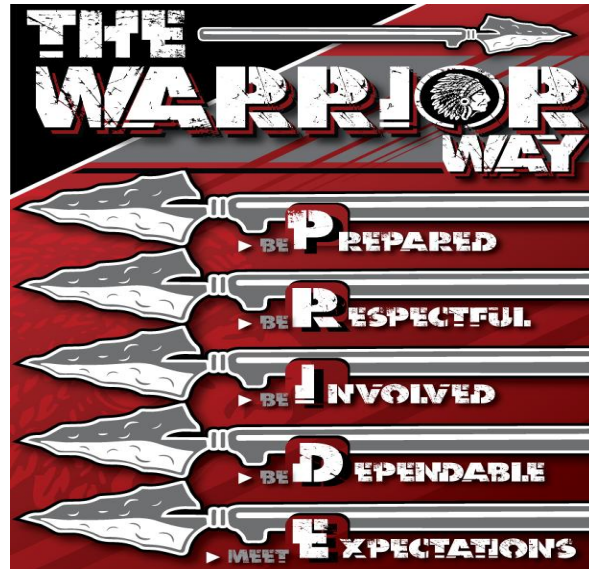


2019-2020 STUDENT/PARENT HANDBOOK



Welcome to Braden Middle School! We wish you success and enjoyment here as you pursue another goal in life. The purpose of this booklet is to provide information which serves as a guide in providing facts about school rules, regulations, policies, programs and services. Both students and parents are urged to read all information so misunderstanding may be avoided. Obviously not everything can be covered in this document. Students are urged to ask teachers, counselors and administration for clarification. The best intention of any document is meaningless unless people make it work. Acceptance by all students is needed in order to make Braden a better environment in which to learn. All of us, students and faculty, are proud of Braden. A sincere effort by each will assure continued success.

www.buckeyeschools.info

VISION STATEMENT

To enhance the academic and social growth of every student to be lifelong learners so that they may effectively compete in this 21st century global economy.

MISSION STATEMENT

To provide our school with a high quality, challenging, and rigorous education that connects students' lives and their future so that they will be contributing members of our society. We will create an environment that is safe, supportive, and equitable. We will instill a love of learning and will ensure that each student is a successful learner, fully respected, and learns to respect others.

EQUAL EDUCATION OPPORTUNITY

The Buckeye Local Schools provide an educational opportunity for all students.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school district's compliance officer:

Superintendent 440-998-4411

Complaints will be investigated in accordance with the procedures described in Administrative Guideline #2260 found at **www.buckeyeschools.info**. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

INDIVIDUALS WITH DISABILITIES

The Americans 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.

A student can access special education services through the proper procedures. Parent involvement in this procedure is important and required by federal (IDEA) and state law. Contact Special Education Supervisor to inquire about evaluation procedures and programs

PARENTS RIGHT TO KNOW

The Buckeye Local Schools wishes to notify all parents in all buildings that they may request information regarding the professional qualifications of their children's classroom teachers:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject area taught;
- If the teacher is teaching under emergency or temporary status in which state qualifications or licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification and field of discipline;
- Whether the student is provided services by a paraprofessional and if so, their qualifications.

The district also provides the following notifications to parents of students in Title I schools as necessary:

- Timely notice that the student has been assigned to be taught, or has been taught for four or more consecutive weeks, by a teacher who is not "highly qualified";
- Information on the level of achievement of the student in each of the state's academic assessments.

The district also provides parents with the option to be informed prior to any application of a pesticide made to school property during the school year. In certain emergencies, pesticides may be applied without prior notice

to prevent injury to students and staff, but you will be notified following any such application. Prior Notification of Pesticide application request forms will be available in the beginning of year packet provided to students.

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

- Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.
- State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.
- Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

ENROLLING IN THE SCHOOL

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the district's open enrollment policy. New students under the age of 18 must be enrolled by their parents or legal guardians. When enrolling, parents must provide copies of the following:

- ✓ A birth certificate or similar document
- ✓ Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- ✓ Driver's license
- ✓ Proof of residency, i.e. utility bill (water, electric, gas, landline phone)
- ✓ Proof of immunizations

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not yet expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district.

WITHDRAWING FROM SCHOOL

The school office must be notified if a student intends to withdraw from school. The student will be given an official withdrawal form to be signed by each of his/her teachers (and the librarian and athletic director), which will show that all books/materials/equipment/uniforms have been returned and fees paid.

Parents/guardians signature is required on the withdrawal form. No transcripts/records will be released until all obligations are fulfilled.

SCHOOL DAY SCHEDULE

Classes are in session from 7:42 a.m. to 2:22 p.m. Students are required to be in school on time for their first class. Students may not leave during the school day without permission from the main office.

Warning Bell	7:39
Period 1	7:42-7:45
Period 2	7:46-8:36
Period 3	8:39-9:29
Period 4	9:32-10:22
Period 5	10:25-11:15
Period 6 A Lunch	11:18-11:48
B Lunch	12:06-12:36
Period 7	12:39-1:29
Period 8	1:32-2:22

Two Hour Delay Schedule TBA

- All students should leave the building promptly after school is dismissed in the afternoon. There should be no students in the building after 2:45 p.m. unless they are supervised by a teacher/advisor/coach.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other condition, the school will notify the following radio and television stations, school connects, as well as the Buckeye webpage:

Channels 3, 5, 8
Stations 97.1 and 102.5 FM
www.buckeyeschools.info

SCHEDULING AND ASSIGNMENTS

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counseling office. Students may be denied course enrollment due to a lack of available space. Students are expected to follow their schedules.

SCHOOL ASSIGNED TEXTBOOKS / MATERIALS

- Each student is responsible for books issued and will be required to pay for any books damaged, lost or stolen. For one's own protection, each student should put his/her name in the front of each book and keep a list of book numbers issued to him/her.
- If a student withdraws from school, it is his/her responsibility to return these books to the teachers who issued them. No grades/transcripts/records will be forwarded for a withdrawn student until all obligations to Braden Middle School are met.

If a book or other article is lost, the office should be notified with a written description and the student's name. School assigned books or other materials, whether lost or stolen, remain the responsibility of the student to whom the book or material was originally assigned to.

ATTENDANCE

The Buckeye Local Board of Education believes that regular attendance leads to high academic achievement. Class attendance is the primary responsibility of the student and parents or guardian.

The statute governing school attendance in Ohio is specific and leaves little option for school authorities to excuse children from school. The following constitute reasons for excused absences from school.

