Heath Middle School
2026-2027

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Welcome to the 2026-2027 school year!

On behalf of the staff, we are excited to welcome you to Heath Middle School! It is our hope that this will be a year of growth, success and leadership for all students. Throughout middle school, students have more responsibilities and we strive to develop organizational skills.

This publication contains information, expectations, policies, and procedures that will help you understand the operation of our school. Student safety is our top priority and the contents of this handbook are meant to ensure our school environment remains one in which students can be safe and successful. You are encouraged to read this handbook carefully and to utilize it as a reference guide throughout the year.

We believe that school experiences should be rewarding for both the student and the parents. To help make that happen, all involved must work together and be focused on the same goals for success.

Sincerely,

Holly Myers

Principal
Heath Middle School

Tom Smith

Assistant Principal
Heath Middle School

Table of Contents

Topic	Page Number
District Mission	5
Daily Bell Schedule	6
Building Map	7
Academics	8-13
Electronic/Wireless Devices	13
Attendance	15-18
School Calendar / Calamity Days	18
Student Discipline	19-38
Code of Conduct	19
Bullying/Harassment	22-23
Search and Seizure	33
Dress Code	32
Substance Abuse Policy	33-35
School Transportation	35-37
Dangerous Weapons Policy	37-38
Activities and Clubs	38
Athletic Expectations/Eligibility	40-41
Loitering	43
Dances	43
Health Clinic	43-44

Accident Insurance	44
Lunch Program	44-45
Emergency Drills	45
Multicultural Education Policy	47
Sexual Harassment	48-49
Textbooks and Fees	50
Visitors	50
FERPA	50-52
PBIS	52

Heath City Schools

Our Mission

Ensuring all students learn and grow is our collective responsibility.

Student Learning: We will prepare all students to be confident, active citizens who are independent life-long learners.

Safety: We will promote a safe and nurturing environment where all students can grow emotionally, intellectually and physically.

Culture: We will create a district-wide culture in which every student is actively engaged in multiple learning experiences including the arts, service, and extra-curricular.

Community: We will build pride in Heath City Schools through an active partnership involving students, parents, community members and business organizations.

Daily Bell Schedules

7:40 doors open for students eating breakfast
7:50 all students may enter building 8:00 tardy bell

Regular Schedule		
TCT*	7:15-7:55	
1	8:00-8:50	
2	8:54-9:41	(9:15-9:19)
3	9:45-10:32	
4	10:36-11:23	
5	11:27-12:14	
6	12:18-1:04	
7	1:08-1:55	(1:29-1:33)
8	1:59-2:45	

2-Hour Delay Schedule		
TCT*	9:15-9:55	
1	10:00-10:32	
2	10:36-11:07	(10:49-10:53)
3	11:11-11:42	
4	11:46-12:20	
5	12:24-12:58	
6	1:02-1:36	
7	1:40-2:10	(1:46-1:50)
8	2:14-2:45	

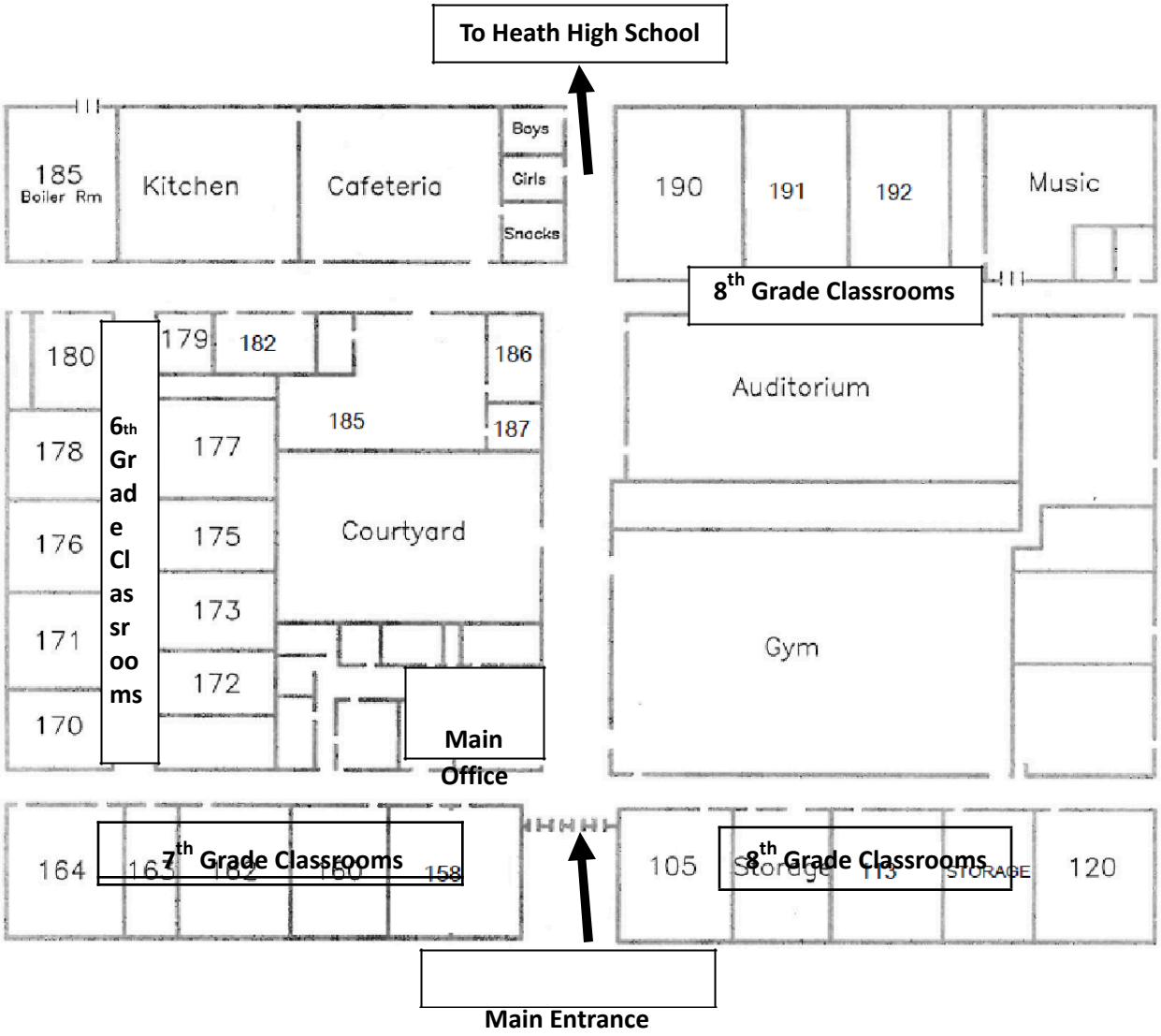
1-Hour Delay Schedule		
TCT*	8:15-8:55	
1	9:00-9:44	
2	9:48-10:27	(9:58-10:02)
3	10:31-11:10	
4	11:14-11:53	
5	11:57-12:36	
6	12:40-1:19	
7	1:23-2:02	(1:35-1:39)
8	2:06-2:45	

Bulldog Period		
TCT*	7:15-7:55	
1	8:00-8:43	
2	8:47-9:30	(9:07-9:11)
3	9:34-10:17	
Bulldog Period	10:21-10:46	
4	10:50-11:33	
5	11:37-12:21	
6	12:25-1:09	
7	1:13-1:57	(1:33-1:37)
8	2:01-2:45	

Extended Bulldog Period		
TCT*	7:15-7:55	
1	8:00-8:40	
2	8:44-9:26	(9:04-9:08)
3	9:30-10:12	
Ext. Bulldog Period	10:16-10:58	
4	11:02-11:44	
5	11:48-12:30	
6	12:34-1:15	
7	1:19-2:01	(1:37-1:41)
8	2:05-2:45	

1-Hour Early Release		
TCT*	7:15-7:55	
1	8:00-8:44	
2	8:48-9:27	(9:03-9:07)
3	9:31-10:10	
4	10:14-10:53	
5	10:57-11:36	
6	11:40-12:19	
7	12:23-1:02	(12:40-12:44)
8	1:06-1:45	

2-Hour Early Release		
TCT*	7:15-7:55	
1	8:00-8:32	
2	8:36-9:07	(8:49-8:53)
3	9:11-9:42	
4	9:46-10:20	
5	10:24-10:58	
6	11:02-11:36	(11:15-11:19)
7	11:40-12:10	(11:51-11:55)
8	12:14-12:45	


To Heath High School
185
Boiler Rm
Kitchen
Cafeteria
Boys
Girls
Snacks
190
191
192
Music
8th Grade Classrooms
180
179
182
186
185
187
178
177
176
175
173
171
172
170
6th Grade Classrooms
Courtyard
Auditorium
Gym
Main Office
164
163
162
160
158
7th Grade Classrooms
105
Storage
113
STORAGE
120
8th Grade Classrooms
Main Entrance

This handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board Policies and administrative guidelines are available on the District's website.

Academics

The first priority of our school is to provide the opportunity for students to receive a quality, well-rounded education.

Homework Achievement

Heath Middle School has high expectations for students and believes that the school day includes homework. As an important part of student learning, homework provides students with the opportunity to independently practice new learning or to apply previous learning to new situations. Homework builds the ability of student achievement when students receive timely and specific feedback. Homework helps develop the necessary skills for independent study, learning outside of school, and sound work habits.

Students should . . .

Have the necessary materials in class and/or at home to complete assignments.

