvenile Court. The advantages of this program include the strong support of the Juvenile Court System. Students who attend are not accumulating absences, not incurring grade reduction penalties, and are not falling behind in their regular classes.

### **DETENTION**

Teachers may assign detentions as a means of classroom discipline. Detention must be served on the date and time given and in the supervision area of the person assigning the detention. Failure to attend may result in the time doubling or a Tuesday, Wednesday, or Thursday School. A 24 hour notice will be given to a student receiving a detention.

### **DUE PROCESS RIGHTS**

In accordance with R.C. 3313.20, 3313.66, 3313.661 and District Policy 5611, the due process rights of students will be followed by school administrators. If a student's presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process in the classroom or elsewhere on the premises, the student may be removed from the curricular or extra-curricular activity on the premises by the superintendent, principal, assistant principal, or teacher (activity but not premises) without the notice and hearing requirements mentioned above.

#### **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, is an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, or is insubordinate to the superintendent, principal or Dean of Students they may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

#### **IN-SCHOOL SUSPENSION (ISS)**

In School Suspension can be used to remove a student from the classroom environment. Students will be notified of the length of suspension and location at the time of removal. Students will work on assigned coursework and will not lose any credit in their classes.

#### **OUT OF SCHOOL SUSPENSION (OSS)**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the principal (or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. A suspended student may be allowed to make-up school work missed due to suspension and will receive up to 65% credit for correctly completed work during the length of the suspension. Tests may be made up for up to 65% credit as well. His/her grade for work ethic will be diminished and indicate "absence from school due to discipline." The parent(s) and student are responsible to arranging a time for collection of work during the school day.

The pupil, parent, guardian or legal custodian may file an appeal of the administrative decision to suspend a pupil to the Superintendent or designee by filing a notice of appeal in writing with the Superintendent or designee within fourteen (14) calendar days of the formal written notice of suspension to the parent, guardian or custodian of the pupil. Failure to timely file an appeal in this manner waives any right to appeal the suspension.

Suspended students are not permitted on school property during the length of the suspension. In accordance with the O.R.C. the superintendent can report to the legal officials (Bureau of Motor Vehicles) any student who is suspended or expelled from school for use or possession of alcohol or drugs or if the student is chronically truant. The superintendent must report any student who drops out of school.

#### **SATURDAY SCHOOL**

A Saturday School will be given as a means of discipline for appropriate violations. Missed Saturday Schools will only be excused with a doctor's note. Failure to serve Saturday School will result in an additional Saturday School or In-school Suspension. Multiple Saturday Schools will result in suspension or Alternative School. Assigned work that is not completed during Saturday School will result in no credit. Saturday School runs from 8 AM – 12 Noon on assigned Saturdays.

#### **WEDNESDAY SCHOOL**

Wednesday School is a structured after school detention and intervention program. It is scheduled each Wednesday from 2:35 - 4:30 PM. A Wednesday School can be assigned in increments of 30 minutes up to two hours for academic, attendance, or discipline reasons. If a student fails to serve a Wednesday School or is removed for any reason, he/she may be assigned additional Wednesday Schools or a Saturday School.

#### **TUESDAY/THURSDAY SCHOOLS**

Tuesday and Thursday School is a structured after school detention and intervention program. It is scheduled each Tuesday and Thursday from 2:35 – 3:30 PM. A Tuesday or Thursday School can be assigned in increments of 30 minutes up to 1 hour for academic, attendance, or discipline reasons. If a student fails to serve a Tuesday or Thursday School or is removed for any reason, he/she may be assigned additional Tuesday and Thursday schools, or a Wednesday school.

### **DRESS CODE**

If dress and grooming permitted by the code and parents and worn by the students has an adverse effect upon the learning and educational atmosphere at St. Marys Middle School, adjustments and changes will be made to alleviate the problem. Parents and students are trusted to remember that the school is a place of learning and not a showroom for extremes of dress and grooming. The principal or assistant principal have the authority to address and enforce inappropriate dress. Good judgment, maturity, and responsible action are expected. Abuse of privileges can result only in having these privileges withdrawn.

