



Junior High School Handbook

2026-2027

Sylvania Schools District Office
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Welcome Statement

Welcome to Sylvania Schools and the junior high experience. Our goal is to support students as emerging adolescents while ensuring access to high-quality academics, extracurricular opportunities, and a safe learning environment. This handbook is designed to help students and families understand shared expectations across the district and building-specific practices unique to each junior high.

This document reflects district-adopted policy, procedural guidance, and building-level expectations for the 2026–2027 school year. Updates to law or policy made mid-year will be communicated directly by the district or building administration.

Board Policy Disclaimer

This handbook is intended to provide students and families with a summary of district expectations, procedures, and key Board of Education policies that apply to Sylvania Schools junior high buildings. It is not intended to reproduce all Board policies in full.

In the event of any conflict between the language in this handbook and official Board of Education policy, administrative regulations, or state or federal law, the official Board policy and applicable law shall supersede the handbook.

For the full text of Sylvania Schools Board policies, please visit the district website at sylvaniaschools.org.

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PART 0 — INTRODUCTORY & GENERAL INFORMATION

Junior High Building Information

	Arbor Hills	McCord	Timberstone
Handbook Supplement	Arbor Hills	McCord	Timberstone
Principal	Pete Nafziger	Susie Felver	Alexander Clarkson
Assistant Principal	Christy Rowley	Melissa Tusing	Noah Campbell
Guidance Counselor	Amy Barricklow (A-J)	Tony Geha (A-K)	Rochelle Ford (A-K)
Guidance Counselor	Biran Hede (K-Z)	Val Long (L-Z)	Devan Turski (L-Z)
Building Secretary	Cary Rickman	Katie Roberts	Sue Mugford
Attendance Secretary	Rebecca Ruble	Kristen Swade	Jessica Mielcarek
Building Phone Number	(419) 824-8640	(419) 824-8650	(419) 824-8680
Building Address	5334 Whiteford Road Sylvania, Ohio 43560	4304 N. McCord Road Sylvania, Ohio 43560	9000 Sylvania Avenue Sylvania, OH 43560
Bell Schedules	 AH Bell Schedules 2026-2...	 MC Bell Schedules	 Public TS Bell Schedules
Facebook	Arbor Hills Junior High	McCord Junior High	Timberstone Junior High
Instagram	@arborhillsjh	@mjhstartans	@tsjhwolves

Equal Educational Opportunity

Sylvania Schools provides equal education opportunities without discrimination on the basis of race, color, national origin, sex, disability, military status, religion, ancestry, age, or genetic information. For questions regarding Title IX or discrimination concerns, contact the District Compliance Officer at the District Office.

Student and Parent Responsibilities

Students are expected to:

- Attend school regularly
- Arrive on time
- Resolve conflicts constructively
- Follow district policy and building expectations
- Engage in learning and treat others with respect

Parents/guardians are expected to:

- Support school attendance and positive student habits
- Communicate with teachers and administration as needed
- Review behavioral and academic expectations with students

Family Involvement & Volunteers

Family involvement is an important part of the junior high experience, and we encourage parents/guardians to stay connected and engaged. Opportunities to get involved may include participation in Academic Boosters, Athletic Boosters, Parent Organization groups, school events, tutoring, classroom support, library assistance, and fundraising activities.

Those interested in volunteering are encouraged to contact the building principal, assistant principal, or Parent Organization for more information.

Administrative Authority

Building administrators have the authority to interpret and apply handbook provisions in a manner consistent with district policy and Board-adopted rules. In situations not explicitly addressed in this handbook, administrative judgment will be based on fairness, safety, and student welfare.

Student & Family Acknowledgment

Parents/guardians and students are responsible for understanding the contents of this handbook. Buildings may request a signed acknowledgment or digital confirmation during the first weeks of school.

PART I — DISTRICT SHARED POLICIES

1. ENROLLMENT & ATTENDANCE (Board Policy 5200)

Enrollment & Withdrawal

Students planning to withdraw should notify the school office as far in advance as possible. All school-issued materials, including textbooks, Chromebooks, and chargers, must be returned. Students will be provided with a withdrawal form to collect final grades and required signatures; the form must be submitted to the main office. Student records will be forwarded to the receiving school upon request and receipt of a records release.

Attendance

Regular attendance is essential for academic progress and social/emotional learning. Students are expected to attend school daily and arrive on time.

Excused Absences may include:

- Personal illness
- Medical or dental appointments
- Religious holidays or observances
- Required court appearances
- Approved school-sponsored events
- Bereavement

Unexcused Absences include:

- Absences without parent/guardian notification
- Absences not qualifying under the excused categories
- Truancy/Skipping
- Vacations without prior approval

Reporting Absences: Parents/guardians must notify the building office on the day of absence and may be required to provide documentation for prolonged or repeated absences.

Arrival, Dismissal, & Leaving School During the Day: Students must be in assigned instructional spaces when the bell rings. Students may leave the building or school grounds during the school day only with permission from the main office and must sign out prior to leaving. Students who leave without permission will be considered truant and may be subject to disciplinary consequences and, when appropriate, law enforcement notification

Make-Up Work: Students with excused absences are permitted to make up missed work. Time frames are determined by the teacher and building procedures.

Chronic Absenteeism: Ohio uses hours and percentages to monitor student attendance. The district sends: a 5% letter at 45 total hours and a 10% letter at 90 total hours, which identifies a student as chronically absent.

