

WELCOME TO BUCKEYE VALLEY MIDDLE SCHOOL

This handbook is a guide to helping you become more successful at Buckeye Valley Middle School. It is your responsibility to know the contents of the handbook, which outlines expectations, procedures, and regulations. The entire staff of teachers, custodians, secretaries, aides, guidance office, cafeteria servers, PTO, and administrators welcomes you to your school. We encourage you to show your pride in your school and activities.

BUCKEYE VALLEY MIDDLE SCHOOL MISSION STATEMENT

Buckeye Valley Middle School is committed to providing opportunities for the development of successful, well-rounded citizens who value education as a life-long process.

Positive
Respectful
Innovative
Driven
Engaged

ADMISSION POLICY

1. Verification of birth date must be presented by actual birth certificate.
2. Any documentation relative to the custody of a child must be presented at time of enrollment. Furthermore, it is the parent/guardian's responsibility to provide the school with the most current custodial documentation, including any changes that may occur during the year.
3. Proof of residency in one of the following forms: mortgage statement, settlement statement, apartment lease, rental contract, deed, warranty deed, property tax statement.
4. Immunization records must be complete. A copy may be brought at the time of enrollment or requested from the school of transfer.
5. Students must be in good standing with the school they are leaving. Unpaid fees or fines may hinder enrollment into BVMS and release of necessary records.

EMERGENCY MEDICAL AUTHORIZATION (EMA)

An emergency card for each student must be on file in the office. The cards must be signed by a parent or guardian and are to be returned to school WITHIN ONE WEEK AFTER SCHOOL BEGINS! There is space provided for the name and telephone number of someone to be called in case of illness or injury to your child when we are unable to reach you. We MUST have the name of at least one person we can contact. Please keep this information up to date.

ATTENDANCE

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 student 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
- 93 or more 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 changes are filed

PRE-ARRANGED ABSENCES

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 hunting trips, 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 note must be brought from a parent or other authorized person, with an “acceptable reason for being absent” as defined by the attendance policy.

1. A note must be provided to the attendance office within 2 school days of the absence.
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 as approved by—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.

Unexcused Absences/Tardies

The following absences are considered unexcused:

1. Absences without a note from an authorized person
 2. Failure to comply with the pre-planned absence requirements
 3. Personal errands such as hair cuts, 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.
- Out of school suspension

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)

1. When a student is absent from school, the parent should notify us by phone as early in the morning as possible. You may leave a message on the attendance office voice mail by calling 740-363-6626, ext. 3007, before and after school hours. (Call the same number during school hours.)

2. According to Board Policy, the only acceptable reasons for excused absences are: personal illness, illness in the family, quarantine of the home, death in the family, observance or celebration of a bona fide religious holiday, necessary work at home due to absence or incapacity of parent(s)/guardian(s), and such good cause as may be acceptable to the Superintendent.

3. Parents not notifying the school will receive a call from the office inquiring about the student’s absence. A note or a verbal reason to our attendance secretary stating the reason for the absence is required by parents/guardians.

5. Any student tardy (7:38) to school must bring a note to the attendance office, upon arrival, stating the reason for the tardiness. Also, students leaving early (i.e. appointments) must bring a note to the attendance office in the morning. Students will only be released from school if a parent/guardian comes to the office and signs out the student. Sleeping in, missing the bus, car trouble, and alarm clock malfunctions are among the excuses that would be considered unacceptable.

6. Any student absent more than three days is strongly encouraged to call the school to request assignments and/or for students/families to check Schoology. A student returning to school from an absence will be given one day of makeup time for each day of excused absence. This time may be extended by the teacher giving the assignment.

7. Students who become ill during the day may be excused to go home. Before the pupil is excused the office will contact the parent. For this reason, it is important for the school to have, within first week of school, the correct home, cell, and work telephone numbers of both parents and guardian. A student will not be sent home unless a parent or guardian is available. If a student becomes more seriously ill or injured, the school will immediately attempt to contact the parent or guardian. If the parents are unavailable and the conditions warrant immediate attention, the emergency squad will be called. The school should be kept up-to-date of any affliction or medical problems a student may have.

When should I keep my child home?

