



WELCOME TO  
HARDING  
MIDDLE SCHOOL

2022-2023

# Student Handbook

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## **Welcome to Harding Middle School!**

### **“Home of the Stallions”**

The staff looks forward to working with you this year as you make memories in the Middle! We strive to provide a high quality education, which will give you the tools you need to move on to the high school and beyond. The education of our students is of utmost importance to us and we stand ready to help you meet all of your educational goals. In order for you to be as successful as possible at our school you will need to understand what is expected of you. You are responsible for learning the rules, regulations and policies of Harding Middle School that are outlined in this handbook. Please be sure to familiarize yourself and your parents or guardians with all of this information.

**Website: <http://rollred.org>**

## **Contact Information**

### **Steubenville City Schools**

611 North 4<sup>th</sup> St.  
Mrs. Melinda Young, Superintendent  
740/283-3767

### **Harding Middle School Administration and Office Staff**

2002 Sunset Blvd., Steubenville, Ohio 43952  
Mr. Bryan Mills, Principal  
Mrs. Jennifer Agresta, Assistant Principal  
Mr. Donnie Reeves, Assistant Principal  
Mrs. Lori Rawson, Instructional Coach  
Mrs. Tiffany Pierro, Instructional Coach  
Mrs. Shay Greiner, Guidance  
Mr. Joel Walker, Resource Officer

### **Secretaries**

Mrs. Kelly Lancia, Principal's Secretary  
Ms. Denise Montgomery, Main Office Secretary  
Mrs. Brandy Waggoner, Main Office Clerk  
740/282-9741 (Press 5)  
Fax 740/283-8949

### **Athletics**

Mr. John Arlesic, SCS Athletic Director  
740/282-9741 (Press 4)  
Mr. Donnie Reeves, HMS Athletics  
740/282-3481 Ext. 4203

**STEBENVILLE CITY SCHOOLS**  
**Mission Statement**

To educate, motivate and inspire all students to achieve excellence, personal growth and social responsibility.

**STEBENVILLE CITY SCHOOLS**  
**Vision Statement**

Transforming lives by inspiring every student in every classroom every day.

**STEBENVILLE CITY SCHOOLS**  
**Motto**

Educate, Motivate, Inspire

**STEBENVILLE CITY SCHOOLS**  
**DISTRICT GOALS**

**2021 - 2022**

1. Identify and utilize the district PBIS model to establish the behavioral supports and social culture that is needed for all students (gifted, special education, at-risk and traditional) at Harding Middle School to achieve social, emotional and academic success.
2. Increase math and reading achievement scores by evaluating and implementing programs that will meet the needs of our students.
3. Communicate our students' and our school's achievements to the community through award assemblies, newsletters, web page, progress book and media.
4. Provide a variety of extracurricular activities that nurture the physical and social development of our students.
5. Integrate technology imbedded curriculum into all classrooms to ensure the success of the implementation of common core standards.

## **Counselors**

Counselors are available to help students with scheduling, testing, college and career planning, or personal counseling as needed. At HMS, we believe all students can excel at any pathway they should chose. We want to expose every student to these pathways through our expanded curriculum offered at the middle school.

Students should consider their future and decide which of these avenues they wish to pursue as they plan their high school career. Students are assigned a teacher advisor when they enter HMS in the 5<sup>th</sup> grade and will meet with them regularly throughout their time at Harding.

Mrs. Shay Greiner  
Mrs. Gina Arlesic  
Ms. Emma Simon

Guidance  
7<sup>th</sup> and 8<sup>th</sup> Gifted  
5<sup>th</sup> and 6<sup>th</sup> Gifted



## **Lockers, desks and cabinets**

Student lockers, desks, cabinets and similar property are the property of the Steubenville Board of Education provided to the students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them.

**School lockers, desk, cabinets, etc. and their contents are subject to search by school authorities at any time without warning.** Every student will receive a locker and combination from his or her homeroom teacher. Students are not permitted to share lockers with others and will be responsible for anything that may become lost or stolen. Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Failure to comply with a reasonable search will be considered insubordination.

## **Surveillance Cameras**

### School Grounds

Once student(s) who are walking or being dropped off by either car or bus step foot onto Harding Middle School/SCS property, they must enter directly into the school building. They are not permitted to leave school grounds for any reason unless authorized by office staff or administration.

Any student who has been suspended or alternatively placed will not be permitted on Harding Middle School/SCS property during their suspension or alternative placement.

This facility and grounds are equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. This system also provides security to our facility, staff and students. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

## **Schedule Changes**

Schedule changes will be made only for students who do not have a complete schedule, do not meet minimum requirements or did not get all required courses requested. No schedule changes will be made for change of electives, to change teachers or to change times of classes. Adjustments to schedules due to conflicts, failures, class closeouts or human error will be made during the first 10 days of the school year or at the administration's team discretion.

## **Grading Policy**

The Board of Education believes that establishing academic standards, evaluating student work and reporting student progress is the responsibility of the teacher. In doing so the teacher must insure reasonable validity and fairness and have records to support the grades issued. Student achievement will be reported using the following grading scale.

### **GRADING SCALE**

A= 90 – 100

B= 80 - 89

C= 70 - 79

D= 60 - 69

F = 59 and below

Grades or progress reports will be assigned for each of the grading periods and exams will be calculated for semester and final averages. Progress reports will be issued approximately midway through each grading period. These reports may request a parental conference for the purpose of outlining sequential methods and practices that will help the student to experience success. If the progress report is not successful in changing the student's performance, parent conferences with the student, assistant principal and/or guidance counselors may be employed to try to help the student.

## **Academic Awards Assemblies**

At the conclusion of each semester the faculty and administration host an academic awards assembly to honor those students who have achieved honors in the various phases of curricular and extracurricular activities, etc. Parents will be informed and invited to attend these awards assemblies.

## **Facility Usage**

No student is to use any facility (gym, weight room, computer lab, ect.) without a staff member being present.

## **Lunch Policy**

There is a closed lunch policy at Harding Middle School. Every student at HMS can receive free breakfast and lunch if they choose.

## **Student Activities**

There are a wide variety of extracurricular activities that students at Harding Middle School can be involved in. These include athletic teams, student clubs and organizations and music or artistic groups. Here is a list of many of them. See your guidance counselor if you are interested in becoming a member.

### **Athletics**

Basketball (Boys)  
Basketball (Girls)  
Cheering  
Football  
Softball  
Track  
Volleyball  
Wrestling

### **Music/Art**

Band  
Choir  
Drama Club  
Orchestra

### **Student Activities/ Clubs**

Art Club  
DAR  
FCA  
HELPS Club  
Jr. Thespian  
Leo Club  
Lift Club  
Math Counts  
Nat'l. Jr. Honor Society  
Power of The Pen  
Spelling Bee  
SADD Club  
Yearbook Staff

## **Policies and Procedures**

Every student should realize that a successful organization needs rules and regulations and that the acceptance of these rules and regulations is necessary if the organization is to achieve its stated objectives. Policies and procedures at Harding Middle School have been developed to provide efficient movement and conduct of students while under school jurisdiction so that every student can enjoy a school climate favorable to learning. It is not our desire to impose punishment; however, certain controls are in place to help us insure that every student can exercise his or her right to a quality education. Steubenville City Schools may obtain photographs, digitized images, video, and voice recordings of students for educational and informational purposes. Such media and all subsequent uses of media, including publications, become the property of Steubenville City Schools and may be disseminated to the public via appropriate media channels. Parents or guardians have the right to opt out of this policy by submitting a written notification to Steubenville City Schools.