1. **Personal illness.** On the third consecutive day a physician's certificate will be required. Medical documents must be submitted within the grading period of the absence.
2. **Illness in the family.** This absence condition applies to students in grades 6-8; verified by medical documentation.
3. **Quarantine of the home** by proper health officials.

4. **Death of a relative.** The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
5. **Student needed at home due to absence of parent/guardian.** Any absence arising because of this condition shall not extend for a period longer than that for which the parent/guardian was absent.
6. **Observation of religious holidays** consistent with the student's creed or belief.
7. **Emergency.** Any emergency or set of circumstances which in the judgment of the administration constitutes a good and sufficient cause for absence from school.
8. **Physician-documented appointment.**
9. **Court-documented appointment.**
10. **Family vacation.** When parents request the absence of a student for family vacation (with immediate family; may include hunting), such absence will be considered excused. A written request for absence must be made at least one week prior to leaving. A student excused under this provision is responsible for obtaining his/her assignments prior to leaving and submitting the completed work no later than two days after returning unless arrangements have been made with the teacher. When parents take a student out of school without prior arrangement, the absence will be considered unexcused.
12. **A school-sponsored activity**, i.e. field trips, athletic contests, assemblies, student government, service project, or school-sponsored extracurricular activities will not be counted in a student's absence total. However, the student must acquire teacher permission and arrange to the teacher's satisfaction for make-up work prior to being excused. Students will not be excused unless prior arrangements have been made and the administrative office has been properly informed.

Examples of unexcused absences include, but are not limited to, the following: (1) missing the bus; (2) no transportation or breakdown of transportation; (3) over-sleeping; (4) cosmetics appointments (permanent, haircut, tanning, etc.); (5) non-family babysitting; (6) job interview; (7) family vacation (no prior notification to school).

- ❖ Students may be cited to juvenile court if absences exceed the number of hours determined as truant. This may include medical excused absences.

Truancy: A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive school hours, 42 or more hours in one school month, or 72 or more hours in a school year.

In order to address the attendance practices of a student who is habitually truant, the board authorizes the Superintendent to take any of the following intervention actions:

- Assign the student to a truancy intervention program
- Provide counseling to the student
- Request or require the student's parent to attend a parental involvement program
- Request or require a parent to attend a truancy prevention mediation program
- Take appropriate legal action
- Assignment to an alternative school

ABSENCE PROCEDURES

On each morning of an absence, the student's parent or guardian must telephone the school **ATTENDANCE LINE 440-990-3125** between 7AM and 9AM and give a reason for the child's absence. If a call is not received, a written excuse stating the reason for the absence must be given by the parent/guardian upon the student's return to school. If a call is not made the day of the absence, the school will call and/or send a postcard or the Resource Officer. Parents/guardians may receive a call at work when a student is absent and no reason has been given for the student's absence. **Note:** A student arriving at school after 7:42 a.m. will be considered tardy.

MAKE-UP WORK

Students who are absent from school with a valid excuse shall be given the opportunity to make up missed work.

- The student should contact his/her teacher/school counselor (extended absences) as soon as possible to obtain assignments.
- The number of days for completion of make-up work will be equivalent to the number of excused days of absence.
- If a student misses a teacher's test due to an excused absence, he/she should make arrangements with the teacher to take the test at another time.

EARLY DISMISSALS

Appointments with the doctor, dentist, etc. should not ordinarily be made during school time. In case of necessity, however, the student must bring a note signed by the parent/guardian to the main office prior to the start of school stating the date, time and reason it will be necessary for him/her to leave school. Upon returning from the appointment, a dated note from the doctor's office must be presented in the main office in order to gain an excused pass. If a note is not presented, an unexcused absence will be given and appropriate disciplinary action may be taken.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file to attend school. A complete Medical Authorization Form must also be on file with the coach / advisor in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunization or authorized waiver. Any questions about immunizations or waivers should be directed to the building principal.

STUDENT MEDICATION

Only the school nurse or the principal's designee will administer medication to students during school hours when the parent cannot be at school to administer the medication, in compliance with the following regulations.

Written instructions signed by both the parent/guardian and physician are required, including the child's name and address, the school in which the child is enrolled, name and purpose of the medication, time and dosage to be administered, beginning and ending dates to be administered; notation of any severe or adverse reactions that should be reported to the physician, including telephone numbers where he/she can be reached in an emergency; special instructions (storage, sterile conditions).

Forms can be found on the district website. Search for form 533of1-f4.

STUDENT ILLNESS OR INJURY

The school nurse's schedule is posted on the clinic door. Students should have a pass signed by the teacher of the class he/she is missing before reporting to the clinic. Ill students referred to the clinic when the nurse is not available must report to the main office. If a student becomes ill in class, teacher designee should accompany the student to the clinic or main office. Hall passes are necessary except in cases which are considered emergency in nature.

Students who are ill must report to the clinic or main office. Being in the restroom because of illness will not be accepted as permission for being out of class. Do not, under any circumstances, try to go home alone. The nurse or office will notify parents/guardians to make arrangements for transportation home. Since parents/guardians are not always accessible, the information on the student emergency card will be used to contact a responsible person or the student's doctor when a parent/guardian cannot be located. Therefore, this information must be listed on the emergency card and kept current.

BLOOD BORNE PATHOGENS

The school district seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school-related activities.

Whenever a student has contact with blood or other potentially infectious material, he/she must immediately notify his/her teacher, who will contact the main office/nurse and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or health service.

STUDENT INSURANCE

The school does not purchase insurance coverage for students. Enrollment information for Student Accident Insurance will be made available early in the school year. Remember, student-purchased insurance operates only if the injury is reported immediately after it occurs.

SAFETY AND SECURITY

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.

FIRE DRILLS

Whenever the fire alarm rings students should go promptly to the proper exit as posted and as directed by the teacher. All should be quiet so that any instructions which are necessary may be easily heard. Go quickly, but safely, in single file - no running and no talking. During the drill students are expected to remain orderly and to follow directions of teachers and administrators.

TORNADO DRILLS

Specific locations on the ground floor of the building are posted in each classroom as the assigned area for each class to report to during tornado drills/alerts. Students are to kneel against the wall when they are requested to do so and follow the directions of teachers.

SCHOOL SAFETY DRILLS

School safety drills shall be conducted at least three times during the school year to provide students with instruction in procedures to follow in situations where students must be secured in the school building or rapidly evacuated in response to a threat to the school.

