

**This agenda belongs to:**

**Name**\_\_\_\_\_

**Locker Number:**\_\_\_\_\_

**Homeroom**\_\_\_\_\_

**Student Handbook**

**2018-2019**

**Sheridan Middle School**

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**Thornville, Ohio 43076**

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Adopted by the Board of Education

June, 2018

This handbook supersedes all previous handbooks.

# SHERIDAN MIDDLE SCHOOL GENERALS

*"It's Good to be a General"*



## **VISION OF THE SCHOOL**

Sheridan Middle School will be a place where all students and their parents feel welcome and comfortable; where learning is the top priority; and where there is a sense of pride in themselves, the school and in being from Sheridan.

The Mission of Sheridan Middle School is to continue the process of student academic achievement and the development of social skills, in a safe environment, with the support of parents and community.

Welcome to Sheridan Middle School! It is our goal to challenge, support and prepare you for success throughout this school year. This handbook is a valuable resource providing information you need to know to be triumphant as a General this year.

Mr. Kirk Washburn  
Principal

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## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your School Counselor or Principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Thomas Perkins, Superintendent (740) 743-1303

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 business days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado and safety drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

***State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.*** Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office. ***All medications, prescribed and non-prescribed, are to be delivered to the School Nurse and taken only with adult supervision. The School Nurse is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without her knowledge.***

Northern Local School District  
**2018 – 2019 SCHOOL YEAR CALENDAR**

School calendar July 1, 2018 – June 30, 2019.

August	13	Teacher Work Day
	14	Teacher Professional Development
	15	1 <sup>st</sup> Day for Students
	31	Teacher Professional Development
September	3	No School – Labor Day
	20	Parent Teacher Conferences (HS/MS)
October	12	End of 1 <sup>st</sup> Grading Period 12
	18	Parent Teacher Conferences (Elem)
November	6	Teacher Professional Development
	12	No School – Veteran’s Day Observed
	22	No School - Thanksgiving Day
	23	No School – Thanksgiving Break
	26	No School – Thanksgiving Break
December	21	2 Hr. Early Release
	21	End of 2 <sup>nd</sup> Grading Period
	24	Christmas Break Begins
January	7	School Resumes
	18	Teacher Professional Development
	21	No School – Martin Luther King
February	1	2 Hr. Delay – Teacher Prof. Dev.
	14	Parent Teacher Conferences (All)
	15	No School
	18	No School – Presidents’ Day
March	15	End of Grading Period
April	18	No School – Spring Break
	19	No School – Spring Break
	22	No School – Spring Break
	23	No School – Spring Break
May	20	Last Day for Students
	20	2-hour Early Release
	21	Last Day for Staff

\*Please note: this calendar may be changed by the Board of Education for weather, energy, or other reasons for school closings.

**Calamity Day Make-up Plan:** January 18, February 15, End of Year. As long as Northern Local is above the minimum hours required students will not be in session beyond May.

# 2018 – 2019 Class Schedule

Arrival	7:15
Homeroom/Homework Help	7:15 – 7:49
Period 1	7:52 – 8:52
Period 2	8:55 – 9:55
Period 3	9:58 – 10:58
Period 4 (Lunch)	11:01 – 12:37
6 <sup>th</sup> Grade Lunch	11:01 – 11:31 (Class) <b>11:34 – 12:04 (Lunch)</b> 12:07 – 12:37 (Class Cont)
7 <sup>th</sup> Grade Lunch	11:01 – 12:01 (Class) <b>12:04 – 12:34 (Lunch)</b>
8 <sup>th</sup> Grade Lunch	<b>11:01 – 11:31 (Lunch)</b> 11:34 – 12:34 (Class)
Period 5 (Flex)	12:40 – 1:25
Period 6	1:28 – 2:28
Bus Dismissal	2:28
Alternate Dismissal	2:33

## NOTE TO THE PARENTS

We invite you to visit the school and to attend extracurricular activities. Family involvement in your children's schooling is critical to their continued success. We encourage you to talk with our staff and work with us as a team to improve our services. We will make every effort to keep you informed of your student's progress, but should you have concerns or questions, do not hesitate to share them with us. The staff at Sheridan Middle School will be happy to work with you, but remember, as a parent, you are the most important person in your children's lives.

Two resources available to you as a parent or student are the Northern Local Schools' website, which includes a calendar of events and activities, as well as links to other beneficial information and Parent Portal which allows parents and students to monitor grades throughout the year from any available computer with internet access. You can follow us on Twitter: @SheridanMiddleS

## TRANSFER/WITHDRAWAL FROM SCHOOL

Before a student plans to transfer/withdrawal from Sheridan High School the parent must complete a withdrawal form in the office. Any permanent records will be forwarded to the receiving school upon their request and as soon as all financial obligations to Sheridan are met (all books returned, fees paid, etc.)

## VIDEO SURVEILLANCE CAMERAS

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the middle school campus, both internal and external shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff only, if necessary to enforce the law and the provisions of school district policy. Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released. Any questions should be addressed directly to the building administration.

## IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver in their school medical file. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse (740) 743-1315.