We encourage you to make every effort to ensure that your child is at school on time every day. Your child’s attendance at school is not only required by law but, it is also vitally important to his or her education. We share your concerns for your child’s physical welfare (as well as the health of your child’s classmates) and realize that there are times when it is more prudent for your child to be under your care at home. To guide you in deciding

whether to keep your child home, our school nurse has outlined the following criteria:

Keep your child home when:

- Your child has a temperature of 100 degrees or higher
- Your child has diarrhea or vomiting.
- If your child has been diagnosed with a bacterial disease such as strep, he/she should be on antibiotics for 24 hours before returning to school.
- Your child has a rash, especially if it is blistering and accompanied by fever and a history of exposure to chicken pox
- Your child has thick mucus or pus draining from the eye or wakes up with eyes “glued” shut. Your child can attend school 20 hours after starting medical treatment.
- Your child complains of ear pain with or without a fever

Your child may return when:

- Your child is fever free for 24 hours without the use of tylenol or other fever reducers
- Your child is free of diarrhea and vomiting for 24 hours and has had no medication to stop diarrhea or vomiting for 24 hours
- You have consulted a health care professional for the appropriate antibiotic therapy or other care

You know your child the best. If they don't seem well, they probably aren't. If necessary, keep them home and consult a healthcare professional.

REMEMBER: Medications must be kept in the school clinic with a completed “Authorization to Administer Medications to Student During School Hours” form on file. All medication will be given according to bottle label. Medications sent in baggies, envelopes, plastic containers, etc will not be given. Ask your pharmacist to provide a second labeled bottle to leave at school as prescription medication must be in the original, currently labeled pharmacy bottle. Antibiotics prescribed for three times a day should be given before school, after school and at bedtime for maximum effectiveness of blood levels.

FAMILY VACATIONS

It is strongly suggested that family vacations be taken at times when students are not in school. If a family must vacation during the time when a student would normally be in school and the student must accompany the family,

the following procedures will be used.

1. The parent/guardian will notify the building principal in writing one week prior to the intended absence indicating the educational value of the scheduled absence, and the dates of the absences.
2. The student will obtain a prearranged absence form from the attendance office. The student's teachers and a parent/guardian must sign this form.
3. The principal shall determine whether or not to excuse the absence. Attendance and/or academic records along with teacher input may be considered in making this decision. The parent/guardian will be informed of the decision. Failure to follow these procedures may result in the prearranged absence being unexcused.
4. **Pre arranged absences must follow the attendance guidelines set forth by House Bill 410.** If the 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.
5. Pre arranged absences include hunting trips and vacations.

EXAMPLE: Student misses five days for a pre arranged, parent excused absence (vacation)- Student has now missed 32 hours of school this month. If they miss 6 more hours in a month, they will be “excessively absent”. Once a student becomes excessively absent, all additional absences will require medical excuse.

LIMITING ACTIVITIES

Special requests for the purpose of limiting activity which are to apply for more than two consecutive days must be accompanied by a physician's statement. Requests exceeding four for any one course must be accompanied by a physician's note documenting limitations.

LOCKERS

Homeroom teachers will assign students lockers. Combination locks should be put on lockers. The combination is to be given to the homeroom teacher. No open containers of food are to be in any school locker. **ALL LOCKERS ARE THE PROPERTY OF THE BUCKEYE VALLEY SCHOOLS AND ARE SUBJECT TO SEARCH AT ANY TIME BY THE PRINCIPAL OR HIS/HER DESIGNEE.** BVLS will not be responsible for lost, stolen or misplaced items.

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 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 at during that time. Discipline may be issued for students not following directions.

FOOD IN THE CLASSROOM

For the health and safety of staff and students, parents/guardians are asked to check with the teacher regarding any possible food allergies. All food brought in for class parties or to be shared needs to be store bought and in original container with nutrition label present and readable. This allows school personnel to double check item for food allergen and assist with carbohydrate counting for students with diabetes.

TEXTBOOKS

Students will be assigned textbooks and are expected to return them in good condition at the end of the year. Books lost, damaged, or destroyed must be paid for by the student. Students are encouraged to cover their books to help protect them. Please be sure your name is written in the books in case they are misplaced.

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.

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.

Students may not bring outside friends to school or school dances. Parents are always welcome, but are encouraged to make an appointment 24 hours in advance to see a teacher, the principal, or to visit classes. All special guests or persons visiting the school must report to the main office upon arrival to sign-in and receive their visitor's badge which must be worn or displayed during their visit.