Complete assignments legibly, neatly, and on time.

Assume the responsibility for getting and completing assignments after an absence.

Ask for help and/or clarification of the assignment if the instructions are unclear.

Be available to meet with teachers to seek help and/or to complete make-up work.

Keep track of academic progress in each class.

Parents/Guardians should . . .

Provide a quiet time and place for students to work.

Provide students with necessary materials including books, paper, pencils, etc.

Schedule time into the student's daily routine and promote time management and positive study habits.

Encourage the student to complete all assignments.

Serve as a resource person who provides assistance but does not complete the work for the student.

Ask about and check on the student's academic progress.

Be available to meet with the teacher/school official when necessary.

Be an active participant in the student's entire educational experience.

Grade Reports

Grade Cards - Grade cards are issued to students after each grading period (nine weeks). It is important that parents carefully review the progress of their child in school. Check the dates on the district calendar. Grade cards will be distributed the week following the end of the nine weeks with the exception of the fourth grading period. The final report card may be handed out on the last day of school or mailed home.

Progress Book – Progress and current grades are available daily by logging in to Progress Book. The log in page can be accessed through our district website. Students and parents should make use of this tool to stay up to date on progress. If login information is needed, please contact the school office.

Marking System/Grading Scale

Grades represent an evaluative system that is used by the school to communicate academic performance. In order to promote effective communication and consistent record keeping, the following grading scale and grading system are utilized:

Percentage	Letter Grade	Level of Performance	Quality Points
98-100	A+	Excellent	4.3
92-97	A	Excellent	4.0
90-91	A-	Excellent	3.7
87-89	B+	Above Average	3.3
82-86	B	Above Average	3.0
80-81	B-	Above Average	2.7
77-79	C+	Average	2.3
72-76	C	Average	2.0
70-71	C-	Average	1.7
67-69	D+	Below Average	1.3
62-66	D	Below Average	1.0
60-61	D-	Below Average	0.7
Below 60	F	Failure	0.0
	I	Incomplete work/No credit	
	M	Medical Excuse/No credit	
	S	Satisfactory/Passing	
	W	Withdrawn	
	WF	Withdrawn Failing	

Awards

An Honor Roll and a Merit Roll has been established at Heath Middle School with these objectives in mind:

Promotion of scholarship

Recognition of scholastic achievement

Encouragement for other students to become honor or merit students

The Honor Roll and Merit Roll are determined by grades in all subjects. To be placed on the Honor Roll, a student must receive no grade lower than an A- on that grading period's report card. To be placed on the Merit Roll, a student must receive no grade lower than a B- on that grading period's report card.

At the completion of each nine-week grading period, we will recognize those earning high achievement and growth.

Promotion / Retention Policy

Students will be promoted from one grade level to the next grade level upon completion of the following: To be promoted, the student must have a passing grade (D- or above) in at least three (3) core classes. Core classes are math, science, english, and social studies.

A student must maintain a passing grade in three of the four grading periods in order to attain a passing final grade.

OR

When the final grade from each grading period of a course is averaged together, the overall average is a 60% or above. The minimum percentage for a final quarter grade will be a 50%.

If the promotion requirements are not met, the decision of whether to "place" or retain the student will be based on the following factors:

Would the child make academic progress if retained?

What were the results of his academic achievement tests?

If the child is retained, what emotional and psychological problems might be created?

Would there be social adjustment problems for the child with the group in which they are placed if they are retained?

Would the child, if retained, be with a brother or sister?

Is the child the equivalent of two grades below his appropriate grade placement based on standardized test data?

The majority of students should be promoted. However automatic promotion of all pupils is not always justifiable. Because of this, possible cases of retention should be considered using the above rationale. All factors should be considered, not just one. If after all factors are considered and retention provides the greatest opportunity for success then the parents will be notified of the decision of team members that include the classroom teachers, principal, assistant principal, and the school psychologist. **In cases where disagreement exists, the building principal shall have the authority to make the placement decision.**

Grading Practices and Instructional Pilot Programs

Heath City Schools recognizes that grading and assessment practices continue to evolve based on educational research, state guidance, and district instructional priorities. While the grading scale and promotion requirements outlined in this handbook represent the district's current grading framework, individual teachers or course teams may participate in approved grading pilot programs or instructional initiatives designed to improve student learning, accuracy of academic reporting, and consistency in grading practices.

As part of these approved pilot programs, classroom grading practices may vary from traditional grading structures outlined in this handbook. Variations may include, but are not limited to:

- reassessment opportunities,
- standards-based grading components,
- minimum grading practices,
- weighting of assignments,
- grading categories,
- competency-based reporting,
- late work procedures,
- retake opportunities,
- or alternative methods of demonstrating mastery.

Any approved grading pilot program shall:

- align with district instructional goals,
- be communicated clearly to students and parents/guardians,
- maintain consistency within the participating classroom or course,
- and remain subject to administrative oversight.

Teachers participating in approved pilot programs will provide students and families with course-specific grading expectations at the beginning of the course or grading period.

Promotion and retention decisions will continue to be made in accordance with Board policy, administrative guidelines, and consideration of the student's overall academic performance and progress.

The district reserves the right to revise grading practices, reporting procedures, and assessment expectations as instructional practices evolve.

Academic Misconduct

Academic misconduct or the appearance thereof, is a serious offense and will not be tolerated in the Heath City Schools. **This academic misconduct policy will apply, but is not limited to, academic work which will be graded, plagiarism, or transmission of unauthorized academic information. It will be applied to the four definitions presented below, and will be enforced with any and all students found to be in violation**

Visual Cheating:

looking at work done by a person other than the student being graded

looking at a cheat sheet or another authoritative source in an attempt to earn a higher grade in schoolwork submitted for evaluation

getting a copy of a test or quiz before it is given, or sharing a copy of a test already given with students who have not taken it

looking at another person's test or quiz while the test or quiz is being administered

taking a test, or doing all or part of an assignment for another individual

Copying:

copying assigned work done by another person and using it to represent the student's own work for a grade

taking someone else's work with or without their knowledge

the utilization of teacher's manuals and test or workbook keys that contain answers to work assigned for a grade

Oral/Written Communication:

orally communicating with another person, or persons, in a way which will enhance a student's performance on a graded test or assignment

giving to other students orally, or in written form, the answers to tests, quizzes, or other graded assignments

Plagiarism: (Includes electronic cheating) Using another person's (or artificial intelligence's) thoughts, words, or ideas as one's own. This can include information obtained by spoken word, written word, or electronically via radio, television, audio or videotape, electronic mail, or the

Internet. Examples may be, but are not limited to, the following: copying someone else's homework; copying an article from a book or a paragraph from an encyclopedia without proper documentation; supplying research notes or any portion of a paper to another student. *A student who wants to know if the work he/she is doing is plagiarism should check with the teacher before submitting the paper.

Disciplinary Consequences for Academic Misconduct

First Offense: The student will be required to complete an alternate assignment. The teacher(s) involved will contact the student's parents and the administration and may assign detention or alternative consequence. A record of the offense will be kept for future reference for the duration of his or her middle school career. The policy regarding Academic Misconduct will be reviewed with the student and parents/guardian by his teacher or the administration

Additional Offenses: A mandatory meeting will be held with the student, parents/guardians, teacher and administration to determine the cause of the repeated academic misconduct and appropriate progressive action/discipline.

1. It should be noted that a second or subsequent offense in this area is collective; it does not have to take place in the same class/subject area. Discipline may be progressive depending on the situation.
2. Academic integrity is viewed as an essential student quality. Therefore, a student's academic misconduct record will be considered when determining eligibility for specific honors and programs.

Electronics / Wireless Devices

Heath Middle School's first priority is to create a rigorous and engaging learning environment for all students, teachers and staff. Students at HMS will be given access to personal Chromebooks in order to support their learning. All other personal electronic devices can cause distraction from the learning process and potentially impact the safety of our network. With that in mind please be aware of the following Heath Middle School guidelines for electronic devices:

- Electronic devices such as smart phones, air pods/wireless earbuds, chromebooks, laptops, etc., are expensive. Students are ultimately responsible for any loss, damage or theft of their personal property. Heath Middle School may not be able to investigate nor will be responsible for lost or stolen items.
- Students may use headphones when given permission in class, but they must be wired and connect directly to their school-issued chromebook.
- Students are prohibited to use or access a cell phone and/or smart watches upon entering the school building in the morning and during the school day.
  *Smart Watches (or other brands of electronic watch) may be worn during the school day, but should be on airplane mode and used as traditional timepieces. Texting, calling, and internet use is not permitted. Teachers/staff also have the right to request students

remove smart watches (or other brands of electronic watches) during testing or specific assignments.

- Use of any electronic device for the purpose of taking pictures or producing audio/video of another person(s) without their consent is prohibited.
- Comments/actions made from a student's social media accounts or texts are the responsibility of the owner of the account and/or device.
- Using any electronic/wireless device in inappropriate ways (distracting self or others, safety, school operation, etc.) can lead to the loss of this privilege and/or disciplinary action.
- Contents of cell phones or other communication devices may be searched if there is reasonable suspicion that the equipment may have been used in activity prohibited by the Code of Student Conduct.
- Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.
- **Heath City Schools' students in violation of this policy are subject to discipline under the student code of conduct, which may include suspension or expulsion.**

Consequences for Minor Cell Phone/Electronics Infractions may follow this progression:

1st offense = device held in office for the remainder of the school day

2nd offense = device must be picked up by parent/guardian

3rd offense = detention, must be picked up by parent/guardian

4th + offense = further consequences as determined by administration

Internet/Online Safety

To comply with the provisions of the Protecting Children in the 21st Century Act the Heath City Schools will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Annually, a student who wishes to have computer network and Internet access during the school year must read the Acceptable Use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the district. These policies and regulations also apply to use of district-owned devices, or accessing of District intranet off district property.

