

# 2021 - 2022



**BUCKEYE VALLEY**

**MIDDLE SCHOOL**

**“Home of the Barons”**

**683 Coover Road  
Delaware, Ohio 43015**

**740-363-6626 (Main Office)  
740-363-6626 ext 3007(Attendance Office)  
District Office and Board of Education  
740-369-8735**

*The VISION of BVLS: Where Tradition Meets Innovation  
The MISSION of BVLS: Engaging and inspiring individuals in an ever-changing, diverse society.*

Adopted by the Board of Education

[www.buckeyevalley.k12.oh.us](http://www.buckeyevalley.k12.oh.us)

## **WELCOME TO BUCKEYE VALLEY MIDDLE SCHOOL**

The primary purpose of this handbook is to provide a convenient reference to school policies, procedures, regulations, requirements, etc. While it does not speak to all the details of school life, it does address some very important items of interest.

We believe in safeguarding the rights of our students. We also expect our students to promote and contribute to the common good of the school and community through personal action and conduct that reflect principles of good character. We are committed to introduce, teach, and exemplify principles related to respect, concern, and appreciation for self and others, notwithstanding circumstance or situation.

Buckeye Valley Middle School is an excellent place to obtain an education that will enhance the chances for success in the future. We encourage young people to plan, work hard, and meet academic and personal goals. We believe good attitudes and honest efforts will lead to many fulfilling experiences and achievements.

Please read this handbook carefully and refer to it often. It is intended to assist you in your efforts to find answers to questions related to school life at BVMS. If you do not understand any part of it, please ask a member of the faculty, administration, or staff for assistance. Any of us will be pleased to be of service to you.

Our best to you as you prepare for this year and your future. We look forward to a productive, successful, and enjoyable school year.

Faculty, Administration, and Staff  
Buckeye Valley Middle School

## **GENERAL INFORMATION**

### **CORE BELIEFS**

At Buckeye Valley Local Schools, we believe:

1. Our work is student-focused
2. We show compassion, empathy, kindness and respect
3. We honor a tradition of excellence, hard work and resilience
4. We are an inclusive community that embraces diversity and opportunity for every student
5. Our communication is collaborative, relevant and transparent
6. We are driven to provide high quality education through rigor, creativity, innovation and continuous improvement.

### **ADMISSION REQUIREMENTS**

Admission to Buckeye Valley Middle School is gained in one of the following ways:

1. Presentation of written transfer from another school indicating work completed, grades, and attendance. A birth certificate, proof of legal guardianship, proof of a Buckeye Valley district address of residence, and immunization records must also be provided upon entrance.
2. Permission of the superintendent's office.

### **GRADING PHILOSOPHY**

*Grades should represent, as accurately as possible, what students have learned based on their level of mastery of the designated curriculum. Grades should be used to promote learning, achievement and academic growth and not used as a means of punishment. Grades will be shared with parents/guardians and students via PowerSchool.*

Letter grades will be given in most subjects. Teachers may also indicate a student's effort through comments, which may appear on the grade card. There will be four nine-week grading periods. Grade cards will be issued online at the end of each grading period. Any questions a parent has concerning grades should be addressed to the teacher.

Final Grades are determined by points in the following areas:

Tests, quizzes, classwork/projects, homework

Please understand that teachers have the flexibility to determine which assignments go into each category. For example, many teachers assign large projects. They will be able to place this assignment in the appropriate category based on the importance. If you have any questions regarding this change, please contact your child's teacher or administrator. We are always striving to improve the education we provide your children. This includes increasing the rigor necessary to prepare our students for life after high school.

### **ICU-Intensive Care Unit**

ICU is a communication tool used between the school and families to track learning progress and completion of assignments based on the state standards. Levels of support are in place during the school day.

### **HONOR ROLL/MERIT ROLL**

Students who receive A's and B's in all subjects will be named to the Merit Roll. Honor Roll status is given to students who earn all A's. These lists are posted at the end of each grading period.

### **ATHLETIC ELIGIBILITY**

All members of our athletic teams and cheerleading squads must maintain the academic standards set by the Ohio High School Athletic Association (OHSAA) in order to be eligible to participate. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. Summer school and other educational options may not be used to substitute for failure to meet the academic standards specified in OHSAA bylaws during the last grading period of the school year. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season. BVMS offers girl's volleyball, basketball, track, cross-country, girls' tennis, bowling and cheerleading. Boys sports are football, basketball, wrestling, cross country and track. In compliance with OHSAA, sixth grade students are not permitted to practice with or participate on BVMS interscholastic teams. A physical is required before a student may try out for and practice with an athletic team. All student athletes are expected to be in school by 11 a.m. in order to practice or participate in games or activities for that day.

### **EXTRACURRICULAR ATTENDANCE POLICY**

Students must be present ½ day to participate in practices or games, and after school activities. This requirement may be waived by the principal for extenuating circumstances.

### **PARENT CONFERENCES**

Parents are encouraged to contact teachers whenever a concern arises. Conference days are scheduled by the administration. Notice will be given prior to these days. Conferences may be scheduled at other times as needed.

## **WEATHER-RELATED SCHOOL CLOSING**

Local radio and television stations will broadcast authorized notification of school closings. Please do not call the school or the radio and television stations. Check the Buckeye Valley Local Schools website, [www.buckeyevalley.k12.oh.us](http://www.buckeyevalley.k12.oh.us) and click on the delay/closing icon for current information. Families may also register to receive electronic notifications (email, text message, etc.) from BVLS administration via the Alert Solutions. When school is cancelled, all activities for the Middle School are cancelled.

## **VISITORS**

Buckeye Valley Schools utilizes the Raptor Visitor Management System. Visitors will be required to present a valid, state issued ID upon entering the school. This will be checked against a national sex offender database to ensure registered sex offenders are not entering our buildings. Once approved, visitors will be issued a badge to display while on the premises. This does not pertain to visitors who are merely picking up or dropping off at the school. The visitor management process will only be used during school hours, and does not apply to after-hours events such as performances, ceremonies, academic/athletic competitions, etc.

## **DELIVERIES**

The goal of the staff is to maintain an educational atmosphere free from daily interruptions. Deliveries during the school day can be a distraction and cause disruptions to the educational process. With this in mind, the middle school will neither receive nor deliver articles to students such as flowers, candy, balloons, gifts, etc. Students are not permitted to bring food from any fast food or restaurant or food service vendor into the building. Any sports or club related items should be given to the coach or advisor of the activity to be distributed after school hours.

## **MEETING WITH A PRINCIPAL**

Students are welcome to come to the office of the principal. Any student wishing to speak with administrators should stop at the counter in the main office and ask the secretary if the administrator they wish to see is available. If the administrator is not available, the secretary will be happy to set up an appointment when the student may return. At no time is any student to go behind the counter and/or into the administrative offices without permission to do so.

