

**ROSSFORD JUNIOR HIGH**  
**HANDBOOK**

**ROSSFORD EXEMPTED VILLAGE**  
**SCHOOLS BOARD OF EDUCATION**  
**DISTRICT PHILOSOPHY**

The Rossford Schools Board of Education believes that the essence of public education involves the provision of programs and curriculum that meet student needs through the mission statement. The statement is considered to be of equal importance in the development and implementation of school curriculum and the planning of school programs.

**The mission of the Rossford Exempted Village Schools is to educate and graduate all students to become creative, productive and respected members of society.** The Board of Education of the Rossford Exempted Village Schools promotes the development of curriculum with consideration for the mission statement, which is a developmentally sequential continuum of skills. Program development utilizing the mission statement must also include provisions for the exceptionality of children.

Curriculum and programs developed with consideration for the above mission will reflect the values of the society during the time of its inception. Therefore, program and curriculum development remain fluid in order to respond to society trends. Each of these considerations work in concert to help to produce independent, capable and confident individuals as productive participants in our society.

The Rossford Board of Education affirms that no person shall, on the basis of sex, race, color,

national origin or handicap, be excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in board policies concerning school employees and students.

**PRIORITIES:**

1. Students have safe, secure and well-maintained conditions for learning.
2. Achieve and maintain the highest academic excellence as described by the Ohio Department of Education.
3. Future financial solvency is achieved and maintained.
4. Communication is comprehensive, consistent and transparent.
5. Respect and unity are demonstrated throughout the school community.
- 6.

**VISION STATEMENT:**

Preparing and inspiring students to achieve excellence today, in college and career readiness in all future endeavors.

**MISSION STATEMENT:**

To educate and graduate all students to become creative, productive, and respected members of society.

**Rossford Junior High School**  
**Mission Statement**

The mission of Rossford Junior High School is to be successful, respectful, and responsible in the learning environment.

**FOREWORD**

This handbook was developed to answer many of the commonly asked questions that students and parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal at the junior high.

**GENERAL INFORMATION**  
**Equal Education Opportunity**

It is the policy of this district to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Office listed here: Megan Spangler, Rossford Schools,

325 Superior Street, Rossford, Ohio, 43460. Phone: 419-666-2010.

Email:

[mspangler@rossfordschools.org](mailto:mspangler@rossfordschools.org).

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

**Injury and Illness**

All injuries must be reported to a teacher, nurse and the office. If a minor, the student will be treated and may return to class. If medical attention is required, the nurse and office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse and office will determine whether or not the student should remain in school or go home. No student will be released without parental permission.

Every student must have an emergency medical form on file.

**STUDENT SERVICES**

**Announcements**

All announcements regarding the events for the day will be read over the P.A. each day or delivered via video. Students who wish to have announcements read must have the notices approved by their advisors and have it in the school office by 7:40 a.m.

**Guidance**

Guidance and counseling services are available to help each student in his/her social, educational, vocational, and personal

development. Individual conferences with students are encouraged and should be scheduled when necessary.

#### **Locker Assignments**

Each student will be assigned a locker when they receive a schedule for the year. Lockers should be kept neat and clean. Lockers are to only be used by who it is assigned. Padlocks may be purchased in the junior high school office and are the only type of lock permitted on student lockers. Locks that are not school issued will be cut off and removed. Students are not to give their combination to others. The school lockers are the property of the Board of Education and all lockers and the contents therein are subject to random searches at any time.

#### **Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment such as cell phones, etc., are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

#### **Video Surveillance and Electronic Monitoring**

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism); in order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses.

Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

#### **Parental Conferences**

Parent/guardians may make appointments for conferences with teachers, counselors, or the school principal by telephoning the school office. School officials may also wish to schedule conferences by contacting the parent/guardian.

#### **Interim Reports**

Student interim reports will be available at the midpoint of each grading period but may be sent any time.

#### **Report Cards**

Junior High report cards are mailed out every nine weeks.

#### **Student Accident Insurance**

Student accident insurance is available for students. Forms are available in the office. The school does require that athletes and students enrolled in potentially dangerous lab courses either secure the student accident insurance or have their parent or guardian sign a waiver provided by the school.

#### **Textbooks**

The Rossford Board of Education loans all textbooks to the student without costs. Textbooks are to be kept clean and handled carefully. Please write your name on the inside cover so that it can be returned if misplaced. Students will be charged for loss or damage. Books are numbered, and at the end of the year each student is

responsible for the book he or she was assigned.

#### **Fees and Fines**

Charges may be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

#### **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without written parental consent.

#### **IMMUNIZATIONS**

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any question about immunizations or waivers should be directed to the school nurse.

#### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate students who have been ill or have been exposed to a

communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

#### **Conjunctivitis (Pink Eye)**

Symptoms usually include matting of the eye, inflammation and discharge from the eye. The child may return to school twenty-four (24) hours after antibiotic treatment has begun.

#### **Skin Lesions**

Children suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note from a physician to the contrary is produced.

#### **Temperature**

A child with an oral temperature of 100 or more will be sent home. He or she should not return to school until the temperature has been normal for twenty-four (24) hours without fever relief medication.

#### **Head Lice**

If the problem is detected while in school, the child will be sent home. He or she will be permitted to return to school after treatment has been completed and all nits have been removed. The child will be checked by school personnel prior to reentering school. We follow the Ohio Department of Health's guidelines for a nit-free environment.

### **CONFIDENTIALITY OF MEDICAL INFORMATION**

It is important that the school nurse know your child's medical and psychosocial history. Disclosure of this information is given only to school personnel who care for your child. This disclosure is for the child's safety and health and is protected by the Privacy Act. Only school staff and the child's parents or guardians have access to the records.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES/BLOOD BORNE PATHOGENS**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his or her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when

the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Medication**

The Rossford Board of Education's policy concerning the administration of medication to students is based on Ohio law.

#### **1. Prescription Drugs**

An Authorization for The Administration of Medicine form must be completed and signed by a licensed prescriber and parent or guardian with the date, student's name, dosage and time of intervals. The medication must be in the original container with the student's name and instructions clearly stated on the outside. (Prescription drugs not in their original container will not be administered).

#### **2. Inhalers**

Ohio law permits students to carry asthma inhalers with the written consent of the parent and licensed prescriber. The completed authorization form must be on file in the school clinic.

#### **3. Nonprescription Drugs**

An Authorization For The Administration Of Medicine form must be completed and signed by a licensed prescriber and parent or guardian. The student's name and instructions must be clearly stated on the container or package. Medicine must be in the original container for proper identification. Parents or guardians may come to the school and administer medication to their child. Should you choose this option, please come to the office when you want to

administer medication; we will call your child from the classroom.

#### **SPECIAL EDUCATION**

The Rossford Schools provide a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs a parent should contact: 666-4267.

#### **AMERICANS WITH DISABILITIES ACT SECTION 504**

The American's with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the principal.

#### **TITLE 1**

Rossford Junior High School is a Title 1 building. Title 1 is a Federal aid program through which Ohio school districts receive funding to provide supplemental instruction for those students who qualify. The allocation of funds for each school district is based on a legislative

formula dependent upon the distribution of low-income children and state per-pupil expenditures of income. Focused assessment throughout the school year provides classroom teachers and academic intervention assistants to provide interventions to meet the specific needs of each child.