Attendance

School attendance is a requirement of the laws of the State of Ohio, unless a student is denied that right for non-compliance with the rules and regulations of the school. Regular school attendance is vital to the educational progress of students. Frequent absences of students from classroom learning experiences disrupt the continuity of the instructional process.

Attendance and Extracurricular Activities

To be eligible to participate in or attend an extracurricular activity sponsored by Heath Middle School, a student must be in attendance for at least four (4) class periods AND have written permission from a parent/guardian for the periods missed. The absence must qualify as an excused absence as defined below.

Excused Absences If a student is absent, the parent or guardian must report the absence by calling the school attendance number before 9:00 AM and give the reason for the absence. The attendance number is 740.238.7100. Excused Absence The only acceptable excuses for absence from school or class will be:

1. Personal illness of the student.
2. Illness in the student's family necessitating the presence of the child.
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only).
4. Death in the family (up to 18 school hours unless a reasonable cause may be shown for a longer absence.)
5. Quarantine for contagious disease.
6. Religious reasons.
7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to up to four days).
8. As determined by the Superintendent.

The school may require the parent/guardian to verify the cause of absence (For example: In the case of frequent or long term illness, a physician's statement may be required.). The physician's statement must be presented no later than one school day from the date of absence. The school may require the parent/guardian to verify the cause of absence (For example, in the case of frequent or long term illness, a physician's statement may be required.). An absence will be recorded as unexcused until proper communication from a parent/guardian has been received in the office. If a student's absence is viewed as excessive, a report will be filed with the Licking County attendance officer.

Unexcused Absences

If a student is absent, the absence will be recorded as unexcused until acceptable written communication from the parent/guardian is received in the office.

Unexcused absences include, but are not limited to, oversleeping, car trouble, missing the bus, hair appointments, entertainment, baby-sitting, shopping, truancy, and other absences NOT listed as excused. Absences from suspension days will not be counted in that total.

Attendance Law and Definitions

In accordance with ORC 3321.13, when a student reaches any of the criteria listed below the school will attempt to notify the parents in writing to inform them of the amount of school that has been missed. The district will take steps which may include an absence intervention plan, referrals to community resources and/or a mandatory meeting with the student, parent/guardian, school administration and district attendance officer in order to increase the student's attendance rate.

Habitual Truancy:

absent 30 or more consecutive hours without a legitimate excuse (5 days)

absent 42 or more hours in one month without a legitimate excuse (7 days per month)

absent 72 or more hours in one year without a legitimate excuse (12 days per year)

Chronic Absenteeism:

Chronic absenteeism is defined in Ohio as missing 10% or more of school for any reason. Ohio has committed to reducing its statewide chronic absence rate by 50% by the end of the 2028-2029 school.

Once a student has reached a total of ten days of absence (or 60 hours), that student is considered to be a student with excessive absence according to ORC 3321.13 and will then be required to follow the district's plan for intervention.

If a student accumulates 10 days (or 60 hours) of excused absences within a year, any subsequent absence will be counted as unexcused unless a medical note is provided.

Pre-Planned Absences

The Board does not believe that students should be excused from school for vacations or other non- emergency trips. These absences will be unexcused. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. The only acceptable reasons for which students may request pre-planned absences include career visitation (college, armed services, future employment, etc.). Students are required to turn in documentation verifying their attendance of the visit to the main office upon their return.

Make-Up Work

The schoolwork that a student misses during an absence must be made up. In order to do this, the student must go to the teacher and ask for the assignments and explanations. **This is the responsibility of the student**. For each day of excused absence, the student is permitted one day to make up missed schoolwork. For example, if a student misses one day, he has one day to make up the work. A parent or guardian may request homework when the student has missed three (3) consecutive days and the homework can be picked up in the office at the end of the day. If the student has an approved planned absence, it is the **student's responsibility** to communicate with teachers about assignments that will be missed and when they need to be made up.

A student has two weeks after the end of each grading period to remove an "I" (incomplete) from their report card. If the work is not made up at the end of the two (2) week period, the "I" may become an "F" (failing work). The teacher/principal has the discretion to extend the time period if he/she sees fit or to maintain the incomplete as a grade (no credit).

Tardiness to School

The student must report to the main office with a note from home. Tardies to school fall into two categories: excused or unexcused. Reasons that will be **excused** include those reasons noted under excused absence and **must be** accompanied by a note from the parent/guardian upon the student's arrival to school. **Unexcused** reasons include, but are not limited to, oversleeping, car trouble, missing the bus, baby-sitting, family errands, and other absences not listed as excused. Failure to report to the office upon arrival and failure to bring a note stating a legitimate reason for being tardy will also result in an unexcused tardy.

Tardiness to Class

Once the student is in the building for the day, unexcused tardiness to class may be handled in accordance to the following procedure:

Tardy one and two = no penalty / warning by the teacher

Tardy three = 45 minute detention assigned by the teacher

Additional tardies = referred to office

Early Dismissals

Early dismissals should be kept at a minimum. When at all possible, medical and dental appointments should be made after school or on weekends. Parents or guardians MUST come into the office and sign the student out. The student will then be called to the office. If a student returns, they must report to the office and receive an admit slip. It is not necessary for parents to sign their student back in.

School Calendar Changes

It is the policy of the school to notify any student in advance of days off, schedule changes, etc. Please check the school calendar for days off and vacation days. At times, situations may arise due to weather conditions or other emergencies that may necessitate change or dismissal from

school early. Should these occur, information will be broadcast on radio stations WHTH (AM), WNKO (FM), WCLT and WCLT (FM). Please discuss with your student your preference of what he should do in the event of an early dismissal. The school should not be called for information since this will cause the telephone lines to be jammed.

Calamity Days

In the event that school must be canceled or delayed due to inclement weather conditions or other emergency situations, students and parents are to tune into the following radio and television stations for school closing information: WCLT-FM (100.3), WCLT-AM (1430), WHTH-AM (790), WNKO-FM (101.7), NBC TV CH4, ABC TV CH 6, CBS TV CH10, The Newark Advocate. Facebook and Twitter. The Heath City Schools also use a rapid communication service (School Messenger) that enables school officials to send school cancellations and other important information to parents via the phone. To make effective use of this tool it is important that parents/guardians have current phone numbers on file with the middle school's office

Withdrawal from School

When students are withdrawn from school, notifying the school office several days in advance of the withdrawal date would be appreciated. This gives the teachers and the office sufficient time to complete the proper records. All fees, book fines, and assessments for lost or damaged materials must be paid. All school and classroom materials must be returned. Student records cannot be released to another school district without parent consent. It is expected that students continue attending school until the date of enrollment in the new district. A form is available in the school office to release records.

Student Discipline

Responsibilities

Of the administration... The authority to establish building policies is granted to the principal and the assistant principal by the Superintendent of Schools who shall exercise judgment over all policies.

Of the staff... Each staff member shall be responsible for the discipline of pupils. This includes responsibility for student actions on any and all school property even in the absence of regularly assigned teachers or other school officials. Each staff member shall accept responsibility for the maintenance of good discipline and for the promotion of programs for the development of wholesome human relations.

Of the student... Students will be held responsible for their actions at all times. Students are entitled to express their personal opinion. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

Of the parent... Parents should emphasize the importance of responsible actions and good behavior, and work together with the school to help correct unfavorable conduct.

Student Code of Conduct

Policy and Philosophy

The Heath City Schools take a firm yet fair position on discipline in our schools. We believe that the rights of all students must be observed and guaranteed and will not tolerate any behavior that would negate such rights. We subscribe to balancing student rights with a corresponding assumption of responsibilities by all students. The administration and faculty/staff of Heath Middle School believe that effective discipline is maintained through cooperative effort and action, and mutual respect and understanding, by the school, parents, and students.

Specific Violations Students are governed by the Code of Student Conduct outlined in this handbook while under authority of school personnel in school, on school grounds, on school transportation, or at school sponsored activities. The Code of Student Conduct also applies to any form of student misconduct that occurs off school property but is connected to activities or incidents that have occurred on school property and misconduct by a student that is directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. Students are expected to familiarize themselves with the handbook, to abide by the Code of Student Conduct, and to use the information contained herein to make their middle school years rewarding and successful.

The Board approved Code of Student Conduct is presented below. A major intent of the code is the establishment of a standard for acceptable behavior. Violation of rules in the Code of Student Conduct may result in disciplinary action including, but not necessarily limited to, verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, Full-Day Detention, Friday Detention, school-assigned on-site community service, emergency removal, referral to law enforcement agencies, suspension and/or expulsion from school.(Ohio Revised Code 3313.20, 3313.66, 3313.661, 3313.662).

1. Off Limit Areas/Out of Assigned Area:

Students are prohibited from occupying off-limit areas, as well as areas in which they are not assigned. Off-limit areas/out of assigned areas are defined as those areas, both inside and outside of the school building, which have been designated as such by school officials by definition or by time of day, including leaving the school building without permission during the school day. This includes sharing a restroom stall with another person(s).

