

# Barnesville Exempted Village School District Middle School STUDENT HANDBOOK

*Superintendent*  
210 West Church Street  
740-425-3615  
Fax 740-425-5000

*Special Education  
Department*  
210 West Church Street  
740-425-3617  
Fax 740-425-9254

*Treasurer*  
210 West Church Street  
740-425-3615  
Fax 740-425-5000

*High School Principal*  
910 Shamrock Drive  
740-425-3617  
Fax 740-425-9254

*Middle School Principal*  
970 Shamrock Drive  
740-425-3116  
Fax 740-425-9204

*Elementary Principal*  
210 West Church Street  
740-425-3639  
Fax 740-425-1136

## Board of Education

Mrs. Leslie Shultz,  
President  
Mrs. Tammy Wells,  
Vice President  
Mr. Ed Eberhart  
Mr. Denny Huntsman  
Mrs. Janice Milliken

## Administration

Superintendent  
Mr. Micah Fuchs  
  
High School Principal  
Mr. Ron Clark  
  
Middle School Principal  
Mr. Casey Mayo  
  
Elementary School Principal  
Mr. Zack Powell  
  
Athletic Director  
Mr. Brad Hannahs

## Counselor

Mr. Tom Porter  
ES, MS  
Mr. Nathan Kearns  
HS

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
SCHOOL ACADEMIC CALENDAR	4
WELCOME	5
DISTRICT MISSION STATEMENT	7
ATTENDANCE	
Truancy	8
Absence Reporting/Missing Child Act	8
Early Dismissal Procedure	9
Tardiness	10
Make-Up Opportunities	10
Pre-Planned Vacation	10
County Fair Policy	11
Hunting	11
Co-Curricular Participation and Attendance	11
GENERAL SCHOOL INFORMATION	
Supervision Before and After School	12
Arrival and Dismissal	12
Student Drop Off and Pick Up Procedures	12
Cafeteria/Lunchroom	13
Guidance Counselor and/or Office Visits	14
Class and Co-Curricular Activities	14
Daily Class Schedule(s)	14
Co-Curricular Participation-Denial Of	15
“Parents Right to Know”	15
Concerns	15
Dances	15
Distribution of Literature and Posting of Notices	16
Student Dress Code/Policy	16
Electronic Surveillance	17
Cell Phones/Electronic Devices	17
Locks and Lockers	18
Telephone Calls	19
School Closings	19
Visitors	19
Child Custody	20
ACADEMICS	
Philosophy	20
Composition of Grades	20
Progress Book	21
Report Cards	21
Interim Reports	21
Homework	21
Cheating Policy	21
Schedule Changes	22
Dropping Classes	22

Student Records	22
Honor Roll/Principal's List	23
TRANSPORTATION	
Notice	27
Beliefs	27
Discipline Plan for Transportation	27
Behavioral Expectations of Students	27
Bus Rules and Regulations	27
CODE OF CONDUCT	
Anti-Harassment Policy/Procedures	28
Sexual Harassment	28
Hazing/Bullying/Dating Violence	29
Exceptions	29
Notice	29
Areas of Prohibited Student Conduct	29
Major Rules	29
Zero Tolerance Policy	36
Minor Rules	36
Discipline Plan	36
After School Detention	36
Saturday School	37
Student Discipline	37
Alcohol/Student Drug Use	46
DISTANCE LEARNING	48
INTERNET ACCEPTABLE USE AND SAFETY POLICY	49
MEDICAL	
Emergency Medical Forms	54
Clinic Use	54
Medications	55
Bee Stings and other Allergies	55
Parent Contact from School Nurse	56
Immunization Law	56
INTERSCHOLASTIC ATHLETIC CODE OF CONDUCT	56
In Season Athletic Eligibility Requirements	
NOTICE OF DIRECTORY INFORMATION	63

## **2024-2025 Student/Parent Handbook BARNESVILLE MIDDLE SCHOOL**

Welcome to the 2024-2025 school year at Barnesville Middle School. Our learning community is dedicated to the success of each individual student.

We are very proud of the quality and enthusiasm of our students. We are grateful for an exemplary faculty and staff, the support and participation of our families, and the commitment to excellence by our greater school community.

This Student/Parent Handbook will serve as an introduction and guide to our school. It provides useful information about our academic program, student services, extra-curricular activities, expectations, and procedures.

Please remember that the faculty, staff, and administration are the best sources of detailed information about our school. We are here to help; feel free to contact us with any questions or suggestions.

You are now a part of our proud school tradition. We urge you to contribute to it through your achievements, participation, and conduct. Make a commitment to the highest standards of integrity and effort so that you can fully take advantage of all the opportunities here.

Have a Great Year!

Sincerely,

The Middle School Administrative Team

**Principal:** Mr. Casey Mayo.....[(740-425-3116 ext.4128; casey.mayo@bevdsd.org]

**Athletic Director/Dean of Students:** Mr. Brad Hannahs.....[(740)-425-3617 ext.5111; brad.hannahs@bevdsd.org]

**School Counselor:** Mr. Tom Porter (740)-425-3116 ext.4129; tom.porter@bevdsd.org

**School Secretary:** Ms. Kelly Leasure (740)-425-3116 ext.4128; kelly.leasure@bevdsd.org

**BARNESVILLE EXEMPTED VILLAGE SCHOOL DISTRICT  
SCHOOL CALENDAR – 2024-2025**

<b>Aug 16</b>	<b><i>ASR (All Staff Report) DAY</i></b>
<b>Aug 19</b>	<b><i>ASR (All Staff Report) DAY</i></b>
<b>Aug 20</b>	<b>First Day for Students</b>
<b>Sept 2</b>	<b>Labor Day/No School</b>
<b>Sept 3</b>	<b><i>ASR (All Staff Report) DAY—No School for Students</i></b>
Sept 20	Interim Reports
<b>Sept 25</b>	<b><i>*SR (Staff Report) DAY—No School for Students</i></b>
<b>Sept 25 - 27</b>	<b>Pumpkin Festival/No School</b>
<b>Oct 17</b>	<b>2 Hour Early Dismissal</b>
Oct 17	End of 1 <sup>st</sup> Nine Weeks (38 days)
<b>Oct 18</b>	<b><i>ASR (All Staff Report) DAY—No School for Students</i></b>
Oct 25	Report Cards Issued
<b>Nov 14</b>	<b>2 Hour Early Dismissal</b>
Nov 15	Interim Reports
<b>Nov 27 - Dec 2</b>	<b>Thanksgiving Vacation/No School</b>
Dec 3	Return to school
<b>Dec 23 - Jan 3</b>	<b>Christmas Vacation/No School</b>
<b>Jan 3</b>	<b><i>ASR (All Staff Report) DAY—No School for Students</i></b>
Jan 3	End of 2 <sup>nd</sup> Nine Weeks (41 Days) _____ **End of 1 <sup>st</sup> Semester**
<b>Jan 6</b>	Students Return to School
Jan 10	Report Cards Issued
<b>Jan 20</b>	<b>Martin Luther King Day/No School</b>
<b>Jan 29</b>	<b>2 Hour Early Dismissal</b>
Feb 7	Interim Reports
<b>Feb 17</b>	<b>President's Day/No School</b>
<b>March 13</b>	<b>2 Hour Early Dismissal</b>
March 13	End of 3 <sup>rd</sup> Nine Weeks (47 Days)
<b>March 14</b>	<b><i>*SR (Staff Report) DAY—No School for Students</i></b>
March 21	Report Cards Issued
<b>April 17</b>	<b>2 Hour Early Dismissal</b>
April 17	Interim Reports
<b>Apr 18 - 21</b>	<b>Easter Vacation/No School</b>
April 22	Return to School
<b>May 23</b>	<b>Last Day for Students—End of 4<sup>th</sup> Nine Weeks (48 Days) (Grades Due)</b>
<b>May 27</b>	<b><i>ASR (All Staff Report) DAY—No School for Students</i></b>

**1<sup>st</sup> Nine Weeks** August 20 – October 17 = 38 Days     **3<sup>rd</sup> Nine Weeks** January 6 –March 13= 47 Days  
**2<sup>nd</sup> Nine Weeks** October 21 – January 3 = 41 Days     **4<sup>th</sup> Nine Weeks** March 17–May 2= 48 Days  
 Total Student Days..... 174 Days

- Calamity Days 1-5: No make-up necessary

Calamity Day 6: January 20  
 Calamity Day 7: February 17  
 Calamity Day 8: April 21  
 Calamity Day 9: May 26

Calamity Day 10: May 27  
 Calamity Day 11: May 28  
 Calamity Day 12: May 29  
 Calamity Day 13: May 30

## District Contact Information

### **District Administration – 210 West Church Street**

Superintendent – Mr. Micah Fuchs (425-3615)

Treasurer – Adam Quirk (425-3615)

Director of Support Services (Transportation, Building and Grounds) –Mr. John Blattler (425-3615 X3004)

Director of Athletics – Mr. Brad Hannahs (425-3617 X5111)

Technology Services - Mr. Frank Ferrel (425-3615)

Director of Student Services and Special Education –Mr. Clint Abbott (425-3617 X5113) located at Barnesville Elementary School 210 West Church Street

### **Building Administration**

Elementary School Principal –Mr. Zack Powell (425-3639) 210 West Church Street

Middle School Principal – Mr. Casey Mayo (425-3116 X4128) 970 Shamrock Drive

High School Principal –Mr. Ron Clark (425-3617) 910 Shamrock Drive

### **Guidance Counselors**

High School –Mr. Nathan Kearns

Elementary (a.m.) & Middle (p.m.) School – Mr. Tom Porter (X4129at MS)

### **School Communication with Families and Students**

Barnesville Schools has multiple ways of communicating with families and students. Please make sure anytime your contact information changes, you make the necessary changes on One View or notify the school of the changes.

We use the One Call Now Notification system. Any time you have a change of phone number, please make the necessary change on One View or notify Lynn Spiczenski (X3001) so it can also be changed in the system.

All communication on the following social media accounts will be controlled and produced by building and district administrators.

BEVSD can be followed on twitter @BarnesvilleEVSD

BEVSD can be followed on facebook @BarnesvilleEVSD

## District Mission

The mission of the Barnesville Exempted Village School District is to provide all students with the opportunity for an excellent education. To fulfill this mission the BEVSD will not only teach students the academic knowledge and learning skills that will assist them in having successful and productive lives, but will help each student develop his or her own unique talents and potential. The BEVSD will become the model of a successful school district. The district will exemplify the highest levels of achievement in terms of academic success and the fulfillment of student potential. The district will reflect an administration, staff, students, and community who are united in their efforts toward a common goal. Learning will combine a rigorous emphasis on fundamental skills, the incorporation of innovative teaching strategies, and the meaningful use of technology. The district will provide a diverse curriculum that will prepare students for their futures and offer them the opportunity for success.

## Beliefs:

1. Every individual has unique qualities and talents.
2. Every individual has the ability to learn.
3. It is the responsibility of the public schools to provide each individual with the opportunity to learn and to develop their unique talents.

## Our school district will:

1. Always strive for each student's success.
2. Never lower our academic standards.
3. Always promote high moral standards and proper social behavior.
4. Always promote academic and extracurricular diversity among all students in their quest for knowledge.
5. Always include the community in the revision of any strategic or continuous improvement planning.
6. Always keep the education and well-being of the students our top priority.
7. Never cease looking for ways to improve our educational system.

Students are expected to act respectful, be organized, cooperative, show kindness and safe at all times. Positive behaviors will be rewarded through "You Rock" tickets, drawings, celebrations and field trips.

## Attendance

It is the policy of Barnesville Exempted Village School District to promote good attendance. (Employers advise that attendance is one of the most serious problems they have among young people from ages 16-28). Most students with poor attendance have academic problems.

**TRUANCY**-A student is truant from school when the parent(s)/guardian(s) of the student expect the student to be in school. A student is **UNEXCUSED (FROM ABSENCE OR TARDINESS)** when s/he is in violation of the compulsory education laws of the state of Ohio.