1. Socks must be worn with a completely closed shoe while students are taking industrial arts, physical education, or assigned to the shop area. Shoes or sandals for the feet must be worn at all times.
2. Clothing with figures or lettering that is vulgar, suggestive, obscene, or distasteful or that includes sexual innuendo is not to be worn. Clothing, patches, etc. that encourage, promote, or advertise the use of alcohol or drugs/tobacco are prohibited. No clothing that is considered discriminatory or prejudicial will be permitted. Interpretation of such material is at the discretion of the school administration.

#### **In accordance with the Safe Schools Act no student shall:**

- A. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, or sign that reflects affiliation with any gang.
- B. Engage in any act, either verbal or nonverbal, that demonstrates gang membership or affiliation.
- C. Engage in any act that furthers the interests of gang activity including soliciting membership or affiliation with any gang. \*Gang defined: Any group of two or more whose membership purpose includes the commission of illegal acts or the violation of the rules of St. Marys City Schools.
- D. Clothing that negatively affects the learning atmosphere of the class is prohibited.
- E. Hats or headgear (bandanas, hoods, etc.) are not permitted to be worn in school. Hats and hoods should be off and kept in the student's locker during the instructional day (7:25 - 2:30).
- F. No long wallet chains will be allowed, nor will choker chains or dog collars.
- G. Pants must be worn at the waist.

- H. No coats, book bags, or purses will be allowed in the classroom. The definition of a coat will be at the discretion of the administration.
- I. Clothing with excessive holes or tears is prohibited. Pants may not have holes or tears above the length required for shorts and skirts.
- J. Undergarments should not be visible.
- K. All shirts designed for student clubs and organizations must be approved by the principal.
- L. Shorts must be at an appropriate length.
  
- M. Shirt straps must be at least two inches wide at all parts. Tops and bottoms should overlap at all times. Low scoops, plunging, or revealing necklines are prohibited.
- N. Face painting and artistic makeup is prohibited.
- O. Any costume type apparel including head or ear accessories are prohibited.

***The school administration reserves the right to make judgments concerning questionable modes of dress.*** Students in violation of the dress code will be sent to the office and arrangements will be made to correct the problem. The school does have a collection of donated clothes for students to help correct the situation. Failure to correct the violation may result in appropriate disciplinary action.

## **GENERAL INFORMATION**

### **CANCELATIONS, DELAYS AND EMERGENCY NOTIFICATION**

In case of severe weather (snow, ice, fog, etc.) the official announcement for school closing may be heard over local radio and TV stations. Also, an emergency notification system will inform students of weather-related delays or cancellations. This system may also be used to notify families during a school-related emergency. It is the responsibility of the student's guardians to update OneView.

### **CHANGE OF ADDRESS AND PHONE**

Students or parents are to update any change of address and/or phone number through the OneView program.

### **DARK NIGHT ACTIVITIES**

Every Wednesday (after 6:30 PM) and Sunday (before 1 PM and after 6:30 PM) of the year is known as school dark night. It means there will be no functions sponsored by the school or its organizations which will begin after 6:30 PM and involve students.

### **ELEVATOR USAGE**

Only students who have permission from the principal may use the elevator.

### **EXTERIOR DOORS**

All exterior doors will be locked at 7:25 AM except for the main entrance. Students entering the building after 7:25 AM must use the main entrance unless directed otherwise. Exterior doors should not be propped open at any time.

### **FEES AND FINES**

Most courses will have approved School Board expenses involved. Be sure you are aware of what financial obligations are involved in the course. Collections will be made at the beginning of the year, if possible.

All students need a scientific calculator. Calculators are for purchase in the office.

Please plan to make payment by **September 8, 2023**. Checks can be made out to St. Marys City Schools. If you have any questions regarding fees or concerns about the due date, please contact the Middle School office at (419) 394-2112.