#### **TITLE 1 STAFF**

In accordance with recent federal legislation, the No Child Left Behind Act (NCLB), school districts that receive Title 1 federal funds are required to notify parents of their right to request information regarding the professional qualifications of their child's teacher including degrees and certifications held and whether the teacher is certified in the area he/she is teaching. If you wish to receive this information, please contact the principal at your child's building.

#### **STUDENT RECORDS**

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically, permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, designated school officials, and personnel, not including Board members, who have a legitimate

educational interest in the information, or to other individuals or organizations as permitted by law. The term “parents” includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. A school official is a person employed by the Board as an administrator, supervisor, teacher or instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks (including volunteers).

“Legitimate educational interest” is defined as a “direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District” or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student’s family.

The Board authorizes the administration to:

- A. Forward student records on request to a school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that the student’s parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
- B. Provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals.
- C. Report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student’s special education and disciplinary records to the authorities for their consideration.
- D. Request each person or party requesting access to a student’s record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and

reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records. Only “directory information” regarding a student shall be released to any person or party, other than the student or his or her parent, without the written consent of the parent.

#### **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name, address, date and place of birth, major field of study, participation in officially-recognized activities and sports, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, telephone numbers only for inclusion in school or PTO directories.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board within twenty (20) days after receipt of the Superintendent’s annual public notice.

Whenever parental consent is required for the inspection or release of a student’s health or educational records or for the release of directory information, either parent may provide such consent unless otherwise agreed in writing by both

parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose “directory information” on former students without student or parental consent.

#### **FREE AND REDUCED LUNCH PROGRAM**

Rossford Schools participate in the Free and Reduced Lunch Program. Families are encouraged to complete the application. The information is confidential and names will not be given out. The applications are available in the school office and the cafeteria.

#### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal.

#### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following television stations:

**Channel 11, Channel 13 and Channel 24**

Parents may sign up for Instant Alert (internet based) for notification and communication. Contact the school office for information.



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

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she or he should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the principal.

### **STUDENT ACTIVITIES**

Participants in school activities are expected to abide by the principles of the Rossford Athletic/Co-Curricular Code. Participation may be modified or denied due to violations of activity rules or school rules.

### **Extra-Curricular Eligibility**

For a student to participate in extra-curricular activities, he or she must maintain a 1.7 quarterly G.P.A. and have no more than one F. The student must also earn enough credits each year to advance to the next grade.

A participant in after-school activities is expected to be in classes the entire day. Truancy for any part of the school day will result in non-participation that day or evening. A student serving an in-school or out-of-school suspension may not

participate during those days or evenings.

If a student misses any part of the school day or an excused reason other than personal illness, they may participate that day if proper notification procedures for an excused absence were followed. If a student is ill the day of an activity, they may not participate if they have not reported in by 11:00 a.m.

### **Sportsmanship**

Each student attending athletic events must practice good sportsmanship by considering visiting teams and fans as guests and treating them as such. Students should respect the rights of all spectators, respect the decisions of officials and support the cheerleaders with positive enthusiasm. Remember, it is better to say nothing than to say something derogatory about any participant, official or spectator. The use of profanity, or profane cheers, throwing objects, or any other disruptive acts will be reason to remove an individual from the athletic contest and may also warrant school discipline.

### **NON –SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved during school hours in the event, that the event will not interfere with school activities, and that non-

school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

### **ATTENDANCE**

#### **Attendance, Tardiness, Truancy**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension, expulsion, or alternative placement.

#### **Excused and Unexcused Absence**

Students are expected to be in regular attendance. The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child.
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to the absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bona fide religious holiday.
- G. Out of state travel (up to a maximum of (24) hours per school year that the student's school is open for instruction to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- H. Such good cause as may be acceptable to the Superintendent/designee

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. The student was enrolled in another school district;
- B. The student was excused from attendance in accordance with R.C. 3321.04; or
- C. The student has received an age and schooling certificate

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court

regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

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

- A. Assign the student to a truancy intervention program.
- B. Provide counseling to the student.
- C. Request or require the student's parent to attend a parental involvement program.
- D. Request or require a parent to attend a truancy prevention mediation program.
- E. Notify the Registrar of Motor Vehicles of the student's absences.
- F. Take appropriate legal action.
- G. Assignment to an alternate school (Note: If the District has established an alternate school, it must appear as an alternative intervention strategy.)

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

- A. Establish proper procedures so the student and his/her parents are

provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C. 3321.13 (B)(2);

B. Establish a school session which is in conformity with the requirements of the rules of the State Board;

C. Govern the keeping of attendance records in accordance with the rules of the State Board;

D. Identify the student who is habitually absent, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;

E. Provide students whose absence has been excused have an opportunity to make up work they missed and receive credit for the work, if completed;

F. Refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours fifteen of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the

Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

Credit for make up work will be issued only for excused absences.

#### **Convenience Absence**

Absence from school for student or parental personal convenience is not an excused absence and not provided for under attendance laws of Ohio. A form for this purpose is available in the office and must be completed by the student three days prior to the absence. Please refer to attendance rules on excused or unexcused absences. Arrangements for make up work must be made with each teacher and completed by the second day he or she returns to school.

#### **Rules Governing Attendance**

When a student is absent, the parent or guardian will telephone the office before 8:30 a.m. to explain the student's absence. When the student returns to school, the parent or guardian will provide a written note. If a note is forgotten, one day's grace will be granted. After that one day, if no note is provided, the absence will be considered truant.

Requests for release from school for professional appointments must be made in writing and must list the physician's or dentist's name.

#### **Truancy**

Truancy is interpreted as absence from school or a class without legitimate reasons or authorization, or not being in an assigned location.

### **Tardiness**

Tardiness shall be accumulated in two areas: 1) to school and 2) to class. Tardiness to school shall be interpreted as tardiness to school at the beginning of the school day. A student tardy to school should report directly to the school office. Any student tardy to school after first period will be considered truant.

### **Tardy to School**

Student will be excused tardy or late to school when the school is provided a written excused note from the parent for reasons of illness, funeral, medical appointments, and religious reasons.

### **Unexcused Tardiness to School**

#### **Before 8:30 a.m.**

- 1<sup>st</sup> and 2<sup>nd</sup> accumulations of 4 unexcused tardys will result in detention.
- 3<sup>rd</sup> and 4<sup>th</sup> accumulation of 4 unexcused tardys will result in a Saturday School.
- 5<sup>th</sup> accumulation of 4 tardys may result in an in-school suspension.
- Any further unexcused tardiness may result in suspension.

### **Unexcused Tardiness to School**

#### **After 8:30 a.m.**

Students reporting to school after 8:30 a.m. are more than tardy to school, they are late. Students who are unexcused late will be assigned a detention. In addition, each unexcused lateness will count towards the accumulation as listed under "Unexcused Tardiness to School Before 8:30 a.m."

### **Make-Up Class Work**

When a student has been absent for excused reasons the student is responsible for securing his or her assignments for make-up work.

Students will be allowed as many days to make up work, as he or she was absent with a maximum of five (5) days. In the case where a student is absent for one day only, and a test was given that day, the student will generally be expected to take the make-up test the day he or she returns. In the case of an illness of more than three days the student or parent or guardian may call the guidance office for assignments. Some flexibility for make-up will be permitted for extended illness.