House Bill 410: The definition of ‘habitual truant’ changed from days to hours.

1. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one month without a legitimate excuse; or
  - c. Absent 72 or more hours in one year without a legitimate excuse.
2. Includes ‘excessive absences’:
  - a. Absent 32 or more hours in one school month with or without a legitimate excuse; or Absent 65 or more hours in one school year with or without a legitimate excuse.

**There are two ways we code a day of absence.**

1. **EXCUSED – met/meets one of the 7 reasons found under “absence reporting” section below.**
2. **UNEXCUSED - The day does not meet one of the 7 reasons. Examples of these days are: home sick but did not see a doctor, vacation, parent chose to pick up the child early from school without the nurse requesting they be picked up, etc. Please read the details provided in the comment section of the absence.**

In Accordance with House Bill 410 the following procedures apply:

Once hours threshold for excused and/or unexcused absences are met: 38 hrs. Per month or 65 hours per year

1. Initial letter sent
2. Truancy Intervention Plan developed for the Student
3. Employ other Intervention Strategies

Once hours threshold for unexcused absences are met: 30 or more consecutive hours or 42 hours per month or 72 hours per year

1. Absence Intervention Team developed
2. Parents engaged to determine if Children’s Services referral is needed
3. Absence Intervention Plan developed
4. Plan provided in writing to the parent

If Juvenile refuses to participate or fails to make satisfactory progress on plan, complaint filed no later than the 61st day after plan implementation

## Absence Reporting

Due to federal statutes, especially Senate Bill 321, “The Missing Child Act” of 1985, and state laws regarding missing children, parent(s)/guardian(s) have a legal responsibility to call the school to report that their children will not be in school. **That call must be made each day the child is absent between the hours of 7:00 – 8:30 am. IT IS NOT NECESSARY TO REPORT THE NATURE OF THE ABSENCE—REPORT ONLY THAT THE CHILD(REN) WILL BE ABSENT. A follow-up note to the school must state the nature of the absence.**

Students in Ohio may be issued an **excused** absence or tardy for the following when appropriate documentation is submitted to the office:

- Personal illness or medical appointment with an accompanying physician’s statement
- Illness in the immediate family that requires the student to stay home as determined by the principal



- Quarantine of the home (required to go home and/or remain at home as deemed necessary by the school nurse and/or administration)
- Death of a relative in the immediate family (maximum 3 days)
- Observance of religious holidays in which the student is personally involved
- Attendance at school related events- court appearance for the child
- Family emergency or set of circumstances which, in the judgment of the school administration or attendance officer, constitutes good and sufficient cause for absence from school (house flooding, fire, tornado, etc.)

Examples of an **unexcused** tardy or absence include, but are not limited to the following: alarm did not go off, “My (relative) did not get me up,” ride did not show up or was late, missed school bus, oversleeping, and other excuses not standing up to the “prudent person” standard of law or those deemed inappropriate by the administration or attendance officer.

**Upon return to school, a student note must include:**

- the date the note was written
- the name of the student and grade
- the days the student was absent/tardy
- the reason(s) for the absence/tardiness
- signature of parent/guardian
- phone number

**A PHONE CALL CANNOT TAKE THE PLACE OF A WRITTEN ABSENCE NOTE.**

**\*Absences due to doctor appointments or court proceedings must be verified with documentation from the above offices and turned in to the office secretary upon the next day back to school. This is the only way the appointment is excused.**

## Early Dismissal Procedure

Parents are encouraged to schedule necessary appointments after the regular school day. Since this is not always possible and a student will be absent for part of the school day the student should do the following:

- Bring a note signed by the parent or guardian to the school secretary for approval **prior to the start of the school day.**
- The secretary will give the student an early dismissal slip that must be presented to the teacher at the dismissal time.
- The student must be picked up by a parent/guardian **or other adult designated on the student's emergency medical card.**
- The parent/guardian or designated adult must sign the student out on the proper school form.
- **The student must bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported promptly for the appointment.**
- The student is expected to report back to school immediately after his/her appointment if school is still in session.

- No staff member may permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parent.
- No student will be released to any government agency without proper warrant or written parental permission, except in the event of an emergency as determined by law enforcement or the building principal.

**\*\* A student may be considered absent for a ½ day or a full day, if arriving late or leaving early, depending on the start and end times of the school day. Parents and students are encouraged to schedule all appointments so they do not interfere with teacher instruction and attendance. Note: extenuating circumstances pertaining to excessive absenteeism may be reviewed by the administration.**

**\*The times listed above are for clerical purposes in recording attendance. Students involved in athletics and other extracurricular activities must refer to “Co-Curricular Participation”.**

## Tardiness

**Tardiness to school** occurs when a student arrives after the tardy bell. Students who are tardy to school must report to the office, sign in on an attendance sheet, record the time of arrival, and obtain a pass to class. When tardy, a written, signed parental excuse is required. On the 4<sup>th</sup> tardy violation to school, the student will be notified, a letter may be sent home, or a phone call may be made to the parents. The 5<sup>th</sup> tardy violation to school will invoke the Discipline Plan with action taken. Discipline may range from detention to Saturday School/C-CAP for severe cases. Students habitually tardy to school and have already had school discipline, as well as, student/parent notification concerning tardy issues, may be referred to the Juvenile Court for intervention on the 15<sup>th</sup> tardy to school.

## Make-up Opportunities Related to Absences

Students may be given the opportunity for making up work missed due to absences. The length of time for completion of make-up work will be determined by the length of leave. Example, a student with 1 excused day will receive 1 full day to make up the work missed. Credit will not be given for work turned in after the time lapses unless extenuating circumstances prevail. The teacher at his/her discretion may administer any missing tests before, during, or after school hours or assign alternate assignments in lieu of a test missed.

## Denial of Driving Privileges

Students who attend the Middle School and are licensed to drive must park at the High School and walk to the Middle School if no other transportation is available.

## Pre-Planned Vacation Absence

According to the State of Ohio, vacations are not an excused absence. Vacations should be scheduled as to not conflict with the school calendar when students are in session. If vacations are taken, please be aware that they will be marked as an unexcused absence. Please see the building principal in advance if you are scheduling a vacation. It is the student's responsibility to

make arrangements with their teachers in advance to collect work they will be missing. The time missed for vacations will count towards the eighteen (11) days of accumulated absences.

It will be understood that certain types of classes or assignments cannot be made up. Such assignments and classes would include, for example, group presentations, public speaking assignments, or turning in a constructed model, demonstration, etc. Teachers will not be required to provide alternative assignments that are not in keeping with the nature of the assignment or class work (e.g., a written paper on a public speaking topic).

## County Fair Policy

Students attending the County Fair may be excused from school if an animal project is entered through 4-H, which requires them to be there. Days missed due to the fair will be treated as a field trip and not count as days absent from school provided the following guidelines are met:

- The “Fair Leave” form must be completed and turned into the office one week prior to leaving for the fair. (Parent and advisor must sign)
- School assignments must be collected from your teachers prior to leaving for the fair and must be turned in the first day you return to school.
- Project is satisfactory completed based on the guidelines set forth by the Ohio 4-H program and verified by the school through the OSU Extension office.

\*Make up tests/quizzes should be completed upon the first day of return to school or as determined by your teacher. **(Check with each teacher on when tests/quizzes are to be made up prior to leaving for the fair.)**

## Hunting

Due to Barnesville Schools not being in session on Monday, December 2, 2019, no additional days will be allowed for hunting.

## Co-Curricular Participation & Attendance

Under Ohio High School Athletic Association (OHSAA) guidelines, a student must carry a minimum of five (5) credits per nine-week period to participate during the next nine-week period maintaining a passing grade and a 1.25 GPA. Freshman must be passing 75% of their 8<sup>th</sup> Grade classes to be eligible for the fall sports season of their freshman year. Students in grades 7/8 must have a minimum of 5 passing grades in the prior nine weeks to be eligible.

A student who is not in attendance for at least ½ of a school day will not be permitted to participate in any co-curricular activity that day. The student must be present for **4 academic classes** (1<sup>st</sup>- 4<sup>th</sup> or 4<sup>th</sup>-8<sup>th</sup>). **Lunch period does not count as one of the 4 academic class periods.**

Examples:

Any student eating 5<sup>th</sup> period must be present for periods 1, 2, 3, 4 or 6, 7, 8, 9.

Any student eating 6<sup>th</sup> period must be present for 1, 2, 3, 4 or 5, 7, 8, 9.

This includes athletics or any other school sponsored evening activity (practice, concerts, performances, contests, recognition programs, or any other school sponsored activity not listed).

Too sick to attend school – too sick to participate or attend events.

Barnesville Students are subject following Academic suspension guidelines set forth by the Middle School Administration and the Athletic Department. Students

Questions about eligibility participation in after-school events after an absence should be directly addressed to a coach, principal, or athletic director. The principal may make certain exceptions.

## **General School Information**

### **Supervision Before and After School**

The school is directly responsible for supervision of students only while they are on school property between the hours of 7:30 a.m. – 3:00 p.m. Once they leave school property, or between the hours of 3:00 p.m. and 7:30 a.m., they are the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school and will assist with school related discipline matters that occur between school and home. Generally, misbehavior that occurs off school property is a police matter.

### **Arrival and Dismissal**

Supervision is available for students between the hours of 7:30 a.m. - 3:00 p.m. on days in which school is in session. **Please be advised there is no supervision available before or after these times.** Barnesville staff and the Barnesville Board of Education are not responsible for any student arriving prior to 7:30 am or remaining after 3:00 pm. Upon arrival, students are to remain on school property and in the designated, supervised areas. Loitering in the building or on school property is prohibited before or after school hours.

### **Student Drop Off and Pick Up Procedures (before and after school)**

Parents dropping off students are asked to arrive between 7:30 and 7:45. Please pull along the sidewalk and allow your student to get out as soon as you are at the sidewalk. Please DO NOT wait until you are in the front of the line to let the student out. Students are not permitted to be dropped off at the front of the building unless authorized by the Principal.

Parents picking up students are to arrive promptly at 2:45 p.m. and park in a parking spot in the appropriate lot. DO NOT park along the sidewalk or drive in circles. Please use caution when pulling out of your spot in the afternoon.

School bus transportation has the right of way, please make sure that you use caution during arrival and pickup times.

## Assemblies

Assemblies are held at various times throughout the year. These events are to be held during the educational school day and are given as a reward. Some examples are Reward Fridays, BMS Bash, Student Council rewards and Cutting Class for a Cure. A variety of assemblies are held to enhance the cultural experiences of students and to promote school spirit. Students are expected to sit by class and grade. Please enter assemblies in an orderly fashion and remain quiet so that they may begin on time. Any student who owes work or has a pattern of discipline problems may not be permitted to attend the assembly. Administration and Building Leadership teams will discuss the removal of student access if needed.

## Field Trips

Each Grade level will be permitted to take one field trip that is approved by the Principal. This trip must meet educational expectations guided by the district. Parent permission is required for each child to attend a field trip. Students may be required to pay an admission fee to attend the trip.

Students may be eliminated from trips due to discipline infractions and attendance. The following guidelines will be used for grade eligibility. Students in grades 5th-8th will not be permitted to attend the field trip if they have a grade of an "F" prior to the deadline established by the grade level teachers.

Students in grades 5th-8<sup>th</sup> can have up to 8 hours of discipline and still be permitted to go. Any CCAP, Suspension and/or Saturday School eliminates them. Discipline counted by hours for all grades includes detentions at lunch and any time required outside of the day. Once any student reaches the 8 hours they are eliminated. If a student has met Attendance Thresholds of Truancy they may not be permitted to attend the trip. Eliminated students will be required to attend school on the day of the trip and complete work left by the teachers.