Habitually Truant (Unexcused Only): A student is considered habitually truant when unexcused absences reach:

- 30 consecutive hours (5 days)
- 42 hours (7 days) in one month
- 72 hours (12 days) in a school year

Habitual truancy may require the district to consider legal intervention if documented supports have not led to improved attendance.

Attendance Intervention Team (AIT): Each building maintains an AIT to support students at risk for chronic absence or truancy. The team reviews attendance data, meets with families, develops intervention plans when appropriate, and monitors progress.

Activity Participation: Students must be in attendance for at least half of the school day to participate in after-school activities scheduled that day.

Religious Observance: Absences for recognized religious observances may be excused with written parent/guardian

permission.

Cancellation of School: In the event that school is canceled, all scheduled activities during the day or evening are also canceled.

2. BEHAVIOR & DISCIPLINE (Board Policy 5600)

Student behavior is governed by **Board Policy 5600 – Student Discipline Code**, which outlines expectations and prohibited conduct for all students. The district is committed to maintaining a safe, respectful, and inclusive environment. Students are expected to follow instructions, demonstrate respect for others, and comply with Board policy.

General Expectations:

- Follow school and classroom rules
- Treat peers & staff respectfully
- Use school property responsibly
- Resolve conflicts without aggression
- Maintain academic integrity (see Academics section)

Prohibited Conduct Includes (not exhaustive):

- Fighting or physical aggression
- Threats or harassment
- Bullying (including electronic/online)
- Disruption of class or school activities
- Vandalism or property damage
- Theft
- Cheating or academic dishonesty
- Inappropriate language or gestures
- Possession/use of prohibited items

Progressive Discipline:

Discipline considers age, context, severity, and prior behavior. Administrative discretion may include:

- Conference or communication
- Detention or loss of privileges
- Exclusion from activities
- In-school consequences
- Out-of-school suspension
- Emergency Removal by district personnel (per Board policy)
- Recommendation for expulsion (per Board policy)

Restorative practices may be used when appropriate.

Classroom Expectations

Students are expected to contribute to a safe, respectful, and productive learning environment in all classrooms. Disruptive behavior that interferes with instruction or the learning environment may result in intervention or disciplinary action.

Respect for Staff & Peers: Students must treat teachers, substitute teachers, staff, and peers with respect at all times. Substitute teachers are valued members of the school community, and students are expected to demonstrate the same behavior and cooperation as they would with their regular teacher.

Following Directions: Students are expected to follow directions from teachers and staff promptly and appropriately. Failure to comply may result in disciplinary action in accordance with Board Policy 5600.

Classroom Conduct: Students are expected to:

- Arrive prepared and on time
- Stay engaged in learning activities
- Use appropriate language and behavior
- Respect classroom materials and learning spaces

Fighting

Fighting and physical aggression are not permitted. The district is committed to maintaining a safe and respectful learning environment for all students. Students who find themselves in a conflict or escalating situation should seek assistance from a staff member immediately to ensure the situation is addressed safely. The district does not distinguish between offensive and defensive actions when determining consequences. Additionally, behaviors such as “horseplay” that result in physical contact may be treated as fighting under Board Policy 5600.

Disciplinary consequences for fighting may include suspension or other actions as outlined in Board policy and determined by administration based on the circumstances.

Hall Passes / Student Movement

- **SmartPass** - Sylvania Schools uses an electronic hall pass system to manage student movement during the school day. Students are typically permitted a limited number of hall passes per day and are encouraged to use the restroom and address personal needs during passing times between classes. The number of available passes may be adjusted based on individual student needs, including documented medical considerations.
- **Restroom** - Students are expected to use restrooms responsibly and help maintain a clean environment. Loitering is not permitted. Use of the restroom does not excuse tardiness to class.

Sales & Solicitation

Students may not sell items at school unless the activity is part of an approved school project or fundraiser. Unapproved sales, even when well-intended, are not permitted. All fundraising activities must be approved in advance by school administration.

Additional Behavior Guidance & Procedures

Sylvania Schools uses a structured, team-based approach to student behavior that emphasizes prevention, support, and clear communication between students, staff, and families.

Junior High Behavior Framework

A Team Approach

Classroom management is the responsibility of the individual teacher, but it never happens alone. Always in the background of classroom management is a network of support, including Board policies, administrative guidelines, counselor support for students, administrative authority, and peer and family collaboration. While a teacher should manage their class independently, they should always do so in accordance with the function of this network of support.

Counselors are a vital part of this network. They can help teachers in cases of need by connecting with students to explore and resolve challenges and connecting with families to present solutions to wider problems.

Administrators provide the backbone of this network by representing the authority of the district and unifying the staff. They can add that authority to the teacher if and only if the teacher’s and administrator’s roles are clearly defined for effective collaboration. Neither should be alone in addressing student behavior approaches.

DISCIPLINE QUICK GUIDE

This resource provides guidance and procedures for our most frequent behavior infractions. The list of behaviors addressed is listed below.

Attendance & tardiness	Dress code	Inappropriate language
Failure to comply	Violent conduct	Harassment/bullying
Name-calling/teasing	Vandalism	Theft
Academic dishonesty	Alcohol & other drugs	Video & photography
Cell phones & personal communication devices		

WRITING REFERRALS

Staff members will sometimes address student behaviors with the application of a referral. This is an official notice of the behavior infraction, and it is recorded in PBIS Rewards as well as PowerSchool log entries. Each staff member should be trained on the use of PBIS Rewards and be able to enter referrals for review. Referrals will be categorized as minor and major, depending on the specific behavior. In any case, the entry of a referral will be followed up by the communication of that referral to the student and the parent. Please see the section below titled “Communicating Referrals” for more information.