## IMMUNIZATION REQUIREMENTS

Unless given a waiver, students must meet the following requirements

### **7TH GRADE REQUIRED IMMUNIZATIONS**

#### **1. TDAP Booster**

(Booster for Tetanus, Whooping Cough, and Diphtheria)

#### **2. Meningococcal (serogroup A, C, W, and Y)**

## ILLNESS DURING SCHOOL HOURS

A student who becomes ill during school hours must check in with an office secretary to see the school nurse if she is in the building. The illness will be assessed and the Emergency Medical Authorization form will be utilized to call parents or guardians. The office should have an Emergency Medical Authorization form on all students. Please make sure you have numbers on the Emergency Medical Authorization where you or an authorized person can be reached and update this with changes throughout the school year.

## MEDICATIONS

Students must have appropriate forms filled out for medication administration. Prescription medication forms must be completed by the doctor and parent or guardian. Non-prescription medication forms need to be completed by the parent or guardian. **All medications must be in their original container** and turned in immediately upon entering the building to the school nurse. There are negative consequences for possessing and/or consuming ANY medications without the consent of the building nurse. Please do not send medication in baggies, etc. If a medication is written for three times per day, we ask that these medications be taken at home unless the physician requires certain timing of the medication. All medications must be picked up at the end of the year or they will be destroyed. Students may carry Inhalers on their person if the proper paperwork is completed by their physician on a yearly basis. Remember that all medications are required to have the paperwork redone on a yearly basis. Please contact the school nurse with any questions at (740) 743-1315.

## CONTROL OF CASUAL CONTACT

### COMMUNICABLE DISEASES AND PESTS

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, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the School's administrative guidelines.

## STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory information includes; a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

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. Copying costs may be charged to the requester. If a 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 with the appropriate persons present to answer any questions there may be.

## STUDENT FEES, FINES AND CHARGES

*Each student is charged a \$25.00 supply and/or workbook fee. It is important to note that yearly student financial obligations (fees, charges, fundraisers, etc...) are accumulative and stay with the child through his/her enrollment at Northern Local.* The office will collect all fees.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

The fee must be paid or arrangements made with the administration by the end of the first grading period. The following are the rules concerning student fees that have been adopted by the Northern Local School Board:

*Students entering the Northern Local Schools after the first day of school will follow these guidelines:*

- Those students entering school during the first semester will pay the full amount of \$25.00.
- Those students entering the second semester will pay \$12.50.
- *Those students entering school during the last nine weeks will not be charged a fee.*

Students transferring to another school district from this district will follow these guidelines:

- Those students transferring during the first nine weeks will receive a full refund of \$25.00.
- Those students transferring after the first nine weeks will not receive a refund.

The following guidelines will be used for those students who have not paid their fees (fees also refer to lost books, shop fees, fundraiser monies, sports uniforms, etc.):

- Students will be given the first nine week period to have their fees paid or to have made arrangements with the administration to pay the fees
- Seniors who owe an obligation to the Northern Local School District will have their diploma withheld until all obligations have been resolved.

The \$25.00 school fees *may* be waived in situations where there is financial hardship.

## MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school secretary.

## FIRE AND TORNADO DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of verbal directions and/or tones passed via the public address system.

## SCHOOL SAFETY DRILLS

Safety drills are put into place to secure the building when necessary. They will be practiced periodically throughout the school year in accordance with the Crisis Manual procedures. In order to help increase the safety of students, local law enforcement canines may be used without notice, to search the building and grounds periodically throughout the school year. Induced unnecessary panic is punishable under the law. Violators will be prosecuted.

## EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, contact will be made by phone through the District "One Call Now" system and the school will notify the following media stations:

WCLT, WCMH, WBNS, WHIZ, WNKO, or WSYX

This information can also be found on the District's website homepage.

Parents and students are responsible for knowing about emergency closings and delays.

## VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience. ***Students may not bring visitors to school without first obtaining written permission from the Principal.***

## USE OF THE LIBRARY

Books are checked out for a two-week period and students may repeatedly renew a book as long as it has not been requested by another patron. Students may use the library, space permitting, at any time during the day with a pass from the classroom teacher. Whole class visits take precedence over individual student use. There are Chromebooks, a color copier/printer, and general supplies available for student use.

## LOST AND FOUND

The lost and found area is in the Middle School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity or disposed of at Christmas and at the close of the school year.

## STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

## USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Cell phones are not to be used at any time throughout the school day upon entering the middle school until 2:35 pm. Students are not to use telephones to call or message parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent and a completed emergency medical form. Attendance rules apply to all field trips.

## **SECTION II – ACADEMICS**

### Student Schedules

Students receive a class schedule the first day of school. Changes to a student's schedule must be handled through the School Counselor.

### HIGHLY QUALIFIED TEACHERS

Northern Local School District is dedicated to making sure all children succeed in school and life. As a district we are continuing to work to implement the many requirements of the federal law No Child Left Behind (NCLB). Under NCLB, every school is required to notify parents of their rights to request and receive information about teachers' professional qualifications held and whether the teacher is certified in the area he/she is teaching. This right also includes the option to request information with regard to whether their child is provided services by instructional paraprofessionals and their qualifications. If you have any questions about NCLB, please don't hesitate to contact your building principal.

## SHERIDAN CONNECTION

Students complete on-line coursework from home, monitored by a certified teacher. There are limited tracks for admission and final approval resides with the principal and superintendent. Please contact the middle school counselor for information. ***Any student currently enrolled in the middle school who transitions to the Sheridan Connections program during the school calendar year must return all school materials, including textbooks and pay any additional fees owed before beginning the coursework.***

## GRADES

Sheridan High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

### % Grading Scale

95 - 100 = A	77 - 82 = C
93 - 94 = A-	75 - 76 = C-
91 - 92 = B+	73 - 74 = D+
87 - 90 = B	67 - 72 = D
85 - 86 = B-	65 - 66 = D-
83 - 84 = C+	Below 65 = F

IR = Incomplete Requirements. No credit given for the course.