## Cafeteria/Lunchroom

All BEVSD cafeterias operate on a cashless system for student lunches and kindergarten milk break. Students may not give money to the cafeteria staff when they go through the lunch line. A minimum of \$10.00 is required for each deposit. Parents wishing to put money on their child's account may report to the one of the following locations, Central Office, Elementary School Office, Middle School Office, or High School Office. When depositing money, you must fill out a deposit slip, place money and deposit slip in an envelope, and into the locked box. The deposited money will be credited to your child's lunch account the following day. Parents may, also, mail a check to the Central Office or send money with their child for deposit in one of the assigned locations. Any child depositing money is required to do so before the beginning of 1<sup>st</sup> period. Money may also be deposited online using a debit or credit card and will post to your child's account immediately. PayForIt.net is a one-stop shop for your child's cafeteria account. You can add funds along with track spending.

Students will be allowed to charge up to 5 days (\$14.50 for a full price lunch and (\$2.00 for a reduced lunch). Once a student exceeds this amount in charges, then the student will be offered a peanut butter and jelly or a cheese sandwich and milk. The cafeteria will attempt to keep students informed when their lunch account approaches a zero balance. **Parents have the ability to check their child's lunch account balance online at all times.**

We encourage all students to get breakfast at school on a daily basis. There will be a hot option and a grab and go option daily. Breakfast is free, supervised, and available to all students from 7:25 – 7:48 a.m. Any child that is on a bus that arrives late to school will have the opportunity to get breakfast when they arrive.

The cost of a school student lunch is currently set at \$3.10. Free and reduced priced lunches are available; a form for such must be completed and turned in to the office to determine student eligibility. Milk is \$0.50 and an adult lunch is \$3.70.

It is the responsibility of the parent to notify the school of food allergies their child may have. This must be recorded on the emergency medical form.

Barnesville Schools operates a **closed lunch program**. Students are not permitted to leave school grounds or invite guests to visit at lunchtime. Students are not permitted to eat anywhere other than the cafeteria. No food or drink may be carried out of the lunchroom unless it is in a lunch box/bag. Students are not permitted to leave to eat with family members except under extraordinary circumstances. **LUNCH MAY NOT BE ORDERED FROM OUTSIDE VENDORS AND DELIVERED TO THE SCHOOL. There are two lunch options, a tray or a packed lunch. There will be no exceptions to this rule. Fast food or other food from outside restaurants is not permitted to be dropped off to students for lunch.**

In order to assure a good lunchroom atmosphere, please observe the following guidelines:

- Students are expected to and will be orderly and polite at all times.
- Students will pick up all paper and debris from the tables.
- Students will return their trays to the dishwasher window.
- Students will comply with all directions and requests made by teachers, lunchroom supervisors, cooks, cashiers or line servers.

## Non Academic items

Items not related to classroom instruction of any kind, are prohibited at all times. Any items that may cause a distraction or disruption to the classroom environment will become property of the school until a parent comes to get them. If items are brought, disciplinary action will be taken.

## Guidance Counselor and/or Office Visits

A student that wishes to see the guidance counselor or principal for academic or emotional needs are asked to complete a “green slip” requesting assistance. Green slips are available from all staff members and in the office. No students may stop in the office between classes. All

students are to report to class then be granted permission to come to the office. All students will be asked to sign in and out of the office.

We do our best to get to all students in a timely manner. If your child has a serious/urgent need and we have not been able to see them, please contact us by email or phone to explain the matter. Thank you for your patience and cooperation!!

## Class and Co-Curricular Activities

Classes and co-curricular activities may have money making activities and projects scheduled throughout the year. Projects will be in various forms: dances, candy and bake sales, etc. Fundraisers involving the direct sale of food, candy and/or drink are not permitted during the school day as part of the school district wellness program promoting better nutritious value in the schools.

Classes under the guidance of any faculty member or advisor may organize projects according to their financial needs. The principal and/or superintendent must approve such projects. Advisors or faculty members are to follow district guidelines and timelines for all activities involving fundraisers and field trips. Special money making activities must be approved by the administration.

## Daily Class Schedule

Schedule is available in the Middle School Office

## 2-Hour Delay Class Schedule

Schedule is available in the Middle School Office

## Early Dismissal Schedule

All students will be in class from the beginning bell until the time of dismissal. If the dismissal is announced prior to the start of the school day, we will adjust classes so they see all teachers. If it is announced during the day, classes will be adjusted to the best of our ability.

## Co-Curricular Participation – Denial Of

Ohio law, esp. O.R.C. 3313.664, does not mandate any form of due process in connection with the removal of students from extracurricular activities. It requires only that a policy be adopted which authorizes personnel such as coaches and student activity supervisors to prohibit a student from participating in any or all co-curricular (extra-curricular) activities. The removal may be for any period of time.

## “Parents Right to Know”

Under No Child Left Behind, parents have the right to request information about the professional qualifications of their child’s teachers and instructional aides.

## Concerns

General concerns about classroom or office procedures, events, personnel, etc., can be addressed through an established procedure adopted by the Barnesville Board of Education. Items that parents/guardians may be concerned about will be directed to the specific building principal.

## Distribution of Literature and Posting of Notices

Any student or organization not related to the school wishing to post signs or notices, distribute literature in or about Barnesville Schools must have written permission from the principal. An administrator signature shall appear on all posted literature, notices or signs not connected with a Barnesville Schools activity.

## Student Dress Code/Policy

### *Dress and Grooming*

Students are expected to dress appropriately at all times. Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive or discriminatory or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed.

Shoes must be worn at all times for health and safety reasons. Please see "appearance code." The school administration will make the final decision regarding dress code violations.

### *Appearance Code*

The Board of Education realizes that the dress and appearance of students is the joint responsibility of the schools and the home. While it is not the intent of the Board of Education to dictate styles of dress, it does accept its responsibility in the areas of appearance by providing the following standard of appearance for students. School is not the forum for inappropriate expressions of appearance. Students' appearance shall be appropriate to education, activities and the environment of the school. Attire or appearance that is considered unsafe, unclean, immodest, vulgar, and/or gang-related will not be permitted. In general, dress and grooming should be appropriate and be governed by good sense, good taste and cleanliness. Violations of the appearance code may result in progressive discipline.

1. Any type of dress, appearance or hairstyle constituting a disruption of the educational process will not be permitted.
2. All clothing will be clean.
3. Belt, waist, wallet or neck chains/collars are not permitted.



4. Outer garments must cover all undergarments. Bare midriffs are prohibited.
5. Shorts worn must exceed fingertip length.
6. Students will be clean, well-groomed and not pose a disruption to class.
7. Students may not wear clothing that exhibits obscene statements, pictures or gestures.
8. Clothing with slogans or trademarks pertaining to alcohol, drugs, tobacco or gangs will not be permitted.
9. Appropriate footwear must be worn at all times.

In situations where a disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision.

Teachers may prescribe proper dress in any given laboratory or special situations for the purposes of safety.

Any student representing School in any co-curricular activities may be required to adhere to a more rigid and specific appearance pattern. Therefore, it is the student's choice as to whether he/she wants to participate under these circumstances. The advisor, teacher, or coach, in conjunction with the building principal, may establish these appearance guidelines.

Students who are representing 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.

**Students found in violation of the dress code will receive discipline according to the following steps:** (alternate clothing will be offered in most violations.)

**1st Violation**

Student receives a warning and must change

**2nd Violation**

Student must change and receives a lunch detention

**3rd Violation**

Student must change and receives an after school detention

**4th Violation and Beyond**

Student must change and receives a Saturday School

**\*If at any time, the student becomes unruly or disrespectful or refuses to change clothing, a CCAP suspension may be assigned by the administrator.**

**\*\*Note:** *Students who arrive at school wearing inappropriate clothing will be sent to the office. The office may contact the parents to ask them to bring proper clothing if they do not have extra clothes. Students must change to appropriate clothing before going to class and the attendance policy and discipline plan will be invoked.*

## Electronic Surveillance (School Bus & School Building)

Cameras are in use 24 hours a day, 365 days a year. They are located in the hallways and stairwells, as well as outside the building, for the protection and well-being of a safe school environment. Authorized school personnel and administration will maintain access to the surveillance equipment. All recordings of school property shall generally be maintained for a period of 7-10 days, except the records, which are obtained as evidence if personal information has been used to make a decision that directly affects an individual. In the event records are needed for evidentiary purposes, such records will be kept until requested by law enforcement or court authorities. A form shall indicate who took the information, when it was taken, and if it will be returned or destroyed after use. Access to the complete images or recordings may be denied, in full or in part, on the grounds that such access would violate another person's privacy rights. The school will act in compliance with all federal and state privacy laws. The cameras will generally be used to: detect and deter criminal offenses which occur in view of the equipment; conduct inquiries and proceedings related to suspected violations of the Student Code of Conduct; research the nature of area usage, traffic patterns, etc.; accommodate or comply with any court order or governmental agency directive.

The transportation department will also maintain surveillance. Cameras will be operational on buses for the safety of students and used by drivers to aid safe transportation.

## Cellular Telephones/Electronic Devices

Under legislation enacted in 1996, boards of education are given specific statutory authority to prohibit electronic devices in public schools. Electronic/battery powered devices are prohibited. This includes, but is not limited to, disc players, headsets, pagers, cell phones and radios. These are not to be brought to school (*O.R.C. 3313.753*).

### **ELECTRONIC DEVICES**

For the purposes of this policy, electronic communication devices ("ECDs") means any device that is powered by batteries or electricity and that is capable of receiving or transmitting communications from or to another ECD or person. An ECD included, but is not limited to a cellular telephone. A student has no expectation of privacy in the use of an ECD on District property.

Student cellular telephone use shall be as limited as possible during school hours. Students are prohibited from using ECDs during school hours, whether occurring on or off Board property, unless otherwise authorized by the student's teacher or an administrator for purposes of

student learning or to monitor or address a health concern, or unless a student's individualized education plan or 504 plan permits such use.

No student shall use an ECD to record images, video, or audio of another student or staff member without the express permission of the person being recorded. ECDs shall not be used to record images, video, or audio at any time or place on District property where a reasonable expectation of privacy exists, such as in locker rooms, bathrooms, shower facilities, or any other place where persons may be found in a state of undress.

Students are prohibited from using ECDs to facilitate academic dishonesty by way of recording and/or transmitting test materials or information.

Violations of this policy will result in the ECD being confiscated. A confiscated ECD will only be returned to the students' parent or guardian at the end of the school day. A student who violates this policy may also be subject to discipline, including suspension and/or expulsion, and/or may have the privilege of using an ECD suspended or revoked.

If, in the judgment of the student's building administrator, a violation of this policy potentially constitutes an illegal act, the ECD may be provided to law enforcement.

As with any other item of personal property, students are solely responsible for the safety and security of their own ECDs.

The District's teachers and administrators shall evaluate classroom settings and take actions deemed necessary to reduce cellular telephone-related distractions.

This policy shall be made publicly available, posted in a central location in each building, and posted prominently on the District's publicly accessible website.

LEGAL REF: R.C. 3313.753

Adopted:

Barnesville Middle School is a 1 to 1 middle school, with all students being issued a district owned iPad. Therefore, students are prohibited from carrying a pocket pager or other electronic communications device in any school building or on any school grounds or premises. Cell phones may be brought to school grounds but must be turned off or put in airplane mode, unless otherwise authorized by a school official.

Cell phones and electronic devices are not to be used in the building, including at lunch, with the exception of uses related to a student's IEP or 504 Plan or to monitor health related issues, such as Diabetes.