## **COMPLAINT PROCEDURE**

Whenever people are in contact with one another, problems can sometimes arise. Should this happen, the following chain of communication is to be followed. If the problem is not resolved at the first level, ask to talk with the person at the second level, and so on through all four levels if necessary.

1. Teacher, advisor, coach, athletic supervisor
2. Principal
3. Superintendent
4. Board of Education

## **TELEPHONES, TELEPHONE CALLS**

Students are reminded that the office telephone is for emergency use. Students will not be called from classes for phone calls; however, emergency messages may be taken in the office.

Transportation and visitation arrangements are to be made outside school hours.

Students are not permitted to call/text parents/guardians using cell phones. Cell phones are strictly for in class assignments as well as before and after school use. If students need to speak with a parent, they may request to call home in the front office. During the school day (7:20 a.m. to 2:20 p.m.), Cell phones are not to be used in hallways, restrooms, locker rooms and/or classrooms during class periods unless directed by a teacher. Teachers may ask students to check their cell phones into a holder in the room. Personal cell phones and other electronic devices may be used in the classroom for their technological advantages under the supervision and guidance of the instructor as it pertains to the lesson being taught. Cell phones should be turned off and kept secured when not being used in class under the supervision of an instructor. Any phone or electronic device will be subject to confiscation if it creates a disruption to the academic environment. A student using an electronic device which creates a disruption or refusing to follow a reasonable request from a staff member pertaining to the phone or device may be subject to disciplinary action. Using a cellular phone or an electronic device to film/record/take pictures of any student or staff member is prohibited. In an effort to stop incidents of misuse, damage, loss or stolen tablets, cell phones, earbuds and/or listening devices, we will strictly enforce this policy. BVLS will not be responsible for damage, loss or stolen tablets, cell phones, earbuds and/or listening devices. Any student who chooses not to follow the Board Approved Policy may be subject to the following sanctions:

First offense = phone confiscated and returned at the end of the school day to the student.

Second and future offenses = phone confiscated, parent picks it up, and student is assigned disciplinary consequences.

The administration reserves the right to make changes to this policy.

The possession, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

Students are not permitted to access or communicate via social networking sites (Facebook, Twitter, Instagram, etc.) at any time during the school day. Administration reserves the right to make changes to this policy.

### **MEDICATION ADMINISTRATION**

Medication shall not be given without consent of the parent. All medication must be received in its original pharmacy container for dispensing to the student. The school cannot accept or dispense medications brought in plastic containers, baggies, or improperly labeled bottles. A completed "Medication Administration Record" form must be on file in order for any medication to be administered. Prescription medications are to have the signature of both the physician and the parent/guardian. Non-prescription medications must have a parent/guardian signature. Only the student's medication shall be given to that student. Liquid medication must be received and dispensed in a liquid medication administration cup or spoon with visible measuring lines that indicate the dosage dispensed. No medication, prescription or non-prescription, may be carried by the student except for emergency medications as stated below. Otherwise, ALL medication must be secured in and dispensed from the clinic. Medications that the physician has determined are required by the student for a life threatening condition and which must be immediately available to the student, for self administration, if symptoms occur, may be carried by the student if a written order is provided by the student's physician indicating that the student's condition requires that the medication must be carried by the student at all times, for example: asthma rescue inhalers or Epi-Pens, insulin, cough drops (students are able to carry cough drops after having already turned in proper medication administration form on file with the office; these are not to be shared with other students).

### **EARLY ARRIVAL/LATE PICKUP**

School begins with the late bell at 7:38 AM and ends at 2:20 PM. At 7:10 AM, any car rider that is eating breakfast may enter the building, stand on the main lobby carpet. Bus riders will stay on the bus.

At 7:20 AM, ALL students eating breakfast (bus riders and car riders) may enter the far left cafeteria door. (Door 3)

At 7:30 AM, ALL students are allowed in the building with 6th grade entering door 14, 7th grade entering door 1 and 8th grade entering door 2.

### **MS CHROMEBOOK POLICY**

Chromebooks will be used by all students at the MS to support their classroom instruction. All students in grades 6-8 will be asked to sign the District Acceptable Use Policy as well as the BVMS Chromebook Acceptance Form. Students will keep the device with them all day. Devices will be picked up by students during the Homeroom period, and then returned to their Homeroom at the end of each school Day. Students will not take these devices to Lunch, exploratory classes, or home. Students will be issued a loaner device, for normal wear and tear issues. If the device is lost or stolen, this must be reported to the classroom teacher immediately. However, please note, students are responsible for damage deemed to be irresponsible, malicious or purposeful and will be charged fees as outlined in BOE policy. Repeat offenders may receive disciplinary action and/or loss of privilege using technology.

## SCHOOL DANCES

All students are encouraged to attend school dances, which are sponsored by the Student Council, PTO, and other school organizations. All school rules apply at dances including the dress code, and students not cooperative may lose the right to attend future dances and other special school activities. Students must be picked up no later than 15 minutes after the conclusion of the dance. Students must be in attendance at least ½ day to attend after school functions. Only BVMS students may attend school dances! Any student assigned to OSS between dances will not be permitted to attend the next school sponsored event(s).

## IMMUNIZATIONS

Each student shall have all the immunizations required by the Ohio Revised Code 3313.671 or have an authorized waiver on file in the school office. If a student does not have the required immunizations or a waiver on file in the school office, the principal may remove the student or require compliance with the set deadline of the 14<sup>th</sup> day of school. Any questions about immunizations or waivers should be directed to the school nurse. All middle school students must have proof of the following immunizations on file in the middle school office by the 14<sup>th</sup> school day: Diphtheria, Tetanus, Pertussis, **Tdap (7<sup>th</sup> grade)**, Measles, Mumps, Rubella, Polio, Hepatitis B, Varicella and meningococcal.

## MEDICATION ADMINISTRATION

Medication shall not be given without consent of the parent. All medication must be received in its original pharmacy container for dispensing to the student. **The school cannot accept or dispense medications brought in plastic containers, baggies, or improperly labeled bottles.** A completed “Request to Administer Medication During School Hours” form must be on file in order for any medication to be administered. Prescription medications are to have the signature of both the physician and the parent/guardian. Non-prescription medications must be accompanied by a parent/guardian signature. Only the student’s medication shall be given to that student. No student shall receive medication, prescription or non-prescription, provided by a parent/guardian and intended for use by another student. Liquid medication must be received and dispensed in a liquid medication administration cup or spoon with visible measuring lines that indicate the dosage dispensed. No medication, prescription or non-prescription, may be carried by the student except for emergency medications as stated below. Otherwise, **ALL medication must be secured in and dispensed from the clinic.** Medications that the physician has determined are required by the student for a life threatening condition and which must be immediately available to the student, for self administration, if symptoms occur, may be carried by the student if a written order is provided by the student’s physician. Examples: rescue inhalers or epinephrine auto injectors.

## EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy requiring every student to have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian upon enrollment. The form is available to every parent/guardian at the time of enrollment and must be reviewed annually and updated as changes occur.