## Grading Period

Students will receive a report card at the end of each nine week period. Interim reports will be sent home by the fifth week of each grading period. Students must return interims, signed by a parent or guardian, within two (2) days.

## National Junior Honor Society

Eighth grade students are eligible to become members of the Sheridan Middle School Honor Society if they have a cumulative grade point average of 3.5. The cumulative grade point average includes all grades received in middle school. ***At any point during the school year, if a student's GPA drops below a 3.5, they will be removed from the National Junior Honor Society.***

## Principal's Lists / Awards

### **Principal's Excellence List**

Students must have a perfect 4.0 for the grading period to be eligible for the Principal's Excellence list.

### **Principal's Achievements List**

Students must have a 3.5 or higher grade point average for the grading period to be eligible for the Principal's Achievement list. A student who receives a nine weeks grade of D or I is not eligible for that grading period.

### **Principal's Honors List**

Students must have a 3.0 or higher grade point average for the grading period to be eligible for the Principal's Honor list. A student who receives a nine weeks grade of D or I is not eligible for that grading period.

### **Principal's Excellence Award**

Eighth grade students who have a cumulative grade point average of perfect 4.0 at the end of the 3rd grading period their eighth grade year receive a plaque called the

## Academic Incentives

Students who make the Principal's Lists each of the first three grading periods earn a T-Shirt.

### Homework

Students will be assigned homework. Students are expected to turn homework in on time.

### Promotion, Placement and Retention

Students receiving passing grades in social studies, mathematics, science and language arts will be promoted. A student with failing grades may be retained in the same grade if it is deemed appropriate for that student. Students with failing grades may be placed in the next higher grade.

### Gifted Identification

Northern Local Board of Education ensures equal opportunity and access to all students in the district to be fairly and equitably assessed for identification in the four areas of giftedness: Superior Cognitive; Specific Academic; Creative Thinking; and Visual or Performing Arts. The Northern Local School District assesses referred students twice yearly during the first and last four weeks of the school calendar. Test scores provided by other school districts and trained personnel are accepted if the assessment instruments are approved by the Ohio Department of Education. Students transferred into the district will be assessed within ninety days at the request of a parent or legal guardian. Any questions should be directed to the coordinator of Talented and Gifted Education at the Muskingum Valley ESC, 740-452-4518.

### State Mandated Tests

Each year, students take a pre and post course test and end of course Ohio's State Tests. These tests are subject to the laws of Ohio. Disclosure of test questions or answers by a student to any other person is a violation of the law. The principal will investigate all reported violations. Any student found to be in violation of this policy may be subject to suspension or expulsion from school, and the results of the student's test may be nullified.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Sheridan Middle School provides students the opportunity to broaden their learning through curricular-related activities.

The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Sheridan Middle School provides a variety of athletic activities in which 7th and 8th grade students may participate providing they meet all eligibility requirements. For further information, contact the Athletic Director at 743-1335.

School groups must be approved by the Board of Education and sponsored by a staff member. Student groups not sponsored by the school may meet outside regular school hours. The application for permission can be obtained from the Principal.

If school is canceled for any reason, all after school activities will also be canceled. A student must be in attendance at least one-half day to be able to participate in an after school activity.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

Organizations not sponsored by the school may not use the name of the school or school mascot.

***Students will not be allowed to remain after school without staff supervision.***

### Movies and Videos

Movies and videos may be part of the academic program or used for motivation and reward. Movies and videos shown to middle school students will generally be limited to "PG." Movies or videos with any other rating must have an acceptable educational purpose and students must have written parental permission

## SECTION IV - STUDENT CONDUCT

### ATTENDANCE

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school and be prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

In December of 2016, the Ohio General Assembly passed House Bill 410. This bill is intended to define and prevent excessive absenteeism (including late arrivals and early dismissals) and to outline procedures schools must take to track and intervene when attendance issues arise.

The most important thing for you to understand is that schools are now required to track student attendance in terms of hours instead of days. When a student is absent between 7:30am and 2:33pm, those minutes will accumulate into hours, eventually reaching one of two levels of absenteeism: Habitual Truancy or Excessive Absenteeism.

Habitual Truancy is defined as:

- Absent 30 or more consecutive hours without a legitimate excuse (4.6 days)
- Absent 42 or more hours in one school month without a legitimate excuse (6.5 days)
- Absent 72 or more hours in one school year without a legitimate excuse (11 days)

Excessive Absence is defined as:

- Absent 38 or more hours in one school month with or without a legitimate excuse (5.8 days)
- Absent 65 or more hours in one school year with or without a legitimate excuse (10 days)

According to the Ohio Revised Code, legitimate excuses can include:

- Personal illness
- Death of a relative
- Illness in the family
- Quarantine of the home
- Medical/dental appointments
- Pre-approved absences
- Observance of a religious holiday
- Medical leave ordered by a doctor
- Emergency

Please note that the total hours of absences, whether legitimate or not, will accumulate and trigger contact from the school regarding either Habitual Truancy or Excessive Absenteeism when the limits stated above are met. An Absence Intervention Team, including parents, must then work to create and implement an Absence Intervention Plan to improve attendance and avoid a possible referral to the juvenile court system.