Unauthorized use of electronic communication devices will result in confiscation of the device and the implementation of disciplinary measures. The disciplinary measures to be implemented in response to unauthorized use of electronic communication devices are as follows:

**1st Offense** – Device is confiscated, parent/guardian must retrieve the device, and a detention is issued.

**2nd Offense** – Device is confiscated, parent/guardian must retrieve the device, and a Saturday School is issued.

**3rd Offense** – Device is confiscated, parent/guardian must retrieve the device, and 1 day of CCAP is issued.

## Locks and Lockers

Locks and lockers are assigned to every student in the school. **The purpose of the lockers is to store school materials and outerwear. Students are assigned locker times throughout the day.** The lockers remain the property of the school. **The school reserves the right to inspect the contents of the lockers and to remove anything contrary to school rules or detrimental to the school.** The school does not assume responsibility for any articles taken from any locker. Students are required to use the locker assigned to them and leave other lockers alone. Students should keep the locker neat, orderly, clean, free from food and drink containers and free of markings. Students will not exhibit posters papers, clippings, drawings, etc. which promote the use of or depict drugs, alcohol, tobacco or paraphernalia to ingest the same. No locker will exhibit materials deemed by the administration as sexually, culturally or racially offensive. Students that attach materials to lockers that require custodial time for removal will be charged for that removal. Combination locks must be provided by the student.

All persons are hereby put on notice that lockers, desks, or storage places provided for student use are, and remain at all times, the property of the School District/Board of Education. All persons are also hereby put on notice that lockers, desks, or storage placed provided for students use and the contents thereof are subject to random search at any time without regard to whether there is reasonable suspicion that any lock, desk, or storage space and contents contain evidence of a violation of criminal statute or school rule.

The Barnesville Board of Education is not responsible for lost, stolen or missing items from the locker. However, please report such events to the administration.

## Telephone Calls

Students may use the office telephone only with permission from school personnel for school business. Students are not to use cellular telephones while in school. **No calls will be granted for arrangements after school.** **All phone calls made during the day need to be made from the office. Cell phones are not to be used during the day without permission from the office.**

## School Closings

School closings due to bad weather and other emergency announcements will be broadcast on the following media:

Twitter	@BMS_Shamrocks and @BarnesvilleEVSD
Facebook	@BarnesvilleEVSD

TV Channel	Station	Radio	Station	Radio	Station
7	WTRF	1170	WWVA	1290	WOMP
9	WTOV	97.0	WKWK	107.5	WEGW
		93.5	WBNV		

The One Call Now notification system may also be used. Please keep all numbers up to date with the school. Please do not call the school for closing information. In the case of an unplanned early dismissal, students are permitted to use their cell phones to alert parents and make arrangements. Please check Facebook and twitter for up to date information on delays, closures, and/or early dismissals.

## Visitors

*A VISITOR IS ANY PERSON WHO IS NOT A STUDENT, FULL TIME TEACHER, OR OTHER EMPLOYEE ASSIGNED TO, OR EMPLOYED AS A SERVICE EMPLOYEE OF THE BARNESVILLE EXEMPTED VILLAGE SCHOOL DISTRICT DURING THE HOURS STUDENTS ATTEND BARNESVILLE SCHOOLS FOR INSTRUCTION.*

All visitors are to report immediately to the main office, identify themselves and the purpose for their visit upon arrival in the building. No person shall remain in the building or on school grounds, including any student(s) registered at BMS, after a request is made by ANY school employee for them to leave. No person should leave the office without the knowledge/permission of office personnel. ALL VISITORS MUST WEAR A VISITOR PASS while in the building.

Former students or students presently not attending will not visit the school during instructional hours except at the direct invitation of a school employee.

## Child Custody

Parents have an obligation to inform the school anytime the custody of a student changes. Proper court documentation must be submitted to the office and kept in the student's cumulative record file.

## Academics

### Philosophy

The Barnesville Exempted Village Schools, in an effort to communicate effectively the strengths and weaknesses of the individual student, shall report student progress which will be determined by evaluative techniques as prescribed by the course of study for each curricular area.

## Composition of Grades

- A. Grades are to be based upon measured achievement of the course objectives as taught to students within the specific courses.
- B. The composition of grades for specific courses, levels, etc., shall be reasonably defined by the teacher of the course material.

## Grading Scale

GRADE SCALE
92-100=A
90-91=A-
88-89=B+
82-87=B
80-81=B-
78-79=C+
72-77=C
70-71=C-
68-69=D+
62-67=D
60-61=D-
0-59=F

Since we are utilizing a nine-week's grading system, the following will be in effect: Any student receiving two "F's" in a semester course will receive an "F" in the course. Any student receiving three "F's" as nine week's grades in a yearlong course will fail the course.

All students will be issued one copy of any school required consumable workbook at that beginning of the school year. It is the student's responsibility to have the workbook for the entire year. If they need a replacement workbook, one will be provided once the fee of the workbook is paid.

## Library

The library is a resource area that is available to students and is provided primarily for research and recreational reading. Computers, newspapers, books and magazines are available for student use.

Students are responsible for items that are checked out and will be charged for lost, damaged, unreturned and items stolen from the borrower while in the borrower's possession. The library atmosphere is quiet and allows for uninterrupted, productive work and reflection.

Inappropriate behavior will result in students' loss of privileges, which can range from one day to the remainder of the school year. No food or drink is permitted in the library.

## Computer Lab

The computer lab is available as a resource to students daily. They may use the computer lab to complete research or assignments for school. Students should only be in the lab for educational purposes.

## Study Hall

The objective of study hall is to provide each student with an opportunity for quiet, uninterrupted study. **Students are to study or complete assigned work.** Students need to have study materials prior to coming to study hall. There will be a reading area and other opportunities available to those students that have completed all assignments.

- Students will be in their seats when the bell rings.
- Only one student is permitted to go to the restroom at a time. Each student is required to sign out prior to leaving the study hall area
- Students may leave study hall with a teacher signed, dated pass obtained **before** study hall. (make-up tests, P.E., Art with prior permission).

## Passes

Students who wish to go to a teacher's room during study hall will get a pass from the requesting teacher **before study hall**, and present that pass to the study hall teacher. Students will not be permitted to leave study hall to get a pass from a teacher or get work to do.

## Progress Book

Parents have access to their child's grades, attendance records and any posted assignments at all times through Progress Book. If you need your username and password, please contact Lynn Spiczenski at 425-3615 x3001. Please monitor your child's grades regularly and contact the appropriate teacher with any questions.

## Report Cards

Report cards are issued after each nine weeks grading period. Report cards will be available for parents to access online

## Interim Reports

Interim reports will be issued in the middle of each grading period. Interim reports will be available for parents to access online.

## Cheating Policy

Cheating (individually/groups—electronically or without electronic devices) is defined as:

- Submitting work other than the student's own and claiming (directly or implied) it to be his or her own work.
- Copying answers.
- Looking at another's paper to check his/her work.
- Getting another person to do the work.
- Using cheat sheets.
- Stealing a test or an answer key, or in any other way, illegally obtaining information.
- Participating in any other situation deemed cheating by the classroom teacher.
- Submitting materials that were directly copied from the Internet.

Incidents of cheating or academic dishonesty will be handled as follows:

1. First Offense - The student will receive an "F" (0%) for the assignment/test. Parental notification. Cheating will be marked on the report card, and a cheating notation will be made a part of the student's permanent record. The student will receive discipline based on previous school infractions.
2. Second Offense - The student will receive an "F" (0%) for the nine weeks grading period. Parental notification. Cheating will be marked on the report card, and a cheating notation will be made a part of the student's permanent record. Suspension is based upon the student's previous record. Detentions and suspension are to be set by the Principal with input from the instructor involved in the incident.

## Schedule Changes

Schedule changes/adjustments are to be made during the first five days at the start of each semester. Only teacher recommended changes will be made after this time. All schedule changes must be approved by all affected teachers, guidance counselor and principal. Only if all parties agree, the change will be processed.

## Dropping Classes

A class cannot be dropped without notification/permission of the parents. A student may drop a full-year class within five days after the end of the semester. Grades earned up to the time the class is dropped will stand. A student may not drop a half-year class after the first five days from the start of the class. Withdrawals after these times will be with a final grade of "F".

## Student Records

Student records are confidential and are protected by Ohio and Federal Laws. Only the school staff, school related agencies, the student's natural parents, and/or legal guardians would be permitted access to the records. Parents requesting access to their child's records will be granted access within a reasonable amount of time. Parents/guardians choosing to have copies of their child's records may be responsible for the actual cost of duplicating these records. Reasonable



request from parents concerning the contents of student records will be explained or interpreted by school officials. Parents will have an opportunity for a hearing to challenge the contents of such records. A divorce, separation, or legal change of custody does not change the rights of a natural parent to their child's records unless specified so in the divorce decree, separation agreement, or other written court order. Only the legal custodial parents/guardians have a right to make educational decisions concerning the student. Stepparents, foster parents, or other legally assigned guardians have no permission to records, reports, or educational conferences unless the custodial parent legally confers this permission upon them. The Barnesville Exempted Village School District administration and its designated personnel will have the responsibility to comply with all Ohio and Federal Regulations concerning student records.

## Honor Roll/Principal's List

The Honor Roll and Principal's List are not based on a cumulative grade point average. A student may qualify for the Principal's List by earning all A's for a grading period. A student may qualify for the Honor Roll by earning all A's and B's for a grading period.

### **SECTION 504/ADA/TITLE VI GRIEVANCE PROCEDURE**

It is the intent of the Board of Education to comply with the nondiscrimination provisions of federal laws and regulations with regard to disability. Neither the Board nor its employees shall discriminate against any student or individual entitled to participate in the educational programs or activities of the District, or in the employment of District personnel.

The Board hereby designates the Director of Special Education and Student Services or his/her designee as the District's Compliance Officer. The address of the District's Compliance Officer is 210 West Church Street, Barnesville, Ohio 43713. The telephone number is 740-425-3639. The District's Compliance Officer will coordinate efforts to comply with this policy.

#### **Grievance Procedure**

This grievance procedure may be used for a complaint alleging a violation of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or Title VI of the Civil Rights

Act of 1964. A copy of the District's grievance procedure may be obtained from the District's Compliance Officer.

A person who believes s/he has a valid basis for a grievance may discuss the grievance informally and on a verbal basis with the District's Compliance Officer, who shall in turn investigate the complaint and reply with the answer to the complaint. S/He may initiate formal procedures according to the following steps:

Step 1 – District's Compliance Officer Conference. A person who believes he/she has a valid basis for a grievance may initiate a grievance by making a written request for a conference with the District's Compliance Officer to discuss the complaint and seek resolution. The District's Compliance Officer can provide a written request form. The request shall fully describe the grievance, citing the specific circumstances or areas of dispute which have resulted in the complaint, and be filed as soon as possible, but not longer than ten days after disclosure of the facts giving rise to the grievance. The District's Compliance Officer shall conduct the conference within five school days following receipt of the request. The District's Compliance Officer will state in writing his/her decision to the individual within five school days following the conference.

Step 2 – Appeal to the Superintendent. If the grievance is not resolved satisfactorily at Step 1, the District's Compliance Officer's decision may be appealed in writing to the Superintendent. The appeal must be made within five school days following the receipt of the District's Compliance Officer's decision. The Superintendent will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3 – Appeal to the Board of Education. If the grievance is not satisfactorily resolved through Step 1, a written appeal may be made to the Board. The grievance must be filed with the Superintendent's Office within five school days of the Superintendent's written decision at Step 2. The Board or its designee will conduct a hearing regarding the alleged grievance within 30 school days of filing of the appeal. The parties can agree to extend the time for the hearing. The Board or designee shall give the complainant a full and fair opportunity to present evidence relevant to the issues raised by the grievance. The complainant may, at his/her own expense, be assisted or represented by individuals of their choice, including legal counsel. The Board or designee will make a written decision to the District's Compliance Officer and complainant within ten school days of the hearing.

#### Due Process Hearing Procedure

1. A parent/guardian may request a due process hearing related to decisions or actions concerning their child's identification, evaluation, and/or educational program or

placement by submitting a request in writing to the District's Compliance Officer within two years of the date the parent/guardian knew or should have known about the alleged action that forms the basis for the complaint. When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an impartial hearing officer ("IHO") (i.e. by a person not employed by the Board, not involved in the education or care of the child, and not having a personal or professional interest which would conflict with his/her objectivity in the hearing).