Minor Infractions - Level One

Minor infractions that require classroom-based interventions and/or consequences.

A minor referral is only necessary for documentation purposes and data collection.

Examples-

Calling out	Defiance	Disrespect	Dress code
Food/drink	Lack of preparation	Language	Minor dishonesty
Mischief/horseplay	Peer put down	Poor attitude	Tardiness
Touching/Contact	Work refusal		

Classroom-level interventions and consequences for Tier One Infractions

Teachers use the following interventions to help students change behavior in the classroom. If these interventions are successful, a referral may not be necessary.

Clarification	Restating directions	Reinforcement for others
Alternative activity	Shortened/chunked work	Leadership opportunities
Planned ignorance	One-on-one assistance	Interest boosting
Signal interference	Redirection	Teacher/aide support
Premack Principle	Warning	Letter of apology
Loss of privilege	Seating change	Parent contact
Think sheet/reflection	Teacher conference	Mentoring
Planner signed daily	In-class time out	Time-out in the office
Positive reinforcement	Refer to the counselor	

Minor Infractions - Level Two

Repeated *minor infractions* that require classroom-based interventions and/or consequences.

A minor referral is necessary.

Appropriate when Level One Interventions and consequences have been ineffective

Teachers use the following interventions to help students change behavior in the classroom. In some cases, a minor referral may be necessary.

Parent/guardian involvement	Phone call/email home	Confiscation of the item
Controlled movement	Behavior contract	Conflict resolution

Major Infractions - Level Three

Major infractions that require formal, school-based interventions and/or consequences.

A major referral is necessary.

Examples-

Aggressive behavior	Bullying/harassment	Drugs/alcohol/vapes	Fighting
Gambling	Major dishonesty	Physical aggression	Repeated infractions
Truancy	Vandalism	Verbal assault	Weapons

Appropriate when Level Two Interventions and consequences have been ineffective

Teachers use the following interventions to help students change behavior in the classroom. In some cases, a minor referral will be necessary.

Detentions (Levels 1-3)	Bullying/Harassment Report (OLWEUS)
Out-of-School Suspension	

Referral Accumulation

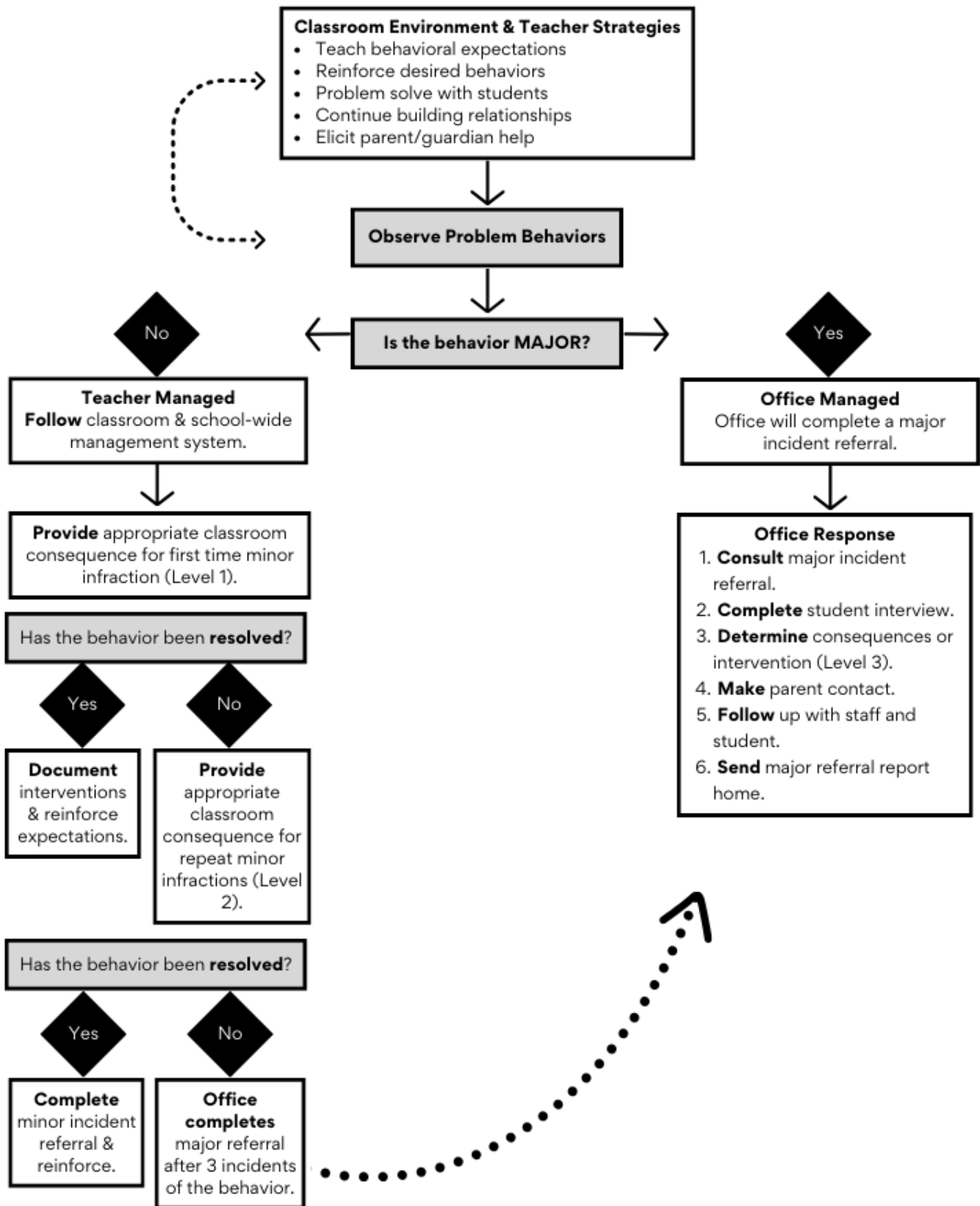
The accumulation of referrals will eventually lead to progressive discipline, which may include after-school detention, out-of-school suspension, and/or expulsion.

