



**HOME OF THE  
YELLOW JACKETS  
2019-2020**

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## **SIDNEY MIDDLE SCHOOL**

### **SCHOOL YEAR 2019-20**

Welcome to Sidney Middle School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.

**Principal:** Diane Voress

**Assistant Principal:** Dan Barnes

**Assistant Principal:** Brian Powderly

**Guidance Counselor:** Melissa Schneider

**Guidance Counselor:** Joel Turner

**Secretary:** Polly Allen

**Secretary:** Sherry Guinther

Sidney Middle School: (937) 497-2225

Sidney City Schools Administrative Office: (937) 497-2200

Transportation Office: (937) 497- 2206

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the following information and access the handbook for frequent references by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. 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 adopted by the Board of Education before the start of the current school year. If any of the policies or administrative guidelines referenced herein is revised after the original date of adoption, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are on the District's web site.

## **MISSION OF SIDNEY CITY SCHOOLS**

The mission of Sidney City Schools, a regional education leader meeting the needs of all students, is to provide a superior education and to ensure that all students realize their maximum potential. This is achieved by providing:

- innovative technology
- safe, healthy and nurturing learning environments
- exceptionally qualified staff
- respect for, and accommodations of, differing learning styles and needs
- diverse learning opportunities
- successful practices in education
- community involvement that encompasses all facets of education

Sidney City Schools strive to educate all students to achieve academic excellence, be responsible citizens, and become prepared for further education and productive employment.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

Superintendent  
750 S. Fourth Avenue  
Sidney, OH 45365  
937-497-2200

Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **SCHOOL DAY**

Sidney Middle School is open from 7:30 a.m. – 3:00 p.m. when school is in session. Classes begin at 7:30 a.m. and end at 2:45 p.m. Students should be out of the building by 2:55 p.m. It is recommended that appointments with staff before or after hours be made beforehand. The teachers' school day begins at 7:00 a.m. and ends at 3:00 p.m.

7:20 - Students admitted in to the building

7:28 - Warning Bell

7:30 - **Tardy bell rings**—must be in your seat;  
Pledge of Allegiance and Morning  
Announcements

## **STUDENT RESPONSIBILITIES**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and to participate. To keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use either postal mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. A student or parent may anonymously use the school district's Safe School Helpline by calling 1-800-418-6423 ext. 359. Students are encouraged to use this number to report any issue that threatens student safety or that threatens our school.

State law requires that all students have an emergency medical authorization completed

and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will contact a parent to determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **SECTION I:** **GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside, unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have contact information from their previous school in order for a records request.

Homeless students who meet the Federal definition of homeless may enroll and will be

under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and

D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs. Any changes in a student's schedule should be handled by the parent through the principal's office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a printed schedule change.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without a written consent of his/her parents and in compliance with State law. A student who withdraws from school without parent consent shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

Parents must notify a secretary/principal about plans to transfer their child to another school before the student's last day. The student will be responsible for having teachers sign off on their withdrawal form and for returning all school property, including textbooks and library books. The withdrawal form will be prepared for the student's exit day so that it can be taken with the family to the enrolling school. School records, including disciplinary records of suspension and expulsion will be transferred to the new school within 14 days of the parents' notice or request.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized waiver exempting them from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or an authorized waiver. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or waivers should be directed to the Sidney-Shelby County Health Department at 937-498-7249.

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete emergency medical authorization form must be on file in the office for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The emergency medical authorization form is provided at the time of enrollment or at the beginning of each school year.

## **USE OF MEDICATIONS**

### **Prescription Medications**

Students who must take **prescribed** medication during the school day must comply with the following guidelines:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed in the office before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be completed annually and as necessary for any change in the medications.
- C. All medications must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered. Inhalers must be registered with the office.
- D. Medication that is brought to the office will be properly secured. Medication must be delivered to the office by the student's parent/guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies/reactions or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
  1. Medication may be conveyed to school by transportation personnel (bus driver/bus aide) at parental request. This should be arranged in advance.
  2. If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. School personnel will not be held accountable for calling students down to the office to administer medication.
- G. The office will maintain a log noting the personnel designated to administer medication, as well as the date, and the time of day that administration is required. This log will be maintained along with the

physician's written request and the parent's written release.

**Non-Prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

- A. By written notice parents may also authorize that their child
  - 1. may self-administer non-prescribed medication.
  - 2. may keep non-prescribed medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

**CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific

measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

**CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health Department.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

**CONTROL OF BLOOD-BORNE PATHOGENS**

The school district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such

risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

A. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

B. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

C. Participating in extracurricular activities (i.e. athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the office and assist the student in completing the requisite documents – Exposure Report.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by a physician or local health provider. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

A. The student's parents will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with a physician or local health care provider.

A. The student's parents will be asked to provide a copy of the test results for

maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

B. The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

### **STUDENTS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Liaison for Homeless Students at 937-497-2210 to inquire about evaluation procedures, programs, and services.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 937-497-2210.

### **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes: Pupil's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height if athletic team member, dates of attendance, date of graduation, and awards received.

Any parent who does not want directory information distributed should notify the building principal in writing by October 1 and the request will be honored. Parents should be assured that school officials would remain discreet in their issuance of directory information and

release only such data for purposes which are judged to be reasonable and legitimate.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all of such "directory information" upon written notification to the board.