There is no longer a 5 DAY ATTENDANCE LIMIT as there was in the past. All students are expected to be in school every day unless they have a legitimate excuse as defined by the Ohio Revised Code. Unexcused, truant absences, may result in the student earning a "zero" for each class missed, which may have a detrimental effect on their grade in the particular course.

### NOTIFICATION OF ABSENCE

***If a student is going to be absent, the parents must contact the school (740) 743-1315 by 10:00 a.m. and provide an explanation.*** Upon a student's return to school, he/she must have a note from a parent or doctor if prior contact had not been made. All doctors' appointment absences will need a note from the doctor turned into the attendance office. ***If there is no contact with the parent upon the student's return to school for 24 hours, the student's absence shall remain unexcused.***

When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the Principal, a student may not make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work may be permitted. Disciplinary action will follow.

### **SIGNING IN**

Any student arriving after the 7:30 morning tardy bell must sign in at the attendance office. All students who sign in must state the time and reason for the absence. Those students without a legitimate excuse will be disciplined according to the tardy policy and the code of conduct.

### **SIGNING OUT**

It is our job to know where you are when you are under the school's care and supervision. Any time you must leave before the end of the school day you must sign out in the attendance office. Parental consent must be given for any student to sign out. Parental permission slips are turned in before the morning tardy bell. The written note from your parent/guardian must state the date, time and reason for your early dismissal. When the time comes for you to leave, come to the office to sign out. If a note is not provided, the parent/guardian must go to the attendance office to sign out his/her child.

### **TARDINESS**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before going to his/her first assigned location. ***The teacher shall discipline any student who is late up to 5 minutes. Students who are more than 5 minutes late will be considered absent for that instructional period and disciplinary action will follow.*** Each nine-week grading period, students who are tardy ***three*** times may receive a 30-minute detention. The ***fourth*** tardy may receive a one-hour detention. The ***fifth*** tardy and each subsequent tardy may receive a minimum of a 2 hour detention.

### **VACATIONS DURING THE SCHOOL YEAR**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents must discuss the matter with the Principal to make necessary arrangements at least two weeks prior to the vacation. A vacation request form must be completed and submitted to the principal at least 5 days prior to the requested vacation date/dates. It may be possible for the student to receive certain assignments that are to be completed during the trip. The maximum number of days of excused vacations will be 5 days.

### **HUNTING**

**Students are permitted one excused day for hunting during the school year.**

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

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact her/his teacher as soon as possible to obtain assignments. Credit may not be given for work missed during suspension.

Make-up work due to excused absence must be completed within a timely manner. A general rule of thumb will be that 2 days are given for makeup work for every day missed. ***However, ALL work must be made up within 2 weeks of the end of the given grading period.*** In the event that the work is not made up, failing grades or an IR may be given.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a state mandated test, the student should consult with the test coordinator or Counselor's Office to arrange for test make-up.

### ACTIVITY CONFLICTS

The following guideline should be used to determine a student's participation when a conflict in scheduling arises:

*A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.*

### CODE OF CONDUCT

A major component of the educational program at Sheridan Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### EXPECTED BEHAVIORS

Each student shall be expected to:

- ◆ Help maintain a school environment that is safe, friendly, and productive
- ◆ Act at all times in a manner that reflects pride in self, family, and in the school

### STUDENT LUNCHES/LUNCH ROOM CONDUCT

Sheridan Middle School follows a closed lunch policy which means no outside person(s) may join their child, relative, or friend for lunch at Sheridan Middle School. In addition to this, students are NOT permitted to leave the middle school campus for lunch, or leave to buy lunch and then return to school to eat their lunch. During lunch students are expected to:

- ◆ Clean up after themselves and place all trash in the proper receptacles
- ◆ Keep all food and drinks in the cafeteria
- ◆ Students have the opportunity to deposit funds into the lunch program that they may use to purchase food items at a later date.
- ◆ **No cell phones or electronic devices with internet access (wifi) are permitted.**

### CELL PHONE POLICY

Cell phones have become a way of life and we understand the importance of cell phones as a means of communication between parents and students. A student phone is available in the main office for emergency purposes. Cell phones may not be visible during the school day. Students must have all cell phones put away and turned off when entering the building until 2:35pm.

Violation of the cell phone policy will result in a warning for the first infraction with the cell phone being confiscated until the end of the school day. The second infraction may result in an after school detention and a parent or guardian will be required to come in and retrieve the cell phone. A third infraction may result in a minimum of a Saturday School.

If you loan your phone to another student and they violate this regulation, your phone may be confiscated.

Students may not use a cell phone to capture record or transmit the words and/or images of any student, staff member or other person in the school or while attending a school-related activity, without permission of the person. Violation of this provision may result in the cell phone being confiscated and disciplinary action will follow. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

### STUDENT BACKPACKS

Students will be required to leave their backpacks and any other unnecessary items in their lockers. Students will only be allowed to bring materials needed for classes into the classroom.