### **Attendance Policies and Procedures**

The purpose of this policy is to give meaning to regular attendance. Section 3321.04 of the Ohio Revised Code states that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school, which conforms to the minimum standard prescribed by the state board of education, for the full time that school is in session. The statutes governing school attendance are very specific and leave specific guidelines to school authorities for regulation of school attendance.

There are occasions when it will become necessary to take disciplinary measures against students, which will result in students not being present (See the misconduct code). Days missed due to suspension may be weighed against days missed due to other reasons. This will be done on a case-by-case basis.

### **Attendance Policies (Rationale)**

1. Poor attendance disrupts the continuity of instruction.
2. Once lost, instruction cannot be recovered.
3. Classroom participation is an important facet of the educational process and cannot be reconstructed.
4. A correlation exists between attendance and achievement.

### **Absences**

Excused absences from school can be for the following reasons:

\*Personal illness, Death in the family, serious illness in the family.

Absence for any other reason shall occur only after arrangements have been made with the principal's office. All absences must be confirmed by a phone call from a parent or guardian each day (except for known cases of extended illness). Failure to call the

office may result in the absence being treated as unexcused. Please call the main office (282-3481) before 9:00 a.m.

## **Leaving the Building**

When a student enters the building, the student is under the jurisdiction of the school until the end of the day. Students are expected to arrange doctor appointments during lunch periods only. Appointments during school time are discouraged and are subject to review by the administration. If the student has an appointment with a doctor or dentist or if he/she needs to be excused for any other valid reason during the school day, a note written by the parent or guardian is required. This note, which is to be given to the Main Office Secretary between 7:15 - 7:55 a.m. on the day of the absence, should indicate the reason for the absence, time and date. No phone calls will be accepted for special excuses except for emergencies.

If you have not followed this procedure or become ill during the school day and need to leave school, you must check out in the Main Office to be excused. These cases will be handled on an individual basis with the proof of illness being left up to the student and guardian. Failure to check out is considered an unexcused absence and may result in a zero for class work for the day as well as disciplinary action according to the code of conduct.

## **Unexcused Absences**

For any unexcused absence the student will receive an "F" in all subjects for that day. Students are responsible to make up work for unexcused absences. Repeated violations may result in conferences, after school detention, ISS or referral to juvenile court.

## **Make Up Work**

### **Students who are absent one day...**

Will take previously announced quizzes and tests and hand in previously assigned work the day they return to class.

Assignments made and/or quizzes/tests given in their absence should be made up upon returning to school.

### **Students who are absent for multiple days...**

Are afforded one day of makeup for each day missed. The student is responsible for conferring with the teacher to arrange a make-up schedule. Teachers will sign off on completed work for the attendance team to review.

Again, work previously assigned is due the day of the student's return.

If long-term assignments carry a deadline, as opposed to a due date, students are expected to send the assignment to school if they are absent.

Assignments are available through the Main Office for multiple day absences, Books and materials, however, are the responsibility of the parent (guardian) making the request.

**In the case of pre-arranged absences...**

Students will deliver to teachers all previously assigned work due during their absence the day they return.

**A student who checks-in or leaves early...**

Is required to hand in assigned work and make up quizzes/tests on that day. The following are examples of this situation: a field trip; medical appointment; excused tardy; or clinic visit.

Under extenuating circumstances, at the discretion of the teacher, an extension may be granted for any of these different conditions. Students have the responsibility for discussing these extenuating circumstances with the teacher / attendance team.

## **Teacher Email Addresses**

Email is an excellent way to communicate with your child's teacher. Each teacher's email address is listed as first initial and full last name, plus @scsohio.org or @rollred.org, for example: jsmith@scsohio.org or jsmith@rollred.org.

## **Vacations**

The school realizes that parents and students are sometimes confronted with planned absences or vacations. Vacations during the school year are definitely discouraged by the staff and Board of Education. If no alternate arrangements can be made, parents are to make an appointment with the building principal at least one week in advance of the anticipated absence. The granting for approval by the principal for such request will be based on such factors as attendance, current grade average, classroom performance, and teacher recommendations. If approval is granted, assignments will be issued prior to departure and due upon return to school unless some other arrangement is made with the teacher. The approval of a vacation does not give a student the privilege of being absent from school any other days that particular nine weeks. If the vacation exceeds ten (10) days and if the student is absent from school any other days that particular nine weeks, a doctor's excuse is required and parents must set up a conference with the attendance team.

## **Doctors Excuses**

If a student is absent because of hospital confinement or a doctor's appointment, he/she should obtain an excuse showing the date(s) absent written by the doctor. These excuses should be presented, within five days after returning to school, to each subject teacher and then to the office to be placed in the student's file. If a student is absent due to a death in the immediate family, a call from the guardian is required the day after returning to school. Students may not be given make up privileges and will receive an "F" for all work due if the above procedure is not followed.

## **Tardiness**

Students arriving late for first period must receive a slip from the tardy room before reporting to class. No student will be admitted to first period class without a late slip. A student is considered tardy to class if he/she is not in his/her assigned seat ready to work when the bell rings. Tardiness to school, to class or from lunch may result in disciplinary action according to the behavior code.

## **Early Dismissal**

Students may be dismissed early for school privileges; if other reason see main office. All students must be signed in and out of the building by parent or guardian during school operating hours.

## **Visitors**

The school policy is to welcome only visitors who have legitimate business to attend to at the middle school. Guests and visitors must report to the main office for authorization before proceeding through the school. Visitors are expected to leave promptly once their business has been completed. **STUDENTS ARE NOT ALLOWED TO BRING GUESTS TO THE SCHOOL WITH THEM.**

## **Emergency Procedures**

### **Fire Drills**

Fire drills conducted in an orderly manner are a necessary part of the school program. Student will leave the building by following the "fire exit" instructions posted in their classroom.

### **Tornado Drills**

Tornado Alarm Procedures are posted in each classroom. During tornado drills students do not leave the building. Classes have specific locations during these drills.

### **Lock-Down Drills**

Lock down drills will be conducted periodically as a part of the school safety program. Parents/visitors are requested to cooperate in the school's effort in the operation.

## **Free or Reduced Lunch/Breakfast Program**

The Free or Reduced Lunch/Breakfast Program is available to the students at HMS under the federal guidelines. For more information, contact the main office.

## **Electronic Devices**

The policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to a phone and other electronic devices. We acknowledge that this is the age of instant communication, however we need to maintain a proper environment for students, faculty and the educational process. All students have access to a phone in the Main Office and receive daily access to technology through the curriculum offered at HMS.

Cell phones, iPads, iPods, mp3s, or other electronic devices are not to be used in the classrooms unless special permission has been authorized through school administration by the classroom teacher. **Earphones/earbuds are permitted to be used for instruction in the technology classrooms.**

Cell phones and all other electronic devices are to be turned off or placed on silent/vibrate mode and placed in the student's own locker. Violation of this rule will result in disciplinary action and confiscation of the electronic device. **Unauthorized use of these devices in school is a violation of this policy.**

Violators of the policy will be subject to disciplinary action: Confiscation Of The Device Until The End Of The Day And Must Be Picked Up By A Parent/Guardian In Main Office. Violators Will Serve 1 Hour After School Detention.

Parents should continue to call the school for any emergency situation. We will contact your son/daughter.

The use of camera phones or devices that record videos are strictly forbidden in private areas, such as, locker rooms and restrooms at any time. Such use may also be in violation of the criminal code. **Filming or recording students or faculty without their knowledge is strictly prohibited. Consequence is under the discretion of the administrator. Harding Middle School is not responsible for any lost or stolen electronic devices.**

## **Misuse of Computer**

Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program. Misuse of a computer includes, "sending or displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; using another's password; trespassing in another's folder, work or files; intentionally wasting limited resources; employing the network for commercial purposes; and using network and internet access to engage in "hacking" or other unlawful activities." Students and parent/guardian must sign the Steubenville City School District Student Network and Internet Form before a student can use a district computer.