For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the board's annual Family Education Rights and Privacy Act (FERPA) notice.

Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records not considered directory information include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the middle school office. You will be given a records release application to complete and an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent must request the amendment of a student record in writing and if the request is denied, the parent will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if

they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or his/her parents
2. mental or psychological problems of the student or his/her family
3. sex behavior or attitudes
4. illegal, anti-social, self-incriminating or demeaning behavior
5. critical appraisals of other individuals with whom respondents have close family relationships
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
7. religious practices, affiliations, or beliefs of the student or his/her parents or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.)

Consistent with the FERPA and board policy, the superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request by the building principal.

The superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or for otherwise providing that information to others for that purpose).

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:  
[FERPA@ED.GOV](mailto:FERPA@ED.GOV) and [PPRA@ED.GOV](mailto:PPRA@ED.GOV).

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Sidney City Schools may charge school fees for the purchase of educational materials used in the course of instruction. Sidney Middle School may charge fees for educational field trips or materials used in the course of instruction throughout the school year. Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage, theft, or destruction of school apparatus, equipment, musical instruments, or library materials and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid fines for lost materials by promptly returning borrowed materials. The charge will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The principal is charged with the final authority for the amount based on the true value of the item damaged or lost as opposed to

replacement value. Students are discouraged from loaning books.

### **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

- A. Crowdfunding activities are governed by Policy and Administrative Guidelines 6605.
- B. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- C. Students may not participate in a fundraising activity for a group in which they are not members without the approval of the students' counselor.
- D. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- E. Students may not engage in house-to-house canvassing for any fund-raising activity.
- F. Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

Students may not sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

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

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.45 for 5<sup>th</sup> grade and

\$2.70 for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. Students may also bring their own lunch to school to be eaten in the school's auditoria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Students are not permitted to bring carbonated beverages (pop) to school for consumption in the auditoria at lunchtime. Students are not permitted to charge a lunch. Students and parents are not permitted to bring outside (restaurant food, cupcakes, cake, cookies, etc.) to the cafeteria for students. Menus and other information regarding the District's Foodservice Program are posted on the District's Website.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students who have not been directly certified to receive free school meals. If a student does not receive an application form and believes s/he is eligible the student may request an application from the office. An application can also be submitted online at: [www.LunchApplication.com](http://www.LunchApplication.com). Questions concerning eligibility may be directed to the Food Supervisor at 497-2200.

Families may apply for free or reduced-price lunches at any time during the school year. Students enrolled in Sidney City Schools at the end of the previous school year will automatically have their previous year's eligibility status for Free or Reduced Priced Meals carried over for the start of the new school year. This carryover ends when an eligibility application for the new school year has been processed or after 30 days, whichever takes place first.

Breakfast is served at Sidney Middle School every day school is in session with the exception of days with a delayed start. Breakfast may be purchased for \$1.00 for 5<sup>th</sup> grade and \$1.50 for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades each day. Children who qualify for free or reduced-price lunches will receive breakfast at no charge.

Our schools use a Point of Sale (POS) System in which students are assigned a digital account number and pre-paying is encouraged. You can send cash or a check made payable to the school. Credit card payments can be made through [www.LunchPrepay.com](http://www.LunchPrepay.com). Using the secure site to make your payments and monitor

your student's account can be designated for breakfast or lunch meal purchases only, or can be used for ala carte items. If you do not know your student's identification number you will need to call for this information.

#### **SAFETY / SECURITY AND VISITORS**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. Students may not bring visitors to school without prior written permission from the principal.

#### **FIRE, TORNADO, and SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of building-wide PA system. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted no less than once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

#### **EMERGENCY CLOSING AND DELAYS**

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

WMVR radio station – 105.5 FM

WHIO TV station – channel 7  
WDTN TV station – channel 2

Information concerning school closings or delays can also be found on the School's web page at [www.sidneycityschools.org](http://www.sidneycityschools.org).

Also, parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file through the School Messenger system.

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

#### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request.

#### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Most books may be checked out for a period of 2 weeks and can be renewed. Students with overdue books will not be allowed to check out materials until the books are returned/paid.

#### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to use of any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

#### **LOST AND FOUND**

The lost and found area is located in the office. Students who have lost items **are encouraged** to inquire without delay and may retrieve their items if they can give a proper description. Unclaimed items will be given to charity on a regular basis to limit accumulation. Students who find items should turn them in to the office.

Students are encouraged not to bring valuables to school.

### **USE OF OFFICE TELEPHONES**

Office telephones are not to be used without permission from an adult. Students will not be called to the office to receive telephone calls. Students may return phone calls to parents in emergency situations. Students are not to use phones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **USE OF PERSONAL COMMUNICATION DEVICES**

Students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours 7:30 to 2:45 the PCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers).

During school hours, students are prohibited from using PCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a PCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

The use of PCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, and bathrooms.

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

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

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

Likewise, students are prohibited from using their PCDs to receive such information.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

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

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

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

## **PLEDGE OF ALLEGIANCE**

The Sidney Board of Education believes one's appreciation of country is promoted by the ceremonies and observations held in the schools and that the United States flag is a symbol of our democratic heritage, ideals, and freedoms. Sidney Middle School students are required to stand and honor our country and flag by reciting the Pledge of Allegiance on a daily basis. If one's beliefs prohibit participation in such activities they will be excused.