### **Permission to Leave School**

Students will not be allowed to leave school unless the student has prior approval from the school office. If a student has an appointment during school hours, he or she must bring a note from the parent or guardian stating the reason for leaving and the time. This excuse must be turned into the office prior to the beginning of the school day on the day for which the excuse is written. At the time a student leaves he or she should sign out from the office and receive a pass from the office. Upon returning to school, the student must report to the office. Failure to follow the procedure above will result in the student being considered truant from school.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

Rossford Schools recognizes that:

- The primary intent of society, in establishing the public school is to provide an opportunity for learning.
- The students have full rights of school citizenship.

- These school citizenship rights must not be abridged, obstructed, or in other ways altered, except in accordance with due process of law.
- The students must learn to accept responsibilities and limitations that accompany these rights of school citizenship.
- Education is a basic right of every citizen. It is not, however, an absolute right.

#### **DUE PROCESS RIGHTS**

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

#### **Suspension from School**

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

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

When a student is suspended to In-School Suspension Program at the Wood County Juvenile Detention Center, she or he may make up work missed after the return to school. Students being considered for suspension of more than 10 days will be given due process as described.

#### **Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his or her parent, legal counsel and/or by a person of his or her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the Court of Common Pleas. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The Rossford Schools make a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

#### **Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.)

#### **SEARCH AND SEIZURE**

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

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Locks are to prevent theft, not to prevent searches.

Computers and all information, programs, software and use privileges belong solely to the school, and therefore are subject to review and inspection at any time without suspicion or cause. There should not be student expectations of privacy for any information contained in a school computer.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to

return items which have been confiscated.

#### **STUDENT'S RIGHT OF EXPRESSION**

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

Any material cannot be displayed if it:

- Is obscene to minors, libelous, indecent or vulgar.
- Advertises any product or service not permitted to minors by law.
- Intends to be insulting or harassing.
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

### **STUDENT CONDUCT**

The Rossford Board of Education has adopted a Code of Conduct for all students in the Rossford Exempted Village School. A violation of any rule may result in disciplinary action including, but not limited to, in-school suspension, out-of-school suspension, court referral, expulsion, compensatory payment of damages, detention, loss of bus privileges, loss of credit for assigned work or tests, assigned work related to the offense, suspension alternative program or Saturday School. Any student conduct which would constitute criminal conduct under the Ohio Revised Code is also a violation of the student conduct code. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee.

It is the Rossford School's responsibility to provide the educational opportunities for the students. Students have very definite obligations and duties when attending school. No student can set his or her course of conduct which is detrimental to the equal opportunity of others to learn. Compliance with the rules and regulations in regard to dress, conduct, and respect for teachers and administration is a duty of every student.

At all times the right of each person to be secure and free from harm or threat of harm shall be considered a violation. Respect for the person and possessions of all students and staff members will guide the administration of this code of conduct.

The rules and standards set forth in this policy apply to conduct on school property, and to conduct at school activities of all kinds. This policy does not define all types and aspects of student behavior. However, the Board of Education and the Superintendent may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, each principal within his or her school may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent.

A violation of any item in the Code of Conduct may result in loss of privileges, immediate suspension and/or expulsion. All procedures involving emergency removal, suspension and expulsion will be directed at protecting the rights of the student under Ohio Law and the Rossford Board of Education Policy.

### **CODE OF CONDUCT**

#### **1. Harassment/Bullying Policy:**

It is the policy of the Rossford Board of Education to maintain a learning environment that is free from harassment and/or any type of bullying. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. The policy covers all school related classes, events, activities, transportation and is also expanded to include issues and concerns with the internet, cell phones or other electronic devices which may be



used for cyberbullying. Students may make anonymous reports by leaving a message on the Principal's voice mail (419-666-5254 ext 2405), writing a letter, using the anonymous form on the school website, or informing any school staff. Students who make false reports may be subject to suspension.

Harassment, intimidation or "bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular students more than once and the behavior: causes mental or physical harm to the other student or school personnel; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Harassment, intimidation, bullying or cyberbullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Students who engage or participate in harassment, intimidation, aggressive behavior, bullying or cyberbullying may receive school discipline which may include suspension or expulsion from school.

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

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

- Posting slurs or demeaning comments on web sites where students congregate or personal social web sites.
- Sending e-mails, texts, and instant messages that are abusive, mean or threatening.
- Using a camera phone to take or send embarrassing photographs or recordings of students or school personnel.
- Posting misleading information or fake photographs related to students, school personnel or the school district.
- Using Websites to circulate gossip and rumors to other students.

## **2. Sexual Harassment Policy:**

It is the policy of the Rossford Board of Education to maintain learning and working environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment. Violations of this policy or procedure may be cause for disciplinary action. Offenders may be subject to legal action.

### **Sexual Harassment May Include but Is Not Limited to:**

- Unwelcome flirting or suggestive comments.
- Unwelcome threats, verbal, abusive, negative comments or degrading descriptions.
- Specific verbal comments about an individual's body.

- Jokes, stories, drawings, pictures or gestures of a sexual nature.
- Spreading rumors.
- Unnecessary patting, pinching, or touching an individual's body or clothes.
- Cornering or blocking of normal movements.
- Actual physical force used or threatened to pressure someone into sexual behavior.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy.

### **3. Drugs, Alcohol**

A student shall not possess, use, transmit, conceal, or show evidence of the use of drugs, hallucinogens, volatile chemicals, a counterfeit controlled substance, drug paraphernalia, or alcohol while on school property or at a school sponsored activity. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. Violation of this rule will carry an automatic school suspension. Students who must have prescription drugs in their possession shall notify the clinic and follow board policy. A student who is selling or dispersing drugs, hallucinogens, volatile chemicals, or counterfeit controlled substance, or alcohol while on school property, or at a school sponsored activity, will be recommended for expulsion from school and a complete report of the incident shall be filed with the police department of the City of Rossford.

### **4. Tobacco New Law Code – Sec. 2151.87**

Smoking and tobacco usage are a danger of a student's health and to the health of others. A student shall not possess, use, transmit, conceal, or show evidence of the use of tobacco while on school property or at a school-sponsored activity. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. Violation of this rule will carry an **automatic school suspension.**

### **5. Trespassing or Loitering**

Rossford Exempted Village students shall not loiter on school grounds or enter school facilities unless participating in or attending a school-sponsored activity. This rule applies to hours in which school is not in session. No student shall be present in an unauthorized place and refuse to leave when told to do so during or after school hours by school or law enforcement personnel.

### **6. Intimidation, Improper Restraining, Threat, Fighting, Hitting, Unauthorized Touching or Causing Physical Injury**

All students shall respect the right of all other students, staff members and visitors to be physically safe and secure. No student shall intimidate, fight, hit, improperly restrain, threaten, or cause injury to other persons. Nor shall any student force or coerce any person to do anything against their will.

### **7. Theft, Damage, Vandalism and Misuse of Private or School Property**

No student shall steal or be in the possession of stolen property,

damage or deface private or school property, or property of school personnel either on or off school premises, on any school vehicle, at any school sponsored activity, function or event off of school grounds. Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

**8. Compliance with Directions of Administrators, Teachers, and Other School Personnel**

Students shall obey all lawful instructions of administrators, teachers, substitute teachers, student teachers, teacher's aides, bus drivers, and all other school personnel who are authorized to give such instructions during any specified period of time when students are subject to the authority of such personnel. Staff members are to be treated with respect.