ACADEMIC PROGRESS

Grading Procedures/Grade Reporting

1. Report cards are issued at the end of each grade period. Report cards will be available through ProgressBook online. If there are questions about the grades, the teacher or teachers involved should be contacted.
2. Parent-teacher conferences are held three times each year.
3. Following the end of the second nine weeks, parents/guardians of students who are in danger of failing for the term in any course or courses are notified by letter from the counseling department.
4. Grades used at the middle school are:
 - A** Excellent (90-100)
 - B** Good (80-89)
 - C** Average (70-79)
 - D** Poor (60-69)
 - F** Failing (0-59)
 - I** Incomplete
5. Information on other factors of grading will be provided by individual classroom teachers.

HOLDING GRADE CARDS

Records may be held for the following reasons: non-payment of fees, overdue library materials, not returning a textbook, damage to a textbook, possession of school equipment or an athletic uniform. All fines and fees must be paid.

SCHEDULE CHANGES

Schedule changes will be permitted within the first two (2) weeks of the school year. Schedule changes may be made after the two (2) week deadline if it is an appropriate scheduling move (decided upon by administration and the student's school counselor), or it is in the best academic interest of the student. Student and/or parent generated requests will be accepted only with a formal written request from the parent/guardian stating the academic reason(s) for the change.

BUS STUDENTS

If a student is transported by school bus, he/she must ride the bus assigned. The bus driver is in complete charge of the bus and its passengers and is required to assign seats. This is no different from the teacher. Behavior on the bus is to be what is expected of a student in a classroom and the Student Conduct Code applies. Discipline problems on the bus will be handled as discipline problems in school. **Note:** Buses may be equipped with video cameras; videotape could be used for disciplinary purposes. Violation of the conduct code may result in loss of riding privileges and include other penalties.

Student safety instruction policies include:

- Students shall arrive at the bus stop before the bus is scheduled to arrive.
- Students must wait in a location clear of traffic and away from the bus stop.
- Behavior at the school bus stop must not threaten life, limb or property of any individual.
- Student must go directly to an available or assigned seat so the bus may safely resume motion.
- Students must remain seated keeping aisles and exits clear.
- Students must observe classroom conduct and obey the driver promptly and respectfully.
- Students must not use profane language.
- Students must refrain from eating and drinking on the bus except as required for medical reasons.
- Students must not use tobacco on the bus.
- Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- Students must not throw or pass objects on, from or into the bus.
- Students may carry on the bus only objects that can be held in their laps.
- Students must leave or board the bus at locations to which they have been assigned unless parental and administrative authorization to do otherwise. (See paragraph below.)
- Students must not put head or arms out of bus windows.

The State of Ohio requires that the following bus rules be followed.

- Go directly to your assigned seat and remain seated.
- Obey the driver promptly and respectfully.
- Keep aisles and exits clear
- Carry on objects must be held in your lap.
- Keep hands, feet and objects to yourself.
- Never throw anything inside the bus or out of the windows.
- Never put your head, arms or legs out of the bus window.
- No profane or bad language.
- No eating or drinking.
- Do not damage seats or other property.

To ride a bus other than the one assigned, **both** students must have a written note from parents/guardians. Notes must be turned in to the main office before the start of the school day; bus passes will be ready by the end of the day. Notes must include bus number, destination and the reason for the request. Verbal requests and requests after school starts are not accepted unless designated by an administrator.

VIDEO TAPES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

WALKERS

Due to the school proximity and dangerous road conditions, students are prohibited from walking to and from school. All students must use school transportation or must be dropped off in the back parking lot.

NON-BUS STUDENTS

If someone drives a student to school in the morning, the unloading must follow the traffic pattern of the State Road entrance to the back parking lot, not the front circle of the school. When students are picked up after school, the back parking lot must also be used. Cars should not enter the Edgewood Drive entrance. Students who are driven to school should not arrive before 7:20 a.m. The doors to the school will be unlocked at 7:20 a.m.

CELL PHONES

Cell phones are not permitted during the school day. Cell phones may be locked in the lockers during the day for use on the bus only.

EARBUDS

Earbuds are not permitted to be used in school at any time

TELEPHONE USE

Students are not permitted to call/text home “sick” from cell phones (see Student Illness/Injury procedures). If it is absolutely necessary to use the phone, the student must have a pass to the main office and obtain permission from an administrator to use the phone.

If an emergency arises at home, parents/guardians can get in touch with students by calling BMS and leaving a message. The caller will be asked to identify him/herself. If the situation is serious enough, an administrator or designee will call the student from class. Only urgent messages will be delivered from the office; other calls are discouraged..

STUDENT ACTIVITIES

Interscholastic athletic teams represent BMS and numerous clubs and other extracurricular activities are available to students. Information on these and other activities will be made available as needed. Some activities have additional rules or guidelines that must be followed.

ATHLETIC ELIGIBILITY

In order to be eligible to participate in extracurricular competition, a student must meet all of the following standards:

- All Ohio High School Athletic Association guidelines;
- Receive passing grades in the equivalent of a minimum of five (5) one-credit classes in the immediately preceding grading period; and,
- Obtain a grade point average (GPA) of 1.80 or higher on a 4.0 scale in the grade period preceding the period of participation.

FEES

In accordance with state law, Braden Middle School charges specific fees for activities and materials used in the course of instruction.

- ❖ Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.
- ❖ A student activity fee (\$160.00) is required of those students participating in sports.
- ❖ A one-time (\$25) Chromebook fee is required of all BMS students. The following charges will be imposed for lost or damaged chromebook equipment; Chromebook (\$250.00), Screen (\$50.00), Keyboard (\$50.00), Power Cord (\$35.00), Case (\$30.00).

RETURN CHECK POLICY: All return checks will be submitted to eCollect and your account will be debited electronically for both the face amount and returned check fees.

LUNCH REGULATIONS

In order to obtain the best and quickest possible service, cafeteria rules must be followed. Abuse of regulations may result in loss of cafeteria privileges and/or disciplinary action.

- All students will eat in the cafeteria area at the cafeteria tables. Leaving the school grounds is strictly prohibited.
- Food is not to be taken out of the cafeteria, nor is food to be brought in from outside vendors (Burger King, McDonald's, Subway, etc.).
- Visitors are prohibited from the cafeteria during lunch periods.
- Students are expected to be orderly, quiet and polite.
- Students are responsible for seeing that the table and chairs are clean and in place, and that all garbage and trash is placed in waste containers, and cafeteria trays are taken to the dishwashing counter.
- All lunch period time is to be spent in the cafeteria area. Use restrooms in the cafeteria area only. Faculty or administration permission is required to be in other areas of the building.