At the conclusion of the 1st Quarter, students with outstanding fees will not be permitted to purchase any extra, non-curricular items the school may offer. Examples of these include, but are not limited to, Spring Pictures, Books or other items from commercial flyers distributed at school or school book fairs, Memory Books, Tee-Shirts sold through the elementary. This is not an all-inclusive list, but a list of common items purchased through school. In addition, parents wishing to chaperone a field trip where an admission is charged will only be able to chaperone if their child's fees are paid in full. If your check is returned to us unpaid for nonsufficient funds (NSF), your account will be debited electronically for both the face amount of the check plus applicable returned check and collections fees.

### **FOOD AND BEVERAGES**

Food and beverages are only permitted in the Commons. Students may not have food or beverages in hallways, lockers, classrooms, gyms, the library, or the auditorium. Bottles of water are permitted in the classrooms.

### **HALL PASSES**

Personalized passes will be used by each office when sending a student back to class or when requesting a student. Students are absolutely not permitted (unless in a case of an emergency or severe illness) to go to the office, nurse, guidance office or other parts of the building without a pass. Students violating this rule may receive a consequence.

### **HIGH SCHOOL**

Middle school students are not permitted in the high school corridors at any time during the school day unless assigned to that area by school personnel or in a scheduled class.

### **ICU – Intensive Care Unit**

St. Marys Middle School uses the Power of ICU program to ensure that every student completes every assignment. The purpose of this program is to create more accountability with students in the middle school. ICU provides a time for students that may require more individualized instruction to work with teachers. ICU is not optional for students. However, ICU is not a disciplinary tool. This is a program to support our students in obtaining extra help.

Students that have a missing assignment, unsatisfactorily completed assignment, poor quiz or test grades, etc. may be assigned to ICU by the teacher of the class in which it occurred. The student reports to ICU during lunch. Those students are to be working with a teacher during Ridertime, lunch, and any other available time in the school day. Some students may require time after school to complete work.

#### **LEAVING THE BUILDING AT THE END OF THE DAY**

All students must leave the building by 3:00 PM unless in some assigned activity under the supervision of a teacher, supervisor, or coach. Students in special activities under supervision must remain in that area of the building where the activity is in session.

#### **LOCKERS**

Lockers will be assigned by grade level. Lockers should be kept locked and must not be jammed. The school does not assume responsibility for stolen items. It is the responsibility of the student to take care of his/her locker. Tape and other adhesives are not permitted. Magnets must be used to hang personal items. Writing and other damage may result in disciplinary action and a charge for repairs may be assessed to the student's school fees. The school reserves the right to inspect the contents of each locker. ENTERING ANOTHER STUDENT'S LOCKER IS NOT PERMITTED.

#### **LOST AND FOUND**

Lost and found items will be located outside of the DECA Depot. Unclaimed items will be given to charity at the end of each grading period.

#### **LUNCH**

Students must remain in the Commons for their entire lunch period. Food and beverages are not permitted outside of the Commons, except for regular bottled water. Breakfast will be served in the commons before school. Second chance breakfast will be served midway through the morning. All students will be given thirty minutes for lunch. Vending machines will not be available at this time. The serving line will be a la carte. All food is to be eaten in the commons, and all trash should be thrown away in the trash cans provided. Any food that is brought in for student consumption is to come from their home and not delivered to school from a local eatery. No fast food is to be brought into the cafeteria during school lunch.

#### **MORNING PROCEDURES**

All students will enter through the front doors, student parking lot doors, or the Commons at 7:05 AM-7:24 AM. At that time, students may eat breakfast, go to their lockers, and report to their first period class by the 7:25 AM bell.