**9. Use of Profane, Indecent, or Obscene Language**

Use of language of this type, whether written or verbal, directed toward or used in the presence of school personnel or students is prohibited. This shall include the use of obscene gestures, pictures, and signs.

**10. Insubordination, Disrespect**

Students who refuse to comply with the directions of school personnel or who talk back to, argue with, or make disrespectful comments toward any staff member or about a staff member will be subject to suspension.

**11. School Disruptions**

Conduct that materially and substantially can interfere with the educational process is prohibited. In the event of the creation of disorder within the school by any student or group of students, the administrator will give the person or persons five (5) minutes to desist and return to classes. Failure to comply may result in immediate suspension and removal of the student or students from the premises.

**12. Weapons and Explosives**

Firearms, knives, explosives or any other materials capable of inflicting bodily harm are prohibited on school property and at school sponsored events. A weapon may also include any toy that is presented as a real weapon or reacted to as a real weapon or any object converted from its original use to an object used to threaten or injure another. It is a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school. Possession or display of devices, equipment or any other article whose purpose is related to possible violations of school rules or criminal law is prohibited.

**13. Falsification of School Work, Identification, Forgery**

The production of something forged, counterfeited or fraudulent is not permissible. Forgery of hall or bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. No student shall attempt to establish computer contact into unauthorized computers, sights or information databases. Plagiarism

and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

**14. Use of Flame Producing Devices**

The unauthorized use or possession of matches, lighters, or any other flame-producing device on school property is prohibited.

**15. Fires**

The attempt to set a fire, setting of a fire, or setting of a fire alarm at school or a school-sponsored activity is not permitted and will result in suspension or expulsion. Tampering with fire safety equipment is prohibited.

**16. Hazing**

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times as stated in the Board Policy #5516. Hazing is defined as doing any act or coercing another to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, content, or assumption of risk by an individual subjected to hazing does **not** lessen the prohibition contained in this policy. Hazing includes activities that may result in emotional pain and suffering.

**17. Extortion**

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

**18. Gambling**

Gambling includes casual betting, betting pools, organized

sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

**19. False Alarms and False Reports**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt.

**20. Disobedience**

School staff is acting “in loco parentis”, which means law allows them to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If a staff member gives a reasonable direction, the student is expected to comply. Chronic disobedience can result in expulsion.

**21. Publications**

All student publications are part of the school curriculum and editorial control remains under faculty supervision and approved by the administration. No attempt shall be made to libel, embarrass or otherwise demean any individual or group in these publications.

**22. Criminal Acts**

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

**23. Absences or Tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Failure to follow the rules governing attendance as listed in this handbook could lead to suspension and/or expulsion from school.

**24. Truancy**

A student who misses school, including class, lunch or any other assigned activity for part or all of a day without school authorization or who leaves the school building without administrative permission is subject to suspension.

**25. Refusing to Accept Discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**26. Failure to Complete Minor Disciplinary Sanction**

A student who fails to complete an assigned minor disciplinary sanction such as Saturday school, in-school suspension, detention or lunch detention will be subject to suspension.

**27. Aiding or Abetting Violation of School Rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**28. Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes holding hands, hugging, touching, kissing, or any other contact that may be considered sexual in nature.

**29. Possession of Electronic Equipment**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, IPODS, MP3 players, cameras, video recorders, cell phones, tablets, computers and the like to classrooms during school hours. The property will be confiscated and disciplinary action will be taken. The contents contained in the memory of these devices may be reviewed by the administration.

**30. Violation of Individual School/ Classroom/Cafeteria Rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

**31. Violation of Bus Rules**

Failure to abide by the bus rules may result in loss of bus privileges, suspension or expulsion. Please refer to the section on “transportation” for bus rules.

**32. Disruption of the Educational Process**

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of

lessons, assemblies, field trips, athletic and performing arts events.

**33. General Misconduct**

Students shall refrain from being excessively noisy, throwing objects, playing or being abusive in their behavior.

**34. Rossford Safe Schools Ordinance Ensures the Safety and Welfare of all Students.**

**Disrupting School Activity**

a. No person shall disrupt, disturb, or interfere with any class or activity conducted in a school.

b. No person shall assault, strike, threaten or menace a teacher, instructor, or any employee of the school building.

c. No person shall assault, strike, threaten, menace or pursue any student or other person in a school building.

**35. Technology and Network Access:**

Rossford Exempted Village School District provides students with access to computer equipment, software and network services. These tools are to support learning related to the district curriculum. Students and their parent or guardian will need to read and sign the district Responsible Use Policy for Student Technology and Network Access form before a student is allowed access.

**36. Disorderly Conduct**

Any action by a student that includes interrupting, hindering, agitating, violence, coercion, threatening, gang activity, disrespect to students or adults, or failure to follow a directive, including all

curricular and extracurricular activities.

**BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following rules are to be followed by all students:

1. All students shall obey the orders of the teacher, coach or driver while on a trip.

2. Students are to board and leave the bus in an orderly manner. The rear emergency door is not to be used for exit except in an emergency. Everyone shall remain in his or her seats. No changing seats or walking in the aisle is permitted.

3. Students shall maintain silence at all railroad crossings and when the driver flashes dome lights.

4. No one except the assigned driver shall sit in the driver's seat or operate any of the controls.

5. No one shall interfere with the driver's operation of the bus in any way.

6. No one shall damage any part of the bus. Anyone damaging a bus will be billed for the cost of the repair.

7. No one shall smoke or produce a flame of any kind while students are on the bus.

8. No one shall throw objects in or out of the bus.

9. No one shall cause any part of his or her body to project from a bus

window. Yelling out of bus windows will not be tolerated.

**10.** No one shall eat, drink, or chew gum on the bus.

**11.** Students shall not use tobacco, alcohol or narcotics in any form on the bus.

**12.** No one shall bring live animals, guns, skateboards, or any object that might serve as a weapon or anything hazardous on the bus.

**13.** Musical instruments or any large items too big to be placed on a person's lap must be transported in a vehicle other than the bus.

**14.** No radios, cassette players, or other electronic equipment will be permitted on the bus.

**15.** Conduct on the bus of any nature which is determined improper and is not covered by the above rules and regulations will come under the determination of the proper administrative authorities.

**16.** Students must arrive at their bus stop before the bus is scheduled to arrive.

The driver will not discharge students at places other than their regular stop at home or at school she or he has proper authorization from school officials. Any student leaving school property after being dismissed from the school bus is subject to discipline.

#### **Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

#### **CAFETERIA RULES**

**1.** Students must attend the assigned lunch period and eat in the

cafeteria. Food and drink may not be taken from the cafeteria.

**2.** Students must be sitting down at a table.

**3.** Common courtesy and cleanliness is expected at all times.

**4.** Lunch tables are dismissed by teacher/staff in charge of the cafeteria.

**5.** Each student shall clean his or her area before leaving the cafeteria.

**6.** Improper conduct such as throwing food or objects will result in a detention for the first offense. Any recurrent offenses will result in disciplinary action and may result in an assigned seat for the remainder of the quarter, semester or a designated length of time including removal. Having lunch in the cafeteria is a privilege.