Consequences may be increased or decreased depending on the severity of the student's behavior. Administrators reserve the right to assign a consequence if the infraction is severe enough, regardless of the number of referrals, especially when it is logged as a major referral. In these cases, changes will include discussion with the referring staff member. In rare cases, an office referral may be overturned by an administrator if an investigation finds that the referral was not warranted by district policy or building expectations.

Communication Regarding Referrals

The purpose of our referral system is to develop communication between the student, teacher, and parent/guardian to ensure the understanding of our classroom/school expectations and to maintain cooperation going forward. Teachers should communicate their intent to write a referral to the student, including the specific offense and how the situation could have been avoided. This dialogue is pertinent to avoid future incidents and also to repair the damage to the relationship the incident may have caused. Parents will receive notifications through PBIS Rewards for major referrals. Parents can access PBIS Rewards anytime to see their student's information.

DISCIPLINE PROCEDURE FLOW CHART



Junior High Discipline Quick Guide

Attendance and Tardies

- Attendance is taken every period.
- Tardiness is recorded by the classroom teacher through PowerSchool.
- The teacher will notify the student when they are tardy and may issue them a minor referral per building policy.

Tardiness to School

- Tardies to school are tracked by the attendance office.
- Students who are late to school need to have a pass from the office. If they do not, teachers will send them to the office to get one.
- Time missed from school due to tardiness is calculated into attendance hours in accordance with HB 410.

Dress Code

- Look for ways to address the infraction, such as removing inappropriate clothing or covering up with additional clothing.
- Refer the student to the counselor if necessary.
- Refer the student to the assistant principal if the previous steps do not work.

Inappropriate Language

- Swear/Cuss Words
 - Teachers may write referrals for repeated offenders of “swear or cuss” words.
- Indecent Language
 - Teachers are to write referrals for obscene or lewd language.
- Derogatory Language
 - Teachers must immediately submit a referral to the office to report incidents involving language related to race, gender, ethnicity, religion, national origin, sexual preference, or similar categories that is demeaning to an entire group.

Failure to Comply

- A teacher or staff member may write a referral if a student fails to comply.
- If the failure to comply continues to disrupt the learning environment, staff may seek assistance from the administration.

Violent Conduct

- Horseplay/Pushing
 - May result in anything from a warning to a referral.
 - Upon investigation, a referral may be assigned.
 - Repeated offenders should be written a referral.
- Fighting
 - May lead to suspension; the length of suspension will be determined by the administration.
- Teachers should report all incidents more severe than horseplay to the office immediately.

Name-Calling, Taunting, Teasing

- A teacher or staff member may write a referral
- Restorative practices and/or conflict mediation may be used if both parties agree.

- If the incident disrupts the learning environment, staff may seek assistance from the administration.

Harassment, Intimidation, Bullying

- This is when there are repeated behaviors toward an individual.
- Contact an administrator to report concerns as soon as possible.
- Document the incident as best as possible. Be prepared to provide a statement of what was directly observed or reported by students.
- Harassment, intimidation, or bullying may lead to suspension and/or expulsion. Consequences are determined by the administration.
- Restorative practices and/or conflict mediation may be used if both parties agree.

Vandalism

- Staff will write a referral for the incident and report the matter to administration as soon as possible.
- Administration will determine the consequence depending on the severity of the incident.

Theft

- Staff will write a referral for the incident and report the matter to administration as soon as possible.
- Administration will determine the consequence depending on the severity of the incident.

Academic Dishonesty

- This includes cheating, plagiarism, and the illegitimate use of A.I.
- Teachers must notify the parent/guardian and administration of cases of academic dishonesty. Consequences may include:
 - The student may earn a 0.
 - The student may be required to redo the assignment for reduced credit
 - The student may be required to redo the assignment for full credit.
- Administration will document each incident. Repeated offenders may be subject to additional consequences.

Cell Phones and Personal Communication Devices

- Cell phone and personal communication device usage is not permitted during the school day.
- If a student is using a personal communication device during the school day staff should:
 - Confiscate the device and turn it in to the office. Every offense may result in a minor referral.
 - Staff will seek administrative support for noncompliance.

Video and Photography

- Smart devices should be turned off and put away from 8:05 am until 2:55 pm.
- A student recording or taking videos during the day is in violation of school policy and may result in consequences.

Alcohol and Other Drugs

- If a staff member suspects that a student may be in possession of or under the influence of alcohol or other drugs, they will notify administration immediately.
- Students may be subject to search, depending on the situation. If a student is searched, the parent/guardian will be notified.
- Consequences for tobacco (nicotine vape, nicotine pouches, cigarettes, chewing tobacco, etc.), alcohol, and other drugs (THC vapes, marijuana, edibles, etc.), and ALL vapes nicotine and THC
 - 1st Offense: 10-day out-of-school suspension with a recommendation for expulsion
 - modified to a 10-day out-of-school suspension with acceptance of referral to Intervention and Prevention
 - 2nd Offense and beyond: 10-day out-of-school suspension with recommendation for expulsion; local law enforcement will be notified; Intervention and Prevention referral will be offered for each offense, even if the

consequence isn't being modified.