## **CHANGE OF ADDRESS/PHONE**

Parents are responsible for contacting the office regarding phone number and address updates. In case of divorce, dissolution, or other custodial changes, a copy of the most recent final custody agreement must be on file in the Sidney Middle School office. Court documents titled ENTRY may not constitute a final decree document.

## **HALL PASSES**

A student wishing to leave a classroom or other supervised area to go to the restroom or elsewhere may request permission from the teacher in charge. If permission is granted, the student should have a designated hall pass with him.

## **LOCKERS**

All students are issued a locker. Students are expected to keep their books and personal belongings in their own lockers. Students should not give locker combinations to other students for any reason. Anyone having trouble with his/her locker should report such to the office. Personal locks may not be used on school lockers.

All book bags, backpacks, and coats are to be left in lockers during the day and not carried or worn into the classrooms. Students are granted the privilege of locker use. **LOCKERS, BEING THE PROPERTY OF THE SCHOOL, WILL BE SUBJECT TO SEARCH BY SCHOOL OR LAW ENFORCEMENT OFFICIALS AT ANYTIME.**

# **SECTION II: ACADEMICS**

## **BASIC SCHEDULES**

### **5<sup>th</sup> GRADE**

Math, Reading Language Arts, Science, Social Studies, P.E., Library/Social Skills, Tech, Art, and Music

### **6<sup>th</sup> GRADE**

Math 6, Applied Math 6, Reading Language Arts, Science, Social Studies, P.E., Art, Tech, Music, -and students participating in Band, Orchestra, or Chorus

### **7<sup>th</sup> GRADE**

Math 7 (General, Pre-Algebra), Applied Math 7, Reading Language Arts, World History, Science, P.E.\*, STEM, Art, Workforce Academy -and students participating in Band, Orchestra, or Chorus

### **8<sup>th</sup> GRADE**

Math (Pre-Algebra, Algebra I\*), Reading Language Arts, American History, Science, P.E.\*, STEM, Workforce Academy, Art, Intervention/Enrichment -and students participating in Band, Orchestra, or Chorus

\*All students enrolled in Algebra I will earn high school credit for the class. Algebra I will also appear on their Sidney High School transcripts, and the grade earned in Algebra I will count toward Sidney Middle School Honor Roll.

\*All students enrolled in 7<sup>th</sup> and 8<sup>th</sup> grade P.E. will earn high school credit for the class. P.E. will also appear on their Sidney High School transcripts, and the grade earned in P.E. will count toward Sidney Middle School Honor Roll.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips provided the student informs the teacher in charge of the trip.

The student code of conduct applies to all field trips. Attendance rules apply to all field trips. While the district encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules may lose the privilege to go on field trips.

## GRADES

Sidney Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, attendance, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Sidney Middle School has PowerSchool for student grades and attendance. This program will allow parents to check the progress of their students at any time during the school year. To gain access to the parent portion of PowerSchool you will need your student's username and password. If school fees are paid, these items can be gained by emailing the Secretary, at [polly.allen@sidneycityschools.org](mailto:polly.allen@sidneycityschools.org)

The School applies the following grading system:

100 to 90 = A = Excellent achievement  
89 to 80 = B = Good achievement  
79 to 70 = C = Satisfactory achievement  
69 to 60 = D = Min.-Acceptable Achievement  
59 to 0 = F = Failure

I = Incomplete      P = Acceptable achievement

## Grade Point Average

Grade point average is used for honor roll and academic eligibility.

## Grading Periods

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. Mid-term reports are sent home with students each grading period; these are sent home with students so the parents and students will have a chance to work with teachers to achieve the best possible education.

## PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement

2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

1. Achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
2. Achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
3. Potential for success in the accelerated placement based on sufficient proficiency at current level
4. Social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if they fall in the preceding category, a student may be placed or promoted if the principal and the student's teachers agree that the student is academically prepared to be placed or promoted.

## RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.

These programs include:

- **Students of the Month**  
Students of the month will be selected monthly from each grade level. Criteria for this recognition include academics, behavior, leadership, and citizenship within the building.
- **Pride Tickets**  
Students "caught" by staff members doing random acts of kindness are given a pride

ticket. The principal will pull names for prizes and special recognition.

- **Honor Roll**

Students who earn a 3.00-3.4 grade point average each grading period will be recognized on the Honor Roll. Students with 3.5-3.9 GPA will be recognized for High Honor Roll. Students with a 4.0 GPA will be recognized for 4.0 Honor Roll. The students receive a small gift and their names will appear in the Sidney Daily News each nine weeks.

- **Academic Awards Program**

The awards program is during school hours in late May. Parents will receive an invitation to attend. To be eligible, the student must earn Honor Roll status all three nine weeks.

- **Perfect Attendance Award**

Perfect attendance is awarded to any student who has NO reported excused or unexcused tardy. **A student can qualify for perfect attendance as long as the student misses less than 100 minutes of school during the year and has a doctor's note on file for all minutes missed.** Each student with Perfect Attendance at the end of the year will receive a certificate, be honored at the academic awards program, and be entered into a drawing for \$50.00. There is one winner in 5<sup>th</sup> grade. There are three winners each in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades.