**7.** Students unreasonably late to the cafeteria will be assigned a detention.

**8.** Students who skip their assigned lunch period may be suspended.

#### **CLASSROOM CONDUCT**

Each student will be in a variety of classes and should expect a variety of approaches in terms of teaching methods, assignments, and classroom activities. Remember, the teacher is in charge of your classroom and the students are to perform and conduct himself or herself accordingly.

#### **CORRIDOR COURTESY**

Because of the size of Rossford Junior High School, it is vital that the traffic flow at class change be as orderly as possible. During class changes, students should walk to the right of the corridors and staircases, not stop in groups, pass quietly, and be courteous to others. Students in halls during class times should have an agenda. Students remaining after

school for more than 15 minutes should be under the supervision of a staff member.

#### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Possession of a wireless communication device (PCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege. Strict adherence to this guideline is required.

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Students may use PCDs before and after school, during lunch break and in between classes in designated areas, as described in the high school's BYOD guidelines documentation, as long as they do not create a distraction or disruption or otherwise interfere with the educational environment. Receiving or placing calls on any PCD is NOT permitted during school hours including at lunch and in between classes. PCDs will be permitted for use in classrooms but only with the explicit consent of the teacher. The teacher also reserves the right to determine what type of PCD will be allowed for use in his/her classroom. "Using" refers to (e.g. sending e-mails, text messages or instant

messages, taking pictures, making recordings/videos, accessing the Internet etc.)

PCDs not owned by the district are prohibited from being connected to the district's private network but will be permitted to connect to the district's public network.

PCDs, including but not limited to devices with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The building principal has authority to make determinations as to other specific locations and situations where possession of a PCD is absolutely prohibited.

Students are prohibited from using PCDs to capture, record, or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Unless part of teacher-directed class activity/lesson (as long as no other part of this policy is in violation – e.g., privacy). Using a PCD to take or transmit audio and/or pictures/video of an individual



without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

Students are allowed to use PCDs while utilizing school transportation. "Using" refers to (e.g. sending e-mails, text messages, instant messages, accessing the Internet, or listening to music) Students may not receive or place phone calls on their PCDs while using school transportation. Students must however, leave one ear open (not using headphone, earbud) so the driver can be heard at all times.

No expectation of confidentiality will exist in the use of PCDs on school premises/property.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such

request is denied or granted within five (5) days.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PCDs to receive such information.

The Board assumes no responsibility for theft, loss, damage, or vandalism

to PCDs brought onto its property, or the unauthorized use of such devices. Students and parents are strongly encouraged to take appropriate precautions, if students have PCDs in their possession, to make sure the devices are not left unattended or unsecured.

Using a PCD in an unauthorized manner or in violation of Policy 5136 or this guideline may result in loss of this privilege, additional disciplinary action (e.g. warnings, parental notification and conferences, suspension, expulsion), confiscation of the PCD (in which case, the device will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed), and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography). A person who discovers a student in possession of or using a PCD in violation of this guideline is required to report the violation to the building principal. If a school teacher or administrator observes a violation of this guideline, s/he is required to confiscate the device and bring it to the building principal's office and provide the name of the student from whom the PCD was taken. Any confiscated device will be held in a secure location in the building's central office until the item is retrieved by the student at the end of the day. The administrator may require the parent or guardian to retrieve the device for repeated violations. Students whose PCDs are confiscated may be required to contact their

parents/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians. Confiscated devices will not be searched or otherwise tampered with except in exceptional circumstances (i.e. school officials reasonably suspect that the search is required to discover evidence of a violation of law or other school rules). Any search undertaken by school officials will be conducted in accordance with AG 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

#### **DRESS CODE**

There is appropriate and inappropriate attire for all of life's activities. Rossford Schools has adopted the following dress code for all students, and all students are expected to comply with the dress code. The purposes of Rossford's dress code are as follows: to enhance school safety, support the learning

environment, promote good behavior, avoid discipline problems, and prepare students for the world of work. Parents and students are equally responsible for the appearance of the student.

#### **General Guidelines**

These guidelines are to be followed on all days when school is in session and for school sponsored events where students are actively participating and/or representing Rossford Schools. Final decisions on what is acceptable are made by the building principal. Specific exceptions may be given by the principal for certain occasions.

#### **APPROPRIATE**

- Shorts, skirts, dresses that are fingertip length.
- Sweatpants or jogging pants.
- Ear piercing.
- Clean, neat and in good repair clothing.
- Neat, clean, trimmed hair.
- Book bags placed in lockers before school begins.
- Shirts and tops must have sleeves and the shirt length must be below the waist and must be long enough to be tucked in.
- Hooded sweatshirts where the hoods are never worn inside the school building.

#### **INAPPROPRIATE**

- Baggy or sagging pants or shorts that are worn below the waist.
- See-through tops, midriff exposure, low scoop or plunging necklines, halter or tube tops, bare backs.
- Tank tops, spaghetti-type straps, muscle shirts and similar type garments.

- Shoes with retractable skates.
- Hats, athletic headbands, bandannas, other head coverings (except those required by a student's religion), sunglasses.
- Chains and/or studded or spiked accessories.
- Swim trunks, spandex, biker shorts, pajama bottoms, lounge pants, leggings, Yoga pants, tear-away sweat pants. Yoga pants, biker shorts, leggings and spandex are allowable if covered by finger length attire (shorts, skirts, shirts etc.)
- Bare feet, slippers, cleats, flip flops, slides, sandals with no back strap.
- Jewelry, buttons, badges, patches or clothing that pertain to drugs, alcohol, tobacco, profanity, obscenity, or weapons; articles of clothing that are offensive or intimidating to individuals or groups of individuals due to racial, ethnic, or prejudicial slurs.
- Overcoats and/or heavy jackets during class unless the temperature warrants.
- Clothing, jewelry, insignia or other items which identify a student as a member of a gang, any subversive group, or otherwise symbolize support of a gang.
- Book/tote bags and oversized purses carried to class.
- No skateboards, skate boarding or shoes with rollers are allowed on campus.

**Following are the procedures for violations of the Rossford Schools Dress Code:**

**First Offense & Second Offense:**

Student will be sent to the main office. Student will change clothes or will be sent home to change his or her clothes and parents/guardians will be contacted.

Further offenses may result in a lunch detention, school suspension or Saturday School

Rossford Schools expect its students to voluntarily comply with the dress code. Failure to comply with the dress code guidelines is considered an insubordinate act and will be treated as such.

**Final decision on appropriateness of a student's compliance with the dress code rests with the building administrator.**

**CO-CURRICULAR  
CODE OF CONDUCT**

- In order to be eligible, a student must have a quarterly grade point average of at least 1.7 and receive no more than one "F." Eligibility will be checked at the end of each grading period to determine eligibility for the following grading period.
- Summer school grades may not be used to determine eligibility.
- Students must be in school at least one-half of the day in order to participate in co-curricular activities that day.
- Physicals, HIPPA authorization forms, as well as the Rossford Code of Conduct forms are required yearly.
- A student who is suspended from school is denied participation from co-curricular activities during the same period.