2. Academic Misconduct/Forgery and/or Impersonation:

Students shall not engage in any academic misconduct, including, but not necessarily limited to, cheating on tests, copying homework, plagiarizing reports, or providing false information. Students shall not forge parent, guardian, or teacher signatures on school forms, attendance notes, or any other document, nor impersonate parents, guardians, or teachers for the purpose of deceiving school officials. (See complete Academic Misconduct policy on page 7).

3. Physical Displays of Affection:

Physical displays of affection such as, but not limited to: kissing, groping, pinching, slapping, grinding, or any other sexual acts between students are prohibited.

4. Gambling:

A student shall not engage in gambling involving an exchange of money and/or any item(s).

5. Computer Usage:

A student shall not violate the Electronic Information Access Policy/Agreement.

6. Bullying, Cyber-Bullying, Harassment, Hazing, Intimidation, or Threatening:

Students shall not engage, nor attempt to engage, in bullying, cyber-bullying, harassment, hazing, intimidation, or threatening of students or school personnel based upon personal attributes or beliefs on or off school grounds or on school transportation/buses. Students also shall not engage in activities that may cause fear or panic in an individual or group. ORC 3313.666 defines harassment, intimidation, or bullying as any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once, and which causes mental or physical harm to the other student, and is sufficiently severe that it creates an intimidating, threatening, or abusive educational environment for the other student. The intentional act also includes violence within a dating relationship.

Students also shall not engage in cyber-bullying, which is defined as the above prohibited behavior perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. This policy applies on school property, at school events, and includes wherever bullying is communicated. Bullying is not protected speech, and the administration recognizes that actions in the virtual world can and do have consequences in the real one.

Students also shall not engage, nor attempt to engage, in any hazing or threatening act, or in any act that injures, degrades, disgraces, or could lead to the injury, degradation, or disgracing of any student. The Board of Education's policy prohibiting bullying, harassment, and intimidation may be found in its entirety in the General Information Section of this Handbook.

Harassment, intimidation, and bullying may take different forms, including, but not limited to:
Physical: Harmful actions against another person's body or property. Examples include, but are

not limited to: biting, kicking, pushing, pulling hair, “cornering” someone, or interfering with another’s property (bookbag, clothing, school materials...).

Verbal: Speaking to someone or about someone in a hurtful manner. Examples include, but are not limited to, name-calling, teasing, jokes, spreading rumors, and gossiping. **Emotional:** Involves behaviors with the intention to upset, exclude, or embarrass a person. Examples include, but are not limited to, excluding one from group events, threatening, humiliating, joking or causing social embarrassment.

Sexual/Gender: Singling out a person because of gender demonstrates unwarranted or unwelcome sexual behavior. Examples include, but are limited to, sexual comments, abusive comments, and unwanted physical contact.

Racial/Ethical/Religious: Involves rejection or isolation of a person because of ethnicity, race and or religious belief. Examples include, but are not limited to, gestures, racial slurs, taunts, name-calling, making fun of customs/skin color/accent, etc.

Cyber or Online: A form of indirect or social bullying that uses technological communications (text or images) to humiliate, embarrass, tease, threaten, intimidate or slander one or more students or staff. This includes using email, IM, chat rooms, social networks, cell phone, cameras, etc.

Reporting Process - Complaints or reports of incidents may be filed as formal, informal or anonymous

Formal complaint: Students parents/guardians, and school personnel may file reports regarding suspected harassment, intimidation, or bullying. Such written reports may be filed with a school staff member or administrator. **Informal complaint:** Students, parents/guardians, and school personnel may make informal complaints of conduct believed to be harassment, intimidation, or bullying by verbal report to a school staff member or administrator. **Anonymous complaints:** Students who make informal complaints may request that their name be maintained in confidence by school staff and administrators who receive the complaint.

Once a report has been received, the school will issue a review and investigate the situation. In the event that an act is verified as harassment, bullying, or intimidation the school may determine a course of intervention, any necessary disciplinary action, and notification to parents. Any acts that may be considered as criminal misconduct or may be considered as child abuse will require reporting to the proper authorities. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly and with the utmost candor whenever they present harassment allegations or charges.

7. False Reporting:

A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the report of an incident of child abuse to children’s services or law enforcement agencies.

8. Fighting/Violence:

Fighting/Violence is participation in an incident involving physical violence. A student shall not cause physical harm or injury or behave in such a way which could threaten to cause physical injury to other students, school staff, or visitors while under the jurisdiction of the school. Any overt display of violent action between two or more individuals is prohibited. A student shall not inhibit school personnel from intervening when a fight occurs. A student shall not incite a situation to occur that would cause physical harm or injury.

9. Disobedient/Disruptive Behavior:

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function or behavior that disrupts the orderly school environment. This includes any threats which disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school, student(s), and/or staff. (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures, horseplay...).

10. Electronic Communication Devices:

To ensure a focused and safe learning environment, personal electronic devices (e.g., cell phones, smart watches, earbuds) are not to be used upon entering the building in the morning and during the school day. Smart watches may be worn but must remain in airplane mode and function only as timepieces. Staff may request removal of devices during tests or assignments. Students may use headphones when given permission in class, but they must be wired and connect directly to their school-issued chromebook.

Students are responsible for their personal devices; the school is not liable for lost, stolen, or damaged items. Unauthorized use—including recording, messaging, or internet access—is prohibited and may result in disciplinary action. Social media or messages sent from a student's device are the student's responsibility.

Devices may be searched if there is reasonable suspicion of misconduct. Annual signed agreements are required to access the school's network. Violations of this policy may result in discipline per the Code of Conduct, up to and including suspension or expulsion.

11. Theft/Stealing Personal or School Property:

Theft is the taking of property belonging to another person. A student shall not steal, attempt to steal or otherwise deprive the rightful owner of private or school property, or possess or transmit lost or stolen property. Possession and/or use of Nightlock door barricade devices is prohibited by students unless directed by a staff member or used during an emergency lockdown situation. Failure to return property to its owner or transmit it to school officials is in violation of this code.

12. False Alarms and Bomb Threats:

Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

13. Unauthorized Distribution of Materials:

Students must have permission from the building principal and administrator to display or distribute non-sponsored, non-commercial written material and petitions; buttons, badges or other insignia; clothing, insignia and banners; and audio and video materials. Materials cannot be displayed if they are: obscene to minors, libelous, pervasively indecent or vulgar, advertise any product or service not permitted to minors by law, intended to be insulting or harassing, intended to incite fighting, or present a likelihood of either because of content or the manner of distribution or display.

14. Vandalism/Damage to School or Personal Property

Vandalism is the willful destruction or defacement of school or personal property.

15. Gangs:

A student shall not violate the "Gangs" policy adopted by the Board of Education. Gangs and gang- related activity are strictly prohibited, and may include, but are limited to, items of clothing, paraphernalia, symbols, signs, and gestures. Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations, bullying, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm are prohibited. Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action. This includes all forms and instruments of harassment and bullying, including electronic communications devices.

16. Use, Possession, Sale or Distribution of Tobacco/Nicotine Products:

A student should not use, attempt to use, or have in possession any form of tobacco or nicotine at school or school related events.
Punishment for violations of the Tobacco/Nicotine Policy may include as follows:

1. **First Offense:**
    - The student shall participate in a collaborative meeting with a designated school staff member to address the incident and discuss the risks and implications of tobacco or nicotine use.
    - A supportive meeting shall be conducted with the student's parent/guardian by a designated staff member to review the incident, discuss expectations, and identify appropriate support.
    - The student shall be required to complete an evidence-based tobacco education

program approved by the school during Two-Hour Friday school.
    - The student and parent/guardian shall be provided with information regarding available free or low-cost tobacco and nicotine cessation programs and resources including those offered through the Ohio Department of Health, such as Live Vape Free and the Ohio Tobacco Quit Line.
    - Next steps will be verbally agreed upon by the student and the designated staff member.
2. **Second Offense:** Three (3) days of In-School Study.
3. **Third Offense:** Five (5) days Out of School Suspension.
4. **Fourth and Subsequent Offenses:** Ten (10) day suspension with a recommendation for expulsion

17. Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages:

A student shall not possess, use, conceal, transmit, attempt to transmit, or be "under the influence" or show evidence of consumption of any alcoholic beverage, (including substances containing any measurable amount of alcohol, such as "near-beer" or over-the-counter medicines). Under the influence is defined as manifesting before a school official signs of alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not typical for the particular student**.** Included in this prohibition are those students who assist, are present, or in any way participate in the violation of this rule.

18. Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol:

Use, possession, sale, concealment or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies. A student shall not possess, use, transmit, attempt to transmit, conceal, or be "under the influence" or show evidence of consumption of any illegal/harmful drug, alcoholic beverage, inhalants, mood altering chemical, or substance represented as an intoxicating or a mood altering substance. A student shall not possess or transmit drug paraphernalia and/or instruments, including rolling papers. Under the influence is defined as manifesting before a school official signs of drug misuse such as, but not limited to, staggering, reddened eyes, odor of drugs, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not typical for the particular student. Included in this prohibition are those students who assist, are present, or in any way participate in the violation of this rule.

19. Transportation:

A student shall not violate the Transportation Policy adopted by the Board of Education (private transportation and school buses). At a minimum, while on a school bus, students shall not act or participate in any act or acts, or attempt to act or participate in any act which poses a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects at passengers, the driver, or out the windows, extending arms or objects out of the windows, and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

20. Sexual Harassment/Unwelcome Sexual Conduct:

Students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any student who engages in sexual harassment while acting as a member of the school community is in violation of this code of conduct.