FIRE, TORNADO DRILLS, AND EMERGENCY DRILLS

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. Other emergency drills may also be practiced. It is essential when the first signal is given that everyone obeys orders promptly and quietly. The adult in each classroom will give instructions. A map is posted in each classroom showing the exit routes. Students not following rules for this may be subject to disciplinary action under rule 21.

TELEPHONES/Cell phones

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 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 (7:35 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, ear buds and/or listening devices, we will strictly enforce this policy. BVLS will not be responsible for, damage, loss or stolen tablets, cell phones, ear buds 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. Administration reserves the right to make changes to this policy.

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, Instagram, etc.) at any time during the school day. Administration reserves the right to make changes to this policy.

CONFERENCES

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

INTERIM REPORTS

Interim reports indicating academic progress will be posted mid-point (approx. 5th 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.

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 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

WEATHER CLOSINGS

Students are encouraged to listen to local radio and television stations. Please do not call the school!! Parents/guardians can check the BVLS District social media sites or the BVLS District website, www.buckeyevalley.k12.oh.us, and click on the delay/closing icon for up to date information on closings and delays. Families are also able to sign up for electronic notification (email, text message, etc.) of school cancellation or delays at the Buckeye Valley webpage. When school is cancelled, there will be no games or practices, parent-teacher conferences, parent/committee

meetings, or student performances. BVMS follows an A/B schedule, if a day is missed BVMS does not make up the rotation day. (e.g. snow day “A” day, return to a “B” day)

LOST AND FOUND

Articles of clothing, books, and other materials, which are found are placed in the office workroom. Unclaimed items are periodically donated to charity.

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).

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 14th 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 14th school day: Diphtheria, Tetanus, Pertussis, **Tdap (7th grade)**, Measles, Mumps, Rubella, Polio, Hepatitis B, Varicella and meningococcal.

BUSES

Riding the bus is a privilege. Students are to be aware that all school rules apply both on the bus and at bus stops. All 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 OR LOSS OF RIDING PRIVILEGES MAY RESULT.** As it is often difficult for parents 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 homeroom. The student, if deemed appropriate, will be issued a bus pass that must be shown to the drivers involved. The central office must approve any permanent change. We ask that you refrain from requesting bus changes for events such as parties, sleepovers, athletic/club practices and events. Please make alternate arrangements. **These types of bus change requests will not be honored.** Each student is provided a separate Busing Transportation Handbook at the beginning of the school year by his or her driver.

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.

At 7:30 AM, ALL students allowed in the building with 7th and 8th grades entering the Main doors and 6th grade entering the West side doors.

FOOD IN THE BUILDING

Food and drinks are only permitted in the lunchroom area unless part of an approved classroom activity. If you choose to bring in food for your child and others, check with the teacher for permission and make sure you provide enough food for all students in that class- not the cafeteria (check allergies with teacher). For health, safety and custodial considerations (i.e. carpeting in the building), no gum is allowed (unless as a written accommodation in a 504, IEP, or with a medical excuse). No open containers of food are to be in any school locker. Only water is allowed in the classrooms.

WITHDRAWAL POLICY

When a family moves out of the district, the school office should be notified as soon as possible in advance. All fees should be paid prior to withdrawal and books turned in to classroom teachers and the librarian. Academic records will be sent to the next school upon their written request.

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 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 is a communication tool used between the school and families to track learning progress and completion of assignments based on the state standards. Supports 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.

DRESS

The Buckeye Valley Local Board of Education believes that good grooming and proper dress contribute to the positive educational environment of the district schools. Student dress reflects the quality of the school, student conduct, and student school work. Coaches and teachers may set additional limitations for their students where appropriate. As determined by building administrators, students wearing inappropriate clothing may be asked to change to more appropriate clothing or sent home. The building principal will ultimately determine what constitutes a violation of the Student Dress Code. Alternative clothes may be provided for violations and further consequences from the administration could result with repeat offenses. In order to provide students and

parents direction, the following guidelines have been established for appropriate attire:

1. Students are required to wear clothing which is clean, neat and modest.

Clarification

- Low cut tops which expose cleavage are unacceptable.
- Spaghetti straps and tank tops are not permitted (use the four finger width rule).
- Clothes that show stomachs, backs or bare midriffs and see-through clothing are unacceptable.
- Undergarments and shorts pockets are not to be visible
- Shorts should be mid-thigh or longer.
- Hats or hoods are not permitted to be worn in the building unless it is a school sponsored event.
- In the interest of the health and safety of our students, we ask students who wear Healties to school use them as shoes and not use them as skates. If students are misusing them as skates, students will first be warned, then a phone call home informing parent/guardian of the misuse and finally consequences may be enforced.
- For the Halloween season, students are allowed to dress up as long as it is school appropriate. For the health and safety of all students, no masks are to be worn. Costumes are to contain no blood/gore, weapons and follow the normal student dress code.