#### **STUDENT RECORDS**

No student record in any form will be released except:

1. To local school officials including teachers within the school who have legitimate education interest
2. To officials of other school systems in which the student intends to enroll
3. In compliance with a judicial order or subpoena
4. If there is written parental or student consent (if a student is 18 years of age) specifying records be released, to whom they may be released and the reason for the release.
5. Directory information may be released concerning students attending SMMS. Directory information includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received. A parent of the student, or the eligible student, may refuse to permit the designation of any or all of these categories of personally identifiable information with respect to the student as directory information by informing the school office in writing within 15 calendar days from the first day of classes.

#### **STUDENT VALUABLES**

Students should not bring items of value to school, if necessary these items should be locked in their locker or on their person. St Marys Middle School will not be liable for any loss or damage to personal valuables or cash.

#### **SURVEILLANCE CAMERAS**

This facility is equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff, and students. In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

#### **TESTING PROGRAMS**

Students will be required to take the AIR assessment in grades 6-8. Grade 6 will be assessed on Mathematics and Language Arts. Grade 7 will be assessed on Mathematics and Language Arts. Grade 8 will be assessed on Mathematics, Language Arts, and Science.

#### **TEXTBOOK CARE**

Charges will be assessed for books receiving greater damage than could be expected from normal use and wear. The replacement price of a book will be charged for a lost book. Books should be covered at all times of the year.

#### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the school administration prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

#### **VISITORS**

Visitors, particularly parents and former students, are welcome at St. Marys Middle School. However, if a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to St. Marys Middle School in order to schedule a mutually convenient meeting time. Visitors must bring a valid state issued ID and report to the office upon entering the school to sign in and obtain a pass by completing an on-site background check. Any visitor found in the building without a pass shall be reported to the principal. Students may not bring visitors to school.

#### **WITHDRAWAL/TRANSFER FROM SCHOOL**

Secure a withdrawal report from the District Service Center. All books are to be returned and all fines paid to receive a transcript of grades. No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days after they make a request.

## **HEALTH AND SAFETY**

### **ACCIDENTS**

The school board is not permitted by state law to carry insurance covering accidents that occur to students during school or at school activities such as sports, intramurals, extra-curricular activities, etc. The school board does permit an insurance company to provide students and parents the opportunity to purchase a school accident policy which will afford protection to the student. Enrollment forms are available on the district website. It is recommended that students engaged in activities, such as athletics or intramurals where the risk of injury is present to consider taking the school accident policy if the coverage by other means is not sufficient.

### **EMERGENCY MEDICAL AUTHORIZATION FORM**

As stated in Sec. 3313.712 Ohio Law: Annually the Board of Education shall provide to the parent or legal guardian of every pupil an Emergency Medical Authorization form. This form is located on OneView that is to be filled out or updated yearly. The purpose of the form is to make it possible for parents and guardians to authorize provision of emergency treatment for students who become ill or injured while under school authority either on or off school property including after school hours (field trips, athletic events, picnics, contest, etc.) for when parents or guardians cannot be reached. The school shall present the pupil's Emergency Medical Authorization form to the hospital or practitioner rendering treatment. The form also provides information on how to reach parents/guardians or other designated persons to pick a student up in the case of student illness. It is the parent's responsibility to notify the school if that information changes.

### **FIRE, TORNADO & LOCKDOWN DRILLS**

Periodic fire, tornado and lockdown drills are held in accordance with state regulations. Rules for these procedures will be posted in each classroom and will be discussed by the teachers during the first day of school.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. For the safety of all students, the principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the school nurse. Seventh grade students are required to be immunized with a Tdap and Meningitis immunization booster. For questions or concerns, please contact the principal.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission to go to the office or school nurse. A nurse or a designee will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Students may not bypass these procedures by calling home without permission from a SMMS employee. Consequences may occur as a result of their choice.

### **POLICIES**

Policies on the following conditions can be found in the board policy:

1. Control of Blood borne Pathogens
2. Control of casual-contact communicable diseases
3. Control of non-casual-contact communicable diseases

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management plan will be made available for inspection at the board offices upon request.