AUDITORIUM

Assemblies held in the auditorium are almost without exception considered formal and appropriate behavior is expected and necessary.

- All students are expected to attend all assemblies unless otherwise notified. Students tardy to assemblies or with unauthorized absence from assemblies are subject to disciplinary action.
- Each grade level, 6-8, may be assigned seats and/or areas. 8th graders only are permitted in the center section. 7th graders are assigned the west section, and 6th graders the east section.

SCHOOL FUNCTION REGULATIONS

School functions are held for the enjoyment of Braden students only. The following regulations are intended to provide for our students:

- Normally students arrive within 15 minutes of the starting time and leave no earlier than 90 minutes prior to closing time. Students are not permitted to go outside the building once they have entered. Departure from the building at any time during the function will result in parent/guardian notification and possible suspension.
- All school rules and regulations for dress, student conduct and behavior are in effect.
- Students who have been suspended during the school year may not be permitted to attend a school function, as determined by administration.
- School functions will be chaperoned by BMS faculty members, PTO parents, and, sheriff's deputies. Chaperones are in charge of the building during a function and are to be obeyed at all times.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc., are tempting targets for theft and extortion. The school will not be liable for any loss or damage to personal valuables.

STUDENT LOCKERS

- Student lockers are to be used for books, coats, boots, etc. School locks should be in place.
- No valuables are to be left in lockers. A lock will be provided. Students are responsible for maintenance and use of this lock. If the lock is damaged or lost a replacement fee of \$5 will be charged. Note: You are not to bring large sums of money or unnecessary valuables to school. However, if you need special storage, contact the office.
- Writing on the lockers is not permitted, unless approved by administration. If defacing occurs the student will be brought to the locker and return it to its original condition, or pay for such refurbishing.
- Students are permitted to use only the locker assigned to them. Appropriate disciplinary measures may be taken if a student is found using other lockers.
- Student lockers are the property of the Buckeye Local Schools and may be entered (by administration) at any time without student permission or knowledge.
- The Buckeye Local Schools are not responsible for lost, stolen or damaged personal items from lockers.

BOOKBAGS

Book bags or other similar carrying items are not permitted to be carried during the school day unless approved by administration. This includes, but is not limited to, backpacks, cinch bags, waist pouches, gym bags, overly large purses, briefcases, laundry bags, etc.

HALL PASSES

A student permitted to leave a room during a class must carry a lanyard pass with him/her. Students are not to be in the corridors without the proper permit. Students must go only to the area designated by the teacher issuing the permit. Leaving the control of a teacher without a classroom pass will result in disciplinary action.

RESTROOM PASSES

Students should use restrooms during the time in between classes, before and after school, and during lunch time. Students must have a classroom pass from the classroom teacher to be in a restroom during scheduled class time. Restrooms in the academic areas (away from the cafeteria) of the building are “off limits” to students from 11:18 a.m. until 12:36 p.m. unless a pass is issued by a teacher.

Only in case of emergency will a student be excused from class to go to the restroom. This is to be determined by the classroom teacher. This request may be denied under certain conditions.

Students are required to sign in and out of the classroom when given permission to use the restroom.

PA ANNOUNCEMENTS

Daily announcements will be made during homeroom.

FIELD TRIPS

Student field trips are considered to be educational and worthwhile. The student must submit a permission form signed by the parent/guardian to the main office at least one week prior to the scheduled departure day. The school discipline code is in effect at all times during the trip. Participating in a field trip is a privilege and may be revoked at any time. Students who have been absent for 42 hours or more of school, have received a failing grade of an "F" in any course or who have been suspended from school will not be permitted to attend.

LIBRARY

The library is to be used for library and research purposes only. The standard discipline code applies.

VISITORS TO SCHOOL

No student visitors are permitted while Braden Middle School is in session. Special permission may be granted for foreign exchange students.

DELIVERIES FOR STUDENTS

Delivery of flowers/balloons/gifts, etc. to students is not permitted. Area florists have been notified that BMS does not accept deliveries for students.

COMPUTER TECHNOLOGY

Computer use at Braden Middle School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school-owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administration.

- ✓ Files stored on school computers are restricted to school-related assignments only. Personal files may not be stored.
- ✓ Students shall not copy (without authorization), damage or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school computer.
- ✓ Students shall not use or alter another person's password, files or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
- ✓ No privately owned software is to be used with computer hardware owned by the Buckeye Local Schools.
- ✓ Use of all computer-generated telecommunications is restricted to school-related projects and must be supervised by the teacher or network administrator. No email addresses other than the schools are permitted unless authorized by the principal. Students using the Internet, and the parents/guardians of such

students, must complete a school-approved Internet Use Consent Form before using the Internet.

- ✓ No students shall attempt to establish computer contact into school district restricted computer nets or any other unauthorized databases.
- ✓ Parents or guardians must read and sign the Acceptable Use Policy and Access Release and Authorization Form, and should understand that this access is designed for educational purposes. Parents should also recognize that it is impossible for Buckeye Local School District to restrict access to all controversial materials and will not be held responsible for materials acquired on the network. Further, parents accept full responsibility for supervision if and when a student's use is not in a school setting. Parents/guardians must give Buckeye Local Schools permission to issue a student account.

Penalties: Penalty for infraction will be applied as determined by the teacher and/or administration. Such penalties will range from loss of computer use privilege through other conduct code disciplinary alternatives as established in school board policy

INTERNET POLICY

As a condition of using the Buckeye Local Schools' network, students understand that the use and access to other public works, including the Internet, is a privilege, and must agree to the following.

- Students must abide by the rules adopted by the Buckeye Local School District including the Acceptable Use Policy.
- The Buckeye Local School District has the right to review any material stored on any system provided by the district and to edit or remove any material. Students waive any right in and to such material.
- All information and services available on the Internet are placed there for informational purposes. Students use the Internet at their own risk.
- Buckeye Local School District does not warrant the function of the Internet to meet any specific requirements students may have, or that it will be error free or uninterrupted. Buckeye Local School District staffs are not liable for any damages incurred in connection with the use, operation, or inability to use the Internet.
- In consideration for using the Internet and having access to public networks, students release Buckeye Local School District, and hold harmless its officers, employees and agents from any claims and damages arising from student use, or inability to use the Internet.