STUDENT DISCIPLINE CODE - Board Policy 5600

The rules and standards set forth in this student discipline code apply to conduct on school premises, on or off school buses, or involving school property, to misconduct by a pupil that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a pupil that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee. Any conduct which causes or creates a likelihood that it will cause disruption or interference with the health, safety or well-being, or the rights of other students or Board of Education employees is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all items of misconduct can be itemized. This policy contains an enumeration of some areas of conduct that will lead to disciplinary action.

The consequences for violation of this policy will be decided upon by the administrative staff. Such action can come in the form of counseling, parent conference, assignment of additional work, rearrangement of class schedules, detention, Saturday school, placement in the In-School Reassignment Program, out-of-school suspension, to a maximum of ten (10) days, recommendation for expulsion from school, and/or referral to juvenile authorities.

- A. **Disruption of School.** A student shall not, by use of force, violence, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including repeated or flagrant violations of any school rule or accepted standard of behavior.
- B. **Vandalism.** A student shall not intentionally cause or attempt to cause damage to school property or facilities, or to private property which is on school premises. Parents are responsible for such damages, and it is the policy of the School District to seek financial redress to the limits of the law.
- C. **Stealing.** A student shall not steal, be a party to a theft, possess stolen property, or attempt to steal school property, or private property, which is on school premises or in vehicles on school premises. This includes library books and supplies.
- D. **Unauthorized Use of Fire.** A student shall not threaten, set, or attempt to set any fire on school property, including the use of fire or fireworks. Making false fire alarms or tampering with a fire alarm is a violation of this code.
- E. **Loitering/Trespassing.** A student without a specific school-related reason or purpose shall not be on school property or at a school-sponsored activity. Any unauthorized entry of school property or any refusal to leave school property when ordered will be considered trespassing.
- F. **Fighting.** A student shall not engage in a fight with another student, any school employee or any other person on school property or at a school-sponsored activity.
- G. **Causing Harm.** A student shall not act in such a way as to cause physical injury to another student, any school employee or any other person on school property or at a school-sponsored activity.
- H. **Threats.** A student shall not, through verbal, written, technological, or any other means, make a statement that physical or emotional harm may come to another person or institution. A direct or indirect threat to commit a crime of violence with the purpose of terrorizing another or with reckless disregard of the risk of causing terror in another is prohibited.
- I. **Bomb Threats.** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.
- J. **Interference with Security Measures/Procedures.** A student shall not tamper with property installed for security purposes (including cameras, door locks, emergency kits, etc.). A student must follow safety protocol, including participating in safety drills and following building safety rules.
- K. **Aggressive Behavior.** Stalking, bullying, intimidation, coercion, teasing, taunting, name-calling, or other aggressive behavior towards another student, staff member or school guest is prohibited.
- L. **Disrespect.** A student shall not use profane, indecent or obscene language either verbally, in writing, or through the

source of social media toward any student, staff member, or school guest or visitor. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.

- M. **Weapons.** A student shall not possess, handle, transmit, or conceal a weapon or any object or look-alike weapon that in fact or under the circumstances can be considered to constitute a weapon. Prohibited weapons include a firearm, firearm part, starter gun, pellet gun, BB gun, air gun, knife, blade, razor blade, box cutter, or other implements for shooting or cutting that may cause death or serious bodily injury. A student shall not use a permissible object in a manner to threaten, harm or harass another.
- N. **Knowledge of Dangerous Weapons or Threats of Violence.** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
- O. **Gambling.** A student shall not be involved in the act of gambling while on school premises or at school-sponsored activities.
- P. **Alcohol and Other Drugs.** A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, narcotics, or any mind-altering substance while on school property, both inside and outside of buildings and school buses. Included in this prohibition is the possession of any drug-related paraphernalia.
- Q. **Tobacco Products.** Smoking, evidence of smoking, use of snuff, chewing tobacco, electronic cigarettes, vaporizers, or other tobacco or tobacco-like products on school property or at any school activity, during school hours (which includes the hours going to and from school) in any school building or on campus, is not permitted.
- R. **Falsification and Misrepresentation.** A student shall not falsify, orally or in writing the name of another person or falsify signatures, times, dates, grades, addresses, or any other data on school forms or correspondence directed to the school. A student shall not use the name or identity of another person.
- S. **Inappropriate Attire.** A student shall not dress or appear in a fashion deemed inappropriate because it either (a) interferes with the student's health, safety, and welfare or the rights of other students, or (b) causes a material interference with or substantial disruption of the educational process.
- T. **Truancy.** A student shall not be truant from class, Commons, study halls, or school. Excessive tardiness is cause for disciplinary action.
- U. **Cheating.** A student shall not work with another person or persons in the execution of a test, report, or paper without authorization to do so. A student shall not use, or assist another student in using, unauthorized material to cheat on a test or other assignment.
- V. **Plagiarism.** A student shall not intentionally represent another person's work, words, thoughts or ideas as his/her own, or assist another student in such misrepresentation.
- W. **Failure to Comply.** A student shall not fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.
- X. **Hazing.** Hazing activities of any type shall be prohibited at all times. No employee of the School District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.
- Y. **Excessive Show of Affection.** Any public or private display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited on school property or at a school-sponsored activity. This will include close body contact, hugging, kissing, and like action.
- Z. **Careless or Reckless Driving.** Driving on school property in such a manner as to endanger persons or property is prohibited.
- AA. **Electronic Devices.** A student shall not violate Policy 5136 Cellular Telephones and Electronic Communication Devices. Radios/Walkman/Pagers/Cell Phones/Smartwatches and any other items or electronic devices that disrupt the educational process may be confiscated from students and held until the end of the current grading period or school year. A parent conference may be requested before the confiscated item(s) are returned.
- BB. **Unlawful Harassment/Discrimination.** A student shall not violate Policy 5517 Anti-harassment, including harassment based on sex, race, color, national origin, religion, disability, sexual orientation, or any other unlawful basis.
- CC. **Misuse of Computers and Other Equipment.** A student shall not violate the School District's Policy 7540.03