## **CONTROL OF CASUAL-CONTACT AND NON CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, pertussis (whooping cough), mumps, measles, rubella, and other conditions indicated by the Local and State Health Department. Any removal will be for the contagious period only as directed by the State and Local Health Department. In case of non casual-contact communicable disease, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The Board will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

It is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school has been permitted by this process. The right of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, confidentiality and due process. Non casual-communicable diseases include sexually transmitted disease, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

## **TEXTBOOKS**

The Board of Education furnishes each student with textbooks. Students are responsible for the books assigned to them and are to return them in good condition at the end of the school year. Students are encouraged to cover their books to help protect them and should write their name in the books' inside covers in case they are misplaced. Fines will be collected for damaged and lost books.

## **FEES**

Fees for each grade are set each year by the Board of Education. Fees cover the cost of workbooks, art supplies, and other supplementary materials (ie: technology, paper, etc.). All students are expected to make arrangements to pay fees by the end of September. Grade cards may be held for nonpayment of fees. Contact the school office with any questions/concerns. **Also, school fees must be paid before participation in overnight field trips.**

### **FIELD TRIPS**

Field trips are arranged by the classroom teacher and approved by the principal and superintendent. Permission slips signed by parents/guardians are required prior to the trip. Failure to meet deadlines set by the teacher may result in exclusion from the trip. All school rules are to be followed on field trips. Students may be denied participation in field trips if prior school behavior is such that the smooth operation of the trip or safety of other students might be jeopardized. Students may also be denied participation in field trips if any of the following discipline actions have occurred:

1. In-school suspension
2. Out of school suspension
3. Suspension Alternative Program
4. Friday Night School
5. Repeated classroom misbehavior
6. Academic performance
7. Principal discretion

### **LOST AND FOUND ARTICLES**

All articles that are found should be turned in to the main office. Students should make inquiries there. Unclaimed items are periodically donated to charity.

### **LOCKERS (if applicable)**

All lockers, if utilized, are the property of the Buckeye Valley Schools and are subject to search at any time by the administration.

### **PETITIONS, SIGNS AND PRINTED MATERIALS**

Official student publications (newspaper, yearbook etc.) are a part of the school curriculum and editorial control remains with the school principal. The principal must approve the distribution of petitions, leaflets, and other printed materials in advance. Students should not hang signs, decorations, or displays of any type in the halls or classrooms without prior permission from a school administrator. Approved signs, posters, etc. must display an official stamp from the office and must be removed as soon as the advertised event is over. Distribution of literature containing profanity, obscenity, vulgarity, libelous statements, statements that would potentially be harmful or dangerous, offensive images or intends to incite fighting or present a likelihood of disrupting school or a school event is prohibited.

### **CAFETERIA**

Students eat in the cafeteria and can choose to bring a lunch, purchase a full lunch, or buy a la carte items. Students are expected to follow the rules of the cafeteria listed below. No food is to be consumed outside the cafeteria. There are no funds to loan or charge lunches. Free lunch and reduced lunch forms will be sent home with all students. Students are not permitted to purchase food from an outside vendor during lunch. Parents/guardians visiting for lunch may bring the food of their choice for their child only.

**Cafeteria Expectations- For the Health and Safety of all students and staff:**

1. Students are to stay in their seats. There is to be no “table hopping”. There are no reserved seats.
2. Students are to raise their hands if they need something.
3. Students are to wait for the trash cans to circulate to dispose of trash.
4. Students are to use “inside voice”.
5. Students may use their phones but are NOT permitted to take pictures or videos.
6. Students are to ask for permission to use a pass to leave the cafeteria.
7. Students are to wait to be dismissed by an adult.
8. Students are not to leave their table at the end of lunch until dismissed by an adult. This will be done when the table and floor in your area is clean.
9. If students are permitted to walk the track, they must remain on the track during that time. Discipline may be issued for students not following directions.

**HOME INSTRUCTION**

Students unable to attend school for an extended period of time due to physical and/or emotional illness as certified by a physician or for other reasons approved by the principal, may be eligible for home instruction. It is possible that some of the student's regularly assigned classes may have to be dropped. Arrangements for placement on home instruction are made through the guidance office and approved by the Director of Student Services. Home instruction is subject to the availability of Board-approved instructors.

**HOME SCHOOL**

Home School applications are available from the Buckeye Valley Local Schools Administrative Office at 679 Coover Road, Delaware, OH 43015 or by calling 740-369-8735.

**BUSES**

Riding the bus is a privilege. All school rules apply both on the bus and at bus stops. Students must follow the rules of the bus driver. If it becomes necessary to take disciplinary action, the bus driver will contact the principal in writing. A warning letter and/or loss of riding privileges may result. As it is often difficult for parents/guardians to arrange alternate transportation, students are highly encouraged to act appropriately. The safety of all students will take priority over possible inconveniences caused by riding suspensions. If a student needs to change his/her assigned bus and/or stop temporarily, a note signed by the parent/guardian (including both bus numbers) requesting such a change must be taken to the attendance office before school. If approved, the student will be issued a bus pass that must be shown to the drivers involved. The district office must approve any permanent change. Each student is provided a separate Busing Transportation Handbook at the beginning of the school year by the driver.

### **LIBRARY MEDIA CENTER**

When a student wishes to utilize library media center facilities, equipment, or material, they should sign in at the library media center. In order for the library media center to be utilized to its fullest extent, only those who have library media center work to do will be admitted. Students may also use the library media center during their lunch period and if they receive a special pass from Library personnel. The library media center is also available before and after school (7:20 AM until 2:20 PM). Books and magazines check out for two weeks and can be renewed. Fines and/or fees for overdue, damaged, or lost materials will be assessed. Library media center privileges may be suspended for students with unpaid fines or fees.

### **EMERGENCY OR EVACUATION DRILLS**

Fire drills are conducted regularly throughout the year to ensure safe exit from the building in an emergency.

1. When the fire bell rings, each student shall immediately leave the building in an orderly manner, walking quickly and quietly, and following the identified exit route posted in the classroom.
2. Teachers are to ensure that all students are out of the room, windows and doors are closed, lights are off, and students are accounted for outside the building.

### **TORNADO PROCEDURES**

A tornado watch means there is a possibility of dangerous weather, because the atmospheric conditions exist for the formation of a tornado. A tornado warning means a tornado has been sighted. In the case of a tornado warning, an announcement will be made. If a tornado is sighted nearby, students will be alerted by a signal activated from the main office. At the sound of this warning, students should proceed, as directed by supervising adults, to the shelter area designated for their location (see chart posted in each classroom). Students should sit or squat in the shelter area facing the wall.

Heads should be covered and protected by one's hands. If a tornado is spotted and the warning has not been sounded, students should proceed to their designated shelter immediately. If time does not permit this, students should lie face down on the floor with knees drawn up under them and their heads covered and protected by their hands.