- An athlete may not participate on non-school teams of the same sport while a member of a school athletic team.
- While a student is academically ineligible for contests, scrimmages, and practices, he or she may tryout at the discretion of the coach or advisor and the athletic director.
- Participants may be denied participation by the Coach, Advisor, Athletic Director, Assistant Principal, or Principal for a period of one contest or more, due to violations of team rules, the school code of conduct, insubordination, or actions of a criminal nature.
- Any participant denied participation from an organization for disciplinary reasons may not participate in any program connected with another organization until the suspension for that organization from which the denial was made is completed.
- If a student is found in possession of or shows evidence of use of tobacco, alcohol, illegal drugs or counterfeit drugs as determined by a coach, advisor, administrator, faculty member, legal authority or other school personnel, the punishment may include suspension, expulsion and:

**First Offense:** Denial of participation of all co-curricular activities for at least one game/match.

**Second Offense:** Denial of participation for the rest of the season.

- Hazing is defined as doing any act, or coercing another to do 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 does not lessen the prohibition contained in this policy. Students found in violation of this rule will be denied participation. Hazing includes activities that may result in emotional pain and suffering. Students found in violation of this rule may be denied participation.
- Students may participate on only one athletic team per season. This includes cheerleading.
- An athlete who chooses to leave a team for personal reasons may seek participation in another sport only by mutual agreement of both coaches and the Athletic Director. Such changes cannot occur later than the first Monday after the first interscholastic contests of the sport where participation is sought. A change from one sport to another will not be approved for convenience purposes. Special circumstances must exist for a change to be considered.
- If an athlete has been cut from one team, he or she may try out for another sport in the same season.
- Any student who is removed from one team may not participate with another team during the same season.
- Athletes must travel with the team unless the coach receives written notification from the athlete's parent or guardian stating that the student will be traveling with said parent or guardian.
- Students assume responsibility for equipment issued to them. Responsibility ends with the return of the equipment or payment for its replacement.
- Equipment will not be issued until all other equipment is turned in or paid for.
- Rules for school bus travel are the same as for students being transported to and from school.
- Parents and students acknowledge that there is a risk of injury, sometimes very serious injury, or even death in any co-curricular endeavor. This includes practice, games, and performance. Rossford Schools assume no financial responsibility for injuries sustained by said student.
- Athletic coaches are directly responsible to the Athletic Director, who reports to the building principal, who ultimately reports to the Superintendent. Advisors report to the building principal, then to the superintendent.
- Individual Coaches or Advisors may not establish any rules that supersede the rules and policies contained in the Code of Conduct. Coaches or Advisors will establish rules for participation, however they must be on file with the Athletic

Director prior to the start of the activity.

- If a player shows up late to practice without notifying the coach ahead of time, he will make up the time at the end of practice with conditioning and/or drills.
- If an individual player misses an entire practice without notifying the coach ahead of time, that player will sit out the 1<sup>st</sup> half of the next game/match. (If you are absent from school, you will be excused and do not need to notify the coach).
- If a player misses the practice immediately before a game, he or she will not start the game.
- If a player misses numerous practices (excused or unexcused), playing time or participation will be reduced accordingly.

#### **Disciplinary Issues**

- If an individual player misses part or all of a practice, game or team meeting due to a detention that individual player will sit out the 1<sup>st</sup> half of the next game or match.
- If a player misses part of a practice due to the homework program, he will make up the time at the end of practice with conditioning and/or drills. If it happens more than once, the player will sit out the 1<sup>st</sup> quarter of the next game or match.
- If an individual player is assigned a Saturday School or Suspension, they will NOT be allowed to play in the next game or match.

- If a player is suspended twice during the season, he or she will be removed from the team.

**All rules are subject to change due to the severity of the offenses.**

#### **Personal Conduct**

- Participants represent Rossford Schools to the community and serve as role models for younger children. Serious violations of the Code of Conduct, of local, state and federal laws can have a severe detrimental effect on the Rossford co-curricular program. Coaches, Advisors and Administrators are expected to take appropriate action in cases of serious violations so as to preserve the special faith and trust placed in the Rossford Schools.
- These rules apply 24 hours a day, 7 days a week for the entire season. The season begins with the first day of practice, and ends with the awards banquet, last performances, or last game, whichever is later. Certain activities, by their nature will be deemed to be year long activities. For example: Student Council, Teen Institute, etc.

#### **DANCE POLICY**

1. Rossford Junior High School students must abide by the student code of conduct at the dance. In addition, students may not bring backpacks, bags, food, and/or beverages into dances.
2. Once students have been admitted to the dance, they may not

leave and re-enter the dance for any reason.

3. Students must arrange their transportation plans ahead of time. A telephone is available for emergency use only.

### **DISCIPLINE POLICY**

In general, the following procedures will be followed in assigning discipline for breaching the code of conduct:

#### **Level One**

Level one of the discipline policies encompasses minor infractions of the code of conduct and will be handled by staff members through the assignment of an after-school detention.

### **DETENTION PROGRAM**

The RJH after-school detention program is designed to serve as an initial consequence for minor violations of the code of conduct. Placement of a student in an after-school detention will be at the discretion of staff and administration. The after-school detentions will be held from 2:45 to 3:45 p.m. Students will be given 24 hours of notice of such a detention. The Junior High also has lunch detentions. Students assigned will serve during their lunch period. How detentions are assigned will be determined by the building principal. This list is not intended to be all inclusive of every situation that may occur.

#### **Detentions may be assigned for the following as indicated:**

1. Disrespect to school personnel (talking back, inappropriate tone of voice, mimicking, etc.).

2. 1<sup>st</sup> and 2<sup>nd</sup> accumulation of 4 unexcused tardys.

3. Minor disturbances of educational process (talking, making noises, etc.).

4. Tardiness to class.

5. Public display of affection (hand holding, kissing, etc.).

6. Minor vandalism (including, but not limited to: writing on desks, lockers, books, etc.) plus restitution.

7. Damage to private property (a student shall not cause or attempt to cause damage to private property at school or at any school activity on or off school grounds) plus restitution.

8. Cheating or plagiarism (a student shall not copy from the work of another student, use illegal notes, or claim as their own work the work of another). No credit will be given.

9. Loitering

10. Inappropriate use of language or topic of conversation in school.

11. Absence from lunch or leaving cafeteria without permission.

12. Any violation of class or cafeteria rules.

13. Choosing not to do assigned class work when a teacher has directed you to do so.

#### **Absence from Detention**

Students will be excused from detention for “just cause”, and be assigned at a later date, as determined by the administration. Such requests must come from the parents in writing (prior to the detention), stating the reason for the absence. Students will not be excused from a detention after the fact. Students who fail to attend an assigned session without an excuse approved by the administration may be assigned a Saturday School. In

case of an excused absence from school on the day of the detention, the student will make up the session on the next available date. Students will not be excused for extra-curricular activities.

### **Level Two**

Level two of the discipline policy encompasses student violations of the conduct code that are of a more severe nature. These violations will be handled by the administrator through the assignment of Saturday School.

### **SATURDAY SCHOOL**

While not an exhaustive list, the following offenses are examples of cause for assignment to Saturday School or other disciplinary action as deemed appropriate:

1. Chronic tardiness (to be determined by teacher and/or building principal).
2. Truancy (leaving classroom or school grounds without proper authorization or permission).
3. Failure to appear for and serve assigned detentions.
4. Removal from classroom by teacher.
5. Being sent to the office for discipline by a teacher or other school employee.
6. Any physical altercation or horseplay that has potential to escalate into fighting.
7. Use of obscene or profane language (written or oral), gestures, signs, pictures, and publications.
8. Cutting or skipping classes.
9. Any conflict or verbal exchange of words between students that draw attention to themselves by other students or staff.