### **SCHOOL NURSE**

The nurse is available for hearing, vision and scoliosis screening, for health education projects, and for health counseling on an individual basis. Students who become injured or ill during school hours must report to the nurse or the school office with teacher permission.

### **STUDENT'S WELL BEING**

Student safety is the responsibility of both students and staff. 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 situation or accident, he/she must notify a staff person immediately.

### **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a 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.

"In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the principal/athletic director if they require a reasonable accommodation."

### **SHARPS CONTAINERS**

Sharps containers are available in the nurse's office for disposal of sharps associated with insulin administration.

### **USE OF MEDICATIONS**

Students who must take medication during the school day must comply with the following guidelines:

1. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to carry, use an inhaler to self-administer asthma medication or use of epinephrine auto injector to treat severe allergic reaction. Such forms must be filed annually

and as necessary for any change in the medication. A physician's signature is needed on all prescription medications. Parent signatures are needed for non-prescribed (over-the-counter) medication, as well as prescribed medication. Over The Counter medication dosages cannot exceed the labeled recommended doses

3. All medication must be registered with the office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist. Medication must be conveyed to school by a parent/guardian.
4. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
5. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

#### **INHALERS**

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medications to any other student.

### **SEARCH AND SEIZURE**

The Fourth Amendment of the US Constitution together with the Statutes of the state of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. In conjunction with the board policy, the St. Marys City Schools are a drug free zone and the Board of Education has zero tolerance for substance abuse or possession on school property. The school will cooperate fully with police investigation including but not limited to the use of canine patrol programs subject to the Board of Education policy. When reasonable suspicion exists, the following should be observed:

1. Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute.
2. Search of a student and his/her possessions (including vehicles, cell phones, etc.) may be conducted at any time the student is under the jurisdiction of the Board of Education (including school related trips) if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.
3. The use of electronic monitoring, metal detectors/wands, will be used on school property to protect the health, welfare, and safety of students, staff, and visitors. Smoke and or vape detectors may be installed in restrooms on campus.

### **STUDENT ACTIVITIES**

#### **ATHLETICS**

Students wishing to participate as a member of an athletic team representing SMMS must adhere to the following rules not only while the student is engaged in the sport during the season but also during the rest of the school year and during the summer:

1. No use of tobacco
2. No use of alcoholic beverages
3. No illegal use of drugs

A copy of this policy will be given to the student and parents prior to each sport season and a signed copy must be returned to the coach.

**Fall Sports:** Cross Country, Football, Volleyball

**Winter Sports:** Basketball, Wrestling

**Spring Sports:** Softball, Track

#### **DANCES**

All dances are chaperoned by the St. Marys Middle School staff. Only those students attending St. Marys Middle School (or other persons approved by the principal) may attend. Once a student enters the dance, he/she must stay until the end unless written permission from a parent or guardian is provided. Dances are usually held from 6:30pm to 8:00pm. The Dress Code does apply. Students who do not meet expectations or continually misbehave may be restricted from dances. Students who are suspended from school or who are absent from school on the day of the dance are not eligible to attend.

#### **ELIGIBILITY TO PARTICIPATE IN SPORTS**

Middle school students must receive passing grades in a minimum of five of all subjects in which enrolled the immediately preceding period. 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 a lack of enough courses taken the preceding grading period.

Student must qualify for all other regulations set forth by the OHSAA.

#### **WESTERN BUCKEYE LEAGUE - Sportsmanship, Ethics, and Integrity Policy**

We believe all people can learn; therefore, we challenge all students to excel in school and sportsmanship. Student-athletes who are good sports are positive role models within our school and the community at-large. A good sport knows that athletic competition builds character and shapes life-time attitudes.

Integrity, fairness, and respect are inherent principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

We will provide opportunities for obtaining knowledge, attitudes, experience and skills that enable our students to be individuals prepared to assume a position of responsibility in society. We believe that promoting sportsmanship, ethics, and integrity in extracurricular activities should be part of that challenge to excel.