The Board has developed complaint procedures which are available to victims. The Board has also identified disciplinary penalties which could be imposed on the offenders. To report an incident of sexual harassment, an individual should refer to and comply with Board Policy.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when: 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's educational development; 2. Submission to, or rejection of, such conduct by an individual is used as the basis for educational decisions affecting such individuals or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, violence in a dating relationship, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any such act or comment may constitute sexual harassment-type conduct is often dependent on the individual recipient. Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

21. Extortion:

A student shall not expressly or impliedly threaten with physical violence or coerce by written, verbal or technological means, any student, school staff member, or visitor in an effort to secure property from another. This includes threats used to extort money or other item(s) of value from another student or person.

22. Repeated School Violations:

A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher's aides, principals, assistant principals, or other authorized school district personnel during any period of time when the student is properly under the authority of

school personnel. This includes failure to attend school, and/or failure to attend school on time, as outlined in the district attendance policy.

23. Violation of Other School Rules:

A student shall not fail to comply with school rules, Board policy and/or regulations properly established for the safe and efficient operation of the school, or engage in conduct that interferes with the educational process.

24. Truancy

Truancy is an unexcused absence from school.

25. Use, Possession, Sale or Distribution of a Firearm

A firearm is any weapon which will, 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 machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.

26. Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or

Explosive, Incendiary or Poison Gas A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).

27. Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas

Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon or firecracker that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and/or that has any barrel with a bore of more than one-half inch in diameter.

28. Firearm Look-a-Likes

In accordance with state law and district safety policy, the possession or use of firearm look-alike devices, including any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns). This prohibition also applies to any realistic replica, toy, or prop designed to look like a bladed weapon, explosive device, or other dangerous instrument (e.g., toy knives, fake grenades, or replica swords). Threatening gestures mimicking the use of a weapon is strictly prohibited. Threatening gestures

mimicking the use of a weapon is strictly prohibited on school property, during school-sponsored events, or while under the supervision of school personnel.

29. Serious Bodily Injury

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).

Zero Tolerance Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the Heath City Schools must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The superintendent/designee will establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The code of conduct also applies to any form of student misconduct that occurs off school property but is connected to activities or incidents that have occurred on school property and misconduct by a student that is directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate administrator. The administration may cooperate in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

Application of the Code of Conduct

A key guideline in the application of this Code is embodied in the principle that the appropriate reaction to a discipline problem is the least extreme reaction that reasonably holds promise of resolving the problem. Teachers and administrators are encouraged to develop and utilize a variety of informal disciplinary/guidance strategies to maintain effective learning conditions. The discipline of students is a confidential matter concerning school administration, the

student, and the student's parents. Concerned third parties are not privy to discipline matters. Formal approaches to modify behavior may include the following:

Conferencing -The questioning, counseling, or reprimanding of any student by any member of the staff in an effort to call attention to and change student behavior.

Removal from class - A student may be removed from a class by the teacher for classroom disruptions, and the teacher will provide a written reason(s) in a timely manner. Students are to report directly to the school office. The principal or assistant principal will address the situation.

Detention - **Being detained for a supervised period of 45 minutes before, during or after school**. Staff members may assign varying numbers of detentions to a student for minor classroom/school infractions. Parents are responsible for arranging transportation for their student to and from school before serving morning detentions or after serving afternoon detentions. 1. Students will be notified about their detention by a staff member. 2. **Students must arrive on time.** If a student arrives after the assigned time, an additional detention may be given. 3. Students who do not attend their assigned detention time without a doctor's statement may be assigned additional discipline. 4. During detention, students must have schoolwork to do or a book to read. Students will not be permitted to put their heads down, sleep, or talk. 5. Failure to follow detention rules or tardiness to assigned detention time may result in additional discipline.

Friday Detention - **Friday Detention is held on select Fridays and is conducted from 2:50 until 5:50 p.m.** Students assigned to Friday Detention will be required to maintain strict adherence to the rules and they will be required to complete school assignments while there.

1. The principal or assistant principal will assign a Friday Detention.
2. Students are to arrive on time. Arriving late may result in the assignment of additional consequence.
3. Students who fail to attend Friday Detention without a doctor's statement may be assigned additional discipline and parents will be contacted.
4. Misconduct will not be tolerated. Students misbehaving themselves will be asked to leave and counted as absent. Talking is not permitted. Failure to observe regular school rules may result in additional discipline
5. All school rules will apply during Friday Detention.
6. Students will not be permitted to put their heads down or sleep. They must bring assignments to work on or a book to read during Friday Detention.
7. Students that are serving an out-of-school suspension prior to or immediately after an assigned Friday Detention may still be required to attend the Friday Detention assignment.

In-School Study

1. The principal, assistant principal, or designee will assign an in-school study.

2. During in-school study, students must have schoolwork to do or a book to read. Students will not be permitted to put their heads down, sleep, or talk.
3. 3. Failure to follow in-school study rules may result in additional discipline.

Suspension - **The denial of a student's right to attend school (on a day when school is in session) and ALL related activities.** A suspension may not be more than ten days. A day of suspension is officially over at 7:45 AM the school day following the last suspended day.

1. The superintendent, principal, assistant principal, or designee may suspend a student from school.
2. No suspensions are to exceed ten (10) school days.
3. The superintendent or principal, assistant principal, or designee must give written notice of intention to suspend and the reasons why to the pupil.
4. The pupil must have an opportunity to appear at an informal hearing before the principal or assistant principal and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately.
5. Within one (1) school day of suspension, notification of the suspension will be sent in writing to the parent or legal custodian of the pupil and Treasurer of the Board. Notice must include: the reasons for the suspension, the right of the pupil, parent, or legal custodian to appeal the suspension, the right to be represented at the appeal, and the right to request that any hearing before the Board be held in executive session.
6. Unless otherwise indicated by the notice of suspension, students suspended from school are automatically suspended from all school activities, including all co-curricular and extracurricular activities for the time period of the suspension.
7. The decision of the principal may be appealed to the Board of Education or the Board's designee.
8. Students will be allowed to make up work missed during their suspension and receive full credit. Responsibility for making up work lies entirely with the student and parent/guardian. The student and parent/guardian should communicate with the teacher(s) to ascertain what is to be made up. Students will be extended a period of time equal to the number of days of the suspension for completing make-up work.

Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge

the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Civil Referral

The referral of a student to the Licking County Juvenile Court or Court of Common Pleas, as appropriate. This may be employed in place of, or in addition to, any of the above punishments at the discretion of the principal.

Social Probation

Any student can be denied the privilege to attend any or all of the school's social events, (such as assemblies, field trips, extracurricular activities, home and away athletic events, dances, etc.) as a means of discipline.

Expulsion

The removal of a student from the school system for a maximum of eighty days due to persistently violating school rules, or for a single severe offense. The expulsion applies to all school events and activities as well (such as assemblies, field trips, extracurricular activities, home and away athletic events, dances, etc.).

1. It is the responsibility of the superintendent to expel a student from school.

2. The superintendent must give the pupil and his/her parent or legal custodian written notice of the intended expulsion.
3. The notice is to include reasons for the intended expulsion.
4. The pupil, parent, legal custodian or representative will have an opportunity to appear before the superintendent or his/her designee to challenge the expulsion or to explain the pupil's actions.
5. The notice is to state the time and place to appear which must not be less than three (3) days or later than five (5) school days after the notice is given.
6. The superintendent may grant an extension of time. If such extension is granted, the student may not return to school during this time. If granted, the Superintendent must notify all parties of the new time and place.
6. The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.
7. Within one (1) school day of the expulsion, the parent or legal custodian of the pupil and Treasurer of the Board will be notified of the action to expel. Notice must include the reasons for the expulsion, the right of the pupil, parent, or legal custodian to appeal to the Board of Education or its designee, the right to be represented at the appeal and the right to request that any hearing before the Board be held in executive session.
8. Unless otherwise indicated by the Notice of Expulsion, Students expelled from school are automatically suspended from all school activities, including all co-curricular and extracurricular activities for the time period of the expulsion.
9. No credit will be granted to the student during the period of time the student is expelled.

Permanent Expulsion

The permanent removal of a student from the school system.

Appeal Procedure

A pupil or his/her parent, legal guardian may appeal the student's suspension or expulsion by the superintendent or principal to the Board of Education or to its designee. Such pupil or their parent, or legal guardian may be represented in all such appeal proceedings and shall be granted a hearing before the Board of Education or its designee in order to be heard against such suspension or expulsion.

Search and Seizure

School officials maintain the right to search students and any student property on school premises, to search school property, and to seize and/or secure items in a student's possession (for example: lockers, desks, vehicles, etc.--including contents) if there is reasonable suspicion to believe that the items in possession are illegal or in violation of school rules or constitute a hazard to the health and safety of the students or others. All items found in a locker are deemed to be in possession of the student to whom the locker is assigned. Anything found during a search may be used as evidence of a violation and the school reserves the right not to return

confiscated items. Failure to comply with a reasonable search will be considered insubordination.

DRESS CODE

Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements. When a student is participating in school activities, their dress and grooming must not disrupt their performance or that of other students or constitute a health threat to them or other students. Dress and grooming are not such as to disrupt the teaching/learning process.

Considering the fact that clothing and style of dress are personal in nature, at times a situation results in a "judgment call" by the school administration. The decision of the school administration is final. Guidelines listed below should be followed at all times.