## **Eating in the Classroom**

No food or beverages are permitted in the classroom at any time. The principal must approve all parties. Violation of this rule may result in disciplinary action. No GUM!!



## **Cheating**

Students are not to use another's thoughts, ideas or words as their own. Cheating is a serious offense. The following may apply when a student is determined to have cheated:

1. The teacher will discuss the incident with the student and then send him/her to see a guidance counselor and/or administrator.
2. The teacher will inform the parents of the facts concerning the dishonesty on the part of the student.
3. The penalty for cheating is a zero for work covered by the test or assignment. (Additional punishment may be administered dependent on circumstance)

## **Care of School Property**

It is the responsibility of all students. Students should do their part in keeping the building neat and orderly. If a student writes on or damages a locker, wall, or any other school property, he shall pay to cover the cost of repair or replacement. Work in kind will be acceptable if appropriate. Students owing any obligation in this area will have grades held until all obligations are met. Reasonableness will be a general rule in this area.

## **Dress and Grooming Code**

Students must wear appropriate clothing and footwear at all times. Student clothing and appearance must be appropriate for the educational climate and should not create a safety hazard or distraction to the educational process.

Styles and the names of articles of clothing change frequently. Therefore, it is impossible to list all inappropriate items. In cases where there is a question of appropriateness for school, the principal or assistants will make the final decision. The following articles of clothing and/or accessories are examples of inappropriate wear for school:

1. Halter tops, tube tops, tank tops, muscle shirts, net jerseys or any type top which exposes an unusual amount of the upper torso (girls or boys).
2. Visible undergarment clothing is not permitted (examples: sports bras, bras, boxer briefs, corsets, etc.)
3. Gloves, spiked clothing, and spiked accessories.
4. See through clothing.
5. Pajama pants or loungewear.
6. Hats, sweatbands, hoods from sweatshirts, head scarves, picks, sunglasses, or combs are **NOT** to be worn during school hours.
7. No clothing with writing or attached symbols that is obscene, vulgar, suggestive, or that promotes items, products or services that violates school policies or regulations.

8. Pants must be worn at waist and neither undergarments nor body should be exposed. No sagging pants allowed at any time.
9. Shorts/skirts which do not equal the position of the fingertips with arms and fingers extended. (0-3" inseams are not acceptable)
10. No sunglasses unless prescribed by a doctor.
11. No flip-flops, sandals or slippers. All footwear must be secure around the heel.
12. Accessories and jewelry that may cause injury, pose a safety hazard, or substantially disrupt or materially interfere with student safety or instruction are prohibited. This shall be determined by Administration. This can include, but is not limited to:
  - A. Long dangling earrings.
  - B. Long and thick chains/necklaces.
  - C. Jewelry worn in pierced areas of the body that substantially disrupt or materially interfere with student safety or instruction.
  - D. All the items listed above must be removed to participate / receive credit for Physical Education classes.

**Consequences:**

If a student is sent to the office for a dress code violation, he/she will be given the opportunity to change.

The student will be permitted to call a parent to bring clothes, however the student will remain in ISS while they wait for their parent to arrive.

If a student does not have a change of clothes or if parental arrangements can't be made, the student will spend the remainder of the school day in ISS or be sent home.

Repeated violation of the HMS dress code policy may result in school discipline.

Specific cases not included in this list are at the discretion of the principal or assistant principal.

## **Dance Policy Rules**

Appropriate dress and dance style will be closely monitored and enforced. Appropriate dancing only. If the dancing looks questionable it will be stopped. Lewd dancing will result in the student and /or couple given a warning and after the next infraction being asked to leave the event and phone call to the parent /guardian. The administrator in attendance will be the final judge of appropriateness of dance style.

-No personal bags or containers of any kind are permitted

-Any student leaving the dance is not allowed to reenter. Parents will be informed of any unauthorized departure. Students are expected to stay for the entire time allotted for the dance. Arrangement with administration must be made for early departure from the dance. All students must leave within 20 minutes of the end of the function. No loitering in the parking lots. Parents/ guardians please pick up your student within this time limit.

These common policies emerge from our values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a safe environment. Students' behavior and attire should reflect this guiding principle.

Students can and will be denied access or permission to attend a school dance if their behavior in school is deemed unacceptable.

## **School Transportation / Busing**

Riding a school bus or any form of school transportation is a privilege, not a right. Violation, under the discretion of the administrator, may result in a loss of riding privileges from 1 day to the remainder of the school year.

## **Withdrawing from School**

Any student who withdraws from school, regardless of the reason, must complete a Withdrawal Form. At this time all textbooks must be returned and all fees and fines must be paid. An official transcript of grades will not be sent until these obligations are met. The parent/guardian must accompany the student and must sign the necessary withdrawal forms.

## **Alternative Placement**

Any student placed in an alternative placement outside of the school are NOT permitted on any school property or to attend any school function while at that placement.

## **Messages and Deliveries for Students**

The office will not accept deliveries such as flowers, balloons, gifts, etc. for students. Arrangements should not be made to have such items delivered to the school. Emergency messages will be delivered to the student immediately. Parent/Guardians and students should not request the Main Office to deliver routine messages.

## **Student Fan Code of Conduct**

Student spectators are expected to act to the higher standards set within the student code of conduct. It is a privilege NOT A RIGHT to attend events. All events are considered extensions of the school day and progressive discipline procedures will be followed. Serious misconduct by student spectators may result in an immediate loss of privilege for one (1) year.

## **Progressive Discipline**

Harding Middle School employs a progressive discipline plan. Students are expected to mature and learn from their mistakes over time. Students with chronic behavior problems, who do not improve during the course of the year, will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive different consequences based on the individual's discipline history.

## **Student Bill of Rights and Responsibilities**

Your Rights and Responsibilities cannot be separated. With your Right comes the Responsibility to be held accountable for your actions.

### **All students have the Right to:**

1. Learn without distraction

2. Be and feel safe on school property
3. Be respected by classmates and school staff
4. Appropriate expression of personal appearance without causing distraction
5. A clean and safe school building

**It is every student's Responsibility to:**

1. Allow classmates to learn without distraction
2. Seek help in solving problems
3. Respect classmates' personal space and physical movement
4. Obey the school dress code
5. Respect school property and leave the school better than you found it

## **Discipline Policy and Code of Conduct Rationale**

In order to insure the opportunity to an education for every student, the State of Ohio has given the board of education the authority, by statute, to "make such rules and regulations as are necessary for its governance and the governance of its employees, pupils of its schools, and all other persons entering its school grounds and premises." The discipline system at HMS is designed to correct inappropriate behavior by explaining to students the rationale for rules and policies, and assisting students in identifying ways to improve their conduct. In so doing we hope to instill an attitude of "self-discipline" which will enable students to make good decisions at all times, in all areas of their life.

### **Disciplinary Consequences**

Violations of rules and policies may result in a student being issued a disciplinary sanction intended to prevent further violation of the rule or policy. Whenever possible the consequence will be tied to the infraction but will be issued at the discretion of the administrator (or his/her designee) in consultation with the student, teacher, and other parties involved.