### **VIOLENT INTRUDER**

Buckeye Valley Middle School utilizes a violent intruder program for training and implementation of active shooter incidents. In the event of an active shooter or other aggressive intruder, students will either evacuate the building or barricade themselves in their room, as dictated by their training and circumstances of the event. If barricaded, students will spread out and be prepared to distract or take down the aggressor by any means necessary; including but not limited to throwing items, running, yelling, and hands on contact.

### **WITHDRAWAL FROM SCHOOL**

Families who wish to transfer to another school from Buckeye Valley Middle School should contact the Guidance Office so that the guidance counselor may issue a withdrawal form and the proper credentials for transfer. A parent or guardian must sign the withdrawal slip. Official withdrawal from Buckeye Valley may only be made when the school to which the student is transferring requests official transcripts. All outstanding fees, fines, and other financial obligations must be paid in full and textbooks/school equipment returned in satisfactory condition before withdrawing.

### **STUDENT RECORDS**

In accordance with the Rights and Privacy Act, student records are accessible to parents/guardians only, upon written request. Forms are available in the office to grant permission for the school to release school records to any person or agency so designated by the parent. Due to the nature and confidentiality of student records, persons wishing to view such records or wishing to have transcripts sent to another institution are required to give at least one day's notice. Records of students over the age of 18 may only be accessed with written permission of said student except in the case of court order or official request from another school to which the student may be transferring.

### **DISCRIMINATION/COMPLIANCE STATEMENT**

Equal educational opportunities shall be available for all students, without regard to race, national origin, disability, religion, gender, gender identity, gender expression, sexual orientation or marital or parental status. Further, educational programs shall be designed to meet with varying needs of all students. Buckeye Valley does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, age, religion, gender, gender identity, gender expression, sexual orientation, genetic information, marital status, status as a parent or pregnancy in its programs and activities.

## **GUIDANCE AND COUNSELING SERVICES**

### **SPECIAL SERVICES FOR STUDENTS**

#### **School Counselors**

The school has the full time services of school counselors. The counselors conduct individual and group counseling, coordinate testing, and confer with teachers, parents/guardians and students.

Requesting Teacher Changes: Once classes have started, requests for a teacher change will follow the MTSS meeting process. Changing classes is always a last resort.

#### **Add/Drop classes**

1. Students have the first 10 days of the semester to request to add and/or drop band and/or choir (6th-8<sup>th</sup>) for the current semester. All other exploratory classes are not optional. The administration reserves the right to look at individual cases. Parents/guardians NEED to sign off with a letter/email to the school counselor.

2. Classes for high school credit will follow the high school handbook under “electives”.

### **SCHEDULE CHANGES**

Schedule changes will be made only when absolutely necessary. It is required the first step in this process be for the parent/guardian to contact and meet with any staff member to discuss questions or concerns they may have. After this meeting, if the parent still feels a schedule change is required, the parent must make the request for a change to the guidance counselor. The principal may make the final decision regarding all schedule changes.

### **INTERIM REPORTS**

Interim reports indicating academic progress will be posted mid-point (approx. 5<sup>th</sup> week) of each nine-week grading period. As these reports provide only an abbreviated form of feedback, parents are encouraged to contact teachers for more detailed information regarding any special concerns.

#### **Health Services**

Screening services are provided by the school nurse according to guidelines established by the Ohio Department of Health. One of the student vision and hearing screenings occurs in 5<sup>th</sup> & 7<sup>th</sup> grades. In addition to this standard screening, the school nurse accepts referrals from parent, teachers and other staff to screen any student. It should be noted that new students to the district are also screened. The school nurse also screens for communicable diseases for the health and safety of our students. First aid is provided for all students in need according to guidelines established by the Ohio Public Safety Office and the Ohio Chapter of the American Academy of Pediatrics.

### **Psychological Services**

School psychological services are available to assist staff and families in dealing with student's academic, social and behavioral concerns. Services range from consultation, intervention, individual/ small group counseling and assessment. These services are typically accessed and processed through the intervention assistance team.

### **Special Education**

Students with disabilities may require an Individualized Education Plan. If a student has a disability that substantially impacts his educational performance and requires specialized instruction, the educational team meets to determine the needs and services that the district must provide. Services may be provided within the regular classroom, resource room, specialized skill unit or a separate facility. Specialized instruction may include reading intervention, math intervention, organizational support, behavioral support/programming, etc.

### **Individuals With Disabilities**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. If you know of any individual with a disability who is in need of accommodations to enable them to attend a function in our district, please contact our Director of Student Services.

### **MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) SPECIAL SERVICES**

If your student is experiencing difficulty in a class you are encouraged to contact the school to learn when the teacher has a planning and conference period. Parents/guardians should take advantage of this time to work with the teacher to best serve the needs of the student.

If your student is experiencing difficulties in most or all classes, you are encouraged to contact a guidance counselor or the principal to arrange a meeting with the Multi-Tiered System of Support Team. A plan will be developed involving the student, parent/guardian, teachers, school counselors and administrators. If the team suspects a disability, your child may be referred for additional testing through a multi-factored evaluation. If it is determined that your child meets criteria for a disability and requires specialized instruction (as defined by IDEA), an Individualized Education Plan for special education services will be developed and implemented.

### **Resolving Section 504 Disagreements/Grievance Procedures**

In the event a parent disagrees with and wishes to challenge the actions of the District regarding evaluation, identification and/or placement of their child, the District shall provide due process for resolving the dispute.

Parents objecting to the results of a District evaluation may choose to obtain a second opinion evaluation at their own expense. The District will consider second opinion evaluation reports provided.

The District has adopted the following Grievance Procedure for addressing complaints of disability discrimination (including harassment) under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. A copy of the District's grievance procedures may be obtained from the District Section 504 Coordinator:

Director, Pupil Personnel  
683 Coover Road  
Delaware, Ohio 43015  
(740) 363-6626  
Email: [mhamm@mybvls.org](mailto:mhamm@mybvls.org)

A person may file a complaint of disability discrimination (including harassment) at any anytime within 180 calendar days following the occurrence of the offending conduct. A person is not required to use this procedure and may, at any time, file a complaint directly with the U.S Department of Education's Office for Civil Rights, 1350 Euclid Ave., Suite 325, Cleveland, Ohio 44113, Telephone: (216) 522-4970, Facsimile: (216) 522-2573, Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov).

### **Grievance Procedure**

A "grievance" is a complaint of disability discrimination (including harassment) filed by a student and/or parent, or employee. A complaint may be filed against the District, for actions of District employees, students, or third parties. Any such complaint may be submitted to the Districts Section 504 coordinator.

Step 1 - A person who believes that he/she has been discriminated against by the District, or a person who disagrees with actions regarding the identification, evaluation, educational services or educational program of a student, is encouraged, but is voluntary and not required, to discuss the matter informally. In the case of a student the discussion should take place with the appropriate building principal; in the case of an employee, the discussion should take place with his/her immediate supervisor. [NOTE: If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the District Section 504 Coordinator]. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

### **Grievance Procedure - Continued**

Step 2 - If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the District Section 504 Coordinator who will investigate the complaint. [NOTE: If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought.