A person filing a grievance may also file a complaint at any time with the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue, East, Suite 750, Cleveland, Ohio 44114-2611.

2. The parties can agree to refer the due process issue to mediation. The mediator may be selected from the Ohio Department of Education Office for Exceptional Children.
3. The District may maintain a list of IHOs, which may include IDEA hearing officers, attorneys, and Directors of Special Education outside the District. The District's Compliance Officer will appoint an IHO. The costs of the IHO and court reporter shall be borne by the District. The appointment of an IHO will be made within 15 school days after the request for a due process hearing is received.
4. A party to a due process hearing shall have:
  - a. The right to be accompanied and advised by counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities;
  - b. The right to present evidence, confront, and cross-examine witnesses;
  - c. The right to a written or electronic verbatim record of such hearing; and
  - d. The right to written findings of fact and decisions.

5. The IHO shall conduct the due process hearing within a reasonable period of time (i.e. not to exceed 90 days of the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).
6. The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than 21 days prior to the date of the hearing, unless otherwise agreed to by the parties.
7. The person filing the grievance may be represented by another person of his/her choice, including an attorney.
8. The IHO shall make a full and complete record of the proceedings.
9. The IHO shall render a decision in writing to the parties within 30 days following the conclusion of the hearing. The decision will include findings of fact.
10. Either party shall have a right to appeal the decision of the IHO upon filing a written request for an appeal within 15 days of the date of the IHO's written decision. The appeal request must be timely filed with the District's Compliance Officer.
11. In the request for an appeal, the requesting party shall specifically set forth the reasons the party feels the decision of the IHO is either contrary to and not supported by the evidence, or is otherwise contrary to law.
12. The appeal shall be heard by another IHO, who shall be appointed by the District's Compliance Officer, and will issue a final decision.

Adopted: November 19, 2020

## **Section 504 Grievance Form**

Student Name:

Parent/Guardian Name:

Address:

Phone: Email:

1. Summary of the Grievance. Please provide a description of the problem, including any relevant facts.

2. Proposed Resolution. Please explain how you think the problem can be solved or addressed.

3. Prior Communication. Please provide information regarding who have spoken or met with at the school to address this situation and the results of those prior communications.

Please attach any additional information the District Compliance Officer may need.

(Adopted: November 19, 2020)

## **Transportation**

### **Notice**

No handbook, rule book or other such guide book can possibly cover or predict improper bus behaviors that may be perpetrated by individual riders or groups of individuals. Therefore, it will not be assumed by any person that an act not specifically addressed by specific language in the *Student/Parent Handbook* is excluded from possible disciplinary action by the administration and staff of Barnesville Schools. State laws regulate the operation of bus transportation services in Ohio schools. **It is emphasized that Ohio law specifically regards bus transportation for students as a privilege, not a right.**

### **Beliefs**

The Barnesville Board of Education, recognizing the special geographic and transportation needs of students, provides bus transportation for certain high school, middle school and elementary students. Students who fail to follow the rules and regulations and fail to cooperate with the bus driver may be denied the privilege of bus transportation. Violations of bus safety and bus

procedures/rules/regulations are subject to disciplinary action up to and including suspension and/or expulsion from transportation.

## Discipline Plan for Transportation

Each bus driver develops his/her rules and procedures reflecting the district's policies. These will be posted in the bus and students will be reminded of the rules periodically.

## Behavioral Expectations of Students

### **All students will:**

Be at the school bus stop on time; stay off the street or road; load and unload from the bus in an orderly manner (older students are asked to be especially watchful and take care to see that younger students are safe); keep the aisle clear (do not sit with feet in the aisle).

## Rules and Regulations

All violations will follow under the code of conduct set forth by the district.

1. All school rules apply.
2. Students cannot distract the bus driver in any way.
3. Loading and unloading will occur at designated stops only.
4. Students must not throw, spit, or pass objects on, from, or into the bus.
5. Students may carry on the bus only objects that can be held on their lap. Students are not permitted to transport animals, pets, or glass containers on the bus. No radio is to be played or camera with flash is to be used on the bus.
6. Students are not to extend any part of their body out of the bus windows.
7. Students are to observe rules for crossing streets when exiting the bus.

Written parental permission must be presented to the office for:

- Non-bus students who need to ride a bus
- Bus students who are going to ride a bus other than their assigned bus
- Bus students who plan to remain after school
- Bus students who are going to be let off anywhere other than at their usual designated stop

**The written request must include the child's name, grade, requested bus number and address of stop and the date in which it is to occur. The written request is to be submitted to the office for a bus slip by 7:55 a.m.**

**-ABSOLUTE QUIET IS REQUIRED AT ALL RAILROAD CROSSINGS.**

**-Eating, drinking and chewing gum on the bus are specifically prohibited by state law.**

Students/parents/guardians with any concerns about any aspect of bus transportation must take the concern to the school administration. No student will defy, argue with or challenge a bus driver on any issue, request or order at any time. Students who disrupt transportation will be subject to disciplinary action for insubordination, failure to follow a reasonable request, and other such rules as may apply to this concern.

## **Code of Conduct**

### **Anti-Harassment Policy/Procedures - Student Barnesville Exempted Village School District Sexual/Racial and all forms of harassment by school employees, other students, or third parties.**

(Without regard to race, color, national origin, sex and disability)

Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors:

#### **SEXUAL HARASSMENT**

##### **A. Verbal**

The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member or other person associated with the District or by third parties.

##### **B. Non-Verbal**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the district, or by third parties.

##### **C. Physical Contact**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow student, staff member, or other person associated with the District, or by third parties.

## **RACE, COLOR, NATIONAL ORIGIN AND DISABILITY HARASSMENT**

### **Hazing/Bullying/Dating Violence**

Our district takes Bullying very seriously and we want to be sure that you are reporting your issue appropriately. Please verify that your issue fits the following definition.

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

Bullying is an intentional, persistent and repetitive written, verbal, graphic, electronically transmitted, or physical act that a student or group of students exhibits toward another student and the behavior both: a.) causes mental or physical harm to the other student; AND b.) Is sufficiently severe that it creates an intimidating, threatening, or abusive educational environment for the victim.

\*If your issue matches the definition, you must report it to the school immediately or you can do so anonymously by calling our toll free Bullying Telephone Hotline at 1-866-547-8362 or you may report it on-line. Please visit the Barnesville School's website at [www.barnesville.k12.oh.us](http://www.barnesville.k12.oh.us) to report the issue.

Dating Violence is a pattern of actual or threatened physical, sexual, emotional and/or technological abuses perpetrated by an adolescent against a current or former dating partner.

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

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage, or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances, or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in the Board Policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported to the Superintendent and appropriate discipline is administered.

#### **A. Verbal**

Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow student, staff member, or other persons associated with the District, or by third parties.

#### **B. Non-Verbal**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other persons associated with the District, or by third parties.



### **C. Physical**

Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow student, staff member, or other persons associated with the District, or by third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other persons associated with the District, or by third parties should promptly take the following steps:

- A. If the alleged harasser is a student, staff member, third parties, or other persons associated with the particular school in the District other than the Principal, the affected students or their parents/guardians should, as soon as possible after the incident, contact the Principal. (The Principal must immediately send to the Title IX Coordinator a copy of the alleged harassment complaint.)
- B. If the alleged harasser is the Principal, the affected student or their parents/guardians should, as soon as possible after the incident, contact the District's Title IX Coordinator, or if the student is disabled the Section 504 Coordinator at the school's administrative board office.

The student or parents/guardians may make contact either by a written report or by telephone or personal visit. During the contact, the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by the District's Title IX Section Coordinator as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

1. Protect the confidentiality of the student who files a complaint;
2. Encourage the reporting of any incidents of sexual, racial, or other forms of harassment;
3. Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (if under 18 years of age, may include parents) and any named or apparent witnesses. All students and other involved are to be protected from coercion, intimidation, retaliations, or discrimination for filing a complaint or assisting in an investigation.

The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect, must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against school employees, other students, or third parties.

## Exceptions

The Board of Education and all its employees, students, guests and visitors have a right to expect reasonable behavior from all students at all times.

## Notice

No handbook, rulebook, or other such guidebook can possibly cover or predict improper behaviors that may be perpetrated by individuals or groups of individuals. Handbooks provide a guide for generally accepted behavior and students should adapt to these implied standards. Therefore, it will not be assumed by any person that an act not specifically addressed by specific language in the *Student/Parent Handbook* is excluded from possible disciplinary action by the administration and staff of Barnesville Exempted Village School District

Any conduct which causes or creates a reasonable likelihood that it will cause a disruption in, or material interference with any school function, activity or purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or well-being or the rights of other students, staff or visitors is prohibited. Individual students will be judged by the choices s/he makes, and judgment will not be based on the choices made by any other individual or group of individuals. Peer pressure is a poor defense for poor or destructive choices.

The school will not, and is not required by law, to maintain a dual system of rules for school conduct for those students who may have reached their eighteenth birthday. An eighteen-year-old student has no rights or privileges exceeding those of any other student, regardless of age. However, students eighteen years of age are subject to adult status action by the civil courts and local authorities.

While the efficacy of suspension/expulsion may be subject to argument or dispute, it is clearly one of the attempts to discipline that can be said to be among those sanctions that an offender may wish to avoid. Whether or not suspension/expulsion is an effective sanction, it will be applied consistently for the violations set forth below. The school has no way to research which punishments are effective for one student and ineffective for another. Further it is conceded that suspension may not be good for an individual student, but it is good for the people affected by the student's suspended behavior.

The Barnesville Exempted Village Schools will honor the suspension or expulsion of any student from any other school.

## **Areas of Prohibited Student Conduct**

**NOTICE: Whenever Barnesville Exempted Village Schools students and community participants attend a contest, exhibition, athletic event, or other school function at sites away from Barnesville Schools, that site is a Barnesville Schools venue and is treated as if the student in attendance were on BEVSD sites proper.**

**The following Major and Minor Rules are examples of common offenses and are not meant to cover every possible scenario. For those not listed, the building principal will determine the discipline and severity of the offense.**

## Major Rules Regarding Student Conduct

### RULE 1 - Disruption of/or Interference with Curricular or Co-curricular Activities

No student shall cause, attempt to cause, or threaten to cause a material interference with a curricular or co-curricular activity by use of threat (verbal or otherwise), force, coercion, false alarm, objectionable language, obscene gestures, printed material, or in any other manner or form create an interference with a scheduled event sponsored by the school or one in which the Barnesville EVSD may have granted use of school facilities to any other entity or other related activity.

### RULE 2 - Damage to / Theft of School Property

A student shall not cause or attempt to cause damage, or steal or attempt to steal or conceal or attempt to conceal any school property. NOTE: The *Ohio Revised Code* provides for parent liability up to \$10000 for such activity by a student.

### RULE 3 - Damage to / Theft of Private Property

A student shall not cause or attempt to cause damage, or steal or attempt to steal or conceal or attempt to conceal any private property while on school premises, on school transportation, or while at any school function that occurs at another location or school site away from Barnesville School property in which Barnesville students shall be engaged in interscholastic competition, performance or celebration of any type. NOTE: The *Ohio Revised Code* provides for parent liability up to \$10000 for such activity by a student.

### RULE 4 - Abuse / harassment of another

No student shall, based on gender, age, race, religion, creed, class status, or national origin use profane, vulgar, sexual, abusive, degrading, racial or discriminatory language, gestures, actions or contact which offend the sensibilities of another individual or individuals and/or which serve to create a hostile, intimidating or offensive environment to include words or phrases spoken, written, implied through actions, or in any other manner which is considered to be slanderous, libelous, and disrespectful or degrading in nature, and/or words and phrases which are obscene, lewd or profane as defined by the majority of society.

### RULE 5 - Assault / battery upon another

No student shall cause or attempt to cause or threaten physical injury or physical imposition or behave in such a way as to cause physical injury to a fellow student, school employee, or any other person. This includes the throwing of any object, including snowballs, spit wads, etc.