## **HOMEWORK**

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for assessments.

Parents can request homework for students when absent from school. Any request for the day of the absence needs to be called in by 8:30 a.m. and can be picked up in the office at 2:30. Homework requests after 8:30 a.m. can be picked up the following day in the office.

## **STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE SIDNEY CITY SCHOOL DISTRICT – 7540.03**

The Sidney City School District is pleased to make available to students access to interconnected

computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one (1) student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the Policy.

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

Term of the Permitted Use: A student, who submits to the School, as directed, a properly signed Policy and follows the Policy to which s/he has agreed, will have computer network and Internet access during the course of the school year only.

### **Acceptable Uses**

#### Educational Purposes Only.

The School District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the principal or teacher to help you decide if a use is appropriate.

#### Netiquette.

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

1. Be polite. Use appropriate language.
2. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender,

- ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties.
  4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

#### Unacceptable Uses of Network

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

1. Uses that violate the law or encourage others to violate the law.
2. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; or download or transmit confidential, trade-secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
3. Uses that cause harm to others or damage to their property.
4. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. (For example – do not allow anyone to obtain your password or to use your account.)
5. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

#### Internet Safety

##### General Warning: Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network

and Internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, s/he shall report such use to the principal or teacher.

##### Personal Safety

In using the computer network and Internet, do not reveal personal information such as your home address or telephone number, credit card numbers or Social Security numbers. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under eighteen (18)). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

##### "Hacking" and Other Illegal Activities

It is a violation of this Policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

##### Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is eighteen (18) or over, the permission of the student himself/herself.

##### Active Restriction Measures

The school, either by itself or in combination with the Data Acquisition Site (WOCO) providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

##### Privacy

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

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy shall, at a minimum, have his/her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the

remainder of the student's enrollment in the School District. A user violates this Policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if s/he permits another to use his/her account or password to access the computer network an Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

#### **Warranties/Indemnification**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks an the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use. The user who is eighteen (18) or older, or in the case of a user under eighteen (18), the parent(s) or guardian(s), agrees to indemnify and hold the school, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the school in the event of the schools initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the School District's network.

#### **STUDENT ASSESSMENT**

Our students in grades 5 through 8, will take State Assessments in English Language Arts (ELA) and Math. Our students in grades 5 and 8 will take Science. For more information, you can go to [www.ode.state.oh.us](http://www.ode.state.oh.us).

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs. Classroom tests and alternative assessments are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

## **SECTION III:** **STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Sidney Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The school authorizes many student groups sponsored by the staff. Authorized groups are listed below:

- **Breakfast Club**
- **Workforce Academy**
- **Geography Bee**
- **School Dances**
- **Spelling Bee**
- **Student Council**
- **Washington D.C. Trip\***

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with [Board Policy 5610.05](#).

### **ATHLETICS**

Sidney Middle School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the district and by the Ohio High School Athletic Association (OSHAA). **Interscholastic sports are only open to seventh and eighth grade students.** Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with [Board Policy 5610.05](#)

Any student wishing to participate in the athletic programs offered at Sidney Middle School must pick up an athletic informational packet. This should be done at least one month before

practices begin which allows time to complete and return the physical/insurance forms. All forms in the packet (except the participation fee) must be returned to the Sidney Middle School before the students will be permitted to participate in any practices. Physicals are good for one calendar year from the date signed by the doctor. Each student will be required to pay a participation fee.

**Remember:** NO STUDENT WILL BE PERMITTED TO PRACTICE UNTIL THE PHYSICAL FORM AND THE PERMISSION TO TREAT FORM IS ON FILE WITH THE ATHLETIC DIRECTOR AND THE ATHLETIC TRAINER.

**Athletes are transported to and from contests by a school bus. In the case of an emergency, parents may transport their son/daughter home from a contest only if they have a transportation form signed by both the parent and principal and given to the coach prior to the contest.**

Athletes may not miss more than 100 minutes of the school day in order to participate in that day's events. Athletes MUST have a doctor's note in hand if it goes over 100 minutes. The following is a list of activities currently being offered.

**Fall Athletic Activities**

- Cheerleading
- Cross Country
- Football
- Volleyball

**Winter Athletic Activities**

- Cheerleading
- Basketball
- Wrestling

**Spring Athletic Activities**

- Track
- Fast Pitch
- Baseball

**ATHLETIC ACADEMIC ELIGIBILITY**

**Grading Period**

A student who receives an "F" in two or more subjects for a nine-week grading period will be ineligible to participate in athletics and extra-curricular activities. This rule does carry over from one school year to the next (if a seventh or eighth grade student receives two F's the last nine weeks of this school year, they are

ineligible for the first nine weeks of the next school year). All incoming seventh grade students are eligible to begin the school year.

**Weekly Eligibility**

Students will also be checked on a weekly basis during the sport season. If a student falls below minimum standards during a season; a letter of notification will be sent to the student's parents and coach. The student/athlete will be required to attend a team study table until grades are passing. Failure to attend the study table will result in dismissal from the team.

Athletes should reference and be familiar with the Athletic Code of Conduct.

**STUDENT EMPLOYMENT**

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student does become employed, they need to obtain a work permit from the school counselor.

**STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

**Attendance Regulations**

To be eligible to participate in or attend any athletic event, performance, practice, school dance, or any other school activity or school-sponsored event, a student must be in attendance at school for 300 or more minutes the day of the activity (if school was in session), unless arrangements for the absence were made through the school office. Activity sponsors are responsible for enforcing this regulation.

## **SECTION IV: STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his / her dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as possible.

#### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) month, or for seventy-two (72) or more hours in one (1) school year.

If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the judge of the Juvenile Court in compliance with State law and/or take any other appropriate intervention actions as set forth in Board Policy 5200.

**NOTE: Students with excessive excused absences (10 or more days), poor attendance history, or truancy charges may receive a "Doctors Excuse Only" letter. Students then will only be excused with a written excuse from the doctor.**

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

#### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests. A request for absence from school may be approved for one (1) or more of the following reasons or conditions:

- **Personal Illness**  
The principal may require a doctor's confirmation if s/he deems it advisable.
- **Illness in the Family**  
The absence under this condition shall not apply to children under fourteen (14) years of age.
- **Quarantine of the Home**  
This is limited to the length of the quarantine as fixed by the proper health officials.
- **Death in the family**
- **Necessary Work at Home Due to Absence or Incapacity of Parent(s)**  
Any absence arising because of this condition shall not extend for a period longer than that for which the parents were absent from the home or incapacitated, nor to any student younger than fourteen (14).
- **Observation or Celebration of a Bona Fide Religious Holiday**  
Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.
- **Appointment:**  
Students who must leave school for a doctor's appointment or other legitimate reasons must obtain permission in advance from the office and submit a doctor's note upon return to school.

#### **Notification of Absence**

The school must be notified when a student is absent by calling the office between 7:00 a.m. and 8:30 a.m. at 497-2225. An attempt to contact parents will be made if school personnel do not receive a call. If prior contact is not possible, the parents should provide a written notice or doctor's note as soon as possible. It is the student's responsibility to check with the teacher concerning make up work. If the absence is unexcused, the work may not be accepted. When no excuse is provided, the

absence will be unexcused and the student will be identified as truant for that school day. A skipped class or a skipped part of the school day will be identified as an unexcused absence and the student will not be permitted to make-up work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Board of Education office at 497-2210.

### **Make-Up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact each teacher at the start of the first returned day to obtain assignments and arrange for taking missed tests.

In most cases the number of days for completion of makeup work will be equivalent to the number of excused days of absence.

### **In-School Restriction**

Teachers will supply work for students to complete while in ISR. For activities that are unable to be completed in ISR (such as labs), it will be the teacher's discretion to either excuse the student from the work, supply an alternative assignment, or have students complete the work when they return to the classroom.

### **Out-of-School Suspension**

Absence from school due to suspension shall be considered an authorized absence, either excused or unexcused. The student may or may not receive credit for any assignments that occur during this suspension.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and

his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of truancy.

### **Tardiness**

A student must be in class at 7:30 a.m. If a student is late to school, he/she must get a tardy slip from the office and have a note from a parent explaining the reason for the tardiness. Having a note does not guarantee that each tardy to school will be excused. Administration will determine the validity of each note. Unexcused tardiness to school or class will result in disciplinary action. Students entering or exiting the building after the start of the school day must report to the office and sign in or out.

Tardiness to school will be documented and recorded during each of the nine week grading periods. Tardiness to school is monitored during each grading period and restarts at the beginning of the next grading period.

### **Vacation During the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

### **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a written request signed by a parent or guardian, or by the parent or guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written or verbal permission by the custodial parent(s) or guardian.

The student should bring a note from a parent that includes the date, time, and reason for leaving early. The office will issue a special excuse permit. This must be shown to the teacher whose class the student is leaving at the beginning of the class period and the student should be in the office at the designated time to leave.

When a student who has been absent receives an “excused” absence, he/she will have the opportunity and responsibility to make up any missed work.

**Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day.** Since this is not always possible, when a student is to be absent for part of the day:

1. The student shall have a statement to that effect from his/her parents;
2. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
3. The student shall report back to school immediately after his/her appointment if school is still in session.

## **CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

The student code of conduct is an attempt to list the main violations and the penalty for each. Other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students' learning, or is deemed inappropriate for a school setting.

### **Expected Behaviors**

Students are expected to:

- A. act courteously to adults and fellow students;
- B. be prompt to school and attentive in class;

- C. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- D. complete assigned tasks on time and as directed;
- E. help maintain a school environment that is safe, friendly, and productive;
- F. act at all times in a manner that reflects pride in self, family, and in the School.

### **Teacher Authority**

The authority of each teacher, and each school employee, extends to all students, at all times, at all places in the school building, school busses, school grounds, all school activities away from the school area, or away from the building where the students violate the rights of the school employee.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class the opportunity to learn.

### **Dress and Grooming**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

Students who are representing Sidney Middle School at an official function or public event may be required to follow specific dress requirements. This may apply to athletic teams, cheerleaders, bands, contest participants, and other such groups.

School dances will be themed wherein the school dress code will apply.

**These guidelines will assist parents, students, staff, and administration in determining appropriate dress for school.**

Parents have the major responsibility for the dress and personal appearance of their children as established within the guidelines of this dress code.

The primary responsibility of adhering to this dress code falls on the student and their parents. However, the building principals, with the assistance of the staff, shall have the responsibility of administering this dress code, and their decision shall be final.