Students must read and comply with the Acceptable Use Policy, and must also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should students commit any violation, access privileges may be revoked and disciplinary action taken.

BUCKEYE LOCAL SCHOOLS CODE OF CONDUCT

The maintaining of school discipline and proper behavior is essential to the establishment of a proper learning environment. All employees as well as all students are responsible for good discipline within the school setting. A breach of discipline is any conduct of pupils which substantially and materially interferes with the educational

environment. Acts of behavior that tend to conflict with the education programs which are hostile to the welfare of other students, the staff and/or the system cannot be tolerated. School authorities cannot accept liability and responsibility for student health, safety and welfare unless the student conforms to the specified standards of good conduct.

In order to maintain the proper learning environment for all students, when a student is found to be in violation of this Buckeye Local Schools Code of Conduct, it shall be considered a serious breach of accepted behavior and disciplinary action will be taken. Unless otherwise noted in the individual section, this code shall be applicable on school grounds at all times or off school grounds during a school-sponsored activity, on any school sponsored trip and at any other time when the student is subject to the authority of the school.

Students who engage in acts that repeatedly violate this code will be subject to more severe consequences for subsequent violations. The school district shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type of severity of punishment for a violation of this code.

STUDENTS RIGHTS AND RESPONSIBILITIES

Purpose: So that the student body has a frame of reference upon which reasonable conduct can be based, certain rules are considered necessary. Occasionally a small minority may react adversely to the question of rules in a free society, but it is commonly accepted by the overwhelming majority that regulations are in fact established to promote the general welfare of the people. Most students conduct themselves admirably, in a manner creditable to the family. Unfortunately, we are all aware that student behavior is not always a credit to the family, to the schools, nor to other pupils, and it is in the interest of promoting the safety, health and general well-being of the student body that we feel the need to develop a "code of conduct." This code of conduct is in effect on school property, at school functions, and on buses transporting students to and from school and school functions.

1. **The Right to Attend School:** Article VI, Section 3 of the Ohio Constitution provides for the establishment and maintenance of a comprehensive public school system. The Ohio Public Schools System is currently divided into over 600 school districts, one of which is the Buckeye Local School District. By law, all residents between the ages of six and twenty-one in any of these districts are entitled to the enjoyment of all educational opportunities provided by the Ohio Public School System.

Along with the right to equality of educational opportunity, each student in the Ohio Public School System has a related responsibility to act in such a way as to not interfere with the rights of others to the same opportunity. Reasonable and necessary order in the school is essential to the continuation of equal educational opportunities. A student may forfeit his/her right to educational opportunities if his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights.

2. **The Right to Student Participation:** Students shall be encouraged to form and participate in a variety of extracurricular organizations as a means of broadening their educational experiences. These activities are considered an extension of the school day,

and as such, all regular school rules shall be observed. It is a student's privilege to participate in or attend these activities; therefore, one must accept the responsibility of abiding by all school rules when he/she does participate in or attend such an activity.

3. **The Right to Participate in School Government:** One of the most obvious and practical ways to expose students to and to instruct them in the principles of sound citizenship is to involve them in the practical daily governance of the school itself. Such involvement would, of course, remain contingent upon the age, maturity and demonstrated ability of students to function as participants in school government.

4. **The Right to Confidentiality:** Under Ohio law, school authorities are required to maintain many kinds of records. These include the student's name, birth date, age, place of residence, names of parents, date of entry and withdrawal, attendance, courses taken and quality of work done.

School authorities, therefore, in the valid exercise of their duties, often collect and store confidential types of information which, if placed in the wrong hands or kept out of the right hands, may do harm to the students. Administrators, therefore, assume an obligation to protect students in this regard.

In compliance with the Federal Family Rights and Privacy Act of 1974, and the board-adopted policy on student records, school officials will not release any information to persons or agencies not officially connected with the school itself without prior written consent of the parents or the student if he/she is 18. The law provides some exceptions to the practice. Directory information may be released without permission in certain instances except when individual parents specifically request that this information not be released regarding their child.

5. **The Right to Due Process:** It is generally accepted today that students are entitled to due process when they are subjected to major disciplinary action. Due process in the context of administrative proceedings carried out by the school authorities does not mean that the procedures used by courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary proceedings. It does mean that clear, definite and fundamentally fair rules of procedure must govern disciplinary action taken by the school authorities. Such a procedure is necessary to guarantee that a student will not be deprived of so fundamentally important a thing as school attendance without substantial and just cause. To ensure that the student receives due process, the disciplinary codes which students are expected to follow as part of their responsibility in response to the rights enumerated above, as well as the disciplinary actions followed by school personnel, are outlined in subsequent portions of this document.

6. **The Right to Shared Responsibilities:** The conduct of students in school and at school activities is a joint responsibility of the student, the parent and the school. The school will make and enforce rules and regulations concerning the conduct of students at officially sanctioned school activities off school grounds. Parents should accept full responsibility for the conduct of their children once the children are outside the scope of authority of school officials.

Students shall accept full responsibility for their conduct at all times and ALL students, adult and minor, shall abide by the rules and regulations defined in the student handbook for each building.

ADMINISTRATIVE ACTIONS

1. **Administrative Conference:** An informational meeting is held between the student and administrator to determine the facts involved in a situation. The administrator may issue a verbal warning with or without formal notification to the parent(s).
2. **Detention:** A before or after school detention requires at least a 24-hour notice provided to parents. Transportation is the responsibility of the parent(s). Teacher assigned detentions will be held in the teacher's classroom or a designated area while administrative detentions will be held in the library or office or other designated area determined by each individual school.
3. **Saturday School:** A 3-hour session is held on Saturday morning from 9:00 a.m. to noon at Edgewood High School for grades 4 - 12. Students are responsible for their own transportation and must comply with all of the Saturday school rules (given to the student when the Saturday school is issued) to avoid being suspended. If a student fails to attend the Saturday school, a suspension could be issued.
4. **Out-of-School Suspension:** The superintendent, principal, assistant principal and other designated administrators may suspend a student from school for disciplinary reasons outlined in the Buckeye Local Schools Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The superintendent may apply any or all of the period of suspension to the following year.
5. **Emergency Removal of a Student:** If at any time an administrator feels that a student is behaving in a way that creates or has the potential to create a clear and present danger to himself or another person, or significantly disrupts the educational process, the administrator may have the student removed from the building. The student will be released to the custody of the parent, guardian or an officer of the law. The parent will be notified by phone or in writing within 24 hours of the removal.
6. **Court Referral:** School officials file a formal legal complaint with the appropriate court (juvenile or civil). This may be combined with suspension or expulsion; parents are notified by the court.
7. **Expulsion:** This is a formal exclusion from school, school activities and school property for an extended period of time. The expulsion is issued by the superintendent upon the recommendation of a school administrator. Parents are notified of an expulsion in writing.
8. **Appeal Process:** Should a student or a student's parent(s) choose to appeal an out of school suspension, he/she must do so in writing to the superintendent within 5 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board of Education in Policy 5611.
The student may be excluded from school during the appeal process. Notice of an expulsion appeal must be filed with the treasurer within 14 calendar days of the notice of expulsion.