Any party, grievant, or accused party shall have the opportunity to present witnesses and other evidence for consideration by the investigator. An adequate, reliable, and impartial investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties, or the timeline is extended for good cause with written notice to the parties of the delay and the reason for the delay. Good cause may include the complexity of the allegations, the number of witnesses to be interviewed, or other unforeseen circumstances. Copies of the decision will be given to both the grievant and the person who is the subject of the grievance. If discrimination or harassment was found to have occurred, the disposition will include the steps that the District will take to stop the discrimination, prevent recurrence of any discrimination/harassment, and correct its discriminatory effects on the grievant and others, if appropriate.

Step 3 - If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the Superintendent within 10 business days after receipt of the written disposition. The Superintendent or his designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The District will not tolerate any form of retaliation (including intimidating, threatening, coercing, or discriminating) by the District and others against any person for the purpose of interfering with any right or privilege secured by Section 504 or Title II, or because that person has utilized this Grievance Procedure, testified, assisted, or participated in any manner in an investigation or hearing under these laws.

## ATTENDANCE POLICY

### **PHILOSOPHY**

Attendance at school is essential for maximum educational benefit. BVMS makes an intentional effort to link the level of attendance to the level of academic success. It is the practice of BVMS to employ attendance policies that require excellent classroom and school attendance.

Regular attendance is a legal requirement at all grade levels. Studies have shown that regular attendance correlates to success in school. Regular attendance means academic learning is not interrupted, less time spent on make-up assignments, student benefits from class participation and interaction with others

#### **Excessive Absences**

State of Ohio defines excessive absences as:

- 38 or more hours of school missed in a month
- 65 or more hours of school missed in a school year
- Hours can be excused or unexcused

Once the hourly limit is met:

- Letter sent home to parents/ guardians
- All additional absences will require a medical/ court excuse
- If a medical/ court excuse is not provided, hours accumulate toward students being habitually truant.

#### **Habitually Truant**

State of Ohio defines habitually truant as:

- 30 unexcused consecutive hours
- 42 or more unexcused hours of school missed in a month
- 72 or more unexcused hours of school missed in a school year

Once the hourly limit is exceeded:

- Letter sent home to parents/ guardians
- Absence Intervention Plan will be implemented

#### **Absence Intervention Team & Plan**

State of Ohio required Absence Intervention Plan:

- Team creates and implements Absence Intervention Plan to improve/ increase student attendance

If school attendance does not improve/ increase:

- District Truancy officer notifies Delaware County Juvenile Court and truancy charges are filed

## **PROCEDURE WHEN ABSENT**

The attendance secretary will be available each morning from 7:00 AM until the tardy bell to receive any documentation from an absence. After the tardy bell sounds, students should report to the attendance office to sign in as “late to school” and then to receive a tardy slip. When a student is absent from school, a parent/guardian should *call the attendance line 740-363-6626 ext. 3007* as early as possible to leave a voice message stating students first and last name, parent/guardian name, the reason for absence, and contact phone number. Any voice messages not containing this information will be noted as an unexcused absence until a written note or additional phone call with the information has been received. Parents/guardians not notifying the school will receive a call, email, and/or text message from the middle school office inquiring about the student's absence. Also, the County Truancy Officer may be called to investigate students whose reason for absence has not been confirmed.

On the day following an absence the student is to report to the attendance office upon arriving at school. If a phone call was not made on the day(s) of the absences, they are to submit a note to the office from an authorized person indicating the date(s) of absence, the date of return, the specific reason for the absence, and the authorized signature. Notes may be submitted by email, fax or hand delivered by the parent/guardian or student and must be submitted to the attendance office within TWO SCHOOL DAYS in order for students to make up work for credit. Failure to provide a fully detailed phone message or note within the allotted two days will result in an unexcused absence. Late calls and notes may not be accepted. It is the student's responsibility to contact teachers to make up work missed when absent.

Generally, a student returning to school from an absence may be given one (1) day of makeup time for each day of excused absence. Assignments missed due to pre-arranged absences (field trips, college visits, fair day(s), vacations, etc.) are due per teachers' instructions. Failing grades may be given for work missed during an unexcused absence.

## **PRE-ARRANGED ABSENCES**

Students must obtain a pre-arranged absence form from the office and obtain principal acknowledgement and teacher's signatures at least one (1) week in advance of any day the student might be absent. Pre-Arranged absences must follow new attendance guidelines. If a pre-arranged absence exceeds one of the state hourly limits, a letter will be sent home and medical excuses will be required for additional absences. Pre-arranged absences include but not limited to, showing at the Fair, and family vacations.

### ***Example: Student misses five days for a pre-arranged, parent excused absence***

Student has now missed 32 hours of school this month. If they miss 6 more hours this month, they will be “excessively absent.” Once a student becomes excessively absent, all additional absences will require a medical excuse.

### **EXCUSED ABSENCE FROM SCHOOL**

In order to be an excused absence a phone call or note must be made from a parent/guardian or other authorized person, with an “acceptable reason for being absent” as defined by the attendance policy. After the 93rd Hour of Unexcused absences due to any of the reasons listed below, the student will receive an unexcused absence until/unless a doctor’s note is provided.

1. A phone call or note must be provided to the attendance office within 2 school days of the absence in order for students to make up work for credit.
2. Personal illness or any student having a prolonged medical situation or illness with a doctor’s note on file and procedures in place to enable the student to successfully fulfill all class requirements.
3. Illness in family
4. Quarantine of the home
5. Death of a relative or attendance at a funeral
6. Summons or subpoena to court, and/or traffic court.
7. Observance of religious holiday(s)
8. Pre-planned family vacation and/or hunting trip based upon good attendance and academic success.
9. Pre-approved participation in the Delaware County Fair.
10. Student medical/doctor appointment (students are encouraged to schedule appointments for a time after school)
11. Emergency or set of circumstances which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.

### **ATTENDANCE FOLLOW-UP PROCEDURE**

The following policy has been established in an effort to prevent excessive absences and encourage students to develop good attendance habits. Our main purpose is to make every effort to encourage students and parent/guardian's responsibility in proper student attendance.

1. Students will be permitted and encouraged to complete all school work missed unless the absence is unexcused.
2. A letter will be sent home and an “absence intervention team” meeting will be held at the following benchmarks:
  - a. 30 hours (5 days) consecutive
  - b. 42 hours (6 days) in a month
  - c. 72 hours (10 days) in a year

Attendees will include the school attendance secretary, Delaware County Juvenile Court School Attendance Officer, building administrator, parent/guardian and the student.