Students who are inappropriately dressed will be required to contact their parent/guardian. The parent/guardian will be responsible for bringing the student school appropriate clothing. If the parent/guardian is not capable of supplying appropriate clothing, the students will be offered clean clothes that have been donated to the school.

1. **Accessories** shall not be dangerous, distracting (such as chains or beepers), embarrassing, or offensive in nature. Clothing, jewelry, patches, or buttons with inappropriate statements, including sexual innuendoes, the explicit avocation of violence, or the advertisement or implication of tobacco, alcohol, drugs, or related paraphernalia is prohibited. Profanity and profane gestures are also prohibited. As a matter of courtesy, hats and other headgear shall not be worn in the school building. Gloves of any kind are not to be worn during the school day. Any body piercing or jewelry may need to be removed or covered during athletic activities.
2. **Hair, skin, and clothing** must be kept clean, neat, and well groomed in a manner appropriate to an educational setting. Students are not permitted to write on clothing or their body. A student may be removed from school for non-compliance with the expected hygiene standards.
3. **Pants** should not have any rips or holes above the knees. The waistband of a student's pants shall sit at the waist or hips.

If a belt is worn, it must be of appropriate length without excess hanging below the belt loops. Pajama pants are not allowed.

4. **Shirts**, ALL shirts must have a sleeve and cover the chest. No bare chests, backs, or midriffs. When seated, the student's shirt must be long enough to not expose the midriff area. Shirts cannot be see-through.
5. **Shorts** MUST be mid-thigh or longer. Mid-thigh is defined when the leg is bent, half way between the bend and the knee. The shorts must be considered appropriate of an educational environment. Students may not wear shorts which in the judgment of the faculty are excessively revealing, due to being too loose-fitting, too tight-fitting (such as biker shorts, spandex tights, or cut-offs), too short, or too thin. When seated, the student's shorts must not be excessively revealing. When special occasions arise or when abuses of the policy occur, the building principal may prohibit any individual, group, or the student body from wearing shorts.
6. **Skirts** MUST follow the same length guidelines as shorts.
7. **Sleepwear** apparel, including slippers, is not permitted.
8. **Shoes** must be worn. It is recommended that both boys and girls wear socks for health reasons. However, socks are optional. Slippers or shoes that resemble slippers are inappropriate. No shoes are to be worn that contain wheels.
9. **Undergarments**: Boxer shorts, underwear, bras, or other undergarments shall not be visible.

### **Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or

causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

### **Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### **BULLYING, HARASSMENT, and INTIMIDATION**

Sidney Middle School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The School will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as

prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

A complete recitation of this policy can be located on the school website: [www.sidneycityschools.org](http://www.sidneycityschools.org) under Bylaws and Policies.

### **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

### **STUDENT DISCIPLINE CODE**

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action and is included in the Code of Conduct.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, parent conferences, teacher detention, after school detention, T-School, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

#### **1. Alcohol and Drugs – Use, possession, sale or distribution of**

The School prohibits the possession, use, distribution, purchase or attempt to purchase, and/or being under the influence of alcohol products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event.

If a building principal has a reasonable suspicion of individualized alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis.

The student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test.

If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

## **2. Tobacco – Use, possession, sale or distribution of**

The School prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event.

Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, “vapor”, other substitute forms of cigarettes, or clove cigarettes is also prohibited.

## **3. Firearms – Use and/or possession of**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law.

This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline set forth in Board Policy 5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

A. Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any

unloaded firearm and any firearm which is inoperable but which can be readily operated.

B. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

## **4. Weapon – Use and/or possession of**

A weapon is any device which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

## **5. Weapon – Using an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

## **6. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

## **7. Arson/Improper use of fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. This also includes unauthorized igniting of matches, lighters and other devices that produce flames.

## **8. Assault - Physical**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault of any other may result in criminal charges and may subject the student to expulsion.

#### **9. Assault – Verbal Threat**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

#### **10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

Misconduct is defined as any violation of the Student Discipline Code.

#### **11. Misconduct off school grounds**

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

#### **12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

#### **13. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

#### **14. Falsification, Forgery, Cheating and/or Plagiarizing**

Forgery of hall/bus passes, signatures and excuses as well as use of false I.D.'s are forms of lying and are not acceptable. Students found engaging in such practices may be subject to discipline in accordance with the Student Discipline Code.

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

#### **15. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

#### **16. Threat and/or Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

#### **17. Explosives and fireworks – Use and/or possession of**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a

visible and/or audible effect by combustion, explosion, deflagration or detonation.

**18. Lighting Incendiary Devices**

Possession of or unauthorized igniting of matches, lighters and other devices that produce flames.

**19. Trespassing**

Although schools are public facilities, the law does allow the District to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student must not be present on school property without authorization of the Principal.

**20. Theft**

Students caught stealing (unauthorized taking of property of another person or receiving or possessing such property) will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the principal. The School is not responsible for personal property.

Knowingly accepting stolen property or picking up an item left behind by another and not immediately turning it over to school officials shall be considered as a violation of this policy.