### DRESS AND GROOMING

It is the policy of the Northern Local 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. While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

1. Halter-tops, tube tops, tank tops, muscle shirts, net jersey, or any type of top which exposes an unusual amount of the upper torso.
2. Blouses, shirts and dresses with open backs, low necklines, thin straps, strapless, open down the sides or of bare midriff design are not allowed.
3. Cut-offs (shirts or shorts) or any see through clothing.
4. Hats or caps (girls or boys), sunglasses, etc.
5. Clothing torn, ripped, cut, or defaced. (No holes)
6. Clothing with suggestive, obscene or offensive words and/or pictures. Drug related, Gang-related messages, and satanic sayings or symbols.
7. Clothing that fits improperly (too large, too small, too tight, length of shorts should **extend beyond** mid-thigh)
8. Clothing with writing, signs, pictures, logos, and/or commercials concerning alcoholic beverages and tobacco products or controlled substances.
9. No chains!
10. Any body piercing that poses an injury risk or unusual distraction.
11. Extreme make-up or hair color.
12. Anything that may distract from the educational process or present a safety risk.

Students who are representing Sheridan Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

### CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, electronics, cellular phones, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents may be required to pay for the replacement or damage. If the damage or loss was intentional, the student may also be subject to discipline according to the Student Discipline Code.

### STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that may subject a student to disciplinary action. It is the school staff's responsibility to provide an orderly learning environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following codes provide a list of major areas that may result in disciplinary action. This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. The school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to a school counselor, parental contact or conference, after-school or lunch detention, Alternative Learning Center (ALC), Saturday School, Emergency Removal, Referral to Law Enforcement Agencies, Suspension or Expulsion.

Students who are suspended out of school or expelled from school, may not be present on any school property, participate in, or attend any school activities or contests, or be present at activities or on property controlled by the Northern Local School District. An expulsion may result in the loss of credit for courses being taken at Sheridan Middle School and Sheridan Connections.

If disciplinary action does not result in removal from school, the disciplinary action may not be appealed. If a student or parent/guardian has questions regarding disciplinary action, they should contact the school's administration. **The absence of a behavior or any specific action from the codes does not mean that such conduct does not violate the discipline code or cannot be punished.**

- 1) **Drugs and/or Alcohol** – Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs. Any evidence of consumption/use of alcohol or drugs at school or a school-related event is a violation of the Code of Conduct. The sale, distribution, possession, or any evidence of consumption/use of drugs, alcohol, fake drugs, steroids, inhalants, counterfeit controlled substances, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies.
- 2) **Tobacco** - Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. E-cigarettes and Vape-pens are also prohibited in school as well. This prohibition also applies when going to and from school and at school bus stops.
- 3) **Student disorder/demonstration** - Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity.
- 4) **Possession of a weapon** - A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a knife may subject a student to a one-year expulsion. Possession of a gun will result in a one-year expulsion, if the student is over 16 years of age it could result in a permanent removal.
- 5) **Use of an object as a weapon** - Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.
- 6) **Purposely setting a fire** - Anything, such as fire, that endangers school property and its occupants will not be tolerated. Any unauthorized fire may subject the student to expulsion. Possession of a lighter or any other combustible material or device is not permitted.
- 7) **Physically assaulting a staff member/student/person associated with the District** - Hitting, fighting, unauthorized touching, disrupting of a staff member, student, or other person associated with the District, which may or may not cause injury. Assault to a staff member may result in charges being filed and subject the student to expulsion.
- 8) **Verbal or written threat to a staff member/student/person associated with the District** - Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal or written assault as will profanity directed toward a staff member in a threatening tone
- 9) **Extortion** - Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.
- 10) **Gambling** - Gambling includes casual betting, betting pools, organized- sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.
- 11) **Cheating/Academic Dishonesty/Plagiarism** - No student shall fraudulently, dishonestly,
  - a. or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements, with respect to proper test-taking or the completion of work assignments. Students shall not assist in the pursuit of academic dishonesty by providing information to other students in any way. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed works, examination questions, examination answers, etc. Any student who is caught or found to be cheating, academically dishonest or plagiarizes may receive an "F" for the work in question, be referred to an administrator, and may be subject to additional disciplinary action.
- 12) **Falsification or Misstatement of Facts or Other Information** – Students shall not forge the writing of another, falsely use the name of another person, or falsify times, dates, addresses, or other data on school forms or school-related correspondence. Students shall not alter or duplicate any school or student records.
- 13) **False alarms and false reports** - A false emergency alarm or report (including a bomb threat) endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.
- 14) **Explosives** - Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.
- 15) **Trespassing** - Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal.
- 16) **Theft** - When a student is caught stealing school or someone's property s/he may be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The school is not responsible for personal property.
- 17) **Disobedience** - School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
- 18) **Damaging property** - Vandalism and disregard for school property or school personnel's private property will not be tolerated.
- 19) **Persistent absence, tardiness or truancy** - Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to school and in the world of work. Penalties can range from detention to a referral to court and/or revocation of the student's driver's license.
- 20) **Unauthorized use of school or private property** - Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use may be subject to disciplinary action.