2. Clothing shall not contain obscene language or suggestive symbols. This includes reference to violence, drugs, alcohol, tobacco, and statements having sexual connotations or double meaning references.

3. Dress and grooming must conform to the safety, health and other requirements of the code of the State of Ohio.

ELECTRONIC DEVICES

The use of MP-3 players, electronic games, laser pointers, and pagers, are not permitted in the building. Cellular phones are to be kept on silent with the student unless for a teacher directed lesson. Students may use/listen to their cellular devices during lunch. Headphones, ear buds and other listening devices are not to be visible or used unless for a teacher directed lesson or at lunch. Students are not permitted to access or communicate via social networking sites (Facebook, Twitter, Instagram, etc.) at any time during the school day. Personal Digital Assistants used for educational purposes are permitted. Along with disrupting the educational process, these items also have a tendency to become lost or stolen. If confiscated, the office may hold such devices until parent pickup or the last day of school.

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. To facilitate usage, students in grade 7-8 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.

WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone or any setting that is under the control and supervision of the Board for the purpose of school activities that is approved and authorized by the Board, included but not limited to property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board owned vehicle. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action.

HALL PASSES

Students are not to be out of class without a legitimate reason. Students in the hallways during classes must have a pass from a teacher or other school official.

HOMEWORK

As part of the academic process, it can be expected that students will be assigned homework to reinforce learning. Regular completion is the expectation of BVMS.

FUNDRAISING

The only items which should be sold at school are those office-approved items for fundraising purposes.

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.

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).

PUBLIC DISPLAYS OF AFFECTION

Students are reminded to conduct themselves in a responsible manner in relating with other students. Showing open affection is not appropriate in school or at school functions. BVMS students will be expected to show maturity and respect for one another by not showing open affection in public.

SPORTING EVENTS

Attendance at sporting events is encouraged and is great for school spirit. Various pep rallies may be scheduled throughout the year. Another reminder that all school rules apply at games and other contests, and uncooperative students may lose attendance privileges and/or other disciplinary actions.

COMPUTERS

Computer use is a privilege. In order to access the internet, parents and students must sign the STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT for network use.

SPECIAL SERVICES FOR STUDENTS

Guidance

The school has the full time services of a guidance counselor. The counselor conducts individual and group counseling, coordinates testing, and confers with teachers, parents and students.

Requesting Teacher Changes: Once classes have started, request 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-8th) for the current semester. All other exploratory classes are not optional. The administration reserves the right to look at individual cases. Parents 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”.

Electives: After the school year begins, within the first 7 school days of a course, students may drop or add an elective class with approval of their parent and counselor. After that time, elective courses can no longer be dropped without academic penalty; students will receive a grade of “Withdrawal/Failing.” Students choosing to drop AP, Honors, and/or KAP classes without academic penalty must do so by the last day of the previous school year. Additionally, course changes can be considered only if there is available space in an alternative class or a study hall. (Note: only one study hall per semester is permitted). Special circumstances must seek review from the principal

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 5th & 7th 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 Pupil Personnel.

MTSS (multi-tiered support system)

MTSS is a multi-tier approach to early identification and support of students for academics or behavior needs. We use a three tier support system:

Tier 1: core instruction+ schoolwide intervention 80-90%

Tier 2: core instruction + targeted intervention 5-10%

Tier 3:core instruction + intense interventions 1-5%

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

As the school has a high concentration of people, it is necessary to take specific measures when the health of 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 only for the contagious period 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 determined 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.

STUDENT RECORDS

The principal is the Custodian of Records and is responsible for the supervision of student records. Each student’s records will be kept in a confidential file located in the student’s school office. Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. If review of records is wanted, please contact the principal in writing, stating the records desired. The records will be collected and an appointment will be made.

STUDENT CONDUCT CODE

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 also 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.

Rule 1. Disrespect, Threats, and/or Harassment

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

Rule 2. Disruptive Behavior toward School Personnel

Misconduct by a pupil that occurs off property owned or controlled by the district but is connected to activities or incidents that have occurred on property owned or controlled by that district, and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, is within the authority of school t from school to the Superintendent.