#### RULE 6 - Weapons and Dangerous Instruments

A student shall not possess any object, which is designed or shall be converted to the purpose of inflicting bodily harm to others on school premises or while attending school events away from school grounds. "This includes look-a-like weapons, ammunition, etc."

NOTE: Certain federal and state laws require serious penalties such as the expulsion of a student from any public school for not less than one year for the possession of guns, knives, explosives, or other deadly devices.

#### RULE 7 - Narcotics and/or, Drugs and/or, Tobacco and/or Alcohol and/or Vape items

A student shall not possess, use, transfer, conceal, buy, sell, trade, or attempt to buy, sell, or trade, or make known for sale or trade, or offer any "look alike" for such substances while on school grounds or at any school function at Barnesville school sites, or sites where Barnesville Schools shall be participating in any school function. Refer to Alcohol Use/ Student Drug Abuse Policy 5530.01 Possession, sale, or usage of the above is illegal and will be reported to the proper civil authorities. Discipline will be enforced according to the guidelines set forth by the administration team.

#### RULE 8 - Conduct Toward School Personnel / Disrespect

A student shall not use undesirable, lewd, or vulgar language toward ANY school employee, nor shall a student intimidate, threaten in any manner or show disrespect toward ANY school employee at ANY location while that employee is serving in his/her official capacity. The attempt or the actual conversion of a celebratory event into a forum for expressing personal grievances or opinions directed toward a school employee is prohibited (*Harlow v. Fitzgerald*, 457 US 800, 73 Led2d 396, 102, Sct 2727 [1982]).

#### RULE 9 - Insubordination / Failure to Obey

No student shall fail to follow the directions, orders, instructions or necessary requests made by ANY Barnesville Exempted Village Schools employee in ANY setting at ANY location while that employee is serving in his/her official capacity.

#### RULE 10 - Truancy/Unexcused Absences Policy

No student shall be absent from school unless the student's absence falls under the legal reasons for absence provided by state law in Ohio (See, ATTENDANCE, "Absence Reporting," on page 5 of this handbook.

NOTE: To be *truant* means that both the parent(s) and /or the guardian(s) of a student and the school expect the student to be present. Parent(s) and/or guardian(s) who experience refusal by their student(s) to attend school as expected should take this important step: **CALL** the school

office at 425-3615 and **make it known** that you have expressed the expectation that your child be in school and that he or she has refused. The advantage to the parent/guardian in this procedure is that the school can advise a court magistrate that you have taken this step. This may help you avoid court action taken against you. The burden should fall on the child at this point.

### RULE 11 - Threats / Intimidation / Hazing of Another

NOTE: It is the policy of the Barnesville Exempted Village School District Board of Education that hazing activities, of any type, are inconsistent with the educational process and shall be prohibited at all times. **No member** of the school community shall plan, encourage or engage in hazing. Any teacher, coach, club advisor or other school employee having knowledge of a planned hazing incident or a hazing incident that has taken place shall report that incident to the principal and or the superintendent.

Hazing is defined as the commission of any act or coercion of another, including a victim, to participate in any act of initiation into any student organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing will not in any way diminish the intent of this policy or possible consequences for violation of the policy (O.R.C. 2901.20, 2901.21 or 2901.22). No student shall attempt to bully, harass, extort favors of property from, or in any manner create a hostile or uncomfortable school atmosphere for another. Threats to take action, or the actual infliction of an act on another student for reporting such acts shall receive the highest consideration for expulsion.

### RULE 12 - School Records / Falsification of Information

No student shall remove or alter any school records belonging to the school or to school employees or other students, nor shall a student possess, transmit without authorization, or conceal any school record belonging to the school or to school employees or to other students.

No student himself/herself shall present written or spoken language or information, or from any other person, which is a false account of any event. Students, who present such accounts, no matter the source, are subject to the penalty levied for such incidents.

### RULE 13 - Deviant Social Behavior

A student shall not expose any part of his/her anatomy in a socially unacceptable manner while under the jurisdiction of the school. No student shall engage in any socially unacceptable conduct with another person while under the jurisdiction of the school.

### RULE 14 - Aiding and Abetting

A student shall not aid or abet another student in the commission of a violation of any school rule or regulation.

### RULE 15 - Frightening, Degrading or Disgraceful Acts

A student shall not engage in any act which frightens, degrades or disgraces or tends to frighten, degrade or disgrace fellow students, visitors, school personnel and employees, law enforcement

officials, or any other persons having business with the Barnesville Schools, by verbal, non-verbal, written or any other means.

#### **RULE 16 - Repeated Violations of Individual or Multiple Areas of the Code of Conduct; Undesirable Behavior not Specified in Code of Conduct**

A student shall not repeatedly violate the Code of Conduct, school policies and procedures, classroom rules, cafeteria rules, library rules, etc., or other regulations in place for the general welfare and safety of persons in the school environment.

#### **RULE 17 - Abidance with Sanctions**

A student shall not refuse to abide by any disciplinary action issued by the school administration or teaching staff, coach, advisor, director of any co-curricular activity, or any court order related to school activities. A student shall not be excused from detention, etc., due to co-curricular participation.

#### **RULE 18 - Gambling**

No student shall engage in any form of intra/inter student gambling or game of chance while under the jurisdiction of the school. School sponsored raffles, drawings and other opportunities to promote school activities and fundraising for student benefit are accepted.

#### **RULE 19 - Health and Safety**

No student shall commit acts, which place the safety or health of others or self at risk. Such acts are exemplified by causing false fire alarms, unsanitary conditions, acts of retaliation, so-called "pranks" or other acts, which jeopardize the physical/mental health and safety of others.

#### **RULE 20 - Conduct Unspecified**

No student shall commit acts not specifically set forth in the Code of Conduct which are harmful, undesirable, lewd, obscene, insane, foolish, frightening or otherwise socially unacceptable under the "Prudent person" standard of law and out of compliance with socially accepted standards. Such acts as shall be subject to disciplinary action are determined by the building principal.

### **Zero Tolerance Policy**

The Barnesville Exempted Village School District will abide by the "zero tolerance" policy to maintain positive student interaction and to ensure the safety of all students at school. Anyone who is involved in a fight by throwing a punch or attempting to cause physical harm to another will be suspended.

### **Minor Rules Regarding Student Conduct**

(Students who violate the minor rules and regulations of the Student Conduct Code are subject to the disciplinary procedures as explained under the Discipline Plan. In some cases the nature, severity, and/or frequency of the offense shall result in any step of the plan being waived and the final step could be immediately implemented.)

- RULE 1: A student shall not use profane language.
- RULE 2: A student shall not be extremely or repeatedly rude.
- RULE 3: A student shall avoid improper displays of affection and shall not sexually misbehave.
- RULE 4: A student shall not be constantly and inexcusably tardy.
- RULE 5: A student shall not possess items such as toy guns, water pistols, bean shooters, or similar devices
- RULE 6: A student shall not use any but his assigned locker.
- RULE 7: A student shall not possess any form of pornography.
- RULE 8: A student shall not forge his/her parent's signature for any reason.
- RULE 9: A student shall not park his/her car in any unauthorized area.
- RULE 10: A student shall not drive recklessly on school property.
- RULE 11: A student shall not drive his/her car during the school day without permission of the principal.
- RULE 12: No student shall sit in cars during the school day.
- RULE 13: A student shall not throw food or silverware or otherwise misbehave in the school cafeteria.
- RULE 14: A student shall not lie to an administrator, teacher, or any other staff member.
- RULE 15: A student shall not loiter in the halls, restrooms, or unsupervised areas of school buildings or property during regular classroom hours.
- RULE 16: A student shall refrain from running in the halls or throwing any object in the halls or rooms of the school.
- RULE 17: A student shall wait his turn in the lunch line.
- RULE 18: A student shall not carry food or drink out of the lunchroom without official permission.
- RULE 19: A student shall not possess firecrackers, smoke bombs, or other type of fireworks.
- RULE 20: A student shall not litter.
- RULE 21: A student shall be properly dressed.
- RULE 22: A student shall not be in any unauthorized or OFF-LIMITS area without official permission.
- RULE 23: A student shall not engage in any type of conduct not specifically set forth above which is harmful to the person or property of school personnel or other students or which conduct is not in compliance with socially and educationally accepted standards of behavior as determined by the building principal.

## DISCIPLINE PLAN

(Board adopted January 23, 1992)

### Sanctions-Defined

Each teacher develops his/her rules reflecting the district's policies. These will be reviewed with the students at the beginning of the school year.

### After School Detention:

Detentions will be held Tuesday and Thursday after school from 3-5pm. After school detention, shall be assigned by a teacher, teacher's aide, bus driver, or administrator for a portion of or all of the two hours. Students will be allowed to serve a maximum of 8 hours of after school detentions before the punishment becomes automatic Saturday School. Any student that is removed from after school detention for inappropriate behavior will be issued a Saturday School.

Students are required to work the entire time they are in detention. It is not intended to be fun. They will be given a writing assignment to work on for the duration of their assigned detention time.

Parents will be given 24 hours notification prior to the student serving his/her after school detention. Transportation to and from after school detention is the responsibility of the student's parents or legal guardian(s).

### Saturday School

Saturday School will be held at the following locations throughout the year.

September-November at BMS (enter through main entrance), December-February at BES (enter through cafeteria door), March-May at BHS (enter through main entrance).

- Each assignment will begin at 8:00 a.m. and end at 12:00 p.m. (4 hours)
- The administrator will assign Saturday School.
- Transportation to and from Saturday School is the responsibility of the student's parents or legal guardian(s).
- Any student removed from Saturday School for inappropriate behavior, will be issued suspension.
- Students are required to work the entire time they are in Saturday School. It is not intended to be fun. They will be given a writing assignment to work on for the duration of their assigned time.
- Maximum of three Saturday School assignments per student. After three, assigned punishment becomes automatic suspension.

## STUDENT DISCIPLINE

(Expulsion, Suspension, Emergency Removal, Permanent Exclusion, and Alternate Discipline)

During the time of suspension, expulsion, or removal, the student (if he/she is eighteen (18) years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed



only from a particular class or activity, the student shall not attend the class or participate in the activity for the duration of the removal.

A suspension or expulsion shall result in the student's total removal from the education program. Credit will not be given for work missed due to out-of-school suspension. For an in-school suspension, credit will be given for all classroom assignments that can be completed during the in-school suspension, or as homework if the student collects the assignments.

Teachers, school bus drivers, and other employees of this Board having authority over students shall take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline.

A student who is suspended or expelled from the Belmont Harrison Vocational School District is also to be regarded as suspended or expelled from the School District.

#### A. Definitions

1. **Suspension** is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function.
2. **In-school suspension** is defined as a suspension period not to exceed ten (10) school days in which the student attends school at the Concentrated Conduct Adjustment Program (C-CAP) and completes work assignments to earn credit. Students shall not participate in extra-curricular activities on days of which they were assigned CCAP.
3. **Expulsion** is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten (10) school days but not exceeding the greater of eighty (80) school days, or one (1) year in certain circumstances, or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to *O.R.C.* §3313.66(F).
4. **Emergency Removal** is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.
5. **Disciplinary Removal** is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled, or participate in an extracurricular activity in which he/she has been involved, for a period of less than one (1) school day.
6. **Permanent Exclusion** means the prohibition of a pupil forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school district.

7. **Due Process** - The suspension or expulsion of a student requires “due process,” a legal procedure which consists of a preliminary hearing consisting of three legally required steps: 1) the student is advised of what offenses the school believes the student may have violated, 2) the student has the right to explain his/her actions, and/or give reasons for the behavior, among other possibilities, 3) the student has a right to appeal the decision of the school official issuing suspension or expulsion to the superintendent of schools. At the Barnesville schools, a student offender who draws such a penalty will be suspended no less than three days and usually no more than 10 days. However, a student can be issued a suspension of up to 80 days which can carry over from school year to school year.