- 21) **Refusing to accept discipline** - The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.
- 22) **Aiding or abetting violation of school rules** - If a student assists another student in violating any school rule, they may be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- 23) **Displays of Affection** - Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.
- 24) **Possession/use of electronic equipment** – Personal electronic communications, listening, video or gaming devices may not be activated during the instructional day. Violation of this policy, including inappropriate use of the device before or after the instructional day, may result in disciplinary action against the student. The District does not take responsibility for missing or lost personal electronic devices.
- 25) **Violation of individual school/classroom rules** –Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.
- 26) **Violation of bus rules** - Please refer to Section V on transportation for bus rules.
- 27) **Disruption of the educational process** - Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include: delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.
- 28) **Harassment/Bullying** - The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of staff, or any other individuals is not permitted. Harassment and/or bullying conduct includes but is not limited to the following: negative comments regarding socio-economic difference; slurs; negative stereotyping; threatening, intimidating or hostile acts that relate to race, religion, gender, national origin or disability; written or graphic material that demeans or shows hostility towards an individual or group, whether that be in print or on the internet, verbal jokes, innuendo, propositions or threats and non-verbal gestures, touching, assault or the display of pictures or other visual material. Incidents should be reported to the high school administration.
- 29) **Fighting/Unauthorized Bodily Contact (Level I, II, III)** - **The act of physically touching, hitting, or making physical threats to a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school.**
  - Level I - Pushing, shoving, in the grasp.
  - Level II - Students have physical altercation, but end altercation on their own.
  - Level III - Physical altercation had to be ended by bystanders/school personnel, or an act of assault is involved.

**Any student involved in fighting on school property may be subjected to a 5 Day Out of School Suspension. A second offense may result in a 10 Day Out of School Suspension with a recommendation of expulsion. In addition, any physical confrontation between students may also be subject to discipline as well.**
- 30) **Disrespect** - A student shall not willfully intimidate, insult, or in any other manner abuse verbally or in writing any member of the school staff or student body.
- 31) **Inappropriate Language** - A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace a staff member or fellow student by written, verbal, or gestured means.
- 32) **Tardiness** - It is important to establish consistent attendance habits in order to succeed in school and in the world of work. When the tardy bell sounds, students will be in their classroom seats ready to learn.
- 33) **Dress and Grooming** - While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.
- 34) **Computer Acceptable Use** – The use of your account must be in support of education and research and consistent with the education objectives of Northern Local Schools. Use of other organization’s network or computing resources must comply with the rules appropriate for that network.

### **BULLYING & OTHER FORMS OF AGGRESSIVE BEHAVIOR POLICY**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school’s control, in a school vehicle, or where an employee is engaged in school business.

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

### **Harassment, intimidation, or bullying means:**

Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship. "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

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

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

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

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

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

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

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

The District shall implement intervention strategies (AG5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law). The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

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

### **COMPLAINTS**

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

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **CRIMINAL ACTS**

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

### **SUBSTANCE ABUSE POLICY**

The Northern Local School District believes that the unlawful possession and use of alcohol and illicit drugs is wrong and harmful. Therefore students must adhere to the following policy:

No student shall knowingly possess, use, evidence the use of, sell, offer for sale, purchase, offer to purchase, give, receive or transmit any substance which is, represented as, or understood to be any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, opiate, opium derivative, alcoholic drug, alcoholic beverage, tobacco product, stimulant, depressant or counterfeit controlled substance of any kind while at school, on school property, at any school-related function, or on a school bus or rented carrier. *(The only exception to this policy is the student who is taking prescribed medication under the direction of a physician.)* Nor shall a student knowingly have in the student's possession drug-related paraphernalia as defined by ORC 2925.12 and 2925.14 while at school, on school property, at any school-related function, or on a school bus or rented carrier.

1. The principal in the student's school building may report violations of this policy involving  
A sale, use, offer to sell, gift, or transmission of any of the above mentioned substances to the Prosecuting Attorney of Perry County.
2. The school penalty for violation of any part of this policy except tobacco products may be:
  - a. Ten day suspension from school
  - b. Recommendation for expulsion
3. Whenever a student is suspended or expelled for possession or use of drugs as defined in  
Board Policy 5530, the Superintendent may notify the Registrar of Motor Vehicles and the judge of the Juvenile Court. Such notification is to be given within two (2) weeks after the suspension or expulsion in a manner that complies with the provisions of R.C. 3321.13(B)(3).
4. Students violating the policy concerning tobacco products may receive a minimum of three days In-School Suspension for the first violation. Students who violate the tobacco product policy a second time may receive a minimum of 3 days suspension from school. Additional violations may result in a minimum of a five-day suspension from school. Students are subject to penalties associated with a tobacco offense under the Ohio Revised Code 2151.78.
5. Students who are involved in extra-curricular activities are also subject to the rules and regulations of the athletic code of conduct.

### **DISCIPLINE**

***Students are considered under the jurisdiction of the school while on school property, on buses, interacting with members of the Board of Education or their employees, or at any school-sponsored activities, away sporting events, contests, or trips.***

In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

### **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes writing assignments, change of seating or location, after-school detention, in-school restriction, and Saturday Detention.

If a student is unable to attend assigned discipline (detention, Saturday Detention, etc.), prior contact must be made with the assistant principal. If the assignment is missed, further disciplinary action will follow.

### **DETENTIONS**

An administrator or teacher may detain a student after school after giving the student and his/her parents one day's notice. After school detentions are from 2:30pm to 4:30pm. The student or his/her parents are responsible for transportation.

### **SATURDAY DETENTION**

The Saturday Detention will be in session from 8:00 AM to 12:00 Noon. Assigned students will attend a continuous four hour period during which time they will be permitted one five minute break at approximately 10:00 AM. Each student shall arrive with sufficient educational materials to be busy during this four-hour study period.

A student missing any portion of his/her assigned time in Saturday Detention may be given an additional four-hour period. Failure to timely serve Saturday School assignment(s) may lead to a suspension from school for a period not to exceed five days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

Transportation to and from Saturday Detention shall be the responsibility of the student.