**21. Insubordination**

A. Failure to accept or complete school discipline - Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

B. Failure to comply with a reasonable directive - Students are expected to comply with the reasonable directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

**22. Damaging property (Vandalism)**

Defacing, cutting, damaging, or disregard for property that belongs to the school, district,

other students, employees, or others will not be tolerated. Students engaged in such activity may be subject to disciplinary action.

**23. Attendance – Violation of Policy**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Students who violate the attendance policy by being persistently absent, tardy, cutting and leaving class/school without permission shall be subject to disciplinary action. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

**24. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property shall be subject to disciplinary action.

**25. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

**26. Aiding or abetting violation of School or Classroom Rules**

Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**27. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**28. Electronic Equipment – Unauthorized use or possession of**

The School will supply any electronic equipment necessary for participation in the educational program. Students may not bring radios, "boom-boxes", portable TV's, electronic toys, laser pointers, etc. to school without the permission of principal. Unauthorized electronic equipment will be confiscated from the student and disciplinary action will be taken.

Cell phones, IPODS, MP3 players, and CD players must be turned off when students enter the building and placed inside the locker between the hours of 7:30-2:45. Failure to comply will result in the device being confiscated and given to the office. Only parents will be able to pick up these items.

Any use of a device to take pictures of a test, text message information, or transmit unapproved academic help will result in disciplinary action for cheating.

### **29. Violation of School or Classroom rules**

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

### **30. Violation of Bus rules**

Please refer to the Section V on transportation for bus rules.

### **31. Interference, disruption, or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with social activities or the educational process or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

### **32. Harassment and/or aggressive behavior (including bullying/cyberbullying)**

The promotion of positive interpersonal relations between members of the school community is encouraged. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. Any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Individuals engaging in such conduct will be subject to disciplinary action.

#### **Prohibited Behavior**

- A. Conduct constituting sexual harassment may take different forms, including, but

not limited to, the following:

1. **Verbal:** The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the District, or third parties.
  2. **Nonverbal:** Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, student, or other person associated with the District, or third parties.
  3. **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a fellow staff member, student, or other person associated with the District, or third parties.
- B. Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:
1. **Verbal:** The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.
  2. **Nonverbal:** Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
  3. **Physical:** Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's race, color, national origin,

religious beliefs, or disability.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Complaint Coordinator(s):

Sidney City Schools Superintendent  
750 S. Fourth Avenue Sidney, OH 45365  
937-497-2200

The Complaint Coordinator is available during regular school hours to discuss a student's concerns related to harassment, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Complaint Coordinator either by a written report or by telephone or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). The Complaint Coordinator will promptly compile a written summary of each such report which will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All individuals involved in an investigation as a witness, victim or alleged harasser will be instructed not to discuss the subject outside of the investigation. If an investigation reveals that a harassment complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

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.

Some forms of sexual harassment of a student may reasonably be considered child abuse

which must be reported to the proper authorities.

Under no circumstances will the School tolerate threats or retaliation against anyone who makes a harassment complaint or participates in an investigation. Individuals who engage in threats or retaliation will be subject to disciplinary action.

### **33. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **34. Violent Conduct**

Students may face expulsion for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **35. Improper dress**

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

allowed. Shoes must be worn at all times for health and safety reasons.

Students are expected to dress appropriately at all times. Refer to the section on Dress and Grooming in the student handbook.

#### **36. Unauthorized Area and Times**

Students may not be in the building between designated hours of supervision without being under the direct supervision of a district employee. During the school day, students must not go outside the designated boundaries of supervision.

#### **37. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

#### **38. Fighting or Aggressive Behavior**

Students involved in a fight or exhibiting aggressive behavior toward another will be subject to disciplinary action.

#### **39. Gang Activity**

Students involved in gang activities, including, but not limited to graffiti, signs, signals, tattoos and gestures, and the wearing, carrying or displaying of gang-affiliated clothing/articles and/or participating in activities which are designed to intimidate another student will be disciplined.

#### **40. Inappropriate/Profane Language**

Students are prohibited from using inappropriate or profane language in either oral or written form.

#### **41. Violation of Local, State, or Federal Code**

Infractions that violate the law will be reviewed. Charges may be filed with the proper authorities along with any school discipline

#### **42. Possession of Pornography**

Students may not possess sexually explicit material while at school or at school activities.

#### **43. Technology – Violation of AUP**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to

abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

#### **44. Personal Communication Devices**

Students MUST have all personal communication devices (PCDs) completely OFF and stored in hallway lockers (not locker room lockers) during school hours from 7:30 to 2:45.

During school hours, students are prohibited from using PCDs to capture, record, or transmit the words and/or images of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a PCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

The use of PCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, and bathrooms.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. No expectation of confidentiality will exist in the use of PCDs on school premises/property.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages

and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

### **VIDEO CAMERAS**

Sidney Middle School has cameras located throughout the building. The principals are the only personnel who have access to the videotapes. Due to confidentiality, parents are not permitted to view any tape that displays students other than their own.

### **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the board but that is connected to activities or incidents that have occurred on property owned or controlled by the board.

Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The school will comply with its obligation to promptly provide reasonable discipline consistent with the severity of the incident.

Two types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the school.

#### **Teacher Lunch Detentions**

A student may serve a teacher lunch detention while eating lunch in the teacher's classroom.

#### **Lunch Detentions (Issued by the office)**

A student may serve a lunchtime detention in a supervised designated room while eating their lunch.