## **B. Expulsion**

1. The Superintendent is the only school administrator who shall expel a pupil.
2. Whenever an incident occurs that shall lead to an expulsion, the principal may suspend a student prior to the expulsion hearing.
3. The Superintendent shall give the pupil and his/her parent, guardian, or custodian written notice of the intention to expel the pupil and provide the pupil and his/her parent, guardian, custodian, or representative an opportunity to appear before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain his/her actions. The notice must include:
  - a) The reason(s) for the intended expulsion.
  - b) Notification of the right of the pupil and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the pupil's action. The administrator cannot compel this hearing. The Superintendent or designee may utilize the service of counsel if deemed appropriate.
  - c) The date, time and place to appear must not be earlier than three (3) nor later than five (5) school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained eighteen (18) years of age, the right accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian his/her refusal will be noted in the presence of a witness.
  - d) If the proposed expulsion is based on a violation listed in *O.R.C.* §3313.662 (A) and the pupil is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.
1. The Superintendent or designee may grant an extension of time if requested on behalf of the student. If granted, the Superintendent must notify all parties of the new date, time, and place of the hearing.
2. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story.
3. The student may waive his/her right to a hearing. This waiver is to be in writing and signed by both students and parents. Additionally, the student can waive the hearing by not appearing or by his/her representative not appearing at the scheduled hearing.

4. If the Superintendent decides to expel, within one (1) school day of the decision to expel, the Superintendent must notify the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of the action to expel in writing. If at the time an expulsion is imposed there are fewer school days remaining in the school year in which the incident that gives rise to the expulsion takes place than the number of days the student is to be expelled, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:
  - a) The reason(s) for the expulsion.
  - b) Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of expulsion.
  - c) The right of representation at the appeal.
  - d) The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
  - e) Notification that the expulsion may be subject to extension pursuant to *O.R.C.* §3313.66(F) if the student is sixteen (16) years of age or older.
  - f) Notification that the Superintendent may seek the pupil's permanent exclusion if the expulsion is based on a violation listed in *O.R.C.* §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
  - g) If the Superintendent expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.
5. An appeal of the expulsion must be made within fourteen (14) days of receipt of the notice of expulsion.
6. A pupil or his/her parent, guardian, or custodian may appeal the expulsion to the Board of Education or its designee. The pupil or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the pupil, parent, guardian, custodian or representative.
7. A verbatim record shall be made of the hearing.
8. The Board of Education or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion.
9. The action of the Board or its designee on the expulsion must be in a public meeting.
10. The Treasurer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision.
11. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under *O.R.C.* Chapter 2506.

12. The Superintendent, at his/her discretion, may require/allow a student to perform community (including the school district) services in conjunction with or in place of an expulsion. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the expulsion into the following school year. This provision does not apply to students expelled for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.
13. The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Code of Student Conduct even if the student withdraws from the Schools for any reason after the incident that gave rise to the hearing but prior to the hearing or decision to expel. If, following the hearing, the student would have been expelled had he/she still been enrolled in the school; the Superintendent shall impose the expulsion for the same length of time as a student who has not withdrawn from school.

### C. Suspension

1. The Superintendent, principal, assistant principal, or Superintendent's designee are the only school administrators who may suspend a pupil.
2. Whenever an incident occurs that may lead to a suspension, an administrator shall investigate the nature of the alleged offense.
3. Prior to suspension or a hearing, the Superintendent or principal must give the pupil written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in O.R.C. §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice may include a statement that the Superintendent may seek to permanently exclude the pupil if he/she is convicted or adjudicated a delinquent child for the violation.
  - a) The pupil shall be provided an opportunity to appear at an informal hearing before the Superintendent, principal, assistant principal, or Superintendent's designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend.
  - b) Whenever a student has attained eighteen (18) years of age the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness.
  - c) The principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
4. If the administrator decides to suspend, within one (1) school day of the decision to suspend, the Superintendent, principal, assistant principal, or Superintendent's designee must notify the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of the action to suspend in writing. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. The notice of suspension must include:
  - a) The reason(s) for the suspension.

- b) The duration of the suspension.
  - c) Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of suspension.
  - d) The right of representation at the appeal.
  - e) The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
  - f) Notification that the Superintendent may seek the pupil's permanent exclusion if the suspension is based on a violation listed in *O.R.C. §3313.662(A)* that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
5. An appeal of the suspension must be made within fourteen (14) days of receipt of the notice of suspension.
  6. A verbatim record of the appeal hearing shall be made.
  7. The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the suspension.
  8. The action of the Board or its designee on the suspension must be in a public meeting.
  9. The Treasurer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision.
  10. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under *O.R.C. Chapter 2506*.
  11. The Superintendent, at his/her discretion, may require/allow a student to perform community (including the school district) services in conjunction with or in place of a suspension. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the suspension into the following school year.

#### D. Emergency Removal

- a) By Teacher
  - a) If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a pupil from curricular activities under his/her supervision, but not from the premises.
  - b) During school hours the pupil must be sent to the office.
  - c) If a teacher makes an emergency removal, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.
  - d) If the emergency removal exceeds one (1) school day then a due process hearing must be held within three (3) school days after removal is ordered.
    - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the pupil as soon as practicable prior to the hearing.
    - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

- iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- e) If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given.
- f) In an emergency removal, a pupil can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

## 2. By Administrator

- a) If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal may remove a pupil from the school premises.
- b) If it is intended that the pupil be removed for more than one (1) school day, a due process hearing must be held within three (3) school days after the removal is ordered.
  - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the pupil as soon as practicable prior to the hearing.
  - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
  - iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- c) In an emergency removal a pupil can be kept from class or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.
- d) Less than One (1) School Day Removal - In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity or school premises for less than one (1) school day and is not subject to suspension or expulsion, the due process requirements of this policy do not apply.

## E. Permanent Exclusion

- 1. A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was sixteen (16) years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:
  - a. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm onto any property owned or

controlled by (including a school bus), or to any activity held under the auspices of the Board;

- b. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of the Board;
  - c. O.R.C. §2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of the Board;
  - d. O.R.C. §2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of the Board;
  - e. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of the Board of Education, if the victim at the time of the commission of the act was an employee of the Board of Education:
    - i. O.R.C. §2903.01, aggravated murder;
    - ii. O.R.C. §2903.02, murder;
    - iii. O.R.C. §2903.03, voluntary manslaughter;
    - iv. O.R.C. §2903.04, involuntary manslaughter;
    - v. O.R.C. §2903.11, felonious assault;
    - vi. O.R.C. §2903.12, aggravated assault;
    - vii. O.R.C. §2907.02, rape;
    - viii. O.R.C. §2907.05, gross sexual imposition; or
    - ix. O.R.C. §2907.12, felonious sexual penetration.
  - f. Complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of the Board.
2. If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was sixteen (16) years of age or older or was adjudicated a delinquent child for the commission, when he/she was sixteen (16) years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board of Education a request that the student be permanently excluded from public school attendance in accordance with O.R.C. §3313.662.

#### F. In-School Suspension

No special procedure is needed for an in-school suspension. The school administrator shall inform the pupil and parent, guardian, or custodian of the pupil of the in-school suspension when practicable.

#### G. Disabled Students

It shall be the policy of this Board of Education that a child with a disability shall be disciplined only in accordance with state and federal law.

#### H. Corporal Punishment

The use of corporal punishment as a means of discipline is prohibited in the School District. This policy shall not prohibit the use of force or restraint in accordance with O.R.C. §3319.41(G)

#### I. Posting

A copy of this Policy together with the Code of Student Conduct shall be posted in a central location in each school in the District and made available to pupils upon request.

#### J. Student Handbooks

Disciplinary procedures and codes of conduct may be developed by building administrators, appear in their respective handbooks, and be approved by the Board of Education.

#### K. Student Seeking Admission From Another Ohio District

After a hearing, the Superintendent may temporarily deny admittance to a student seeking to enroll in the District if the student has been expelled or suspended from another Ohio District and the period of the expulsion or suspension has not expired. A student who is temporarily denied admission shall be admitted once the period of the suspension or expulsion has expired.

#### L. Student Seeking Admission From an out-of-state School District

After a hearing, the Superintendent may also temporarily deny admittance to a student seeking to enroll in the District if the student has been expelled or temporarily removed for disciplinary reasons from a public school in another state and the period of the expulsion or removal has not expired. A student who is temporarily denied admission shall be admitted upon either:

1. The expiration of the expulsion or removal period imposed by the out of state District; or
2. The expiration of a period of time established by the Superintendent that begins with the date of expulsion or removal from the out-of-state school, but that is no greater than the period of the expulsion that the student would have received had the student committed the offense while the student was enrolled in this School District. LEGAL REFS: O.R.C. §§3313.66; 3313.661

### **Alcohol Use/Student Drug Use**

Barnesville Schools is a “Drug Free” zone, which extends to all school property, adjoining public property, transportation, as well as all school activities. A student shall not knowingly possess (includes, but not limited to, purses, wallets, lockers, desks, etc.), buy, sell, use, transmit, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant or mood altering chemical of any kind. This prohibition also applies to any type of drug related paraphernalia. (Searches of personal property shall be conducted in accordance with applicable laws.)

This rule is in effect during school or school sponsored activities/events/programs, on school grounds, on the school bus or bus stop, or in transit to and from school, and at any other time when the school is being used by any school group, or off the school grounds at any school sponsored activity, function, or event.



## CLARIFICATION OF TERMINOLOGY FOR THE ABOVE

- a. Possession, use, transmission, sharing, or under the influence.
- b. Under the influence is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student. Before any prescribed medication or treatment may be administered to any students during school hours, the district shall require the written prescription from the child's physician accompanied by written authorization of the parent. Both must also authorize any self-medication by the student. The district shall require the prior written consent of the parent along with a waiver of any liability of the district for the administration of the medication. No student is allowed to provide or sell any type of over-the-counter medication to another student.

The following procedures will be used in dealing with the above situations:

### 1. First Offense

- a. The principal will suspend the student for ten (10) days in compliance with the student due process procedures, unless major rules 6 and/or 7 apply.  
As an alternative: Dependent upon the student's status, i.e. whether or not he/she is involved with juvenile legal system, intervention measures, etc., the student may be assigned to Saturday School at the discretion of the building principal.
- b. The principal will notify the parent(s)/guardian(s) in writing.
- c. The principal will attempt to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
- d. The principal may notify the Belmont County Juvenile Officer and the local police.
- e. The principal may notify the school nurse and counselor.
- f. It is strongly recommended that the student seek a professional evaluation from a trained chemical dependence counselor or a licensed physician trained in chemical dependency, believing that early intervention in the disease process means less destruction for the student who may be harmfully involved and greater likelihood of recovery. If the student agrees to the evaluation, the suspension may be limited to five (5) days, pending proof of evaluation.
- g. The contracted agency or office will notify the director or designated person that the client has made contact and is willing to comply with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student may not be recommended for ten (10) days suspension.

### 2. Second Offense

- a. The principal will suspend the student for a period of ten (10) days in compliance with the student due process procedures.  
As an alternative: Dependent upon the student's status, i.e. whether or not he/she is involved with the juvenile legal system, intervention measures,

etc., the student may be assigned to Saturday School at the discretion of the building principal.

- b. The principal will notify the parent(s)/guardian(s) in writing, using the suspension form.
- c. The principal will notify the parent(s) or guardian(s) to arrange a conference.
- d. The principal may notify the Belmont County Juvenile Officer and the local police. Those students who are already under the jurisdiction of the juvenile court system, i.e. probation, will be recommended to the probation officer for referral to juvenile court.
- e. The principal will recommend to the superintendent that the student be expelled unless the following procedure is followed:
  1. The student must agree to be evaluated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency for a professional opinion concerning use/misuse addiction.
  2. The contacted agency or office will notify the principal that the client has made contact and is willing to comply with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student will not be recommended for expulsion.