## **ALTERNATIVE LEARNING CENTER**

Students may be assigned to an in-school ALC to complete their lessons for the day. Students report to the ALC after arriving at school and remain for the school day including lunch. ALC violations will result in additional disciplinary action.

## **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

## **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

## **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within five days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

When a student is suspended, s/he may make up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

## **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice. Within ten days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

In accordance with policy 5571, the Board has authorized the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. Dogs, handled by law enforcement officers specially trained to safely and competently work with them, may come to the school and conduct a search without notice, except to the superintendent and building principal. The dogs will be allowed to examine a student's possessions, including vehicles. The dogs may also be allowed to examine school property such as lockers as permitted by the building principal.

## STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines and have approval of high school principal.

## DANCES

**All School rules are in effect for school dances. Students may not return after leaving a dance. There will be NO High School students. All students must be currently enrolled at Sheridan Middle School. Students serving discipline consequences may not attend. In addition to this, the administrator and/or club advisor may determine who may attend a dance.**

## SECTION V - TRANSPORTATION

### BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live farther than one mile from school. The bus schedule and route is available by contacting the Director of Transportation at 743-1533.

***We suggest that parents read this information and discuss it with students in order to have a complete understanding of rules and avoid any problems that may result from misunderstandings.***

### BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Pupils have duties and obligations, which contribute to their safe and orderly transportation. All pupils will be expected to follow the rules and regulations listed below when riding Northern Local School buses.

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from bus stops.
3. Behavior at school bus stops and on the bus must not threaten life, limb or property of any individual.
4. Pupils must go directly to an assigned seat.
5. Pupils must remain seated except when boarding or leaving the bus and keep aisles clear.
6. All policies, rules and regulations listed in the school discipline codes apply to students while passengers on buses.
7. Pupils must not use profane language or gestures.
8. Pupils must refrain from eating, drinking and chewing gum on the bus except as required for medical reasons.
9. Pupils must not use tobacco in any form, nor lighters or strike matches on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.

11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board their assigned bus only at designated locations unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put heads or arms out of the bus windows.
15. Students must obey all rules posted in the bus by the bus driver.
16. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
17. Reasonable conversation is permitted as long as noise is kept to a minimum.
18. Students must not transport animals, weapons, dangerous instruments, glass containers, radios or recorders on the bus. (Recorders may be carried by written permission by a teacher.)
19. Students must not litter or cause damage to the bus or property of others. (Parents are liable.)
20. A student shall not disobey or refuse to comply with reasonable directions given by the bus driver.
21. Students must not threaten or in any way intimidate bus drivers, or use any other action endangering the operation of the bus.
22. Those students wanting to ride a bus other than their assigned bus to friends or sitter, must have note signed by parent and building assistant principal. Calls for the office to write bus notes should be made to the school no later than NOON.

### **AUTHORITY OF SCHOOL BUS DRIVERS**

(From Ohio Pupil Transportation Laws and Regulations, 1984)

1. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver.
2. The school bus driver shall be in charge of the bus at all times and shall be responsible for order; he should not excuse a pupil from the bus. He shall report the unmanageable pupil to the proper authority. Disorderly conduct shall be sufficient reason for refusing transportation service to any pupil.
3. Whenever it becomes necessary to refuse a pupil transportation, the school authorities shall notify the parents in writing of such refusal with a full explanation.
4. Ohio Revised Code Section 3319.41 states in part: "Such persons and non-certified school employees and school bus drivers may also within the scope of their employment use and apply such amount of force and restraint as is reasonable and necessary to quell disturbances threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or property."

### **PROCEDURE OF DISCIPLINING SCHOOL BUS MISBEHAVIOR**

First offense: May result in a warning to a three day suspension

Second offense: May result in a three to five day suspension

Third offense: May result in a five to ten day suspension

Fourth offense: May result in a ten day suspension/possible expulsion from riding bus

Any of these steps may be bypassed, or other forms of discipline used, at the discretion of the administrator. If the offense is of a serious nature, expulsion or school bus suspension may take place by passing the above procedural steps.

## **SECTION VI**

### **ATHLETIC CODE OF CONDUCT**

#### **Athletic Code of Conduct**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student athlete is our major consideration and transcends any other consideration.

***All athletes shall abide by a code of conduct which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to, theft, vandalism, disrespect, immorality, or violations of law, tarnish the reputation of everyone associated with the athletic program. The athletic code of conduct will be in effect twelve months a year.***

## Eligibility

In order to be eligible in grades 7-8 a student must be currently enrolled and have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 5 of those subjects carried the preceding grading period in which a student receives grades in. **Note: in addition to the credit requirement for eligibility, all Northern Local students must earn a G.P.A. of a 1.0 in the immediately preceding grading period.**

## Individual Sport Rules

Coaches may establish additional rules and regulations for their respective sports. Infractions of team rules may lead to dismissal from the team. Penalties will be designated/handled by the respective coaches.

## BASIC TRAINING RULES

Any student involved in theft, vandalism, using or possessing alcohol or tobacco, or using, possessing, buying, or selling counterfeit drugs, look-alike drugs, illegal controlled substances, or any substance represented to be an illegal substance, shall be denied participation in interscholastic athletics. (This rule is to be enforced twelve months of the year.)

### First Violation of Basic Training Rule (of any type)

Denied participation from athletic competition for 50% of the scheduled contests of that sport. Any remaining percentage of the denial of participation not served shall be applied toward the next sport in which the athlete participates. All rules and requirements of the sport team including practice must be followed by the athlete during the period of denied participation.