Types of consequences include:

1. Verbal reprimand
2. Change of seating or location
3. Restriction or removal of privileges
4. Assigned detentions
5. Parental contact by phone, letter, or conference
6. Withholding of transcripts (when money, materials, and or property are unaccounted for)
7. Assignment of other comparable, acceptable, and fair consequences
8. Assignment of in-school or out-of-school suspension
9. Community Service (within School)
10. Removal of student from activity, class or school
11. Expulsion from school
12. Requiring restitution
13. Notification of police when criminal or civil violations occur.
14. Referral of student to juvenile court

## **Student Conduct System and Code of Conduct**

### **Student Conduct System**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school you may form a correct attitude toward it. This will permit you to do your part in making your school an effective place of learning and assist you in developing the habit of self-restraint, which will make you a better person.

### **Definition of important terms involved in the student conduct system:**

#### **Minor Violations**

Actions which are a distraction to the educational process, but do not endanger the safety of people or property.

#### **Major Violations**

Actions, which constitute a threat to the safety of people or property, are not permissible. Many or frequent minor violations are then considered major violations.

#### **Legal Offenses**

The breaking of any law of the United States of America, State of Ohio or City of Steubenville.

#### **Discipline Report**

Electronic reports to the office of a violation of the code of conduct.

#### **ISS**

An in school suspension ranging from one period to three days at a time will be given. In ISS, the student is isolated from his classmates and has strict behavior rules to follow.

Each student placed in ISS will be given a copy of these rules to read through and will sign that they have been given this opportunity to read the rules. If a student violates the ISS rules he or she will be **suspended from school**. Students in ISS will have the opportunity to receive credit for work done while in ISS under direction of the instructor. A pupil participating in extracurricular activities may lose the right to participate in it for that day.

## **Suspension Procedures**

The Superintendent or designee or the building principal or designee may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for more than ten (10) school days. Suspension may extend beyond the current school year; if at any time a suspension is imposed and fewer than 10 days remain in the school year, the Superintendent may apply any or all of the period of suspension to the following school year. During an Out-of-School Suspension students are considered excused. Students are given days to make-up work that coincide with days suspended. Example: if suspended for three days, the student has three days from the return to school date to complete the assignments.

**Students who violate Out-of-School Suspension rules are subject to further consequences.**

The following guidelines will be followed for all suspensions

The student will be informed in writing of the potential suspension and the reasons for the proposed action.

1. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
2. Within one school day, a letter will be sent to the parent(s), guardian(s), or custodial parent(s) stating the specific reasons for the suspension and including notice of their right to appeal such action.
3. Notice of this suspension will be sent to the:
  - a. Superintendent or his/her designee
  - b. Student's school record
4. The student will remain suspended for the duration of the suspension until action is taken if there's an appeal.

## **Expulsion Procedure**

The Superintendent may expel a student from school for disciplinary reasons outlined in the Student Code of Conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) school days, but not more than an ninety (90) school days duration, unless dangerous weapons are possessed. The Superintendent may expel a student for one calendar year or exclude the student permanently. An expulsion can extend beyond the end of the school year and be applied to the following school year.

The guidelines listed below will be followed for all expulsions:

1. The student and parent(s), guardian(s) or custodial parent(s) will be informed in writing of the potential expulsion and the reasons for the proposed action.
2. The student and parent(s), guardian(s) or custodial parent(s), and/or representative have the opportunity to appear on request before the

- Superintendent or his designee to challenge the action or otherwise explain the student's actions.
3. This notice will state the time and place to appear which must not be less than three (3) school days nor later than five (5) school days after the notice is given.
  4. Within one (1) school day of the expulsion hearing, the Superintendent will notify the parent(s), guardian(s) or custodial parent(s) and the Treasurer of the Board.
  5. The notice will include the reason for the expulsion and the right of the student, parent(s), guardian(s) or custodial parent(s) to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.
  6. The student will remain expelled for the duration of the expulsion until action is taken on the appeal.
  7. The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

#### **Emergency Removal of Student**

In the case of "normal disciplinary procedures" in which a student is removed from curricular or extracurricular activity for a period of less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply. The required notice, hearing and right to appeal is required only when suspension or expulsion is contemplated.

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on school premises or off the premises while representing the district:

1. The Superintendent, principal, assistant principal or personnel employed to direct, supervise, or coach a student activity program may remove the student from curricular or extracurricular activities or from the school premises.
2. A teacher or personnel employed to direct, supervise or coach a student activity program may initiate an emergency removal of a student from curricular or extracurricular activities to the principal's office. As soon as practicable after making such a removal, the teacher will submit in writing to the principal the reasons for such a removal.
3. If it is probable that the student may be subject to suspension or expulsion, the hearing will be held in accordance with procedures established for suspension or expulsion.

#### **Appeal Process for Administrative Decisions**

1. Any administrative decision affecting a student's grades, promotion, or school attendance may be appealed directly to the principal within 48



- hours of the action. The appeal must be in writing, stating the reason for the appeal, and signed by the student and parent or guardian.
2. An appeal of the principal's decision must be made within 24 hours of the principal's decision (within three (3) days of the Notice of Intent to Suspend) and must be made in writing to the Superintendent.
  3. An appeal of the Superintendent or his designee's decision may be made to the Board of Education, or its designee as follows.
    - a. SUSPENSIONS. An appeal to the Board of Education, or its designee, must be made in writing and submitted to the Board office within three (3) days of the Superintendent or designee affirming the suspension.
    - b. EXPULSIONS. An appeal to the Board of Education or its designee must be made in writing to the Board Office within fourteen (14) days of receiving the Superintendent's Expulsion Notice. Parents/Guardians/Students may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session, if so requested.

#### **Appeal to the Court**

Under Ohio Law, the decision of the Board of Education or its designee may be made to the Court of Common Pleas.

#### **Code of Conduct**

The code of conduct at HMS is progressive from the start of the school year. Repeated violations of the code could result in suspension, expulsion and may be recommended to the Jefferson County Juvenile Court system.

\*Major or minor violations do not differentiate severity of offenses. These terms apply to their definitions, which are listed under student conduct system above.

## **Major Violations**

### **1.01 Assault**

A student shall not cause physical injury or behave in such a way which threatens to cause injury to school staff, other students or visitors while under the jurisdiction of the school. Violation may result in a suspension up to 10 days, possible expulsion and/or referral to Civil Authorities.

### **1.02 Damage to private property**

A student shall not cause or attempt to cause damage to private property in school premises or at any school activity on or off school grounds. Violation may result in a suspension from 3 to 10 days and pay for damage.

### **1.03 Damage to school property**

A student shall not cause or attempt to cause damage to property including buildings, grounds, buses, equipment or materials. Writing on desks will be handled according to amount of damage. Violation may result in a suspension from 3 to 10 days and pay for damage.

### **1.04 Disrespect to school personnel**

Students will not show disrespect to school personnel by action, attitude or word. Discipline may be treated as a classroom disruption in the code of conduct.

### **1.05 Disruption of school**

A student shall not by use of violence, force, coercion, threat, harassment or repeated violations of code cause material disruption or obstruction of the educational process, including all curricular or extracurricular activities. Violation may result in a suspension from 3 to 10 days and possible expulsion.

### **1.06 Unauthorized touching of another student**

Any form of undesired touching of another person, including but not limited to, slapping, pushing, punching and kicking. Violation, under the discretion of an administrator, may result in ISS, Out of School Suspension for 1 to 10 days and/or possible expulsion.

### **1.07 Group action**

Students may not become involved in-group action, which adversely effects the operation of the school program or activities. Violation may result in a suspension from 5 to 10 days and possible expulsion.

### **1.08 Harassment, Intimidation, or bullying**

Defined under policy and procedures. Violation may result in a suspension from 3 to 10 days and possible expulsion.