Promoting sportsmanship should be done by athletes, administrators, and coaches. The Western Buckeye League has established guidelines to help in the promoting of good sportsmanship.

1. Treating opponents and officials with the respect that is due them as guests and fellow human beings.
2. Shaking hands with opponents.
3. Being positive with opponents, refraining from swearing or making insulting remarks to their opponents before, during, or after the contest.

4. Letting student audiences know that inappropriate behavior reflects poorly on the team.
5. Cooperating with the coaches and fellow players in trying to promote good sportsmanship.
6. Being positive with officials and without criticism for officials or coaches after the game.
7. No artificial noise makers are permitted at indoor contests except school approved bands.
8. No megaphones and other means of increasing the volume of the voice may be used except by the cheerleaders at indoor contests.
9. No objects such as spirit sticks may be brought to contests.
10. Visiting schools may not bring in any signs, posters, or banners. There is to be no flags by either home or visiting schools at indoor events.
11. Only school approved personnel such as mascots, players, and cheerleaders are permitted on the floor or field during the warm up periods or during the contest.
12. Seating for the visitors, both student and adult, will be together whenever possible.
13. The home school will make sure the necessary supervisor of fans is provided. This includes police and staff supervision.
14. The official representative from the visiting school should identify themselves at the ticket booth so they can be found in case of an emergency.
15. Home school signs that decorate the facilities may not be derogatory to the visiting schools.
16. Students are to remain in the stands and away from the warm-up area of the participants. Members of the student body should not interfere with the participants performing their pre-game drills. (standing close to the end or side line of the opponent's warm-up).

## **STUDENT EXPRESSION**

False statements, disruptive or potentially disruptive activities, the use of obscenities, and advocating violation of the law or official school regulations are unacceptable means of expression.

### **Non-School Pupil Sponsored Publications and Material**

1. Students must request authorization from the principal to distribute on school property petitions, handouts, leaflets, and other literature written and signed by students.
  - a. The source of such material must be indicated in any printed information.
  - b. Two copies of material to be distributed must accompany the request four days prior to the time of distribution.
  - c. The principal may approve, disapprove, or refer the request to a student faculty administrative committee for recommendation.
    1. If approval is granted, time and place of distribution shall be designated by the school principal in such manner that there shall be no disruption of the education process of the school.
    2. If request is referred to a committee, said committee should be convened as soon as possible. Student requests should be answered within two days.
    3. If request is denied by the principal, it should be in writing stating reasons for denying the request. The request and a copy of the written statement of the principal should be forwarded to the superintendent. Students requesting distribution of materials will have the right of appeal through the superintendent.

**Symbolic Expression** - Students may wear political buttons, armbands and badges of symbolic expression, as long as these conform to the limits set forth herein in the code of conduct.

## **STUDENT SERVICES**

### **CAFETERIA**

Breakfast will be served in the commons before the school day begins. Any student wishing to eat breakfast must do so before the school day begins and report to class by the 7:25 AM bell. There will be a second chance breakfast option offered to students at 9:45am each day. Breakfast will not be served on two hour delays. All students will be given thirty minutes for lunch. Vending machines will not be available at this time. The serving line will be ala carte. All food is to be eaten in the commons, and all trash should be thrown away in the trash cans provided. Any food that is brought in for student consumption is to come from their home and not delivered to school from a local eatery. No fast food is to be brought into the cafeteria during school lunch.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

### **GUIDANCE**

The services provided to the student are many and varied. Students are urged to take advantage of these services when necessary. Appointments can be made by students before school and after school to be seen throughout the school day. Do not miss a class to go to the Guidance Office. Be sure to make an appointment.