### **DEFINITION OF TERMS**

**Tardy to school** - The first hour and half of the school day.

**Excused absence-** Time away from the classroom or school approved by a principal (or as defined in excused absence section)

**Unexcused absence-** Time away from the classroom or school not approved by a principal (or any absence not supported with proper documentation)

**Unexcused Absences/Tardies**

The following absences are considered unexcused:

1. Absences without a note or phone call from an authorized person
2. Failure to comply with the pre-planned absence requirements
3. Personal errands such as haircuts, job interviews, banking, car repairs, senior pictures, baby sitting, driving permit test, etc.
4. Examples of unexcused absences or tardies applicable to student drivers include but are not limited to; oversleeping, car problems, being stopped by a train, or inclement weather.
5. Out of school suspensions

Upon accumulation of thirty (30) hours of unexcused attendance, County School Attendance Officer/City School Liaison will contact and meet with Juvenile and/or Parent/guardian.

Upon accumulation of forty eight (48) hours of unexcused attendance, County School Liaison and City School Liaison contact Mediator to schedule mediation, Juvenile and Parent/guardian to attend.

One note – if a Juvenile accumulates thirty (30) consecutive hours of unexcused absence or forty two (42) hours of unexcused time in a one month period – the school may proceed directly to a mediation situation to try and divert Juvenile from formalizing the charge.

**TRUANCY**

Truancy from school or class include, but not limited to absence from the building during lunch period and study hall. Excessive truancy may result in a contact from juvenile court authorities.

**CONSEQUENCES OF TARDINESS TO CLASS**

- Classroom tardiness will be addressed directly by teachers. After efforts to rectify a classroom tardiness issue, teachers may refer the student to the office for disciplinary consequences. Tardy numbers will be reset each quarter.
- Reporting to class over three minutes late will be considered skipping class.
- Skipping class may result in a Friday School being assigned.
- All tardies to school at the 3rd tardy may result in a lunch detention.
- Tardies to school are excused when but not limited to if the student provides documentation of a doctor/dentist appointment, documentation of court appearance, or if your bus is late.
- Repeated office referrals to address tardiness may result in progressively more severe consequences and the filing of a formal complaint to juvenile court authorities.

### **FAIR WEEK ATTENDANCE CLARIFICATION**

1. All Delaware County Junior Fair Board Members are excused from school for each day of the fair as to allow them to participate in their fair leadership responsibilities.
2. Any 4-H or FFA member, is excused for the fair days when the students project is being shown or judged and a pre-approved form is submitted.
3. Any 4-H and/or FFA member non-livestock projects are excused on days when they are setting up, showing, or being judged and a pre-approved form is submitted.

### **LIMITING ACTIVITIES**

Special requests for the purpose of limiting activity (such as not participating in Physical Education) must be accompanied by a physician's statement.

### **ATTENDANCE ON DAYS OF SPECIAL EVENTS**

Students must be present a minimum of 3 hours to participate in any activity sponsored by the school on that day unless excused by the principal. Examples of such events include, but are not limited to: athletic practices and events, school plays, musical events, dances and banquets.

### **LEAVING SCHOOL EARLY**

A student who needs to leave school during the day must have an early dismissal pass. This can be obtained in the attendance office prior to the beginning of school. The student is to submit a note signed by an authorized person stating the date, the time for the student to be dismissed, approximate time of return, and the reason for the dismissal. In addition, the note should include a telephone number where a parent/guardian can be reached for verification and/or additional information. Excused early dismissals may not be issued for personal reasons such as doing homework, senior pictures, driver tests, etc. The student may be issued an early dismissal pass, which they will show to the teacher at the appropriate time. Students should wait in the office if being picked up by parents/guardians; otherwise, students should leave the grounds directly after signing out in the middle school office. At no time may a student leave school building or school property during the school day without authorization.

### **ILLNESS WHILE AT SCHOOL**

If a student becomes ill while at school, they should report to the office. Parents/guardians may be called if office personnel believe it necessary or if office personnel believe that the student should be sent home. In cases of minor illness, a student may be given permission to lie down in the clinic for a brief period of time. No student is to be in the clinic without permission. No student regardless of age, may leave school due to illness without permission. Periods spent in the clinic may count toward the limit for classes missed. Students abusing clinic privilege may be denied its use.

### **OFFICIAL ATTENDANCE RECORDS**

The official record for "school" attendance will be maintained in the middle school attendance office; however, because classroom attendance is the primary source of information used when determining the impact of student attendance on course credit, students are to regard classroom attendance records maintained by teachers, as such. If you have any concerns or questions regarding attendance procedures or information, please contact the attendance secretary or assistant principal in charge of attendance.

## **DISCIPLINE CODE**

Buckeye Valley Middle School seeks to balance students' rights with the interests of a safe, orderly, and effective educational workplace in a school environment suitable for the learning, healthy growth, and development of all students. BVMS practices progressive discipline in that frequent and/or repeated misconduct is addressed with increasingly severe disciplinary responses. The following material is in compliance with provisions of the Ohio Revised Code and is hereby referred to as the STUDENT DISCIPLINE CODE. The Student Discipline Code provides helpful information and addresses specific matters such as unacceptable conduct and procedures for removals, suspensions and expulsions of students. The Student Discipline Code is available to all students and posted in a central location. A student accused of violating a school rule or committing an act of misbehavior shall be so informed and shall have an opportunity to express his/her viewpoint before a decision is made about possible disciplinary action. For student safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action possible referral to local law enforcement agencies. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **DISCIPLINARY CONSEQUENCES**

A growing body of research shows that students receiving exclusionary discipline are less likely to graduate and more likely to become involved in the juvenile justice system, in part because they miss valuable academic instructional time. Also of concern is that special needs students and students of color experience disproportionately high rates of exclusionary discipline. These national data trends will be kept in mind when determining/contextualizing instances of discipline as a means to strive toward equitable outcomes for all students. Disciplinary consequences that may be employed at Buckeye Valley Middle School include, but are not limited to the following (listed in no particular order of application).

- Warning, reprimand, restitution, and/or parental contact
- Lunch Detention
- Friday School
- Suspension Alternative Program (SAP)
- Out-of-school suspension (OSS)
- Emergency removal from school
- Referral to law enforcement and/or court authorities
- Expulsion

## **DETENTION**

1. Detentions will be served during the student's lunch period.. Students are required to bring materials to study while in detention. Each student serving a detention is expected to arrive on time and remain until the end of the detention assignment.
2. Any student who does not successfully complete an assigned detention may be assigned Friday Schools or, ultimately, assigned OSS.

## **FRIDAY SCHOOL**

1. Friday School will begin at 2:30 p.m. on designated Fridays and end at 4:30 p.m..
2. Out-of-school suspension may be assigned for missed Friday Schools with the original Friday Schools being reassigned; administrators will determine if an absence is excused.