CODE OF CONDUCT

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the Buckeye Local Schools. The Buckeye Local School District has

a policy of zero tolerance with respect to violent, disruptive or inappropriate behavior by its students. A violation of any of the following rules may result in disciplinary action selected from the administrative actions in the previous section.

The following code of conduct relates to the Buckeye Local Schools.

1. **Disruption of School/Class:** Any conduct that tends to interfere with a teacher conducting his/her class tends to disrupt or interfere with the educational process of the school or tends to endanger the health and safety of the students. Some examples include, but are not limited to, running, throwing objects, horseplay, littering, spitting, being persistently unprepared for class, cheating, note writing, leaving class without permission and other disruptive actions as determined by the principal.
2. **Damage, Destruction or Theft of School Property or Private Property:** A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. A student shall not cause or attempt to cause damage to the private property of students, teachers, school personnel or other persons either on school grounds or during school sponsored or related activities, functions or events off school grounds.
2. **Forgery:** Forgery is the act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms, or correspondence directed to the school. A student shall not falsify or improperly represent any school documents or parental / guardian notes at any time.
3. **Extortion:** Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else and it is against the law. Students who engage in the act of extortion or borrowing or attempting to borrow any money or thing of value from a person while on school grounds or at a Board of Education sponsored event may be disciplined.
4. **Abusive Language:** A student shall not use threatening, vulgar, profane or abusive language/gestures, written words and/or drawings toward or in the presence of any school employee, student or other person.
5. **Threats Toward a School Employee, Another Student or Other Person:** A student shall not use threatening, vulgar, profane or abusive language/gestures, written words and/or drawings toward or in the presence of any school employee, student or other person.
6. **Fighting/Assault Toward a School Employee, Another Student or Other Person:** A student shall not cause or attempt to cause physical injury to a school employee, student or other person on or off school grounds. The act of physical bodily contact among two or more students in or on school property, including Board of Education owned vehicles, or while in attendance at any Board of Education sponsored activity which is likely to result in physical harm and/or a substantial disruption will not be tolerated for any reason.
7. **Weapons, Explosive Devices and Dangerous Instruments:** A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon, dangerous instrument, look-alike (for example, water pistol, paintball gun), or any device, including, but not limited to, a starter's pistol, not designed as a firearm but which is specifically adapted for use as such, while on school grounds, at school sponsored or related activities, functions or events off school grounds or at any time the

student is subject to the authority of the school. Weapons or dangerous instruments shall include any object that is used or may be used to inflict physical harm.

Lighters, matches, knives, firearms, a toy that is presented as a real weapon, chemical agents and bullet/shotgun shells are included in this category. **(See Section 2923.122 of the Ohio Revised Code)**

8. **Technology Violation**: Except as authorized by a school personnel, students are prohibited from using electronic devices during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using an electronic device to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their devices confiscated and held and may be directed to delete the audio and/or picture/video file while the parent/guardian or administrator is present. If the violation involves potentially illegal activity, the confiscated device may be turned over to law enforcement. (Braden Middle School is not responsible for lost/stolen electronic devices.
9. **Gambling and Use of Cards/Games**: Students shall not participate in any form of gambling or use or possess games (cards) without permission from school personnel.
10. **Narcotics, Alcoholic Beverages and Stimulant Drugs**: A student shall not possess, use, transmit, sell or conceal any alcoholic beverage, intoxicant, narcotic or counterfeit controlled (look-alike) substances. The odor of alcohol on a student's breath while on school property or under the jurisdiction of the school constitutes a violation of this rule.

Examples of drug abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, over-the-counter medications (without doctor notification and distributed through the nurse) or other substances that could modify behavior. Use of drugs authorized by medical prescription from a licensed physician shall not be considered a violation of this rule.

A student shall not possess, use, transmit, sell or conceal any drug or drug paraphernalia (for example, hypodermic needles, syringe) on school grounds, at any school-sponsored or related functions or activities off school grounds or at any other time the student is subject to the authority of the school. (Court citation and suspension).
11. **Use or Possession of Tobacco Products**: A student may not at any time use or possess any form of tobacco product on school grounds, at any school-sponsored or related functions or activities off school grounds, or at any time the student is subject to the authority of the school. Tobacco products include, but are not limited to, cigars, cigarettes, clove cigarettes, chewing tobacco, snuff, tobacco look-alike products, vapor cigarettes, e-cigarettes, and any other form of tobacco-related products.
12. **Loitering and 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 the permission of a building administrator. Willful presence in

a school building or a restricted area of a school building at unauthorized times will also be considered trespassing and subject to discipline.

13. **Truancy, Tardiness and Cutting Class**: Absence from all or any portion of the regularly scheduled school day or other mandatory activities without school authorization and parental consent is prohibited. Excessive tardiness to school, excessive tardiness to class, truancy from class are violations and subject to discipline.
14. **Public Display of Affection**: Students are not to display forms of affection (kissing, excessive touching, etc.) in any areas of the building.
15. **Insubordination**: A student shall not fail to accept and follow directions, reasonable requests or orders of school officials, teachers, substitute teachers or other authorized school personnel.
16. **Failure to Accept Discipline**: Penalties assigned by teachers, school administrators/officials or other authorized school personnel not complied with or failure to serve any form of discipline will be considered violations of this rule.
17. **Violation of Bus Conduct Requirements**: Activities which pose or tend to pose a danger to the safe operation of a school bus, including, but not limited to, failing to remain seated, throwing objects at a passenger or the driver, shouting and other disorderly conduct which could cause physical harm or emotional stress, bullying/harassment, using profanity, vandalizing, eating, chewing gum, or diverting the driver's attention will result in disciplinary action.
18. **Violation of School Policies Pertaining to Appearance and Dress (Dress Code)**: In the interests of health and safety, students are expected to dress in the manner conducive to a good learning environment. We believe there is a definite relationship between good dress habits and both good work habits and proper school behavior. Any type of attire that attracts undue attention to the wearer is in bad taste and, therefore, is not acceptable.