Clothing:

- Students must wear clothing that includes both a top and bottom or equivalent.

- Clothing must have opaque fabric on the front, back and sides that also completely covers all private parts and tops must be long enough to fully cover the belly button.

Shoes:

- Shoes must be worn at all times.
- No wheels.

Other Dress Related Items:

- Hats, ball caps, and hoods are not to be worn inside the school, unless such head coverings are for medical, religious purposes, or other extenuating circumstances approved by administration.
- All attire including accessories contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission are not permitted.
- Any other attire, clothing, jewelry, or accessories deemed to be inappropriate by the administration. Violations may result in disciplinary action.

GANGS

A student shall not commit any act/behavior, verbal or non-verbal (for example, but not limited to, gestures, handshakes, attire) that may reasonably be perceived by any student or school personnel as evidence of membership in or affiliation with any gang. A student shall not commit

an act, verbal or non-verbal, in furtherance of the interests of a gang or gang activity, including, but not limited to:

1. soliciting others for membership in a gang or gang-related activity
2. intimidating or threatening a person.

A gang is any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals.

SUBSTANCE ABUSE POLICY

The Heath Board of Education recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful, and constitutes a hazard to the positive development of all students.

The Board will not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offered for sale any alcoholic beverages, illegal drugs, prescription drugs, non- prescribed drugs, look-alike drugs or any mind altering substances while on school grounds or facilities; at school sponsored events; or in other situations under the authority of the District, or in school-owned or school approved vehicles. Recognizable odor of such substance(s) is considered sufficient evidence of consumption or use, and is justification for disciplinary action. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, and drug paraphernalia. The Board wishes to emphasize the following:

1. A student is required to obey existing laws on school grounds and while involved in school activities School authorities have the same responsibility as any other citizens to report violations of the law. The final disposition of any problem, however, will be determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions and will be notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education

program; assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent will establish and the Board will consider for approval, detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures will be in compliance with all applicable laws and observed by all staff members. It is the desire of the

Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. This means that confidentiality shall be maintained, within the limits of the law, and the long-range welfare of the student will be considered paramount.

Substance Abuse Procedures

If a teacher suspects any student of being involved in the possession, use, sale, or transfer of illegal drugs, including anabolic steroids, or if a teacher suspects any student of being under the influence of illegal drugs, alcohol, or a harmful substance during the student's attendance at school or any school activity, he/she shall report the student to the principal. Such a report should be made as soon as possible. If the principal confirms the allegations, the student's conduct shall be reported to the parents and other proper authorities. Further, the student may be **suspended for ten (10) days with a recommendation for expulsion.**

The principal shall notify the guidance counselor of any student who is involved in a substance abuse infraction for the first time during a school year. * The guidance counselor shall arrange an interview conference during the time of the suspension with the student, and their parent/guardian(s). * The counselor shall contact each of the student's teachers to learn of any relevant information before the conference. Intervention is not an option for any student involved in the sale or trafficking of illegal drugs; counterfeit or look-alike drugs; drug paraphernalia; substances alleged to be illegal drugs, though in fact they are not; alcohol; or harmful substances.

The student will be **suspended from school with a recommendation from the principal to the superintendent for the student's expulsion.**
At the intervention conference, the guidance counselor shall have the authority to offer to the student the option of counseling or treatment in an appropriate agency, as determined by the counselor, if expulsion is recommended.

If the student and his/her parent/guardian(s) agree to this option, they shall sign the agreement and release forms and shall contact the designated agency. Upon notification to the superintendent from that agency that the student has made arrangements for counseling or treatment, the superintendent may consider this information when making a decision on the students' expulsion. At the designation of the superintendent, if the student is expelled, the period of expulsion may be held in abeyance. In either instance, the length of the initial suspension from school shall remain intact.

The guidance counselor shall maintain an awareness of the student's status in counseling or treatment with the referral agency and shall report any premature termination of counseling or treatment to the principal. If counseling or treatment is terminated before completion by the student, the expulsion day(s) will then take effect.

If a student is involved for the second time during one school year in any instance of substance abuse as described in the preceding paragraphs, the principal shall suspend the student from school immediately with a recommendation to the superintendent for his/her expulsion.

TOBACCO/NICOTINE

A student should not use, attempt to use, or have in possession any form of tobacco/nicotine/vaping/or other substitutes at school or school related events. Punishment for violations of the Tobacco/Nicotine Policy may include as follows:

First Offense - Three (3) day in-school study and education module completion.

Second Offense - Five (5) day suspension.

Third Offense - Ten (10) day suspension with a recommendation for expulsion.

TRANSPORTATION

School Bus Riding a school bus is a privilege; therefore, the student, as the rider, must behave responsibly and observe the following Bus Conduct Code to ensure continuation of his/her bus riding privilege.

All the rules listed herein and their consequences apply to students when aboard a school bus. The school bus driver, like the classroom teacher, is an employee of the Board of Education and has the right and responsibility to enforce the student rules of conduct and to report to the principal all violations of these rules. If an incident occurs on the bus which calls for suspension from school by the code of student conduct, the student conduct will take precedence and the student will be suspended from school. MAJOR BUS VIOLATIONS INCLUDING BUT NOT LIMITED TO DISRESPECT, FIGHTING (PHYSICAL), PROPERTY DAMAGE OR OTHER BEHAVIORS THAT COMPROMISE DRIVER OR STUDENT HEALTH AND SAFETY MAY RESULT IN SUSPENSION FROM SCHOOL.

While on the school bus, **a student shall not:**

1. Possess or use tobacco in any form.
2. Engage in loud and excessive noise.
3. Cause or attempt to cause damage to school buses.
4. Engage in fighting.
5. Use vulgar or profane language.
6. Possess, handle, transmit, or conceal any object which could reasonably be considered a weapon while on the school bus.

7. Possess, use, transmit, conceal, or be under the influence of alcoholic beverages, dangerous drugs, or narcotics.
8. Engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace any other person by written, verbal, or gestural means.
9. Disregard or refuse to obey reasonable directions given to them by the bus driver.
10. Repeatedly fail to comply with reasonable directions given to them by the bus driver.
11. Eat or drink on the bus except as required for medical reasons.
12. Throw or pass objects on, from, or into the bus.
13. Put heads or arms out of the bus windows.

While on the school bus, **a student shall:**

1. Arrive at the bus stop before the bus is scheduled to arrive.
2. Wait in a location clear of traffic and away from the bus stop.
3. Behave at the school bus stop in such a manner that it does not threaten life, limb, or property of any individual.
4. Go directly to an available or assigned seat on the bus.
5. Remain seated keeping aisles and exits clear.
6. Carry on the bus only objects that can be held in their lap.
7. Leave or board the bus at locations to which the student has been assigned unless he/she has administrative authorization to do otherwise.
8. Ride only the bus to which he/she has been assigned unless he/she has administrative authorization to do otherwise.
9. **Bus Passes -** If it is necessary for a student to change their busing to or from school they must have a written note from their parent/guardian. If it involves going home with another student, then a note from their parent/guardian is also required. Notes should be presented to the office before school begins in order to get the bus passes.

Violation of the Bus Conduct Code

Violation of the bus code will result in a verbal warning, detention, loss of bus privileges, Friday Detention, suspension or expulsion from school, or immediate removal from the bus – depending on the severity of the infraction.

The provisions of Section 3313.66 of the Revised Code shall apply to suspension, expulsion, and immediate removal of a student from school bus riding privileges. The superintendent, superintendent designee(s), principals, or assistant principals are authorized to suspend or remove students from school bus riding privileges.

Students whose conduct on the bus is so grievous as to consider expulsion from bus transportation shall be provided with the hearing privileges of R.C. 3313.66 (B)(D)(E). Students whose conduct on the bus is an immediate danger to persons or property or a threat to the safe

operation of the school bus may be removed as soon as practicable from the vehicle and shall be given notice as soon as practicable of a hearing which must be held within three (3) and not more than five (5) school days of the removal.

Loss of privileges or immediate removal of disabled students may require a modification of the above procedures and shall be accomplished in accordance with the law.

It should be noted that any and all other possible student misconduct, while a passenger on a Heath City School bus, reaching the gravity of the above examples, in terms of persistent disobedience or gross misconduct, shall serve as grounds for conference, and/or temporary/permanent loss of the privilege of riding a school bus.

DANGEROUS WEAPONS POLICY

The Board is committed to providing the students of the District with an educational environment which is free of dangers of firearms, knives, and other dangerous weapons in the schools.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms or air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, chemical irritants and other hazardous agents, explosives or any object indistinguishable from the above or that is held forth as a weapon.

The term “firearm” means 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 or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade, or rocket having a propellant charge 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 prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings 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. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

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 any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing. This definition may include, but

is not limited to: straight razors, razor blades, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

Due to the fact that concealment of such weapons and/or illegal substances is difficult to ascertain by school officials, students at Heath Middle School may not be permitted to carry book bags or similar items to and from classes nor be permitted to wear coats during the school day.

VIOLATIONS OF THE LAW

A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

Since all acts of misconduct cannot be specifically stated, it must be understood that a student may be disciplined for any act, which disrupts the educational environment or infringes upon the rights of students, faculty and staff members, or administrators. Such misconduct may be subject to discipline, which may include suspension or expulsion.

A verbatim, word for word, record is required. (This may be a tape recording)

Law requires no particular procedure for the hearing to follow.

Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in "public" session.