#### **1.09 Insubordination/Defiance**

A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

- i. Disobedience or disrespect toward any staff member
- ii. Not serving assigned detentions
- iii. Not following school rules or proper procedures
- iv. Not following assigned schedule/being in unauthorized area
- v. Chronically tardy to school or class
- vi. Repeated misbehavior after warning

Discipline may be treated as a classroom disruption in the code of conduct unless an administrator is required to remove the student. In this case, the discipline may be suspension.

#### **1.10 Misconduct at extracurricular activities**

Students shall not act inappropriately at extracurricular activities. This includes but is not limited to, fighting, jeering, disrespect or inappropriate language.

Violations may result in a suspension, removal from the activity and/or denial of entry at further events

#### **1.11 Possession of a weapon**

A student shall not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. This includes but is not limited to, guns, knives, sharp instruments, firecrackers, brass knuckles, chemicals, mace and gasses. Violation will result in a suspension up to 10 days, possible expulsion and/or referral to Civil Authorities (see Annual Notices for more information)

#### **1.12 Sale, intent to sell, possession or use of drugs or alcohol**

This list also includes counterfeit controlled substances and drug paraphernalia. See drug and drug abuse policy under policy and procedure. Violation will result in a suspension up to 10 days, possible expulsion and/or referral to Civil Authorities.

#### **1.13 Theft of any item or personal property**

A student shall not wrongfully take, possess, carry away, or exercise dominion and control over property of others. May result in a three (3) to ten (10) day suspension.

#### **1.14 Off-Campus Misconduct Policy –Ohio Revised Code 3313.66**

Misconduct by a pupil that occurs off property owned or controlled by the district but is connected to activities or incidents that have occurred on property owned or controlled by that 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 is now within the authority of school administrators who wish to apply the code of conduct.

## **Minor Violations**

### **2.01 Cheating**

Defined and discipline listed under policy and procedure.

### **2.02 Disruption of class, halls, cafeteria, auditorium**

A student shall not disrupt the learning environment of others. See code of conduct for disciplinary action.

### **2.03 Dress code**

Defined and discipline listed under policy and procedure.

### **2.04 Eating in class**

Defined and discipline listed under policy and procedure.

### **2.05 Forgery/Falsification**

A student shall not fraudulently affix or have affixed parents' or other authorities' signatures on notes or official school forms, nor shall students use passes, school forms, or notes in an improper manner, nor possess such documents. Student may not add names to passes. A student shall not misrepresent himself/herself as any adult either in oral or written form. See code of conduct for disciplinary action.

### **2.06 Failure to serve detention**

Students shall not fail to serve detentions for staff or administration. See code of conduct for disciplinary action.

### **2.07 Failure to report to office for discipline**

Students must report to the office when sent by a faculty member for disciplinary action. Failure to do so may result in a suspension.

### **2.08 Gambling**

Students may not be involved in any activity in which the student makes monetary or property gain from another individual. Violations may result in a suspension.

### **2.09 Interference with investigative procedure**

Students shall not fail to tell the truth or physically attempt to prevent the apprehension of another person. Violations may result in a suspension.

### **2.10 Loitering**

Students are not permitted to hang out in restrooms or hallways before, during or after school. See code of conduct for disciplinary action.

### **2.11 Look out**

Students may not serve as a look out for person(s) violating rules. Violations may result in three (3) full day's of ISS.

**2.12 Lost and Found**

Any item found by a student must be returned to the office. Failure to do so may result in a suspension.

**2.13 Printed/Posted materials**

Defined and discipline listed under policy and procedure.

**2.14 Playing cards**

Students are not permitted to play cards in school. Discipline treated as a classroom disruption and cards may be confiscated.

**2.15 Possession of radios/electronic devices**

Defined and discipline listed under policy and procedure.

**2.16 Refusal of or failure to attend ISS**

Students may not refuse time out as a form of punishment. Refusal of time out is considered failure to follow reasonable directive and may result in a suspension.

**2.17 Skipping, cutting class or leaving for lunch**

Students must be in assigned classes, homerooms, etc. during times when they are supposed to be there. No student is to be absent from these areas without permission from the party responsible. See code of conduct for disciplinary action.

**2.18 Tobacco (Complies with ORC 3313.751 and House Bill 144)**

Use or possession of any form of tobacco product or any imitation tobacco product or paraphernalia (e.g. cigarette lighter/matches, e-cigarettes) in school, on school grounds, at school-sponsored activities, or within sight of the school is prohibited. The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/ or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. Violations may result in a suspension up to 10 days.

**2.19 Tardiness**

Tardiness applies to late arrival to school or class. A record of student tardiness will be kept in the main office and with the attendance team. We understand that there may be circumstances where tardiness to school is unavoidable, so therefore students are granted five tardies to school without penalty. Tardiness will only be excused for doctor's appointment, which will require an excuse. See code of conduct for disciplinary action.

**2.20 Truancy**

A student absent from class for a minimum of three periods of the school day unexcused is considered truant. Truant students will be handled on a case-by-case basis. If school disciplinary measures are ineffective, referral to juvenile court may become the best alternative. See code of conduct for disciplinary action.

**2.21 Violation of Lunch Time Rules**

Students are expected to proceed to lunch in an orderly manner. Running, cutting line, failure to properly dispose of lunch trays or litter will result in disciplinary action.

**2.22 Unauthorized departure from school grounds**

Defined under policy and procedure.

**2.23 Unauthorized in halls (no hall pass)**

Defined under policy and procedure. Discipline may be as treated as loitering in the code of conduct.

**2.24 Use of profanity and/or obscene gestures**

A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of gestures, signs, pictures or publications. Violations may result in from three (3) days of time-out to a suspension, unless directed at a faculty member(s) which will result in a 5 to 10-day suspension.

**2.25 Violation of ISS rules**

Students violating rules in Time-out may result in a 3 to 10-day suspension.

**2.26 Violation of Students parking in Teachers and Visitors Lot**

Not Applicable

**2.27 Display of Affection**

A public display of affection, which includes, but is not limited to, hugging and kissing is inappropriate in the school setting. Students involved in these behaviors may be disciplined.

## Code of Conduct

### Tardiness to School

Tardiness to school after 8:30 am without a call from parent/guardian may result in being placed in ISS for the rest of the school day. (7:55 AM to 8:30 AM will be considered a tardy, but after 8:30 AM may be considered a cut.)

**\*\*Tardies to School will restart at Zero at the beginning of each Semester.**

1st - 5<sup>th</sup>: No Disciplinary Action (unforeseen Circumstances)

6th and above: 1 hour after school detention

### Tardiness to Class (Other than 1st Period)

More than 10 minutes late to class without a pass will count as a cut

1st -3rd Teacher assigns detention

4th Teacher assigns detention & notifies guardians.