Student Network and Internet Acceptable Use and Safety. Students shall not use the School District's computers or other equipment except as authorized by a teacher or other supervisor, shall not misuse or abuse such items, and shall not use such items to obtain, generate, or use information in an illegal or unethical manner or for illegal or unethical purposes. As used in this Discipline Code, "computers" includes software, hardware, and related devices.

- DD. Inappropriate material.** A student shall not possess, distribute, or display material, including a picture that is obscene or pornographic, including material that depicts a person in a state of nudity or undress. Any person possessing, taking, disseminating, transferring, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be disciplined and reported to appropriate law enforcement authorities.
- EE. Copyright infringement.** A student shall not violate Federal copyright law.
- FF. Video and photography.** A student shall not capture, record or transmit the voice (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, where prohibited or where individuals have a reasonable expectation of privacy. For example, video/audio recording and photography is not permitted in classrooms without teacher permission and is prohibited in locker rooms or restrooms.
- GG. Libel/Slander.** A student shall not commit libel or slander. Libel is the writing and publication of a false and defamatory statement or report. Slander is the oral communication of a false and defamatory statement.
- HH. Harassment, intimidation, and bullying.** A student shall not violate Policy 5517.01 Bullying and Other Forms of Aggressive Behavior, which prohibits harassment, intimidation, and bullying.
- II. Violations of law.** Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult.
- JJ. Refusing to accept discipline.** A student failing to comply with disciplinary penalties may face enhanced penalties for such action. Violating the conditions of a suspension or expulsion as specified in writing when a student has been suspended or expelled. (Appealing a suspension or expulsion is not considered refusal to accept discipline).
- KK. Violent Conduct.** A student may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

All 5600 codes are subject to change. Please refer to the [current Board Policy](#).

3. TECHNOLOGY & PERSONAL DEVICES (Board Policy 5136)

Technology enhances learning when used responsibly. Students are expected to use district and personal devices in accordance with district policy, classroom expectations, and Ohio law.

Cell Phones & Personal Communication Devices

In accordance with Ohio law and district expectations, cell phones and personal communication devices must be powered off and secured in lockers during the school day (from arrival to dismissal).

If a student needs to contact a parent/guardian, they should request permission to use the office phone.

Failure to follow this expectation may result in confiscation, parent/guardian notification, and disciplinary action in accordance with district policy and building procedures.

District & Personal Device Use

- District-issued devices are for instructional purposes
- Students must follow acceptable use agreements
- Damage may result in repair or replacement costs
- Personal devices may be used for instructional purposes at teacher's discretion

Network & Internet Use

District network and internet resources are provided primarily for educational purposes and are intended for use by authorized users only. Students must follow the district's Network and Internet Access Agreement.

Students are responsible for all activity conducted under their account or password. Use of an account by anyone other than the registered user is prohibited. Misuse of technology or network resources may result in loss of privileges and/or disciplinary action. Misuse includes, but is not limited to:

- Accessing or attempting to obtain another user's files, data, or passwords
- Misrepresenting another user
- Disrupting network operations or damaging hardware/software
- Harassment, cyberbullying, hate speech, or inappropriate communication
- Viewing or sharing inappropriate content
- Academic dishonesty
- Unauthorized downloading, copying, or installation of software
- Interfering with another user's access
- Allowing another person to use your account

Violations of technology expectations may result in disciplinary action, including loss of device privileges, confiscation, detention, or additional consequences as determined by administration.

4. DRESS CODE (Board Policy 5511)

Student Dress Code Purpose

- Support learning and academic success
- Promote order, safety, and a healthy school environment
- Ensure fair and equitable treatment of all students regardless of race, sex, gender identity or expression, sexual orientation, political affiliation, ethnicity, religion, cultural observance, household income, or body type
- Respect the right to wear religious attire without discrimination
- Maintain safety in classes requiring protective clothing (ex: science labs)
- Minimize distractions and prevent health or safety hazards

Dress Code Expectations

The following are not permitted:

- Underwear worn as outerwear, transparent clothing, or bare feet
- Winter coats during the school day (vests, quarter-zips, fleece, and pullovers are permitted)
- Clothing or jewelry that may cause injury (ex: spikes, chains, handcuffs, safety pins, wallet chains)
- Items unsafe near flame, chemicals, or machinery
- Apparel promoting alcohol, drugs, tobacco, violence, sex-related slogans, or illegal/inappropriate activity
- Gang-, cult-related, or hate speech apparel
- Clothing that disrupts the school environment
- Hoods, hats, or headwear that obscures the face, eyes, or ears (unless for religious reasons)
- Sunglasses, goggles, or decorative contact lenses that cover the cornea

Students must comply with any state, health department, or district safety requirements, including PPE. Medical exemptions may be permitted with documentation.