The decision of the Board of Education may be appealed to the Court of Common Pleas under the Ohio Revised Code 2506.

Activities and Clubs

In addition to Heath Middle School's outstanding educational program, there are extracurricular activities for student involvement. Participation in these extra-curricular activities is a privilege. Students are encouraged to get involved. Students must remain members in good standing and active participants in order to receive recognition and awards. The following is a list of some of the activities available to Heath Middle School students:

1. Athletics - Heath Middle School participates in interscholastic athletics in the following sports: volleyball, cross country, football, golf, basketball, track, wrestling, softball and cheerleading.
2. Student Lighthouse - Student Lighthouse conducts the activities of the student body under the supervision of the advisor.
3. Yearbook - Staff is selected from seventh and eighth grade students interested in working to produce a yearbook.
4. Band - Band is open to all students in grades six through eight interested in playing an instrument.

5. Choir - The vocal music program is open to all students in grades six through eight interested in singing.

Athletic Expectations

Sportsmanship displayed by our team members and fans is the barometer we are judged by much more so than our team's win or loss record. We, the members of the staff and administration of Heath Middle School, place a high premium upon good sportsmanship and want to treat our opponents with all due respect. Poor sportsmanship will not be tolerated.

Rules include:

The team will show respect for school officials, coaches, and game officials.

The team will show respect to spectators.

The team will show respect for all facilities.

Cheers that are derogatory toward another school or an individual are unacceptable.

Booing should not exist. Cheerleaders are encouraged to suppress the booing.

Vulgar cheers will not be tolerated.

Team introductions will be alternated between teams.

Violators will be identified and removed from the playing area.

Athletic Eligibility

All seventh graders are eligible for the fall season.

Eligibility will be determined at the end of each nine weeks.

Eligibility for each grading period is determined by grades received the preceding grading period. **Semester and yearly grades have no effect on eligibility.**

To be eligible, a student-athlete must have received passing grades in a minimum of **four** subjects in which enrolled the immediately preceding grading period.

A passing grade is a D- or higher.

Students wanting to participate in a fall sport as a freshman **must** pass four subjects in the last grading period of their 8^{th} grade year.

School records or verification from the sending school must establish the eligibility of a transfer student. The responsibility for establishing eligibility rests with the receiving school. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

Athletic Policy

Participating in athletics in Heath City Schools is a privilege. If a student is offered and accepts a Heath Middle School uniform, he/she becomes a representative of the Heath School System. Thus, personal conduct should be unquestionable at all times since the athlete, the faculty, the administration, and the coaching staff of Heath City Schools become ambassadors for the system to the public and to other schools with which competition exists. To ensure consistency within the teams and in all sports, general rules have been established by the coaching staff for the athletes at all times. The coach for any particular sport may have rules in addition to these which he/she wishes the athlete to follow, but these general rules apply to all athletes at all times. It is strongly recommended that any potential athlete discuss these guidelines with their parents/guardians to create a greater degree of unity in the program.

Participation in multiple athletics

Due to a student athlete wishing to be a member of more than one Heath City Schools sponsored teams during a season, the following rules shall apply:

Before trying out for more than one team, the student—with parent/guardian approval— must identify the first choice sport, and both coaches must agree to abide by the student athlete and parent decision.

A competitive event such as football, basketball, etc. shall take precedence over a non-competitive event such as cheerleading.

Tournament competition takes precedence over regular season competition.

League competition takes precedence over non-league competition.

League championship contending competition takes precedence over non-championship play.

Multiple athletic/activity conflicts

Due to the relatively small student body at Heath City Schools and the desire of our student body to participate in more than one activity, the following guidelines must be followed when potential and/or probable conflicts occur:

A competitive team activity must take precedence over a performance activity. When the performance activity is for an academic class such as band or choir, an agreeable arrangement needs to be made ahead of time between the student, teacher, parent and coach. **Rationale*:-- When a team is selected, someone must be denied a starting role or position on the team. It is unfair to the advisor, coach and teammates to deny them the teammate's services.

When two performance activities come into conflict, competitions take precedence over a performance; whereas, a performance takes precedence over a practice.

In all instances every effort will be made by the school staff to schedule activities to avoid as many conflicts as possible.

Disruptive Behavior at Co-Curricular and Extracurricular Activities

Chapter 3313 of the Ohio Revised Code empowers school boards and their designees with the statutory authority and duty to control the school grounds and all persons entering thereon.

Middle School Fan Behavior Policy

The Board of Education recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Student participants and all adults involved in Board-approved extracurricular activities are expected to demonstrate responsible behavior and conduct. The Board encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process, including athletics and all other extracurricular activities. The Board encourages that sportsmanship, ethics, and integrity be demonstrated by all segments of the community including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

The Board authorizes contest/event supervisors and security personnel to ensure that the contest/event can be enjoyed by participants and spectators alike. Any person who uses profanity, disrupts a contest/event in any manner including prior to and following a contest/event will be subject to removal from the contest/event. The Heath City Police or other appropriate law enforcement officers may be called upon to deal with any person who refuses to leave upon request. Offenders may also be subject to criminal prosecution for disorderly conduct, trespassing, or other applicable violations. The supervisor or security personnel may order the removal of any individual(s) who interferes with or causes a disruption of the contest/event or violates the principles of decency and sportsmanship to ensure that the contests and events can be enjoyed by participants and spectators alike.

In the event that a spectator is removed from a contest/event by a game official, security personnel, or a school employee, that spectator shall be denied attendance to any contest/extracurricular event involving the Heath City Schools, whether at home or away, for a period of one calendar year, unless a lesser period is determined by the Superintendent or their designee. Probationary status may be granted if the following conditions are met:

1. A meeting is requested by the ejected fan with the building principal and Superintendent.
2. The ejected fan accepts in writing all guidelines as set forth by school personnel, and the individual agrees to behave in a manner expected of all who follow the principles of good sportsmanship.
3. Any further infraction will result in the fan being denied admittance for one calendar year.

Loitering

Students are not permitted to loiter (stay) in the building after school has been dismissed or before or after a school activity. Students must leave the school until they are due back for their activity (meeting, practice, game...) unless they are in an assigned room accompanied by a Board approved adult

Dances

The following rules will be observed for all middle school dances:

Closed dance - The dance will be open to current Heath Middle School students only.

Arrive at the stated time for the beginning of the dance. When delivered, enter the building immediately.

Students are to remain in the building. Once you leave, you may not re-enter.

Act in a polite and courteous manner.

No rough-housing. All school rules and expectations apply.

Plan ahead for your parents to pick you up promptly at the end of the dance.

This is a fundraising sponsored event - to defray costs, an admission is charged.

This is a voluntary social activity in the middle school. Maturity and age of students may be factors parents want to consider in allowing participation in the dance.

Dances are chaperoned by school staff and parents.

Dress is school appropriate.

Students who receive an out of school suspension, Friday Detention, or more than two detentions may be denied the privilege of attending school dances for the grading period of the discipline.

Health Clinic

A school nurse is available in case of illness. The clinic is located in the office. Students must have a pass from a classroom teacher **before** reporting to the clinic. If the nurse is not present, a student should report their illness to the office personnel. Only school officials may contact a parent to take a sick student home. Generally, parents will only be contacted when a child vomits or runs a temperature of 100 degrees or more without a written parent request to do otherwise.

Medication

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness that will not hinder the health or welfare of others. Medication

may be administered in accordance with the following: All medication, prescription and over-the-counter, must be accompanied by a form which has been completed by the parent and physician requesting that the medication be given. The form requires specifics related to the name of the medication, dosage, and time that it is to be given as well as any side effects that might be expected. All medication must be received in the original container that is labeled with the student's name, the name of the medication, dosage, time it is to be administered, and the physician's name (prescription medication only). Separate forms must be filed for each medication that is to be given. The parent and physician must submit revised forms if any changes occur throughout the school year. Students will not be permitted to self-administer medication. Medications should be brought to the office as soon as the student arrives at school.

Immunizations

Students who do not have evidence of proper immunization and a completed and updated emergency medical form will be excluded from school after fourteen (14) calendar days, until these required forms have been submitted to the school.

Communicable Disease

In order to provide protective health measures for all students and staff at school, parents should report to the school office immediately any communicable disease of their child (scarlet fever, measles, mumps, chicken pox, etc.) This action will assist the school nurse and health department to identify problems.

Accidents/Accident Insurance

Any accident in the school building, on school grounds or events sponsored by the school must be reported immediately to the staff person in charge of the activity and to the main office.

The health and safety of each student in the Heath City Schools is of prime importance to all persons connected with the school district. Even with the best of supervision and adequate precautions, accidents unfortunately still happen. Because the school district does not provide student accident insurance, parents should make certain that the children are properly insured. If students are not covered by family medical insurance, student accident insurance is available at a very reasonable rate through the N. Carol Insurance Agency. Forms are sent home at the beginning of the school year for each student. All students need to be protected with some kind of insurance.

Cafeteria/Lunch Program

Heath Middle School participates in the National School Lunch Program. A special letter will be sent to each student's parents or guardians concerning this program for their information and possible use. This form is also available in the school office.

Parents/guardians of students who qualify for the free/reduced-price meal program must submit the properly completed forms to the main office. If approved, the designated meal ticket will be issued.

The cafeteria is available to provide nutritious meals for students. The food service staff does a fabulous job of preparing a variety of lunches for the students. Courtesy, politeness, and the basic lunchroom policies are to be practiced at all times. Heath Middle School has three (3) lunch periods. Rules related to the cafeteria include:

Students and parents are not permitted to bring and/or order in food and beverages from outside restaurants.