5th-6th Office assigns Two (2) Lunch Detentions

7th-more Treated as class disruption

### Class Disruptions (code of conduct)

1st Two (2) Days of ISS during period sent

2nd Three (3) Days of ISS during period sent

3rd Five (5) Days of ISS during period sent

4th One (1) Full Day of ISS

5th Two (2) Full Days of ISS

6th Three (3) Full Days of ISS

7+ Three+ (3-10) Day OSS

### Truancy (Unauthorized Absence) (code of conduct)

1st Warning

2nd Student Conference

3rd Phone call home

4th Student Conference

5th Letter sent home

6th Referral to Attendance team

7th Family Support

10th Referral to Court

### Missed Detention-Teacher (Lunch): (code of conduct)

1st – 2nd Reschedule Lunch Detention and Teacher will notify parent

3rd – 4th Notify Parent, reschedule Lunch Detention, and additional LD

5th One (1) Full Day of ISS

6th Two (2) Full Days of ISS

7th Three (3) Full Days of ISS

8+ Referral to Intervention Team / Family Support

**Missed Detention-Office:** (code of conduct)

- 1st – 2nd Reschedule Detention and Parent will be notified.
- 3rd – 4th Notify Parent, Reschedule Detention, and additional Detention
- 5th One (1) Full Day of ISS
- 6th Two (2) Full Days of ISS
- 7th Three (3) Full Days of ISS
- 8+ Referral to Intervention Team / Family Support

**Cutting Classes:** (code of conduct)

\*Parent Notification after each cut infraction

- 1st One (1) Full Day of ISS
- 2nd Two (2) Full Days of ISS
- 3rd Three (3) Full Day of ISS
- 4th + Referral to Intervention team / Family Support

**Unauthorized Departure from School**

**This can also be classified as cutting class**

- 1st Three (3) Full Days of ISS and Referral to Intervention Team
- 2nd Three (3) Day Suspension
- 3rd Five (5) Day Suspension
- 4th Ten (10) Day Suspension
- 5th Charges Filed

**Forgery/Falsification:** (code of conduct)

- 1st Two (2) Full Days of ISS
- 2nd Three (3) Days of OSS

**Lunch Detentions:** (code of conduct)

**Students may be issued a lunch detention by a teacher for any minor misconduct in the classroom or hallways.** Students will serve the detention during their lunch period in the assigned teacher's classroom. If a student goes 15 consecutive school days (excluding weekends, days absent, holidays, etc) without receiving a lunch detention, they will automatically have one removed.

Lunch Detention Progressive Discipline:

- 1<sup>st</sup> – 5<sup>th</sup> No In-School or After-School Discipline.
- 6<sup>th</sup> 1 hour After-School Detention
- 10<sup>th</sup> 2 hour After-School Detention
- 14<sup>th</sup> Two (2) Full Days of ISS
- 18<sup>th</sup> Three (3) Full Days of ISS
- 21<sup>st</sup> Family Support Meeting/Possible Out of School Suspension
- 22<sup>nd</sup> – 24<sup>th</sup> 1 hour After-School Detention
- 25<sup>th</sup> - 27<sup>th</sup> 2 hour After-School Detention
- 28<sup>th</sup> Family Support Meeting/Possible Out of School Suspension or Change of Placement



## **Annual Notices**

### **Asbestos Regulations**

Per mandated federal regulations adopted under the authority of the Asbestos Hazard Emergency Response Act of 1986 (AHERA), SCS has adopted an ongoing management plan to inspect buildings and respond appropriately. A copy of the plan is available in the principal's office. If parents have questions regarding the plan or the Federally mandated program, they should contact the Superintendent's Office at 283-3767.

### **Anti-Harassment, Anti-Intimidation, or Anti-bullying House Bill 276**

It is the policy of the Steubenville City Board of Education and School District that harassment, intimidation, or bullying activities of any types are inconsistent with the education process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone, or tolerate any of these activities. Administrators, faculty member, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include these things. If harassment, intimidation, or bullying activities of any types is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all harassment, intimidation, or bullying activities immediately. All incidents shall be reported immediately to the Superintendent. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be the subject of discussion at employee staff meetings or in-service programs. (The full version of House Bill 276 is located in the Principal's office at Harding Middle School)

### **Hazing**

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead in suspension, recommendation for expulsion, and or legal action as contained in ORC 2307.44

### **Drug and Drug Abuse Policy**

Students will not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind while on the school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

Section 2925.01 of the ORC states "counterfeit controlled substance" means any of the following:

Any drug that bears or whose container or label bears, a trademark, trade mark used without authorization of the owner of rights to such trademark, trade name or identifying mark;

Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packaged or distributed by a person other than the person who manufactured, processed, packaged or distributed it;

Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;

Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Section 2925.37 ORC states:

- A. No person shall knowingly possess any counterfeit controlled substance.
- B. No person shall knowingly make, sell, and offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.
- C. No person shall directly or indirectly represent a counterfeit controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
- D. No person shall directly or indirectly falsely represent a counterfeit controlled substance.

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance, including but not limited to: alcohol and drug education programs, counseling, outpatient treatment or inpatient treatment.

**STUDENTS WHO NEED TO TAKE PRESCRIPTION OR NON-PRESCRIPTION MEDICINE MUST LEAVE THE MEDICINE WITH THE NURSE AND COME TO HER CLINIC TO TAKE THE MEDICATION.**

### **Dangerous Weapons Policy**

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. The Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities.

Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis. Matters, which might lead to a reduction of the expulsion period, include: the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm

silencer; or any destructive device (as defined in 18 U.S. Code, Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant char of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

LEGAL REF.:

ORC 3313.66. 3313.661

20 USC 2701 ET SEQ.-TITLE IX 9901-9905

18 USC 921

20 USC 8922

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School 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.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPS are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Sexual Discrimination and Sexual Harassment**

Pursuant to Title IX of the Education Amendments of 1972 and its implementing regulations, the Board of Education of the Steubenville City School District does not discriminate on the basis of sex in its educational programs or activities. When such discrimination is found to have occurred, the District shall take prompt and effective steps to eliminate the discrimination, prevent its recurrence, and address its effects.

The following person has been designated as the Title IX Coordinator to handle inquiries regarding this Policy:

Shana Wydra  
1400 West Adams Street  
Steubenville, OH 43952  
(740) 284-5613

The Title IX Coordinator is trained on the requirements of this Policy and is responsible for coordinating the District's efforts to comply with and carry out its responsibilities under Title IX, including the oversight of any investigation of any complaint brought under this policy.

Inquiries regarding Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights, Cleveland Location, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812, (216) 522-4970.

### **I. Prohibited Conduct**

This Policy applies to students, employees, and third parties.

"Prohibited Conduct" under this Policy includes all of the following, when they occur in the context of a District program or activity:

1. Discrimination on the basis of sex ("Discrimination")
2. Sexual Harassment
3. Gender-based, non-sexual harassment
4. Retaliation against individuals participating in an informal complaint or formal complaint brought under this Policy.

Prohibited Conduct is prohibited in connection with all District programs and activities, including all educational extracurricular, co-curricular, athletic, and other program of the District, regardless of whether those programs take place in District facilities, on a school bus, at a class or training program sponsored by the District at another location, or elsewhere.

A determination as to whether Prohibited Conduct has occurred can take into account incidents that occurred off school grounds and/or outside of the District's educational programs or activities, if the conduct is alleged to have created a hostile environment within the District's programs or activities.

For purposes of this Policy, it is presumed that all conduct of a sexual nature by a District employee directed toward a student is "unwelcome," regardless of the age of the student. While such conduct may not always rise to the level of Prohibited Conduct under this Policy, such conduct is inappropriate, unprofessional, and shall result in disciplinary, educational, or other actions against the employee as appropriate.

#### **A. Discrimination**

Discrimination, for purposes of this Policy, includes any of the following, when they occur on the basis of sex:

1. Treating one student differently from another in determining whether the student satisfies any requirement or condition for the provision of any aid, benefit, or service;
2. Providing different aid, benefits, or services or providing aid, benefits, or services in a different manner;
3. Denying any student any such aid, benefit, or service;
4. Subjecting students to separate or different rules of behavior, sanctions, or other treatment;
5. Aiding or perpetuating discrimination against a student by providing significant assistance to any agency, organization, or person that discriminates on the basis of sex in providing any aid, benefit, or service to students; and
6. Otherwise limiting any student in the enjoyment of any right, privilege, advantage, or opportunity.

#### **B. Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature under one of the following circumstances:

1. Submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, academic performance, or educational environment; or

2. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates an intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and takes into account relevant circumstances, expectations, and relationships.

Sexual harassment includes, but is not limited to:

1. unwelcome sexual advances;
2. request for sexual favors;
3. verbal, nonverbal, or physical conduct of a sexual nature;
4. sexual assault;
5. sexual violence.