### **SATURDAY SCHOOL REGULATIONS**

The information presented below is the set of rules and regulations regarding Saturday School.

1. Saturday School begins promptly at 8:30 a.m. and the normal dismissal time is 12:30 noon. Students arriving after 8:30 a.m. will not be admitted. Same code of conduct and dress code apply to Saturday School.
2. All students attending Saturday School are to remain seated until they raise their hand, are recognized by the staff, and are given permission to approach the staff's desk.
3. All students will be given the privilege of visiting the restroom for a maximum of five minutes. Special circumstances will need to be discussed with the supervisor. Additional trips or staying beyond the limit of five minutes without permission from the supervisor will cause the student to be detained beyond 12:30 that day.
4. Students wishing to leave their seat for any reason may do so only by obtaining permission from the supervisor before leaving their seat, to complete academic work.
5. Students who communicate in any way, by passing materials of any kind, not engaged in academic work, eat candy or food of any kind, or have their head down will be warned once and detained for an additional five minutes at the end of the session. A second warning will result in a detention of an



additional ten minutes. Students who are found to be sleeping during Saturday School will be dismissed without warning and no credit will be given for the session. Students dismissed from Saturday School or voluntarily leave prior to completion of the session will be assigned an in-school suspension.

6. The Saturday School supervisors are in charge of the session and any failure or refusal to comply with their directions will result in disciplinary action. All regular school rules are in effect at all times.
7. Saturday School may be used as an alternative to out-of-school suspension or may be used in conjunction with suspension options. The initial decision as to the method of suspension will be at the discretion of the principal.
8. The rules listed above are not intended to be inclusive of every situation that may arise during Saturday School. Students and supervisors are reminded appropriate student behavior is expected.

#### **Absence from Saturday School**

A principal may excuse an absence due to personal illness or extreme emergency. A parent or legal guardian must contact the administration on the answering machine (666-5254) or the following Monday between 8:00 and 9:00 a.m. If the absence is excused, the principal will reassign the student. For a second consecutive absence, the school shall require a valid

doctor's statement in order to excuse the absence and reassign the Saturday School.

If absence from Saturday School is unexcused, suspension will result.

#### **Level Three**

Level three of the discipline policy is intended to deal with major violations of the conduct code. The administrator will handle these violations through suspension from school. While not an exhausting list, the following offenses are examples of major offenses:

1. Repeated minor offenses
2. Property damage plus restitution required
3. Insubordination
4. Use of profanity or yelling at a teacher
5. Profanity
6. Drugs, Alcohol, Tobacco, E-cigarettes, Vapes
7. Weapons and explosives
8. Theft plus restitution is required
9. Violence/Fighting/Assault/Battery
10. Harassment
11. Hazing
12. Taunting/Bullying

In general, the following guidelines will apply:

**1<sup>st</sup> Offense** (3) Days out of school.

**2<sup>nd</sup> Offense** (5) Days out of school.

**3<sup>rd</sup> Offense** (10) Days out of school with possible expulsion from school.

Suspension may be served in two possible ways. Out-of-school suspension for which no credit will be given in any class missed or as an assignment to in-school suspension at the supervised school suspension

program at the Juvenile Center located in Bowling Green.

#### **Suspension**

**A.** Before a student can be suspended for ten (10) days or less:

- a)** The principal will give the student actual written notice of the intention to suspend.
- b)** The student will have the opportunity to appear at an informal hearing before the principal to challenge the reason for the intended suspension or otherwise to explain the student's actions.

**B.** If determined, as a result of the hearing that the student should be suspended, the following shall occur.

- a)** Within twenty-four (24) hours of the suspension, the parent, guardian, or custodian of the student will be given written notification. Immediate contact of the parent may be made by telephone.
- b)** The notice will include:
  - i. The reason(s) for the suspension.
  - ii. The right of the parent, guardian, or custodian to appeal the action to the superintendent.
  - iii. The right to be represented in the appeal.

#### **THE WOOD COUNTY JUVENILE DETENTION CENTER SUPERVISED SCHOOL SUSPENSION PROGRAM (SSSP)**

This program is designed to assist the Wood County Schools by continuing the education and supervision of youth who have been suspended from school after we have made every attempt to help them at school. We will provide students

with their assignments to be completed while in this program along with instructions.

Students will be allowed to turn in their work when they return to school, make up all quizzes and tests while assigned to SSSP, and receive credit for all of the above rather than a zero as in out-of-school suspension.

All SSSP students will be suspended from participation in all extra-curricular activities while they are enrolled in the program. This includes practice and contests.

#### **Expulsion**

Expulsion is any removal for more than ten (10) days. Only the Superintendent of Schools may expel a student. When the superintendent finds it necessary to expel a student, the following procedures will be utilized:

**A.** Written notice will be given to the student and his or her parent or guardian, or custodian.

**B.** The notice will include:

- a.** The written reasons for the intended expulsion.
- b.** That the student and parent, guardian, or custodian or representative has the opportunity to appear before the Superintendent of his or her designee to challenge the expulsion or explain the student's action.

**c.** Time and place to appear – which must not be less than three (3) or later than five (5) days after the notice is given unless the Superintendent grants an expulsion.

**i.** If an extension is granted, the Superintendent is required to notify the student and the parents, guardian, or representative of the new time and place.

ii. The student and the parent, guardian, or representative of the new time and place.

C. Hearing is held – the student, the parents, guardian, custodians, or representatives are given the opportunity to defend against the charges.

D. Written notification of the decision is required, as it is for a suspension. The notice will include:

- a. The reasons for the expulsion
- b. The right to be represented in the appeal

#### **Severity Clause**

If a student's offense is a severe violation of the code of conduct, disciplinary action may be increased at the discretion of the administrator.

The administrator will use his or her best judgments to discipline students fairly that are involved in situations not specifically outlined in this handbook.

#### **Removal from Class**

A teacher may remove the student from class under the teacher's supervision, but not from the school premises.

#### **Removal from School (Emergency)**

If the student's presence "poses" a continuing danger to persons or property or an outgoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises, then:

1. An administrator may remove the student from curricular or extra-curricular activities or from the school premises.
2. A hearing must be held as soon as practical after removal, but

within three (3) days after initial removal is ordered.

3. Written notice of the hearing must be given to the student as soon as practical prior to the hearing.
4. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probable action that will take place.
5. The person who ordered, caused, or requested the removal will be present at the hearing.

#### **PBIS**

**PBIS (Positive Behavior Intervention and Support) is one of the foremost advances in school wide discipline. PBIS places an emphasis on school wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs.**

**PROCEDURE TO RESOLVE  
PARENT-TEACHER  
DISAGREEMENTS**

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. Whenever a complaint is made directly to the Rossford Board of Education as a whole or to a Board Member as an individual, it will be referred to the Superintendent for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

**The Goal of This Section Is:**

- To establish a simple framework for addressing concerns.
- To provide for prompt resolution of concerns.
- To ensure that all parties will participate in a cooperative manner to resolve concerns.
- To ensure that most concerns will be handled without resorting to the procedure beyond Step 1.
- To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for students.