### **LIBRARY/MEDIA CENTER**

Rules and regulations for use of the library/media center follows:

1. Students may sign in to the library/media center during Rider Time.
2. Acceptable use of the library/media center includes studying, homework, and checking out books for research and/or pleasure reading.
3. Books are checked out for 3 weeks and may be renewed. There are no daily fines, but lost or damaged materials must be paid for before grade cards are issued at the conclusion of the school year.
4. If you cannot make proper use of the library facilities or behave in an acceptable manner, the librarian/media center specialist has the authority at any time to send you back to study hall or the classroom from which you came and/or suspend you from the library/media center for a set period of time.

## **TECHNOLOGY**

The Chromebook Loan Agreement is on the district webpage under "Parents & Students" at [www.smridders.net](http://www.smridders.net).

Student use of the district's computers, network and internet services ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The district utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the board or the superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

Students are encouraged to use the district's computers and internet connection ("Network") for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the district's computers/network and the internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network students must sign the Student Network and Internet Acceptable Use and Safety Agreement.

1. Students are responsible for their behavior and communication on the Network.
2. Students may not intentionally seek information on, obtain copies of, or modify files, data, passwords, or belongings to other users, or misrepresent other users on the Network
3. Students may not use the Network to engage in "hacking" or other illegal activities.
4. Transmission of any material in violation of any State or Federal law or regulation or board policy is prohibited.
5. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
6. Use of the Network to engage in cyber-bullying is prohibited. "Cyber-bullying" is defined as the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

**Cyber bullying includes, but is not limited to the following:**

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or weblog
2. Sending e-mail or instant messages that are mean, threatening or so numerous as to drive up the victim's cell phone bill
3. Using a camera phone to take and send embarrassing photographs/recordings of students
4. Posting misleading or fake photographs of students on web sites
7. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others.
8. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
9. Downloading of information onto the school district hard drive is prohibited.
10. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail), unless they are school approved
11. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
12. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
13. Students may not establish or access web-based e-mail accounts on commercial services through the network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

**Discipline for inappropriate use of electronic devices:** Electronic devices may be used before and after school or during the lunch period. We do not permit these devices to be used in the hallways, restrooms, or in the classrooms. The student's cellular phone or electronic devices must be turned off and locked in the locker during school hours (7:15-2:30). The teacher will turn the electronic device into the administration for consequences. There is to be no photography or recording of audio/video at any time unless approved by the teacher. Cell phone usage (or texting) is not permissible for any reason in the restroom.

First Offense: Device is confiscated and may require a parent pick-up.

Second Offense: Device is confiscated and parent must pick up the device. Disciplinary consequences will be assigned.

Third Offense: A discipline consequence is assigned and student faces a loss of privileges.

If a student is caught with inappropriate material on their phone or uses it in a manner that may violate a law (photography, audio/video recording, and restroom usage) any of the above offense may be skipped and the St. Marys Police Department may be contacted.

#### **CELLULAR TELEPHONES AND OTHER WIRELESS COMMUNICATIONS DEVICES**

Possession of a cell phone or other electronic communication device by a student is a privilege, which may be forfeited by the student if he/she violates this policy or is asked to relinquish it by a staff member or administrator. Cellphones are not allowed in the hallways, restrooms, or classrooms. These devices must be stored in the student's locker and can only be used before or after school or at lunch. Earbuds are not to be worn in the hallways.

Cell phones should not be used to take pictures, videos or voice recordings without teacher and administrative approval.

Students suspected of violating this policy, will be asked to prove that they do not have a cell phone on their person. Refusal to do so will result in an investigation and being sent to the building administration for appropriate disciplinary action.

The Board of Education reserves the right to define the educational value of any new electronic wireless communication devices that may become available to the general public in the future to prohibit their use if they have little or no educational value or if such device creates learner distraction or disruption.

The district is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions to make sure the cellular telephones and ECDs are not left unattended or unsecured.

Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Students are not permitted to possess the following devices on any St. Marys City Schools campus or at any St. Marys City Schools sponsored activities (including field trips) without administrative approval. Violation of this policy will result in confiscation of the device and may result in disciplinary action.