Costumes and Themed Attire

Costumes and themed attire are not permitted during school hours, including cosplay, character outfits, capes,

pajamas/sleepwear, masks, face paint, or excessive accessories that interfere with identification or learning. Exceptions may be approved for school-sponsored events (ex: spirit week) with administrative approval.

Enforcement

Dress code concerns should be directed to building administration. The district is committed to respectful enforcement that avoids unnecessary discipline or body shaming. Teachers are not expected to serve as the primary enforcers. Administrators may approve dress code variations for school events.

5. ACADEMICS

Junior high academics are designed to support readiness for high school while fostering independence, critical thinking, and resilience.

Grades: Grading scales follow district and Board-approved guidelines. Teachers communicate grading practices at the start of each semester, including weighting for tests, quizzes, projects, classwork, and homework.

Homework: Homework reinforces skills and prepares students for assessments. Students are expected to complete assignments on time. Building procedures determine late work policies; communication with teachers is encouraged for extended absences or significant life events.

Academic Integrity: Academic integrity means completing one's own work and giving proper credit to others' ideas. Cheating, plagiarism, unauthorized collaboration, or misuse of AI/technology tools violates academic expectations and may result in disciplinary action, grade consequences, or reassessment requirements.

Instructional Materials: Textbooks and other instructional materials are issued to students for use during the school year. Each student is responsible for the materials assigned to them. Materials must be returned in good condition at the end of the year. Students may be required to pay a fine or replacement cost for lost or damaged items.

Learning Platform (Schoology): Sylvania Schools uses Schoology as its online learning platform. Students and families may use Schoology to access assignments, review coursework, and monitor academic progress. Schoology is especially helpful for students who are absent or for families who wish to verify assignments. To access Schoology, visit sylvaniaschools.org, select "Students," and then choose Schoology under "Student Links."

Assessments: Students may be assessed through-

- Classroom quizzes and tests
- Projects or performance-based tasks
- State-mandated assessments
- Benchmark evaluations
- District formative assessments

Progress Reports (Interims): Interim progress reports are posted in PowerSchool at the midpoint of each grading period to help students monitor academic progress and make adjustments as needed. Parents/guardians are encouraged to contact teachers at any time with questions or concerns. Teachers may also initiate communication if concerns arise. Paper copies of interim reports are available upon request.

State Assessments & Test Security: Ohio state assessments are an important part of measuring student progress and may impact future academic opportunities. The State of Ohio requires strict test security procedures. Students must complete all assessments independently and may not share or discuss test content with others. This includes discussing specific test questions with students or staff. Any suspected violation of test security will be investigated in accordance with district procedures and due process. Students found to have violated test security may have their assessments invalidated

and may be subject to disciplinary action.

Promotion & Placement: Promotion to the next grade level considers academic performance, attendance, teacher recommendations, and state-required criteria. Families will be informed if retention or alternate placement is being considered.

6. ATHLETICS & EXTRACURRICULAR ACTIVITIES (Board Policy 5500)

Junior high students have access to athletics and a variety of clubs, activities, and leadership opportunities.

Participation Opportunities

Interscholastic athletics may include sports such as cross country, volleyball, football, cheerleading, basketball, wrestling, and track. Offerings may vary slightly by building and season. Tryouts, practice schedules (including possible preseason practices), and informational events such as “Meet the Team” nights will be communicated through school announcements and building communications.

Eligibility Requirements

Participation in athletics and extracurricular activities requires compliance with both district and OHSAA expectations.

Eligibility may include:

- Academic performance standards
- Attendance expectations
- Conduct/discipline expectations
- Completion of required physical examinations (athletics)
- Compliance with OHSAA regulations

Students are subject to two systems of eligibility:

- **OHSAA Requirement:** Students must receive passing grades in a minimum of five one-credit courses (or equivalent) during the preceding grading period to remain eligible.
- **Sylvania Schools Requirement:** Students must maintain a minimum GPA of 1.5 with no more than one failing grade to remain eligible for participation.

Students who do not meet district academic expectations may be placed on probation or deemed ineligible in accordance with district guidelines. Specific eligibility expectations and participation standards will be communicated by coaches, advisors, and building administration.

Conduct Expectations

Students participating in athletics and extracurricular activities are held to high standards of conduct on and off school property. Behavior that jeopardizes safety, violates Board Policy 5600, or disrupts program integrity may result in removal from participation or additional disciplinary action.

Transportation

When district transportation is provided, students are expected to ride with the team or group unless prior approval is granted by administration or the coach/advisor.

7. DUE PROCESS & STUDENT RIGHTS (Board Policy 5611)

Students have rights protected by state and federal law. When disciplinary action is considered, students will be afforded due process.

Informal Due Process Includes:

- Notice of allegations/concerns

- Opportunity to respond or explain
- Administrative review of context and evidence

Suspension & Expulsion

Suspensions and expulsions are governed by Board Policy and Ohio law. Written notification will be provided to parents/guardians outlining reasons, duration, and appeal procedures.

Appeals

Appeal processes follow Board Policy and timelines communicated in suspension or expulsion notices.

8. BULLYING, HARASSMENT, & DISCRIMINATION (Board Policy 5517)

Bullying, harassment, and discrimination are prohibited and will not be tolerated. These behaviors interfere with a student's ability to learn, feel safe, and participate fully in the school environment.

"Harassment, intimidation, or bullying" includes intentional written, verbal, or physical acts toward another student that cause mental or physical harm, and are severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment. This may include behaviors occurring on school property, at school-sponsored events, or within the scope of the Code of Student Conduct. It also includes violence within a dating relationship.