## **SUSPENSION**

Suspension can be for a maximum of ten (10) consecutive school days per incident. Students under out-of-school suspension are not permitted on school property or at school related activities, home or away, for the duration of the suspension. When a student is suspended, they are permitted to make up work for full credit. This includes assignments, tests, projects, speeches, etc. The student is responsible for contacting his/her teachers to receive the assignments and to gather the appropriate materials. The number of days that a student is suspended is the number of days that a student has to have all missed work completed and turned in. For example; if a student is suspended for 3 school days, they have 3 school days from when they return to turn in missed work. Suspensions end at midnight on the last day of suspension. Calamity days do not count as a day of school. Suspension procedures are further outlined in Board of Education Policy JGD.

## **SUSPENSION ALTERNATIVE PROGRAM (SAP)**

Through the Delaware County Juvenile Court, the Suspension Alternative Program (SAP) is open to middle and high school students who have been assigned an out-of-school suspension. SAP is designed as a positive alternative for youth who face out-of-school suspension. Too often these students view removal from school as a reward rather than a punishment. Removal affords them an opportunity to avoid schoolwork and responsible behavior, while allowing them to be out of school often unsupervised and without limits. Meanwhile, the same students fall further behind academically and socially. This negative pattern becomes a reinforcing and self-fulfilling prophecy for failure. This program is designed to break the negative cycle by providing a rigorous, supervised and structured daily work/study program for out-of-school youth.

## **EMERGENCY REMOVAL**

If a student's presence and behavior poses a danger to persons or property, or is an ongoing threat of disrupting the academic process, authorized school personnel may remove the student from the school premises for curricular and/or extra-curricular activities. Students are to be sent to the office of the principal. Removal of students shall be limited to no more than one (1) school day for any single incident. Emergency removal procedures are further outlined in Board of Education Policy JGDA.

## **EXPULSION OF STUDENTS**

The superintendent may expel a student in accordance with procedures outlined by Ohio statutes. The building administrator shall afford the student due process before recommending expulsion to the superintendent. When a student is under expulsion from school, they receive no credit for course work during the time period of the expulsion. During expulsion periods, students are not to be on school grounds or attend any school events, home or away. Expulsion of Students procedures are further outlined in Board of Education Policy JGE.

## **CODE OF CONDUCT**

Some significant rules and regulations, not intended to be all encompassing, that govern behavior of students in the Buckeye Valley Local Schools are outlined below. These rules are applicable on school grounds, buses, and off school grounds at any school-related event. Violations may involve referral to law enforcement authorities. Code of conduct follows Ohio Revised Code. Failure to report code of conduct violations may subject the student to disciplinary action. Because the offenses listed in this section of the handbook are not intended to be all-inclusive, the administration reserves the right to rule on any conduct situation that is not specifically covered in this handbook. Students shall be responsible to adhere to other reasonable rules and regulations specified by school personnel either verbally or in writing. Seniors who are involved in any such infraction may be prohibited from participating in graduation and any ceremony or other events held at the end of the school year.

### **Rule 1. Disrespect**

A student shall not be disrespectful to others in any manner including, but not limited to; racial slurs, discriminatory remarks, and intimidating actions (verbal/written).

*A slur is defined as offensive language that targets specific groups, is any statement that degrades or demeans any person's race, ethnicity, religion, sex, national origin, disability, sexual orientation, gender expression, gender identity, or any legally protected characteristic.*

### **Rule 2: Threats, Intimidation and Harassment**

A student shall not threaten, intimidate or harass with verbal abuse or with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person.

### **Rule 3. Disruption and/or Inducing Panic of the Classroom, School Day, School Bus and/or Extra-Curricular Activities**

A student shall not cause disruption, and/or induce panic to the classroom, school day, school bus or extra-curricular activities.

### **Rule 4. Theft and/or Damage to Property**

A student shall not, or not attempt to, deface, alter in any unauthorized manner, cause damage to, steal, or otherwise destroy school property or the property of another person. Students guilty of such action may be required to make restitution.

**Rule 5. Fighting/Unauthorized Bodily Contact/Harming**

The act of physically touching or hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event.

**Level 1:** Pushing, shoving, or grasping.

**Level 2:** Students end physical altercation on their own.

**Level 3:** Physical altercation ended by bystanders or an act of assault is involved.

**Rule 6. Dangerous Weapons and/or Instruments**

The Ohio Revised Code makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned or controlled by, or to any activity held under the auspices of a school. A student shall not possess, handle, transmit, or conceal any weapon, look-alike weapon, or instrument capable of harming another person. Students shall report any information concerning weapons and/or threats of violence by student, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action. Weapons in schools procedures are further outlined in Board of Education Policy JFCJ.

**Rule 7. Unauthorized Use of Fire**

The unauthorized use of fire in the building or on school property is strictly forbidden. This includes the lighting of lighters and the striking of matches.

**Rule 8. Insubordination**

A student shall comply with policy, classroom rules, directions, or requests of school personnel.

**Rule 9. Alcohol, Tobacco and/or Other Drugs (ATOD)**

A student shall not possess, use, transmit, buy, sell, provide, conceal, contribute to the purchase of, or show evidence of having consumed any narcotic drug, hallucinogenic drug, barbiturate, marijuana, tranquilizer, alcoholic beverage, amphetamine, harmful intoxicant, mood altering chemical, or any other controlled substance or counterfeit controlled substance. Counterfeit or look-alike drugs are defined as any substance that is represented to be a controlled substance by manner of its packaging, labeling, distribution or manner of sale or receipt. A student shall not possess, use, transmit, or conceal tobacco, tobacco-related products, items suggested to be tobacco or tobacco-related, lighters/matches, e-cigarettes, and e-cigarette cartridges or other tobacco paraphernalia. Possession includes, but is not limited to, the above named substances being in or on clothing, books, purses, wallets, lockers, automobiles, desks, etc. Additionally, a student shall not possess any drug-related paraphernalia. Possession shall include items found in a student's vehicle while on school property. Drug paraphernalia shall include, but not be limited to, tobacco rolling papers, pipes and other types of holders for drug use, roach clips, etc.

1. The building administrator may reduce the suspension for a first offense violation if the student and family agree to drug and alcohol assessment provided at a State approved alcohol/drug agency conducted by a Certified Alcoholism/Drug Abuse Counselor.
2. The principal may recommend expulsion of the student from school to the Superintendent.
3. Tobacco and Alcohol/Drug Abuse: Board of Education Policy JFCG, and JFCH/JFCI.

**Rule 10. Profanity and/or Obscene Language**

A student shall not use profanity or obscene language in either written or verbal form. Included, but not limited to, would be the use of obscene gestures, signs, pictures, clothing or publications.

**Rule 11. Truancy, Tardiness, and/or Presence in Unauthorized Areas**

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent/guardian consent. Excuses from school must meet the State and Local Board of Education conditions as outlined herein. In cases of prolonged absence a doctor's certificate may be required. Repeated incidents of truancy and tardiness may lead to referral to the County Attendance Officer and/or Juvenile Court. A student shall not be in any area of school property at any time that would constitute that area as off-limits to students. Refer to the Attendance Policy on page 4.1 in Student Handbook.