Students are responsible for cleaning up after themselves.

Parents/guardians **are** allowed to sign out their student only if they wish to take them outside of the school for their lunch period. Parents/guardians are not permitted to sign out other students without permission.

Failure to comply with the cafeteria regulations may lead to disciplinary action.

Emergency Drills

Fire

Fire drills are held periodically throughout the school year. It is important that each student adheres to the rules below in the event of a fire or a drill. When the fire bell rings, the student must:

Get immediately to their feet without taking books or other materials.

Form a single line and use the first exit assigned to the room.

Walk outside the building without talking, pushing, or engaging in horseplay.

Listen carefully for any directions from your teacher.

Remain outside the building until permission is given to return inside and then file back into the building.

Tornado

If advanced warning is given of an actual tornado, students will be released from school and bused home. The district emergency bus procedure would be implemented. It is important that each student adheres to the rules below in the event of a tornado or a drill. When the tornado signal is given:

The students will be directed to an assigned area designated as a tornado shelter. These areas are protected by interior walls and have little or no glass. Students should tuck their knees under their chin, bow their head and cover their head with their hands. Hands should not be placed over the ears.

Students will not be permitted in the gymnasium or auditorium.

Food Treats/Celebrations

Classroom celebrations/parties should be limited to one per quarter as determined by staff/administration; birthday party treats will not be permitted to be brought into the building. These celebrations are held at a time designated by the classroom teacher. In an effort to create a safe learning environment for all students, and in response to the increasing presence of food-based allergies, parent(s)/guardian(s) are permitted to only send in pre-packaged, individually labeled snacks or treats for these celebrations. For food that cannot be pre-packaged, students and teachers must have food pre-approved by the district nurse/health aide and administration. As part of the district-wide initiative to discourage the use of food as a reward, both teachers and parent(s)/guardian(s) are encouraged to recognize and celebrate students by methods that do not involve food. As a district, we are no longer allowing fast food, pizza etc., to be brought in for lunch. This too, is in response to the increasing presence of food-based allergies.

Hall Passes

Students wishing to move from one area of the building to another while classes are in session are to obtain a hall pass from the teacher to whom they are assigned. Hall passes obtained from the office or other teachers for special purposes are to be presented to the teacher to whom the student is regularly assigned before the beginning of class. The regularly assigned class/study hall teacher may use their own discretion to honor the pass.

Item Drop-Off

Any items/lunch money brought into school for a student will be placed on the pick-up table. Notice will be sent to the student and it will be their responsibility to get the item between classes, at lunch, or after school.

Lockers

Lockers may be assigned to students at the beginning of the school year. Students may also be assigned lockers based on personal request or student need. School lockers are the property of and remain under the control of the Heath Board of Education. If a student is assigned a locker they are only to use the locker in between class changes, when necessary, and are not permitted to be in lockers during classes. Students should also provide and use a lock. It is the student's responsibility to maintain security for their personal belongings. Heath Middle School is not responsible for lost or stolen items. Posters and stickers are not permitted on the outside of the locker, with the exception of approved decoration for special activities or events. Lockers may be searched at any time for any reason deemed necessary by the building administration. Specifically, lockers may be opened and their contents inspected whenever the principal or assistant principal has reasonable suspicion that leads them to believe that unlawful or other potentially harmful items are contained in the locker. Lockers may be provided for students to store books, school supplies, bookbags, purses, coats, etc. Students are not to change lockers or

locks without permission from the principal or assistant principal. Students are not permitted to share lockers with other students.

Multicultural Education Policy

The Heath Board of Education recognizes that we are living in a rapidly changing society, and that society is becoming increasingly multiethnic/multicultural. In accordance with this belief, the Heath Board of Education is committed to providing a positive harmonious environment in which all students have an opportunity to develop into citizens who can adapt to the challenges of living in the 21st century. In accordance with this aim, the Board of Education of the Heath City School District commits that: 1. All students of diverse ethnic, racial, socioeconomic, gender, religious, and cultural backgrounds will be provided the opportunity to receive a quality education, one that will enable them to achieve their fullest potential.

1. Multicultural education will promote intergroup knowledge and understanding and will prepare academically and culturally informed students to function in a global society.
2. Multicultural education will promote cultural diversity as a valuable resource that should be preserved and extended.

3. Multicultural education will help students, staff and community develop a deeper understanding of their cultural heritages and those of others, minimizing prejudice and maximizing an appreciation for differences.

Non-Discrimination

The Heath City School district has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex or disability.

Heath City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.* The following person has been designated to handle inquiries regarding the non-discrimination policies:

Kelly Holbrook, Assistant Superintendent
(740) 238-7110

For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who . . .

Has a mental or physical impairment which substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function. (This is not an exhaustive list of major life activities, which means even if an activity or function is not listed it can, nonetheless, be a major life activity.)

The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

Records / Confidentiality

Student records are confidential and are protected by the Privacy Act. Only the school staff and the child's natural parents or legal guardians have access to the records.

A divorce or change in custody does not change the rights of a natural parent to their child's records.

A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.

A stepparent has no rights to records, reports, or conferences unless these rights are conferred on them, in writing, by the custodial parent. *****See more details at the end of this handbook detailing information about the Family Educational Rights and Privacy Act (FERPA).

Sexual Harassment

The Heath City School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

Definition - Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Explicitly or implicitly offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.

4. Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objectives, pictures, cartoons, or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
6. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
7. Physical conduct: touching, assault, impeding or blocking movement. This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

In the case of sexual harassment When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse for the offending student or staff should be sought through the building principal/superintendent. Recourse for students should be through administrators. If employees are subjected to a behavior they consider to be sexual harassment, they are to promptly notify either a direct supervisor or the superintendent within the district. If a student is complaining of being harassed, then the student is asked to promptly notify a school administrator. Students and staff members will be asked to put their complaint in writing and an impartial investigation will be made into the matter. Appropriate sanctions will be imposed against any employee or student who is found to have engaged in sexual harassment while on or about district property, or in relation to some district activity. The investigation will include interviewing the alleged victim, alleged harasser, any witnesses, and corroborative witnesses. In addition to making a complaint with the designated personnel, the student/staff member also has a right to file a complaint with the Equal Employment Opportunity Commission.

Heath City School students in violation of this policy are subject to discipline under the Student Code of Conduct, which may include suspension or expulsion.

Surveillance Cameras

For student safety and welfare, video surveillance cameras are placed throughout the school building and grounds and on school buses. Students are informed that their behavior may be monitored by these cameras and that recorded actions may be used as evidence in disciplinary matters. 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.

Telephone

The telephone in the office is the only telephone available for student use unless so designated by an administrator or supervised by a teacher. **Telephone calls should be made concerning school issues only, not to arrange social plans**.

Textbooks and Fees

The Heath Board of Education furnishes textbooks for the student. Each student is responsible for the books assigned to them. Should any book be lost or damaged, the student will be charged on a prorated basis for the damage or loss. In some classes it is necessary to charge for materials used in the classroom. There is a board adopted fee schedule. If there is a problem in paying fees, the principal should be notified as soon as possible.

Visitors

Heath Middle School welcomes adult visitors but asks they do the following:

1. Parents are welcome to visit Heath Middle School at any time, but must check in at the office upon arrival. In addition, it is requested that visitors call ahead to schedule an appointed time to ensure a quality visit.
2. Visitors may not enter a room while a class is in session.
3. Permission will not be granted to have a visitor in the school cafeteria.

The District requires current and prospective volunteers who have or will have unsupervised access to students that a criminal records check (consistent with the requirements for school employees) is required.

Class presenters and field placement students will be scheduled ahead of time.

Visitor Tobacco/Nicotine Use Prohibited

No visitor, or staff member is permitted to use tobacco or nicotine products (including e-cigarettes) at any time, including non-school hours, on all school grounds.

FERPA

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 a school receives a request for access. Parents or eligible students should submit to the school a written request that identifies the records(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 rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to 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 to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue SW Washington, DC 20202-4605 FERPA: Notice for Disclosure of School Directory Information The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that the Heath City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Heath City School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Heath City School District to include this type of information from your child's education records in certain school publications. Examples include: * a playbill showing your student's role in a drama production * the annual yearbook * Honor Roll or other recognition lists * sports activity sheets, such as wrestling, showing weight and height of team

Members Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Heath City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 15th of each school year. The District proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity. Such information includes:

student's name

participation in officially recognized activities and sports

student's achievement awards or honors

student's weight and height, if a member of an athletic team

major field of study

date of graduation

PBIS

To effectively change student behavior and improve the school climate, the district has developed a reinforcement plan to strengthen and support the Positive Behavior Interventions and Supports (PBIS) model.

The following acronym will be used to educate and reinforce positive behaviors and habits throughout the district.

Bulldogs LEAD

- Bulldogs **L**ead with Integrity
- Bulldogs **E**ngage with Effort
- Bulldogs **A**ct with Empathy
- Bulldogs **D**etermine their Circle of Control

Recognition

- Students have the opportunity to be recognized for consistently demonstrating positive behavior in all areas of the school.
- Students are recognized with reward/PBIS points and other positive affirmations.
- All staff, including office, custodial, cafeteria, and support staff may award PBIS points
- Students collect PBIS points and have the opportunity to cash them in for rewards, privileges, and/or incentives.
- Class and building expectations are posted throughout the building for students to reflect upon.