### **C. Gender-Based, Non-Sexual Harassment**

Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, constitutes gender-based, non-sexual harassment under one of the following circumstances:

1. Submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, academic performance, or educational environment; or
2. The conduct is sufficiently severe, persistent, or pervasive such that it limits the ability to participate in or benefit from the education program, or creates an intimidating, threatening, or abusive educational environment. This is considered from both an objective and subjective standpoint and takes into account relevant circumstances, expectations, and relationships.

### **D. Retaliation**

Retaliation against any individual who files a complaint or participates in a harassment inquiry is strictly prohibited.

## **II. All Employees Must Report Prohibited Conduct**

All District employees who become aware of Prohibited Conduct are obligated to report such conduct to the Title IX Coordinator as soon as possible but in no case later than two (2) business days. District employees who fail to report Prohibited Conduct may be subject to discipline, up to and including termination.

Where Prohibited Conduct also may constitute child abuse or neglect, employees who are mandatory reporters are also required to report such abuse or neglect to Children Services and/or Law Enforcement, as is required by law. The Title IX Coordinator should be informed that such a report has been made when Prohibited Conduct is involved.

Where Prohibited Conduct may constitute a felony, all employees are required by law to make a report to law enforcement. See Section VI, below, for more information.

### **III. How to File a Complaint**

If a student, employee, or community member believes that they have been subject to Prohibited Conduct, they should immediately contact the Title IX Coordinator to discuss their options and rights under this Policy, as well as other available resources, including filing a complaint with law enforcement, accessing counseling services, or working with other community agencies that may provide assistance.

A Complainant is a person who has allegedly been subject to Prohibited Conduct, even if they are not the person who reports the Prohibited Conduct initially. A Respondent is a person who has allegedly committed Prohibited Conduct under this Policy.

A Complainant may pursue a complaint informally or formally. If allegations of Prohibited Conduct are reported by someone other than the Complainant, the Title IX Coordinator shall consult with the Complainant before determining, in his or her discretion, how to handle the allegations.

When a complaint comes to the attention of the Title IX Coordinator, the Title IX Coordinator shall consider whether interim measures of protection should be implemented during the complaint process to help ensure the safety and well-being of the Complainant and the school community. The Title IX Coordinator shall consult with the Complainant and/or their parent/guardian before determining the appropriate interim measures of protection, but interim measures of protection are within the sole discretion of the Title IX Coordinator.

Examples of interim measures that may be available include, but are not limited to, class/work schedule changes, seating changes, counseling, additional supervision of students, restrictions on contact between the parties, and academic or work accommodations.

#### **A. Informal Complaint Resolution**

Complainants may choose to file a complaint informally. The Complainant may submit a written statement, or, if preferred, speak with the Title IX Coordinator or another administrator who will write a summary of the allegations. The Title IX Coordinator will discuss with the Complainant and/or parent/guardian, if appropriate, ways in which the situation could be address informally. This may include dispute resolution mechanisms such as informal discussions, confidential mediation, educational sessions, or other informal resolutions as deemed appropriate by the Title IX Coordinator and agreed to by both the Complainant and Respondent. Informal resolution does not require that the Complainant resolve the problem directly with the Respondent.

Informal Complaint Resolution is generally available in all situations except where the allegations involve sexual assault. Either party may end the Informal Complaint Resolution process at any time, and the Complainant may choose instead to file a formal complaint. The Title IX Coordinator may also, in his or her discretion, determine that Informal Complaint Resolution is inappropriate in a given situation, such as where the allegations are sufficiently serious as to suggest a need for additional investigation and response by the District.

Where a complaint is resolved informally, the Title IX Coordinator shall document the resolution.

## **B. Formal Complaint Resolution**

Complainants may choose to file a formal complaint with the Title IX Coordinator. The Complainant may submit a written statement; otherwise, the Title IX Coordinator will write a summary of the allegations. The Title IX Coordinator may conduct the investigation or may designate an unbiased individual, generally a building-level administrator, to conduct the investigation. Where the Title IX Coordinator conducts the investigation, he or she may review and use initial investigative information provided by the building-level administrator if applicable. Investigations will be conducted in an adequate, reliable, and impartial manner.

Both the Complainant and Respondent will be provided with notice of the investigation and will be offered an equal opportunity to provide information regarding the allegations, suggest witnesses, and provide evidence to the investigator. The complaint may be investigated without the participation of one or both parties.

The investigation will generally be completed within thirty (30) business days, although this timeline may be extended for good cause by the Title IX Coordinator, such as where the investigation is complex, where the alleged conduct is serious or extensive, where there is a concurrent criminal investigation, or where the investigation occurs partially during school breaks. The Title IX Coordinator may, if appropriate, provide the parties with updates about the status of the investigation.

At the conclusion of the investigation, the investigator shall prepare a written report that identifies:

1. the allegations investigated;
2. the policies, handbook provisions, or other requirements that are alleged to have been violated;
3. a brief summary of the steps taken to investigate the allegations;
4. a brief summary of the evidence that was discovered;



5. a determination by a preponderance of the evidence as to whether there is sufficient information to support a finding that the policies/provisions were violated with regard to the allegations; and
6. if Prohibited Conduct is found to have occurred, whether any steps have already been or will be taken to eliminate the discrimination or harassment, prevent its recurrence, and address its effects.

If the Title IX Coordinator did not conduct the investigation, the investigator shall provide a copy of the written report to the Title IX Coordinator and the Title IX Coordinator shall, if appropriate, refer the report to the appropriate administrator(s) for disciplinary action, if such action has not already been taken. The range of disciplinary sanctions that may be available and appropriate include but are not limited to educational programs, detentions, in-school suspension, out-of-school suspension, expulsion, reprimand, involuntary leave, termination, and prohibition against entering District property or attending District activities.

In addition to the above, where the Title IX Coordinator did not conduct the investigation, the Title IX Coordinator shall consider whether any further steps are necessary to eliminate the discrimination or harassment, prevent its recurrence, and address its effects, and if so, such steps shall be documented in an attachment to the report.

At the conclusion of the process, each party shall be notified by the Title IX Coordinator as to whether Prohibited Conduct was determined to have occurred and any steps taken to eliminate the Prohibited Conduct, prevent its recurrence, and address its effects. Notice provided shall be consistent with state and federal laws regarding confidentiality of student records.

#### **IV. Appeals**

Either party may appeal the determination by providing written notice to the Superintendent within five (5) business days of receiving notice of the conclusion of the investigation. Such appeal may be on the grounds of:

- Newly discovered evidence not available during the investigation;
- Procedural errors that substantively affected the outcome of the investigation to the appealing party's detriment; and/or
- An abuse of discretion on the part of the investigator.

The grounds for the appeal must be stated in the written appeal.

The other party will be notified of the appeal and will be given three (3) business days to respond to the appeal in writing to the Superintendent. The Superintendent will notify the parties in writing of his or her decision within ten (10) business days of receiving the appeal. The Superintendent may affirm the findings, reverse the findings, or alter the

findings as deemed appropriate in his or her discretion. There is no further appeal from the determination of the Superintendent.

Any of the deadlines in this section may be extended by the Superintendent for good cause shown.

Note that appeals of disciplinary sanctions are not handled through this policy. Instead, they will be handled through the appeals procedures that would typically apply based on the identity of the respondent.

#### **V. Confidential Reporting and/or Request for No Action**

The District has an obligation to make reasonable efforts to investigate and address instances of Prohibited Conduct when it knows or should have known about such instances, regardless of the Complainant's cooperation and involvement.

