

Buckeye Trail Middle School

2017-18

Student Guidelines and Expectations

65553 Wintergreen Road
Lore City, Ohio 43755
(740) 489-5100
District Website: www.eguernsey.k12.oh.us

Principal: Duane A. Poland
Assistant Principal: Ms. Trisha Delaney
School Counselor: Stephanie Forshey

The Warrior Way

The Vision is to create successful learning experiences and opportunities through cooperative utilization of school and community resources to promote lifelong learning. . The environment will be safe, secure and supportive, our district will provide each student with the skills necessary to become responsible contributing members of society.

The Mission of East Guernsey Local Schools is to provide students with the necessary skills to become lifelong learners and responsible members of society. East Guernsey stakeholders will collaborate with the goal of creating meaningful experiences and opportunities in a safe and supportive environment.

Purpose of this Handbook

The Board of Education has developed policies to facilitate the accomplishment of the stated beliefs, vision, and mission. This handbook has been developed for parents and students as a means of providing information regarding the policies, procedures, rules, guidelines, operations, and activities for Buckeye Trail Middle School. These are intended to provide for the maintenance of a “learning environment” where the goals identified for our students can best be accomplished. In the event of a conflict, all provisions of this handbook are subject to the Provisions of the Ohio Revised Code (3301.60).

Buckeye Trail Alma Mater

“Hail Buckeye Trail”

To Buckeye Trail we sing thy praise,
Thy glory and thy might.
Our song of honor we shall raise,
To glorious blue and white.
So Hail! Hail! Buckeye Trail,
Alma Mater.

Our faith in you shall never die,
True Warriors we will be.
We'll lift your banner to the sky
With pride and loyalty.
So Hail! Hail! Buckeye Trail,
Alma Mater.

Jurisdiction. This code of conduct is in effect while students are under the authority of school personnel or involved in a school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events or other school activities or programs. In addition this Code of Conduct includes misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school property and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee. A student shall not violate any state or city ordinance while under school authority.

2017-2018 SCHOOL CALENDAR

August 14–16, 2017	Staff Professional Day
August 17, 2017	Student's First Day of School
September 4, 2017	No School – Labor Day
September 11–15, 2017	No School – Fair Week
September 29, 2017	Interim Reports
October 20, 2017	End of First Grading Period
October 20, 2017	Early Dismissal at 12:21 p.m. (for staff dev)
October 26, 2017	Teacher PD – No school for Students
October 26, 2017	Parent/Teacher Conferences (4:00–8:00 p.m.)
October 27, 2017	No School – Parent/Teacher Conf (8:00–11:00 a.m.)
November 10, 2017	No School – Veterans' Day
November 17, 2017	Interim Reports Sent Home with Students
November 22–27, 2017	No School – Thanksgiving Vacation
December 22, 2017	End of Second Grading Period
December 22, 2017	Early Dismissal at 12:21 p.m.
December 25–29, 2017	No School – Holiday Break
January 1, 2018	No School – Holiday Break
January 12, 2018	Teacher PD – No school for students
January 15, 2018	No School – Martin Luther King Jr. Day
January 26, 2018	Interim Reports
February 15, 2018	Teacher PD – No school for students
February 15, 2018	Parent/Teacher Conferences (4:00–8:00 p.m.)
February 16, 2018	No School – Parent/Teacher Conf (8:00–11:00 a.m.)
February 19, 2018	No School – Presidents' Day
March 9, 2018	Early Dismissal at 12:21 p.m. (for staff dev)
March 9, 2018	End of Third Grading Period
March 30–April 2, 2018	Holiday Break
April 11, 2018	Interim Reports
May 20, 2018	Commencement
May 22, 2018	Students Last Day
May 23, 2018	Staff Professional Development

HONOR STUDENTS

STUDENTS WITH THE HIGHEST THREE YEAR GPA AT BUCKEYE TRAIL MIDDLE SCHOOL

1990-93 Jonathan Cheng	1991-94 Jodi Spratt	1992-95 Jessica Khune
1993-96 Doug Allen	1994-97 Susan Lynn	1995-98 Jack Matthews
1996-99 Jessica Zink	1997-00 Matt Gilmore	1998-01 Julie Watson
1999-02 Shaylyn Bennett	2000-03 Amy Kittle	2001-04 Lindsay
Collart/Clay Matthews	2002-05 Josh Bodner	2003-06 Lindsey Bardall
2004-07 Alicia Swain	2005-08 Melinda Nelson	2006-09 Katrina William
2007-10 Wade Nelson	2008-11 Robin Bodner	2009-12 Jenny Larrick
2010-13 Diana Wheeler	2011-14 Alexandria McVicker	2012-15 Logan McVicker
2013-2016 Gracie Hayes, Ross Robinson, Britnye Roe		
2014-2017 Alexandria Woodard		

Student Arrival

The school staff is on duty beginning at 7:30 a.m. Students who walk or ride with parents **are not to arrive** or plan to enter the building prior to 7:30 a.m. The school cannot be responsible for the supervision of students who arrive before 7:30. These students will report to the commons/auditorium for “early birds.” Supervision is provided in the cafeteria/auditorium.