Students who engage in bullying, harassment, or intimidation may be subject to disciplinary action in accordance with Board policy, which may include suspension or expulsion.

Reporting & Response

Reports of bullying, harassment, or discrimination should be made as soon as possible. Students, parents/guardians, and staff all share responsibility for reporting concerns.

Reports may be made to: Building administrators, school counselors, and teachers or staff. School staff who witness or receive reports of bullying, harassment, or intimidation are required to notify administration.

School administrators will:

- investigate and document all reported incidents
- take appropriate action based on findings
- notify parents/guardians of involved students, as permitted by law

Retaliation

Retaliation against any individual who reports bullying, harassment, or discrimination is strictly prohibited.

9. SAFETY & SECURITY

Sylvania Schools is committed to maintaining a safe and secure learning environment for all students, staff, and visitors. Safety procedures are designed to support prevention, supervision, and appropriate response to concerns.

Visitors

Parents and visitors are welcome in school buildings. To ensure a safe and secure environment, visits should be arranged in advance through the main office. Visitors must follow all school procedures and directions while on campus.

All visitors must:

- Enter through the main office

- Present a valid driver's license or government-issued ID
- Sign in and out using the district's visitor management system (Raptor)
- Wear a visitor identification badge at all times while in the building

Student Visitors

Visits by school-age students are generally discouraged but may be approved with advance written request. Visits are limited to one day and may not be permitted during high-activity times (e.g., the week before vacations or the final week of school).

Search & Seizure

To maintain a safe environment, school officials may search lockers, desks, personal belongings, and district-issued devices when there is reasonable suspicion that school rules or laws have been violated. Lockers are district property and subject to inspection at any time.

Prohibited Items

Students may not possess items that threaten safety or disrupt the school environment. Prohibited items include, but are not limited to:

- | | |
|---|---------------------------------|
| ● Weapons or look-alike weapons | ● Alcohol or illegal substances |
| ● Fireworks or explosives | ● Drug paraphernalia |
| ● Tobacco, nicotine, or vaping products | ● Unauthorized medications |

Possession or distribution of prohibited items may result in disciplinary action and/or referral to law enforcement.

Emergency Procedures

The district works with local safety agencies to conduct regular safety drills, including:

- Fire drills
- Severe weather drills
- Lockdown or safety threat drills

Students are expected to follow staff directions promptly and appropriately during all drills and emergency situations.

Threat Assessment (CSTAG)

Sylvania Schools uses the Comprehensive School Threat Assessment Guidelines (CSTAG) to evaluate and respond to safety concerns. When concerning behavior or potential threats are identified, a trained team assesses the situation, provides appropriate supports or interventions, and works to reduce the risk of harm. The CSTAG process emphasizes prevention, early intervention, and student well-being while respecting student rights and confidentiality as required by law.

10. HEALTH & MEDICATION

School health services support wellness and student readiness for learning.

Medication

All medication (including over-the-counter) must be provided and authorized in accordance with district procedures. The administration of prescription medication remains the responsibility of the parent/guardian unless otherwise required by an Individualized Education Plan (IEP) or permitted under district policy (e.g., inhalers, EpiPens). Students may not carry or use medication unless specifically authorized. Students who require frequent use of over-the-counter medication must comply with district procedures. Students may not provide, share, or sell medication of any kind to another student. Violations may result in disciplinary action in accordance with Board Policy 5530 and the Student Code of Conduct.

Nurse

Students must obtain permission to visit the nurse.

Immunizations (Board Policy 5320)

State legislation requires that all students be immunized against the following childhood diseases: diphtheria, tetanus, pertussis (DTP), polio, measles, rubella, and mumps. Parents having children not meeting the above requirements should have this completed by September 1st of this school year or contact the school to explain a medical or religious exemption.

11. TRANSPORTATION

Bus Expectations

Be Respectful

Use quiet voices
Use kind words and safe actions
Share space fairly

Be Responsible

Walk safely
Hold belongings safely
Remain seated with feet on floor
Keep aisle clear

Be Ready

Keep hands, feet and objects to yourself
Listen for announcements
Watch and be prepared for my stop

Routes and pickup times are changed from year to year and new routes are sent out by the transportation department in August.

Bus transportation is a privilege. Students must follow safety rules and instructions from drivers. Misconduct may result in loss of transportation privileges and/or disciplinary action.

Misconduct: Student safety on the bus is a top priority. Safe transportation depends on full cooperation with the bus driver. Failure to follow expectations may result in disciplinary action and/or loss of bus privileges.

Parents/guardians will be notified of misconduct through a written referral. School disciplinary consequences may also apply.

Consequences for Misconduct

- **First Referral:** Principal notification, conference with student, parent/guardian notified
- **Second Referral:** Possible denial of bus privileges (1–10 days); conference as needed
- **Third Referral:** Possible denial of bus privileges for the remainder of the semester (minimum 30 days)

Note: Serious offenses may result in immediate escalation of consequences, including extended or permanent loss of bus privileges.

Missed Bus: On those occasions when watches are not working correctly or a substitute bus driver misses a given street and you are not picked up by the bus, it is your responsibility to get to school. Call the office and inform us of the possibility of your being late, but make arrangements to get to school. Absences due to a missed bus may be considered unexcused.

12. CAFETERIA & NUTRITION

District meal programs follow federal nutrition standards. Students are expected to observe cafeteria rules and clean up after themselves. Building inserts include specific lunch procedures.