Tobacco and Alcohol/Drug Abuse is further outlined in Board of Education Policy JFCG, and JFCH/JFCI.

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

A student shall not cause disruption, make false reports and/or induce panic to the classroom, school day, 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.

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 had to be 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 ordnance 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 and/or Deception

A student shall comply with policy, classroom rules, directions, or requests of school personnel. Any attempt to mislead through fraudulent use of information, signatures, or untruths is a violation. This also includes failure to serve assigned detentions, Wednesday Schools, etc.

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, desks, etc. Additionally, a student shall not possess any drug- related paraphernalia.

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.

Rule 10. Profanity and/or Obscene Language

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

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.

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 he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding a charge of hazing and/or bullying of an individual.

Rule 16. Inter-personal 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 (7:30am to 2:20pm), middle school students shall be allowed to use their personal cell phones and other electronic devices only during a teacher directed lesson or during their lunch period. If students are using their personal cell phone and other electronic devices during lunch, it can only be used in the Dining area of the school. 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 kept on silent 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=phone confiscated, parent picks it up, and student is assigned disciplinary consequences.

Rule 19. Dress Code

All students are expected to abide by the rules and expectations of the Dress Code. Refer to the Dress Code Policy of the Student Handbook.

Rule 20. Academic Dishonesty

Academic dishonesty is considered a serious offense and will involve parents being notified each time a violation is reported to a principal. Anytime the “academic integrity of an assignment or assessment has been compromised,” it is viewed as academic dishonesty. Academic 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, and any misrepresentation of work not completed by the student.

Academic dishonesty does not define itself by one answer or a complete paper, but instead it is considered inappropriate in any way at any time as determined by a building principal and teacher. In addition to a failing grade for the assignment or assessment, consequences may include detention, Friday school or out of school suspension. 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.

Rule 21. 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 22. 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.

FRIDAY NIGHT SCHOOL

Friday Night School is held on an as-needed basis. Friday Night School is from 2:30 P.M. to 4:30 P.M. They are used as alternatives to in or out-of-school suspension. Students assigned to Thursday Night School are to arrive on time with the needed materials to work on school assignments. Excuses for not attending such as being out of town, having no transportation will not be accepted or

extra-curricular activities. **Failure to attend Friday Night School will result in suspension from school.**

IN-SCHOOL SUSPENSION (ISS)

Students assigned to in-school suspension will have their assignments sent to the office where they will spend the day with a member of the building staff. As long as students are cooperative, credit will be given for all work done during the suspension. Failure to comply with school rules during ISS can lead to additional ISS time or possible out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

During an out-of-school suspension, students are not allowed on school property and may not attend any extra-curricular activities. If parents agree to have a student participate in the Suspension Alternative Program through the Delaware County Juvenile Court, or has any kind of suspension for that matter, credit for work may be granted and students will not be permitted to participate in school activities that day. They have equal number of days suspended to make up work.

Progressive suspensions may occur:

Suspendable behaviors:

- Fighting
- Stealing
- Physical aggression towards staff/students
- Repeated offenses of any handbook rule
- progressive discipline of removals from class
- If repeated suspendable offenses occur, progressive discipline could begin: 1 day, 3 days, 5 days, 10 days with a recommendation for expulsion

EXPULSION

A pupil may be expelled by the superintendent of schools in accordance with procedures outlined by Ohio statutes. Such expulsion shall be made only after every effort has been made to involve the parent and student in an attempt to change the behavior pattern and shall not extend beyond eighty school days. The building administrator shall afford the student due process before expulsion is recommended to the Superintendent.

EMERGENCY REMOVAL

If a student's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, the superintendent, principal or administrative assistant may remove the student from the school premises for curricular and/or extra-curricular activities. If it is intended that the student be removed for more than 24 hours, a due process hearing must be held within three school days after a removal is ordered.

SUSPENSION ALTERNATIVE PROGRAM (SAP)

Students may be assigned SAP instead of ISS or OSS. SAP

is run by the Delaware Juvenile Courts and provides community service and classes on making better choices. Students will ride their bus to the high school, get on the DACC bus and arrive at the career center. Instructors will check them in upon arrival. Students will return to BV on the DACC bus and arrive home on their regular schedule route.

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.