### 3. Third Offense

- a. The principal will suspend the student for ten (10) days and will recommend to the superintendent that the student be expelled in compliance with student due process procedures.

As an alternative: Dependent upon the student's status, i.e. whether or not he/she is involved with the juvenile legal system, intervention measures, etc., the student may be assigned to Saturday School at the discretion of the building principal.
- b. The principal will notify the parent(s)/guardian(s) in writing.
- c. The principal will notify the Belmont County Juvenile Officer and the local police.
- d. The principal will recommend that the Juvenile Officer refer the student to Juvenile Court.

### Supplying/Sale of Chemicals (Drugs/Alcohol)

- A. Supplying or selling of chemicals will result in a ten (10) day suspension. A recommendation by the principal will be sent to the superintendent for an expulsion of the student in compliance with student due process procedures.
- B. The principal will notify the parent(s)/guardian(s) in writing.
- C. The principal will refer the case to the Juvenile Court Officer and the local police.

NOTE: The first and second steps of this policy may be bypassed in cases found to be of such magnitude and severity.

## **Distance Learning**

“Distance learning” technology provides students with unique opportunities to receive instruction and to participate in educational programs which would otherwise be unavailable to them due to the distance or cost involved. However, due to the very nature of distance learning, each student must accept a higher level of responsibility for his/her participation and behavior in order for the program to be successful. Also, students and parents must be willing to allow the audio and/or video transmission of student activities to remote locations to be heard and/or viewed by persons outside the Barnesville Exempted Village School District. (See last page for permission sheet)

Therefore, in order to participate in any distance learning offering of the School District, each student and his or her parent/guardian is required to give permission for the student to be photographed, videotaped, or recorded for purposes of distance learning activities, and his/her voice and image to be transmitted and viewed by instructors, students, and other persons at remote locations who are involved in the distance learning activity.

## **Remote Learning Policy for Student Handbook**

### General Expectations

- All Courses will be utilizing Google Classroom.
- Each course will have a “live” (synchronous) component.
- Classes will begin on time and current policies around turning in work will be maintained.
- Students should give their best effort, exhibit their best online class behavior, and attend classes regularly, health permitting.
- Parents and students that have questions or concerns may use the Remind App, School email/phone or contacting the school office.

### Technology Requirements & Expectations for Use

- Students are expected to be courteous and respectful online and adhere to the technology code of conduct.
- Students should abide by the Acceptable Use Policy as outlined in the student handbook.

### Student Expectations

- Students are expected to attend all classes unless a parent or guardian notifies the office of an illness or other excused absence. Teachers will be taking attendance at the beginning of each class.
- Stay in contact. Students should check email accounts daily.
- Students will follow the daily schedule they have been provided.
- If you are issued a District chromebook, it is your responsibility to take care of the chromebook.
- Traditional letter grades will be assigned for coursework.

## BARNESVILLE SCHOOL DISTRICT

### COMPUTER NETWORK AND INTERNET SAFETY ACCEPTABLE USE POLICY (STUDENTS)

---

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

**Each school year, students must pay a \$40 technology fee. This fee will provide coverage for one replacement or repair of the district device. Students who have paid the Technology fee may be allowed to take the IPAD home for the school year. Any further damage to a device due to the following reasons will cost the student /parent/guardian the full replacement cost of the device.**

- Loss, which is defined as: 1) the location of the device is unknown/misplaced or 2) the device cannot be returned to the district for any reason.
- Theft
- Taking the Device to an outside vendor for repair.
- Device damage through misuse, abuse, negligence or intentional damage. (includes the charger, case, device and/or associated cables)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.

2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.

16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

### **Computer Network Agreement Form**

I hereby apply for a student/employee account on the District computer network:

Circle      student   employee

---

name

---

school

---

home address

---

city, state, zip

---

home phone

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein and any policy or regulation updates provided by the District. I further state that all information provided for the creation of this account is truthful and accurate. By signing acknowledgement and understanding of the Student Handbook I authorize the signature for this agreement.

---

Signature/Date

**Parental Release Form**



(for students under 18 years of age)

I/We, \_\_\_\_\_ ,

the parent(s) of (student name), \_\_\_\_\_

have read and understand the computer policy and its guidelines and regulations and we agree to its terms and conditions.

We confirm our child's intentions to abide by the terms and conditions therein and any policy or regulation updates provided by the District. We also agree to supervise our child's use of the computer network from home or outside of the classroom. By signing acknowledgement and understanding of the Student Handbook I authorize the signature for this agreement.

---

Signature/Date

## **Medical**

### **Emergency Medical Forms**

In case of serious injury at school or during a school-sponsored activity an emergency medical form must be on file in the nurse's office, on the bus, and in the principal's office. These forms are sent home the first day of school each year and must be returned with part I or part II completed and signed by a parent or legal guardian. It is the responsibility of the parents/guardians to include all medical information necessary for the safety of the student and to keep information current. Any student who does not have a form on file is not permitted to participate in any activity away from school property. **Please notify the office of any address, telephone number, and/or responsible adult changes to the form so emergency medical forms can be kept current.**

### **Clinic Use**

When a student becomes ill, the teacher may send him or her to the school nurse. The nurse will evaluate the student and contact the parent if medical or parental attention is necessary. Students who become ill between classes are to report directly to the school nurse. If a child is sick and needs to be picked up, the school nurse will contact you. **Please do not come to pick up your child without consulting the school nurse.**

### **Medications**

We recognize that at the present time many children are able to attend regular school because of the effective use of medication in the treatment of chronic disabilities or illnesses. We believe it is more desirable for medication to be administered in the home; however, any student who is required to take medication during the regular school day must comply with school regulations:

1. Students are not permitted to self-medicate or to carry medications to and from school, with the exception of self-administered inhalers for asthma or epi-pens for severe allergies. A medical form for self-carrying of an inhaler or epi-pen must be signed by the student's physician and parent/legal guardian and must be on file at the school. All medications brought to the school must be turned in to the school nurse or appropriate school authorities. In order for a student to carry an epi-pen, a back-up dose must be stored in the clinic at school.
2. A signed physician's order detailing the name of the drug, dosage, and time interval medication is to be given must be on file at school prior to administering prescription medication to a student.
3. Written permission from the parent or guardian of the student requesting that the school comply with the physician's order is required.
4. The forms required for physician's orders and parent signature (referred to in numbers (2) and (3) above) can be obtained from the school nurse or are available for download on the school's web site.
5. Medication must be brought to the school in the original container appropriately labeled by the pharmacy or physician. A locked cabinet is provided at school for the storage of medication.
6. Only those persons designated by the building principal are permitted to administer medications.
7. In the absence of the school nurse, the building principal, secretary, or a staff member designated by the building principal may administer students' medications in accordance with board policy.
8. Alternate remedies including dietary supplements and herbal supplements will not be given unless ordered by a physician.
9. The school nurse with permission of a student's parent or legal guardian can occasionally administer nonprescription medication, such as Acetaminophen or Ibuprofen for minor discomfort. However, repeated doses of non-prescription medication will require a physician's order. Administration of non-prescription medication with parental consent is at the discretion of the school nurse.

## Bee Stings and Other Allergies

Parents are responsible for informing the school of a student's allergies, especially allergies to bee stings. In the case of bee sting allergies, parents/legal guardians are responsible for providing the school with sting medication and appropriate paperwork for administration of medication in school as described in the School Regulations section. A form for such is available in the school office and must be completed and on file. It is the responsibility of the parent to notify the school of a student's allergies (including food allergies) and this information must be recorded by the parent on the emergency medical form.

## Parent Contact from School Nurse

The School nurse will contact parents/guardians for the following circumstances:  
These absences may not be excused.

1. The student is having continued discomfort that might be helped by an over the counter pain medication.
2. The student has an injury that has potential for complications and needs monitoring by the parent after school.
3. The child needs or will need further medical care.
4. The child has symptoms of an illness that is potentially contagious to others (for example, a fever).

Any parent wanting to be contacted for any other reason other than those listed immediately above must submit a written request to the nurse.

## **Immunization Law**

Children who do not have evidence of proper immunization may be excluded from school until such immunizations have been received, according to state law. The school nurse can address questions or concerns.

## **INTERSCHOLASTIC ATHLETIC CODE OF CONDUCT**

Refer to the District Athletic Code of Conduct for information regarding eligibility and participation.

## **In-Season Athletic Eligibility Requirements**

Barnesville Students are expected to maintain academic eligibility while participating in sports. While specific requirements may vary depending on the educational institution, it is generally expected that student-athletes maintain a certain level of academic performance to remain eligible to compete.

Barnesville Schools' academic eligibility requirements for student-athletes will continue to follow OHSA guidelines for 7th & 8th grade. Student athletes will be expected to maintain a grade above an F during the participating season which demonstrates the school's commitment to prioritizing academic success alongside athletic participation.

By setting this standard, Barnesville Schools aims to ensure that student-athletes are actively engaged in their academic responsibilities and making satisfactory progress in their coursework. This policy also emphasizes the importance of balancing sports and academics, as maintaining eligibility requires a commitment to both aspects of a student's life. Student athletes may be suspended from competition/s until a proper grade level has been achieved. Weekly Progress & Interim reports will guide the coaches and administration.

*Academic Performance:* To be eligible to participate in sports and extracurricular activities during the season, students must maintain a grade above an F in ALL classes. This policy has been established to emphasize the importance of academics while allowing students to enjoy their extracurricular interests.

*Progress Checks:* There will be regular progress checks from Coaches and Administration throughout the season to monitor students' academic performance. If a student's grade falls below the required threshold during any progress check, they may be placed on academic probation for a specified period.

*Academic Probation:* During the probationary period, students will still be allowed to participate in sports and extracurricular activities. However, they may be required to attend mandatory academic support sessions during school to improve their grades. Failure to show improvement during the probationary period may result in temporary suspension from participation until their academic performance meets the eligibility requirements.

*Commitment to Education:* We believe that extracurricular activities and sports are beneficial to students' overall development. However, we also recognize the importance of education in their future success. The new policy aims to strike a balance between these two aspects of student life.

It's important for student-athletes at Barnesville Schools to be aware of and adhere to these academic eligibility requirements to ensure their continued participation in sports. If there are any concerns or questions about the specific policies or how they are applied, it would be best to reach out to the school administration or athletic department for clarification.

## **Notice of Designation of Directory Information**

The Family Educational Rights and Privacy Act (FERPA) requires each school district to provide parents and eligible students annual notification of the types of personally identifiable information that the school district has designated as directory information. The Barnesville Exempted Village School District has designated the following information regarding students as directory information:

Name, Address, Telephone Number, Date and Place of Birth, Major Field of Study, Dates of Attendance ("from and to" dates of enrollment), Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Date of Graduation, Degrees, Honors, and Awards Received

Directory information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult student, i.e., for publication in the local newspaper of the honor roll or information about student athletes; including such information in a student directory; or displaying such information on the District's website. In addition, the District will also release the name, address, and telephone number of students in grades 9-12 to military recruiters and institutions of higher education that request the information.

Parents of students and adult students have the right, however, to refuse to permit the disclosure of any or all of the above information to third parties. Any parent or adult student refusing to have any or all of the designated directory information disclosed must provide written notification to this effect and return it to the building principal on or before September 15 of this school year.

In the event a refusal is not filed, the District will deem that neither the parent of a student nor an adult student objects to the release of the directory information designated.

## Signature Pages

Please sign and complete the OneView medical and acceptance policy located online. It is required that these items are complete. Without this material we cannot provide a proper educational atmosphere.

### NOTES:

Failure to complete OneView does not exempt the student from the policies contained in this handbook.

There is no attempt to make this handbook all-inclusive. The administration reserves the right to make reasonable decisions in areas not specifically covered in the handbook. A copy of the Board of Education's Bylaws and Policies and the accompanying district regulations are available at the appropriate office. Complete policies of the Interscholastic Code, Student Harassment, 504 Plan, and Title are available on request.