Complainants may make a confidential report through the Title IX Coordinator. The Title IX Coordinator will evaluate the request for confidentiality and make a determination in his or her discretion as to the extent to which the District can adequately fulfill its obligations to address instances of Prohibited Conduct without revealing the identity of the Complainant. All complaints made under this Policy will be kept private to the extent possible consistent with the District's obligations under this Policy.

If allegations of Prohibited Conduct are brought to the attention of the Title IX Coordinator but the Complainant does not wish to pursue a complaint through this process, requests that such allegations are held in confidence, or refuses to respond to the Title IX Coordinator, the Title IX Coordinator will review the available information and make a determination in his or her discretion as to whether an investigation will be conducted.

Factors to consider in determining whether the District will pursue an investigation in these circumstances may include, but are not limited to, the ages and relationship of the Complainant and Respondent, the seriousness of the alleged misconduct, whether the complaint can be reasonably pursued without cooperation from the Complainant, whether any laws are alleged to have been violated, whether the Licensure Code of Professional Conduct for Ohio Educators is implicated, where the allegations include circumstances that suggest an increased risk of future Prohibited Conduct by the Respondent, and whether other Prohibited Conduct has been previously reported against the Respondent.

#### **VI. Reporting to Law Enforcement**

Except in certain limited circumstances involving privileged communications, such as those between a counselor and patient, all Ohioans are required to report when they know that a felony has been or is being committed. Therefore, when a District employee has reason to believe that a sexual assault may have occurred, regardless of whether the assault is alleged to have occurred in relation to the District's programs or activities, the District employee is obligated to report that information to law enforcement

as soon as possible. If the sexual assault occurs in relation to the District's programs or activities, the District employee must also report that information to the Title IX Coordinator and provide the Coordinator with information on when contact was made with law enforcement.

The District will cooperate fully with law enforcement investigations regarding Prohibited Conduct, and will communicate with law enforcement to coordinate its investigation under this Policy. It may be necessary to suspend the District's investigation temporarily to allow law enforcement to investigate criminal allegations while the law enforcement agency is in the process of gathering evidence. However, because legal standards for criminal investigations are different from those involved in investigating violations of District policy, police investigations or reports may or may not be determinative of whether Prohibited Conduct occurred under this Policy. If a temporary suspension in the District's investigation is requested by law enforcement, the District will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that it may do so.

Where law enforcement requests personally identifiable information from educational records for purposes of its investigation, the District will comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g and 34 C.F.R. Part 99.

## **VII. Education**

The Title IX Coordinator shall work with other District staff members and/or outside resources as appropriate to plan and promote education and training sessions for employees and/or students regarding topics relevant to this policy.

### **Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil rights Amendment (PPRA), 20 U.S.C. § 1232h, requires School Districts to notify parents/guardians and obtain consent or allow to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

This also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings.

## **Parental Involvement in Education**

The Board believes that parent / guardian involvement is an important part of the educational program. All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children, and such persons will be informed of the following:

The importance of the involvement of parents and foster care givers in directly affecting the success of their children's or foster children's educational efforts.

How and when to assist their children or foster children in and support their children's or foster children's classroom learning activities.

Techniques, strategies, and skills to use at home to improve their children's or foster children's academic success and to support their children's or foster children's academic efforts at school and their children's or foster children's development as future responsible adult members of society.

Steubenville City School District ensures that parents of students have an opportunity to participate in the design and implementation of educational programs through the employment of activities such as the following:

Informing each child's parents of specific instructional objectives

Progress reports

Conferences

Providing suggestions and materials for parents to help at home

Parent training (workshops)

Providing timely information concerning school programs such as plans and evaluation

Parent questionnaires on planning, development, and operation of program

Responding to parent recommendations

Volunteer assistance

Parent councils

Parent coordinator

Family support meetings

Parent compact

Other activities as appropriate

Ohio Resident Educator Summative Assessment (RESA)

Parental Consent Form for Videotaping

The Ohio Resident Educator Summative Assessment (RESA) is one of the requirements for teachers registered in the Resident Educator program to obtain a professional license. To complete the RESA, teachers will need to videotape themselves teaching four times during the school year. Consequently, it may be possible that your child will be videotaped. The focus of the video is the teacher's instruction. The sole use of the videos is for the development and implementation of the RESA field test project.

The videos will not be used for any other purposes than the following:

Training of scorers of the Resident Educator Summative Assessment.

Professional Development of Resident Educator program mentors and educators within

Ohio. Scoring of the Resident Educator Summative Assessment.

If you do not consent to the videotaping of your child the district will honor your decision.

Please contact your building principal in writing notifying them of your decision not to participate.

**The Parent Mentor Program Provides**

Guidance to families through the special education process to help them understand rights and responsibilities of the student, parent and school district.

Information and resources to families and school personnel on education laws, district programs and services and community support.

Support by attending Individualized Education Program meetings and other meetings related to services of the child that parents and school district staff might request.

Informational sessions and workshops based on the needs of families and professionals.

Assistance in strengthening and/ or building a collaborative partnership between families, schools and communities to benefit students with disabilities.

Individualized and confidential support to families and educators.

To contact the Steubenville City School Parent Mentor, Angelita Forte please call Steubenville High School.

## **Steubenville City School District**

### **Extra- Curricular Code of Conduct**

The Steubenville City Schools Board of Education recognizes that participation in athletics, fine arts (band, choir, orchestra) and clubs are a Privilege, not a right, and that those students involved in extra-curricular activities participate voluntarily under certain obligations and restrictions required of all members. The Board of Education believes that due to high visibility of these students, they have a strong influence on members of the student body as well as the community. These students conduct while representing a team or group, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the program and the standards of Harding Middle School.

This Code of Conduct applies at all times to all Steubenville City School student-athletes, fine arts or clubs whether on or off of school.

To allow that each student involved reaches his or her potential, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations regarding personal behavior. Rules promote order and safety and assist participants to achieve maximum performance potential.

The nature of competitive athletics along with dedication to fine arts and clubs demands that each participant attain and maintain his or her best possible physical and mental condition. Student-athletes, fine arts and club members involved in the athletics or extra-curricular programs shall not possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse, including alcohol, tobacco, tobacco-related products, illegal drugs, controlled narcotics, intoxicants, steroids, or other performance enhancing drugs, or any substance that is directly or indirectly represented to be a drug of abuse (or look-alike). Use of drugs authorized by a medical

prescription for the extra-curricular students from a licensed physician shall not be considered a violation of this policy.

In a case where the extra- curricular student possesses, uses, is under the influence of, sells or distributes drugs, alcohol, tobacco, or any chemical either on or off school property or at a school related activity, the extra – curricular student may be, but is not limited to being, suspended or expelled from school, denied the privilege to participate in athletics or extra-curricular events, counseled in school, referred to an outside counseling agency and reported to the law enforcement authorities. The specific course of action will be determined after the consideration of all factors in the case.

Extra- curricular students and athletes who are under the Extra- Curricular Code of Conduct are representatives of

Steubenville City Schools and are expected to behave as model students and citizens in and out of school. Student-athletes, fine art and club students may be denied participation for display of behavior which reflects negatively on the student, team, organization or school. Denial will be determined by the middle school administration and or coach according to the severity of the infraction.

This regulation shall be posted in a central location in each school building, and each student involved in extra –curricular activities shall receive and acknowledge receipt of this regulation before commencement of the season of the sport being played or time frame of the extra -curricular in which the student is involved.

The Steubenville City School Extra -Curricular Code of Conduct is approved by the Board of Education as a part of Harding Middle School Student Handbook and exists as guidelines. The Superintendent and/or designee reserve the right to amend and/or deviate from these guidelines as they deem appropriate.