### Second Violation of Basic Training Rule (of any type)

Upon confirmation of the second violation, athletic participation will be denied for one full calendar year. The athlete may be permitted to practice with coach's approval. All rules and requirements of the sport team must be followed by the athlete during the period of denied participation. **Note: Athletes found to be in violation of basic training rules for the second time will be given the option of getting remediation which may include diagnosis, counseling, or treatment as deemed necessary by appropriate professionals. After successful completion in a pre-approved remediation program, the athlete may then petition for reduction of penalty to one full sports season. Documentation of such treatment, including a written report concerning the treatment given and results of such treatment, must be provided to principal or athletic director. All costs are the responsibility of parent or guardian. Athletes in grades 7/8 found to be in violation of basic training rules for the second time will be treated as above unless the second violation occurs one full calendar year after the first, then it shall be treated as a first violation.**

### Third Violation of Basic Training Rule (of any type)

The student-athlete found in third violation of the training rules shall be denied athletic participation for the remainder of their middle school career. The athlete may petition the superintendent for reinstatement one year following date of third offense, contingent upon a showing of substantiated rehabilitation.

## Penalty Definitions

1. To calculate the percentages of penalty for denial of participation, the number of regular season contests scheduled will be used for each respective sport. Post season contests will not be considered in the calculation.
2. When a penalty results in a denial of a partial contest, the fraction will be rounded off to the nearest whole contest. Example: 3:49 contests will be 3 contests. 3.50 contests will be 4 contests.
3. A suspended athlete who has a carry-over penalty into a succeeding sport must complete the season in that sport in good standing in order for the suspension to be credited to that sport.
4. For the purpose of this code, a contest is defined using the OHSAA guidelines for scheduling.
5. For the purpose of this code, a scrimmage is not considered as a contest. It is considered another practice session.

## **Appeals Procedure**

Any denial of participation resulting from a violation of any of the basic training rules may be appealed to the SMS Appeals Board.

The SMS Athletic Appeals Board will consist of the middle school principal, the athletic director, the student athlete's coach and the head coach of that sport. The appeal will require the following: 1) a written appeal must be presented to the athletic director within 72 hours of the initial ruling; 2) the student shall have the privilege of representation although this appeal is not a legal process; and 3) the Appeals Board shall render a decision within one day in writing to the student and his/her parents or guardian.

**2018-2019 Middle School Sports Schedule**

**7/8 VOLLEYBALL**

8/20	PHILO	H
8/23	NEW LEX	H
8/27	JOHN GLENN	H
8/29	MAYSVILLE	A
9/4	WEST MUSKINGUM	A
9/5	TRI VALLEY	H
9/10	MORGAN	H
9/12	CROOKSVILLE	A
9/17	PHILO	A
9/20	NEW LEX	A
9/24	JOHN GLENN	A
9/26	MAYSVILLE	H
10/1	WEST MUSKINGUM	H
10/3	TRI VALLEY	A
10/8	MORGAN	A
10/10	CROOKSVILLE	H

**7/8 FOOTBALL**

8/30	MAYSVILLE	A
9/6	JOHN GLENN	H
9/20	WEST MUSKINGUM	A
9/27	PHILO	H
10/4	TRI VALLEY	A
10/11	NEW LEX	H
10/18	CROOKSVILLE	A
10/25	MORGAN	H

**7TH AND 8TH BASKETBALL**

		<b>BOYS</b>	<b>GIRLS</b>
11/29	MAYSVILLE	No Game	A
12/3	PHILO	A	H
12/6	TRI VALLEY	H	A
12/10	NEW LEX	H	A
12/13	MORGAN	A	H
12/17	WEST MUSKINGUM	H	A
12/20	CROOKSVILLE	H	A
1/3	JOHN GLENN	A	H
1/10	MAYSVILLE	A	H
1/14	NEW LEX	A	H
1/17	MORGAN	H	A
1/24	WEST MUSKINGUM	A	H
1/28	CROOKSVILLE	A	H
1/31	JOHN GLENN	H	A
2/4	PHILO	H	A
2/7	TRI VALLEY	A	H
2/14	MAYSVILLE	H	No Game

## MS WRESTLING

11/30	MVL NORTH/SOUTH DUALS (5:30)	TBA
12/8	LICKING VALLEY INV (10:00 am)	A
12/12	TRI VALLEY(5:00)=At the Middle School	H
12/19	MAYSVILLE INV (4:00)	A
1/10	NEW LEX (5:00)	A
1/12	NEW LEX INV (10:00 am)	A
1/16	GRANVILLE (5:00)	H
1/19	NEWARK CATHOLIC INV (9:00 am)	A
2/2	MOUNT VERNON INV (9:00 am)	A
2/6	MAYSVILLE (6:00)	A
2/15	MVL FINALS (4:00)	W. M.

## MS TRACK

4/1	MVL RELAYS (4:30)	H
4/6	LOGAN INV (10:00 am)	A
4/10	NEW LEX / MAYSVILLE (4:30)	Maysville
4/17	JOHN GLENN / MORGAN (4:30)	Morgan
4/20	ZANESVILLE INV (10:00 am)	A
4/24	CROOKSVILLE / TRI VALLEY (4:30)	H
5/1	WEST M. / PHILO (4:30)	Philo
5/4	MVL FINALS (9:30 am)	H
5/11	OHSAA MEET (10:00 am)	Lancaster