DRESS CODE

- Students are expected to wear clothing and jewelry in an appropriate manner.
Students are not to wear:
 - ★ Long wallet/key chains of any type
 - ★ Track style shorts
 - ★ See-through tops
 - ★ Clothing having excessive holes
 - ★ Unsuitable designs or language on any clothing that promotes drugs, tobacco and/or alcohol, violence, gang activity, presents an obscene message or suggestions
 - ★ No visible undergarments
 - ★ Slit clothing with lacing up the front or sides
 - ★ Any type of apparel that displays bare midriff or has a low cut top
 - ★ Open back dresses or shirts
 - ★ Shirts that expose full shoulders
 - ★ Bandanas, headbands and hats.
 - ★ Jewelry worn in connection to body piercing needs to be worn in a manner that maintains student safety.

- ★ Footwear should be worn at all times. No cleats, slides, shoes with rollers, flip flops, sandals (with a back are permitted) or other inappropriate footwear are to be worn in the buildings at any time.
- ★ Skorts, skirts and shorts must be fingertip in length or longer
- ★ Holes in jeans must be at or below the knee.
- ★ Coats cannot be worn during the school day. This includes, but is not limited to, letterman coats, winter coats, trench coats, etc. Students are permitted to wear hoodies both regular and zip up during the school day.

The administration handles and has final determination on clothing regulations. Offenders will be dealt with as a dress code violation. Any student disregarding appearance and dress guidelines will be asked to make the necessary changes in appearance or wearing apparel immediately. (A letter from the administration may be sent home to the parents of students disregarding the dress code guidelines.) The building administrator will make the final judgment.

- **Hazing / Harassment**: Hazing is any act or participation in any act/acts that injures, degrades, disgraces or has the potential to injure, degrade or disgrace any student or staff member. Hazing is prohibited and will not be tolerated. Any act of harassment and/or sexual harassment will be considered in violation of the Buckeye Local Schools Code of Conduct and subject to immediate discipline. Unlawful harassment on the basis of race, national origin, religion, disability, gender, sexual orientation and age includes such conduct as slurs, jokes and any other verbal or physical attack that;
 - Has the purpose or effect of creating an intimidating, hostile or offensive educational environment;
 - Has the purpose or effect of unreasonably interfering with an individual's performance;
 - Otherwise adversely affects an individual's opportunity to participate in the educational process.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

21. **Harassment, Intimidation or Bullying**: Is any act or participation in any act/acts that injures, degrades, disgraces or has the potential to injure, degrade or disgrace any student or staff member. This conduct is prohibited and will not be tolerated.

Any act of harassment and/or sexual harassment will be considered in violation of the Buckeye Local Schools Code of Conduct and subject to immediate discipline. Unlawful harassment on the basis of race, national origin, religion, disability, gender, sexual orientation and age includes such conduct as slurs, jokes and any other verbal or physical attack that

- ✓ Has the purpose or effect of creating an intimidating, hostile or offensive educational environment;
- ✓ Has the purpose or effect of unreasonably interfering with an individual's performance; Otherwise adversely affects an individual's opportunity to participate in the educational process.

Definitions of Terms

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- Causes 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."Harassment, Intimidation, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student/school personnel; and Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the State Board of Education.

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including over intent to ridicule, humiliate, or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

- a. Physical violence and/or attacks;
- b. Threats, taunts, and intimidation through words and/or gestures;
- c. Extortion, damage, or stealing of money and/or possessions;
- d. Exclusion from the peer group or spreading rumors; and, Repetitive and hostile behavior with the intent to harm others through the use of information

and communication technologies and other web-based/online sites (also known as “cyber-bullying), such as the following:

- Posting slurs on websites where students congregate or on web logs (personal online journals or diaries);
- Sending abusive or threatening instant messages;
- Using camera phones to take embarrassing photographs of students and posting them online;
- Using web sites to circulate gossip and rumors to other students; and,
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.

22. **False Alarms and/or Inducing Panic**: The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without cause is a violation of state law and is subject to discipline by the school and possible contact of police authorities.

23. **Arson**: The unauthorized use of any fire while in attendance at any Board of Education sponsored activity or on Board of Education property including vehicles is not permitted. Anything, such as fire, that endangers school property and its occupants will not be tolerated.

24. **Internet Policy**: Students are expected to comply with the Board of Education policy regarding the use of technology and Internet services. Using technology to access, view, possess or transmit offensive or slanderous materials is not acceptable and is subject to discipline. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, 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.

25. **Repeated Acts of Misconduct**: Students shall comply with all policies, rules and regulations of the Board of Education. Continual and repeated acts of misconduct will not be tolerated and will be subject to further disciplinary actions being taken.

SEARCHES

- **General Searches of Students and Personal Items**: Students have the right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student’s possessions if such official has reasonable suspicion that such a search will find any object that violates the law or school regulations. If a student is asked to acknowledge the item voluntarily or to cooperate with the search and refuses, school officials and appropriate law enforcement officials contacted may detain the student. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for failure to cooperate.

- **Search of Student Lockers/Desks:** Students are advised that lockers and desks are the property of the Buckeye Local School District and are subject to inspection by authorized school personnel. Students are responsible for any and all contents found in their lockers and desks and will be held responsible for any violations of school rules that occur in their assigned lockers.

No student is permitted to share a locker/desk without the written permission of the administration, and sharing a locker/desk does not excuse either student from being responsible for the contents within the locker/desk at all times.

CONFIDENTIALITY and the SCHOOL COUNSELING OFFICE

The professional school counselor

- Informs the counselee of the purposes, goals, techniques, and rules of procedure under which he/she may receive counseling at or before the time when the counseling relationship is entered. The disclosure notice includes confidentiality issues such as the possible necessity for consulting with other professionals, privileged communication, and legal or authoritative restraints. The meaning and limits of confidentiality are clearly defined to counsees through a written and shared disclosure statement.
- Keeps information confidential unless disclosure is required to prevent clear and imminent danger to the counselee or others or when legal requirements demand that confidential information be revealed. Counselors will consult with other professionals when in doubt as to the validity of an exception.
- Discloses information to an identified third party who, by his or her relationship with the counselee, is at a high risk of contracting a disease that is commonly known to be communicable and fatal. Prior to disclosure, the counselor will ascertain that the counselee has not already informed the third party about his or her disease and before he/she is not intending to inform the third party in the immediate future.