**A. Step No. 1–Direct Conversation**

If a parent has a disagreement or misunderstanding with a teacher, the parent should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than two (2) working days after the teacher has been notified of the

concern. Subject to change by mutual agreement. The teacher shall report the results of the contact back to the building administrator using the appropriate form “Notice of Nature of Possible Complaint” – Master Agreement Form – Appendix “E”.

**B. Step No. 2 – Fact and Possible Resolution**

If a parent or the teacher is not satisfied with the outcome of Step No. 1 or the parent or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator, and parent will be arranged at a mutually convenient time, but in no case more than five (5) working days after the meeting in Step No. 1. This step is to be informal and verbal. The staff member has the right to be at all meetings with or without a representative as he or she so determines. No further action will be taken beyond Step No. 2, unless the parent submits in writing a signed and dated statement of facts giving rise to this concern, the name of the accused teacher, and the remedy sought. The results of this meeting will be recorded on the appropriate form “Complaints Against Staff Members” – Master Agreement Form – Appendix “F”.

**C. Step No. 3 – Formal Process**

If a parent's concern is not satisfactorily resolved at either the first or second level, copies of all written complaints and responses will be forwarded to the Superintendent or his or her designee. At that time another meeting will be arranged at the convenience of the parent and staff member directly concerned, but in no case later than ten (10) work

days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he or she so determines. The Superintendent or his or her designee will supply written dispositions to all parties within five (5) working days. Copies of the disposition will be sent to all parties involved. The disposition may also be placed in the teacher's personnel file when deemed appropriate by the Superintendent. The teacher and parent shall be informed if the letter is to be placed in the personnel file.

**D. Step No. 4**

If either party is still dissatisfied with the outcome of Step No. 3, the problem may be appealed to the Board of Education. The meeting will be held in executive session with only the board members and the affected persons present.

**E. Misc.**

Disagreements or complaints involving criminal conduct will not be subject to the disagreement procedure.

**PROCEDURE TO RESOLVE  
STUDENT-TEACHER  
DISAGREEMENTS**

Complaints or disagreements received from students will be resolved by the teacher and building principal and will not be subject to Parent-Teacher Disagreement procedure.

**ACCEPTABLE USE AND  
INTERNET SAFETY POLICY  
FOR THE COMPUTER  
NETWORK OF THE ROSSFORD  
EXEMPTED VILLAGE SCHOOL  
DISTRICT**

The Rossford Exempted Village School District is pleased to make available to students' access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Information Technology Center that provides Internet access to the School District. Upon reviewing, signing and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the

student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the technology director. If any user violates this Policy, the student's access will be denied or withdrawn and he or she may be subject to additional disciplinary action.

#### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the technology director. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

#### **II. TERM OF THE PERMITTED USE**

A student who submits to the School, as directed, a properly signed Policy and follow the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

#### **III. ACCEPTABLE USES**

##### **A. Educational Purposes Only**

The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may

consult with the person(s) designated by the School to help you decide if a use is appropriate.

##### **B. Unacceptable Uses of Network**

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicitly permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking"

activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share our password with others; don't impersonate another user; don't connect wireless devices to the computer network or attempt to intercept wireless communications.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

5. Uses that are destructive in nature to network or computer equipment and software (i.e. installing new or manipulating currently installed software).

#### **C. Netiquette**

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs, or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission

for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

### **IV. INTERNET SAFETY**

#### **A. General Warning:**

Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

**B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information, which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18).

Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**C. “Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. It is a violation of the Policy to use any method and or methods to attempt to gain access to unfiltered Internet content without the consent of district technology director. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates another applicable law or municipal ordinance is strictly prohibited.

**D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or if the student is 18 or over; the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

**E. Active Restriction**

**Measures.** The School, either by itself or in combination with Informational Technology Center providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School still also monitors the online activities of students. Monitoring may include but not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, computer logs. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file or other visual depiction that

~ taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion;

~ 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 the genitals;

~ taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**F. Use of Web 2.0 Tools.** Uses of blogs, podcasts and social networking or other Web 2.0 tools are considered extensions of the classroom and may be used with teacher direction and supervision. Whether at home or in school, any speech (or text) and or actions (such



as altering another's work without permission) that are considered inappropriate in the classroom is also considered inappropriate in all uses of Web 2.0 tools.

**G. In Compliance with the E-rate requirements of the Children's Internet Protection Act "CIPA."** Students shall receive age appropriate education by designated staff on the following.

- ~ safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications

- ~ the dangers inherent with the online disclosure of personally identifiable information

- ~ the consequences of unauthorized access (e.g., "hacking") and cyberbullying awareness and response

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the district's acceptable use policies.

## **V. PRIVACY**

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his/or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School and or pay for any intentional destruction of network/computer equipment. A user violated this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## **WARRANTIES/ INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, or damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her School, the School District, the Data Acquisition Site that provides the computer and Internet access

opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees, or charges incurred through purchases of goods or services by the user. The user, or if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

#### **VII. UPDATES**

Users, and if appropriate, the user's parent(s)/guardian(s), may be asked from time to time to provide new or additional registration and account information or to sign new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent(s)/guardian(s) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

#### **HOMEWORK POLICY**

Homework is an integral component of the learning process because it reinforces classroom learning. Homework refers to an assignment to be completed outside of class, such as at home or during

study periods. The goals of homework include:

- Reinforcement and support of State standards and district benchmarks.
- Practice and reinforcement of lessons taught in class.
- Research projects or long-range assignments.

In the event that your child is absent from school, please use the following guidelines for making up the work.

If a student is absent two or more days, the guidance office, upon request, will send notices to teachers to obtain work. It is the students or parent's responsibility to pick up the work and it **MUST** be submitted for grading on the day the student returns or within two days of being picked up, whichever is longer. Please note that teachers complete these requests during their planning and conference period, therefore, a 24-hour period is required to obtain work from teachers.

If a student is absent for a short period of time (1 day or less) they should request assignments from friends or from the teacher upon return.

For prearranged absences such as vacations, work is due upon return to school, unless special arrangements are made with the classroom teacher.

#### **GRADING**

The grading system utilized at the Junior High is as follows:

**A = 4 points, excellent**

**B = 3 points, above average**

**C = 2 points, average**

**D = 1 point, below average**

**F = 0 points, failure**  
**Pass = 0 points, satisfactory**  
**Fail = 0 points, unsatisfactory**

**Grading Scale**

**A = 92 to 100%**

**B = 82 to 91%**

**C = 70 to 81%**

**D = 60 to 69%**

**F = Below 60%**

Grading point averages are calculated every nine weeks. To calculate a student's GPA, multiply the letter grade value by the credit value to determine the quality points. Total quality points and divide by the total credit value to arrive at GPA.

Credit Values:

- 1.0 credit for all year courses
- .5 credit for all semester courses (except PE)
- .25 credit for all nine-week courses and PE

**ROSSFORD JUNIOR HIGH**  
**ANTI-BULLYING RULES**

1. I will not bully others.
2. I will try to help students who are being bullied.
3. I will try to include students who are left out.
4. If I know that someone is being bullied, I will tell an adult at school and an adult at home.