**Rule 12. Misuse/Unauthorized Use of the Internet and/or Other Equipment**

A student shall not make unauthorized and otherwise inappropriate use of equipment or property belonging to the school or another person. A student shall not be authorized to utilize online and internet services at school without first signing and obtaining the signature of parent/guardian on the "Acceptable Use Policies for Internet Access" form.

**Rule 13. School Bus Rules and Regulations**

All students are expected to abide by the rules of conduct established for the use of all bus transportation. Additional information on Buses is found on page 2.17 of this handbook.

**Rule 14. Gambling**

No form of gambling will be permitted on school property, school buses or carriers, or at school functions off school property.

**Rule 15. Hazing and/or Bullying**

No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as committing any act or coercing another, including the victim, to commit any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Acts of hazing or bullying may be punishable by suspension and possible expulsion.

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

Bullying is an intentional written, verbal or physical act that a student has exhibited to another particular student more than once. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

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

**Rule 15. Hazing and/or Bullying - Continued**

Prohibited activities of any type, including those activities engaged in via computer at electronic communications devices and violence within a dating relationship are inconsistent with the educational process and prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and bullying incidents are reported immediately to the Superintendent and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

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

No one is permitted to retaliate against an employee or student because they file a grievance or assist or participate in an investigation, proceeding or hearing regarding a charge of hazing and/or bullying of an individual.

**Rule 16. Interpersonal Relationships- Public Display of Affection (PDA) and/or Inappropriate Sexual Conduct**

Students are reminded to conduct themselves in a responsible manner in relating with other students. Showing open affection for one another is not appropriate in school or at school functions. Buckeye Valley students will be expected to show maturity and respect for one another, by not kissing in public or displaying open affection in other ways. A student shall not engage in any sexual conduct, harassment, or sexual contact while on school grounds, school buses, or at any school related activity. Inappropriate sexual conduct shall include public displays of affection including, but not limited to, amorous kissing and caressing.

**Rule 17. Aiding and Abetting Others in School Offenses**

A student shall not speak or act in any way to assist or abet another in the intent to commit, the opportunity to commit, or the commission of a violation of school rules. This would include a student warning others of approaching school authorities.

**Rule 18. Cell Phone Use/Electronic Devices and/or Sexting**

During the school day (7:20am to 2:20pm), middle school students shall be allowed to use their personal cell phones and other electronic devices during their lunch period and under the direct supervision of a staff member. Cell phones are not to be used in hallways, restrooms and/or classrooms during class periods (unless per the guidelines below). Personal cell phones and other electronic devices may be used in the classroom for their technological advantages under the supervision and guidance of the instructor as it pertains to the lesson being taught. Cell phones should be turned off and kept secured when not being used in class under the supervision of an instructor.

Any phone or electronic device will be subject to confiscation if it creates a disruption to the academic environment. Contents of cell phone, electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. A student using an electronic device which creates a disruption or refusing to follow a reasonable request from a staff member pertaining to the phone or device may be subject to disciplinary action. Using a cellular phone or an electronic device to film/record/take pictures of any student or staff member is prohibited. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

Students are not permitted to access or communicate via social networking sites (Facebook, Twitter, etc.) at any time during the school day. First cell phone offense=phone confiscated and returned at the end of the school day to the student. Second and future cell phone offenses may result in the phone confiscated, parent/guardian picks it up, and the student is assigned disciplinary consequences.

**Rule 19. Dress Code**

It is the policy of the Buckeye Valley Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. Student dress should not cause a safety concern. Final determination for acceptable dress rests with the school administration.

Images or language depicting/suggesting drugs, alcohol, smoking, vaping, or paraphernalia are prohibited.

Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group is prohibited. Symbols or slogans of hate with historical/social roots of discrimination are prohibited.

**Rule 19. Dress Code - Continued**

No student should be disproportionately affected by dress code enforcement because of gender, gender identity, gender expression, household income, race, body size, body maturity, or natural hair styles. Especially where students may face threats of violence or abuse at home, school staff should use discretion and maintain student privacy in disclosing the specific dress code or uniform violation to their parent/guardian.

Where a bona fide religious belief or health need of a student conflicts with the school dress expectation, reasonable accommodation shall be provided.

**First Offense:** The student will be sent to the main office and will be issued an appropriate alternative garment of clothing to change into that can be turned back into the office at the end of the school day. Students will not be permitted to call parents/guardians to ask for clothing from home or go to their cars to pick up the “spare outfit” that they seem to have ready to go, unless extreme circumstances are presented. If the student is sent home, this absence will be treated as an unexcused absence.

**Second Offense:** Same as 1st offense. In addition, that student may be assigned a lunch detention. Parents/guardians will be contacted.

**Third Offense:** Same as 1st and 2nd offense. In addition, the student may be assigned a Friday School.

**Further Offenses:** The student may be suspended from school.

**Rule 20. Dishonesty and/or Falsification**

Dishonesty includes but is not limited to unauthorized copying of any section of any assignment or assessment, plagiarism, improper or illegal downloading of information from the internet, any misrepresentation of work not completed by the student, or providing false information to school personnel may result in disciplinary action.

Repeated violations of compromising the academic integrity of any assignment or assessment individually and/or collectively may result in a failing grade for the quarter, and/or removal from the class with a failing grade for the year. Falsification includes attempts to change, modify, or misrepresent records including, but not limited to hall passes, absence excuses, documents or materials used in daily school operations; sharing false information (i.e. lying); or not properly identifying oneself to school personnel.

**Rule 21: False Reporting**

A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children’s services or law enforcement agencies.

**Rule 22. Conduct Unbecoming**

A student shall not engage in any type of conduct, which is not becoming to school or self, is harmful to the person or property of school personnel or other students, which is socially deviant or improper conduct while under the jurisdiction of the school.

**Rule 23. Repeated Offenses**

Students who commit repeated violations of the BVMS Code of Conduct may be subject to the more serious disciplinary consequences available, including out of school suspension.

**SEARCH AND SEIZURE**

The Principal or his/her designee reserves the right to search the lockers, desks, person and personal belongings of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. At the beginning of the school year, students will be advised that their lockers, desks, persons and personal belongings are subject to search for contraband, harmful or dangerous substances. Searches will be made only upon reasonable suspicion. In determining whether there is reasonable suspicion, the following factors may be taken into account: the age, history and school record of the student; the prevalence and seriousness of the problem; the need to avoid delay; and the probative value and reliability of the information on which suspicion is based. A more intrusive search, as of a student's person, should be based on a higher standard as to these factors than for a less intrusive search of a locker or other area, or of personal belongings.

**INTERROGATION BY LAW ENFORCEMENT OR HUMAN SERVICE AGENCIES**

The welfare of all children under the control of school administrators and faculty is a prime concern. It is the duty and responsibility of the school administration and faculty to take adequate but reasonable steps to insure the welfare and rights of each individual student while the student is under their control. At the same time it is necessary that school officials cooperate to the fullest extent with all local, State and Federal law enforcement agencies as they proceed with their responsibilities.