#### **Teacher Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The students are responsible for informing the parent of a detention notice. The

student or his/her parents are responsible for transportation.

#### **After School Detentions (Issued by the office)**

After school detentions are from 2:45 p.m.-3:15 p.m. Students who are assigned detentions are responsible for making the necessary transportation arrangements.

1. It is the student's responsibility to keep track of his/her own detentions.
2. If a student fails to serve an assigned detention, the result will be a T-School.

#### **T-School**

T-School will be in session on Tuesdays and Thursdays from 2:45 p.m. to 4:15 p.m. Assigned students will attend a continuous 1 1/2 hour period. Each student shall arrive with sufficient educational materials to be busy during this period. Transportation to and from T-School shall be the responsibility of the student/parent. A student missing any portion of his/her assigned time in T-School may be given an additional penalty. Failure to timely serve T-School assignment(s) may lead to suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.

#### **The following rules shall apply to both Detention and T-School:**

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed

Any disturbance reported by the supervisor will mean the student will be removed from detention without credit.

#### **In-School Restriction (ISR)**

In-School Restriction is used as an alternative to Out-of School Suspension (OSS). Students will be assigned an In-School Restriction at the discretion of the administration.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action through local law enforcement.

### **DUE PROCESS RIGHTS**

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

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the principal or assistant principal will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed. The request for appeal must be in writing and filed with the superintendent within five (5) calendar days after the date of the notice to suspend.

During the appeal process the student shall not be allowed to remain in school. If the appeal is heard by the superintendent or the board designee, the appeal shall be conducted in a private meeting.

If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises.

A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day.

No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceed one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s) /guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after

the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the board or its designee and the right to request that the hearing be held in executive session.

Within ten (10) days after the superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

1. conveying deadly weapons onto school property or to a school function;
2. possessing deadly weapons onto school property or at a school function;
3. carrying a concealed weapon onto school property or at a school functions;
4. trafficking in drugs onto school property or at a school function;
5. murder, aggravated murder on school property or at a school function;
6. voluntary or involuntary manslaughter on school grounds or at a school function;
7. assault or aggravated assault on school property or at a school function;
8. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
9. complicity in any of the above offenses, regardless of the location

This process is formal and may follow an expulsion with the proper notification to the parents.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and, where applicable, the Americans with Disabilities act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing one (1) day, of the reason for and the length of the suspension.

### **SEARCH AND SEIZURE**

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the school authorities reasonably suspect that a search will lead to the discovery of evidence of

a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School officials may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the

parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **STUDENT RIGHTS OF EXPRESSION**

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

- A. Material cannot be displayed if it:
1. is obscene to minors, libelous, is pervasively indecent or vulgar
  2. advertises any product or service not permitted to minors by law
  3. intends to be insulting or harassing
  4. intends to incite fighting or presents a likelihood of disrupting school or a school event
  5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

## **Section V: Transportation**

### **BUS TRANSPORTATION TO SCHOOL**

The School provides transportation for all students who live farther than 2.0 miles from Sidney Middle School. The transportation schedule and routes are available by contacting the transportation department at 497-2220, ext 1091 or 1092.

Students may only ride assigned buses and must board and depart from the bus at their assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency as determined by the parents and the school administration.

The transportation department may approve a change in a student's regular assigned bus stop to address a special need, based upon approval of a note from a parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the School are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

### **Pupil Transportation Management Policies 3301-83-08**

Pupil transportation management policies should be developed cooperatively by administrators and transportation personnel. Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include:

- A. The school bus driver's authority and/ or responsibility to maintain control of the pupils.**  
**B. The pupil's right to "due process" as provided for by the policies and procedures of the educating agency.**  
**C. Pupil management and safety instruction policies shall include the following:**

- Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic and away from the bus stops.
- Behavior at the school bus stop must not threaten life, limb or property of any individual.
- Pupils must go directly to an assigned seat so the bus may safely resume motion.
- Pupils must remain seated keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.

- Pupils must not throw or pass objects on, from or into the bus.
- Pupils may carry on the bus only objects that can be held on their laps.
- Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Pupils must not put head or arms out of the windows.
- Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
- Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.

**D. Suspension, expulsion or immediate removal from bus:**

- The superintendent or superintendent designees or principals are authorized to suspend or remove pupils from school bus riding privileges.
- Immediate removal of a pupil from transportation is authorized. A pupil immediately removed from transportation must be given notice as soon as practicable of hearing which must be held within seventy-two hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from rider ship shall be in accordance with policies of the school bus owner.
- School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension or expulsion.
- Suspension or immediate removal of preschool and special needs children may require a modification of the above procedures and shall be accomplished in accordance with the law.

**VIDEOTAPES ON SCHOOL BUSES**

The board of education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

**PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus.

**TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using District form - Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

**SELF-TRANSPORTATION TO SCHOOL**

Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. Parking lot speed limit is 15 mph.

**BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS, AND HOVER BOARDS**

Bicycles, skateboards, rollerblades, scooters, and hover boards are not to be ridden on the sidewalks of school property or in the building. Bicycles are to be left at the racks located on the east and west sides of Sidney Middle School. Students should lock their bicycles.

**MOPEDS**

Mopeds are to be parked along the last row of the school parking lot. All road safety procedures are to be followed. Failure to comply will result in discipline.