SCHOOL COUNSELING OFFICE – RESPONSIBILITIES TO PARENTS

The professional counselor;

- ❖ Respects the inherent rights and responsibilities of parents for their children and endeavors to establish a collaborative relationship with parents to facilitate the counselee's maximum development.
- ❖ Adheres to laws and local guidelines when parents are missing or experiencing family difficulties that interfere with the counselee's effectiveness and welfare.
- ❖ Is sensitive to cultural and social diversity among families and recognizes that all parents, custodial and non-custodial, are vested with certain rights and responsibilities for the welfare of their children by virtue of their role and according to law.
- ❖ Informs parents of the counselor's role with emphasis on the confidential nature of the counseling relationship between the counselor and counselee.
- ❖ Provides parents with accurate, comprehensive and relevant information in an objective, caring manner, as is appropriate and consistent with ethical responsibilities to the counselee.
- ❖ Makes reasonable efforts to honor the wishes of parents and guardians concerning information that he/she may share regarding the counselee.

- ❖ Requests of the court that disclosure not be required when the release of confidential information without a counselee's permission may lead to potential harm to the counselee.
- ❖ Protects the confidentiality of counselee's records and releases personal data only according to prescribed laws and school policies. Students' information maintained in computers is treated with the same care as traditional student records.
- ❖ Protects the confidentiality of information received in the counseling relationship as specified by federal and state laws, written policies, and applicable ethical standards. Such information is only to be revealed to others with the informed consent of the counselee, consistent with the counselor's ethical obligation. In a group setting, the counselor sets a high norm of confidentiality and stresses the importance, yet clearly states that confidentiality in group counseling cannot be guaranteed.

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered a "look-a-like" controlled substance. Compliance with the policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

DIRECTORY INFORMATION

The school district maintains many student records, including both directory information and confidential information.

- Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act (FERPA)* notice, which can be found on the district's website (www.buckeyeschools.info).
- Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing

confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a post-secondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

- Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.
- Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.
- The full text of the ANNUAL NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS can be found on the district's website (www.buckeyeschools.info).
- Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.
- Individuals have the right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA.
- Consistent with the Protection of Pupil Rights Amendment (PRPA), no student shall be required, as part of the school program or the district's curriculum, without prior written consent of the student's parent, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the following:
 - a. political affiliations or beliefs of the student or student's parents;
 - b. mental or psychological problems of the student or student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incrimination or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. religious practices, affiliations, or beliefs of the student or his/her parents;or,

- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).
- Consistent with the PRPA and board policy, the superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES
INCLUDING
TITLE II, TITLE VI, AND TITLE IX, SECTION 504, AND ADA

Nondiscrimination:

- The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.
- It is the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of resident within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

Complaint Procedure – Section I:

- Any person who believe that he/she has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the district’s Civil Rights Coordinator: Superintendent, 3436 Edgewood Drive, Ashtabula, OH 44004 or call 440-998-4411.
- The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114.
- The entire text of the complaint procedure, as well as all board policies, may be found on the district’s website (www.buckeyeschools.info).

BUILDING STAFF

Sandy Bojanowski	Office Secretary
Martin Brennan	<i>Library</i>
Laura Buckius	<i>Health/PE</i>
Paul Buser	<i>Custodial Services</i>
Meghan Cafaro	<i>Mathematics</i>
Terri Calogero	<i>Office Secretary</i>
Corey Campbell	<i>Science</i>
Katie Carter	<i>Intervention Tutor</i>
Jodi Cash	<i>Science</i>
Olajuwan Cooper	<i>S.T.A.R.S.</i>
Christopher Coxon	<i>Social Studies</i>
Julie Crossley	<i>School Nurse</i>
Rebecca Deak	<i>Math</i>
Lori Dunn	<i>English</i>
Susan Farmer	<i>Custodial Services</i>
Brandyn Frampton	<i>Custodial Services</i>
Ashley Gritzer	<i>School Counselor</i>
Steve Hill	<i>Social Studies</i>
Heidi Johnston	<i>English</i>
George Kirby	<i>Vocal Music</i>
Nicole Kray	<i>English</i>
Kim McCoy	<i>Intervention Specialist</i>
Dennis Mitchell	<i>Math</i>
Erin Mitchell	<i>Intervention Specialist</i>
Jerry Mlack	<i>Assistant Principal</i>
Ken Parise	<i>Warrior Academy</i>
Julie Phares	<i>Spanish/World Cultures</i>
Tim Pike	<i>Computer</i>
Jennifer Ranck	<i>English</i>
Kathy Reichert	<i>Intervention Specialist</i>
Daniel Sapanaro	<i>Principal</i>
Connie Sommers	<i>Instrumental Music</i>
Gregory Stolfer	<i>Math</i>
Alissa Zappitelli	<i>Intervention Specialist</i>

HOW TO REACH US . . .

www.buckeyeschools.info

	Phone	Fax
Buckeye Local Schools 3436 Edgewood Drive Ashtabula, OH 44004		
Superintendent's Office Mr. Colucci	440.998.4411	440.992.8369
Treasurer's Office Mrs. Davis	440.998.2017	440.992.9013
Business Affairs Office	440.998.2740	440.998.2966

Mr. Brunell Bus Garage	440.992.2170	
Braden Middle School 3436 Edgewood Drive Ashtabula, Ohio 44004 Mr. Sapanaro, Principal Mr. Mlack, Assistant Principal Ms. Gritzer, Counselor Mrs. Bojanowski, Secretary Mrs. Calogero, Secretary	440.998.0550	440.998-2793
Edgewood High School	440.997.5301	440.998.6143
Kingsville Elementary School	440.224.0281	440.224.2452
Ridgeview Elementary School	440.997.7321	440.998.2842
Ashtabula County Educational Services Center (ESC)	440.576.4085	
Civil Rights Compliance Officer (Kingsville Principal)	440.335.1305	
Family Educational Rights to Privacy Act – Complaint Line	440.998.4411	