1. Two-way radios
2. Pagers
3. Walkie-talkies

4. Radio phones
5. Laser pointers
6. Portable gaming devices (PSP, DS, etc.)
7. Recording devices (without teacher/administrative approval)

#### **PHOTOGRAPHS/VIDEO/VOICE RECORDINGS**

Photographs, video, and voice recordings may not be taken at any time without permission of the classroom teacher and administration. This includes the use of personal cameras, cell phones, etc. Equipment owned by the school district may be used in classes or activities at the discretion of the teacher or advisor.

#### **TECHNOLOGY FEE**

Each student is assessed a \$15.00 technology fee. This money goes toward hardware, software, and consumable technology items.

#### **COMPUTER TECHNOLOGY**

Violations of the Computer Tech and Network Code of Conduct will result in disciplinary action in accordance with the Student Code of Conduct as per Board of Education Policy. Parents will be notified at every penalty level.

Administrators reserve the right to impose consequences based on severity of offense. Severe offenses may also result in suspension/expulsion.

1. Files stored on school computers and disks are restricted to school related assignments only. Personal files may not be stored on school equipment.
2. Students may not use other students' user ID codes to log on to any computer network.
3. Students shall not copy (without authorization), damage, or alter any school hardware or school software.
4. Students shall not use or alter another person's files.
5. All non-school software, flash drives, and zip drives must be checked for viruses and approved for use by a network administrator, teacher, or principal before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Internet Use Consent Form, which must be approved before using the Internet.
7. Students may use or establish links only to programs listed by their instructor. Students may not open or establish a link to unauthorized programs.
8. Students will be supervised while using school equipment.

## **TRANSPORTATION**

#### **BICYCLES/AND MOPEDS**

Bicycles can be parked on the bike rack at the entrance of the middle school building. Moped parking is in the north eastern student parking lot.

#### **BUS RIDING TRANSPORTATION TO SCHOOL**

The transportation schedule and routes are available by contacting the District Service Center at (419) 394-7278. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. The principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

#### **BUS CONDUCT**

Students who are riding to and from school on district provided transportation are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

**Prior to Loading (on the road and at school).** Each student shall:

1. Be on time at the designated bus stop ten (10) minutes prior to scheduled stop
2. Stay off the road at all times while walking to and waiting for school transportation
3. Line up single file standing in the designated place of safety.
4. Wait until the school transportation is completely stopped and motioned by driver before moving forward to enter
5. Do not cross a roadway until the driver signals it is safe to cross
6. Properly board and depart the vehicle
7. Go immediately to a seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

**During the trip.** Each student shall:

1. Be courteous to the driver and to other students
2. Remain seated while the school transportation is in motion
3. Keep head, hands, arms, and legs inside the school transportation at all times
4. Not push, shove, or engage in scuffling
5. Not litter in the school vehicle or throw anything into, or from the vehicle
6. Keep books, packages, coats, and all other objects out of the aisle
7. Do not eat or play games, cards, etc.
8. Do not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees
9. Do not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

**Exiting the school vehicle.** Each student shall:

1. Remain seated until the vehicle has stopped
2. Cross the road, when necessary, at least ten (10) feet in front of the vehicle but only after the driver signals that it is safe, proceed to designated place of safety.
3. Be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

**PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus.

**SCHOOL BUS SURVEILLANCE CAMERA**

Students and parents/guardians should be aware that school buses have cameras monitoring bus passengers. The cameras record sound and visual images. Camera recordings are reviewed by school officials for discipline and safety purposes and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions and words while on school buses will be recorded and that they should have no expectation of privacy when riding school buses. Riding school buses constitutes consent to the audio and visual recordings by the surveillance cameras.

**TRAVEL BY STUDENTS OF SCHOOL ORGANIZATION**

Students representing SMMS as members of a team or organization must travel to and from the activity by the means provided by the school. Any exceptions to this rule must have the prior approval of the person responsible for the activity and the coach. Failure to follow the above may result in suspension from participation in the activity for the remainder of the school year.