Middle school students pay on their lunch account and eat breakfast before 8:03. Students will go to their lockers at 8:00 prior to reporting to their homeroom. No students will be permitted in the hallways before 8:00 a.m. unless they have a supervisor present.

Students arriving to school tardy (after 8:00 a.m.) are to bring a note explaining the reason for their tardiness. Students who are tardy should first report to the office and sign in before going to their locker or classroom. Students who are tardy, due to medical appointments, school related events, and other reasons the principal deems appropriate, will be excused. Students riding late buses will not be counted tardy.

Daily Dismissal

Students are dismissed daily at 3:00 pm. **Bus students are to exit through the Middle School doors and go directly to their assigned bus. Middle school students who are to be picked up by a parent are to report to the Middle School pick up area at the rear of the building.** Middle school students, who are to be picked up with an elementary school sibling, are to report to the elementary school pick up area, adjacent to the third grade rooms. All students, unless otherwise arranged through the office, must leave the building at 3:00 pm dismissal.

Students who are authorized to stay after school, such as athletes, drama and other permitted students need to be in those specific areas and preparing for their activity. **Playgrounds and gym areas are restricted to approved activities at 3:00 pm.**

Students who plan to change their normal routine after school (Go to different residence) must bring a note from a parent or guardian, which will be verified and approved in office. The student will be required to have note with them at dismissal time to show to bus driver or teacher. Without approval and the note, a student will follow their normal routine.

Students needing to leave the building early must get permission from the principal's office. This will require a written excuse explaining the reasons for the early dismissal and must be signed by the residential parent/guardian.

Daily Schedules

Daily Schedule	Two Hour Delay Schedule
Tardy Bell(8:00)	(10:00 Tardy Bell)
Period 1 8:00-8:43	Period 1 10:00-10:32
Period 2 8:46-9:26	Period 2 10:35-11:01
Period 3 9:29-10:09	Period 3 11:04-11:37
Period 4 10:12-10:52	Lunch /Recess 11:40-12:10
Homeroom 10:55-11:35	Homeroom 12:13-12:32
Lunch/Recess 11:35-12:05	Period 4 12:35-1:01
Period 5 12:08-12:48	Period 5 1:04-1:30
Period 6 12:51-1:31	Period 6 1:33-1:59
Period 7 1:34-2:14	Period 7 2:02-2:28
Period 8 2:17-3:00	Period 8 2:31-3:00
Dismissal	Dismissal
Collaboration 3:00-3:30 pm	Collaboration 3:00-3:30 pm

Attendance Policy

Regular attendance by students is vitally important. In many cases, excessive absence is the major reason for poor schoolwork. Therefore, all students are urged to keep daily absences to a minimum. Whenever possible, appointments and errands should be scheduled during non-school hours.

Parents and students are reminded that a student must be present four straight periods in order to participate in extracurricular activities such as dances, programs, and athletic contests.

*Should your child not be transported by bus, due to hazardous road conditions, he/she will not be counted as absent.

Ohio law mandates parents/guardians send students to school and allows parents the right not to send them to school for seven reasons. (See Below) If the absence does not follow state law, the student is subject to consequences from the Student Code of Conduct and the parent/guardian is in violation of the mandatory school attendance provisions.

Attendance Procedures

Buckeye Trail Middle School will appoint an attendance officer (Secretary) to monitor attendance. Buckeye Trail Middle School is required by law to notify parents or guardians when a child does not attend school. If parents or guardians have not contacted the school or cannot conveniently be reached by phone, a notice will be mailed on the same day of the absence, or until absences are excused.

Excused Absences

State law provides for seven reasons for which absences will be excused:

1. Personal illness of the student
2. Illness in the student's family
3. Medical or dental appointments
4. Death in the family
5. Quarantine for contagious disease
- 6.. Religious reasons
7. As determined by the superintendent of schools (or Designee)

Parent notification is required to excuse absences for the above reasons. After the 5th notification (per 9 weeks) a medical, legal, or religious slip/note will be required to excuse the absence. Without a medical /legal /religious professional's written and signed excuse, the absence will be recorded as unexcused.

Ohio Revised Code 3321.191

Effective beginning with the 2017-2018 school year, the board of education of each city, exempted village, local, joint vocational, and cooperative education school district and the governing board of each educational service center shall adopt a new or amended policy to guide employees of the school district or service center in addressing and ameliorating student absences. In developing the policy, the appropriate board shall consult with the judge of the juvenile court of the county or counties in which the district or service center is located, with the parents, guardians, or other persons having care of the pupils attending school in the district, and with appropriate state and local agencies.

Ohio Revised Code 2151.011

"Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy- two or more hours in a school year.

Absence Intervention Team

Buckeye Trail Middle School will invite the parent/guardian and the student to be part of the Absence Intervention Team when the following unexcused limits are met.

-Thirty-Eight (38) unexcused hours in any month

-Sixty-Five (65) unexcused hours in the school year

The letter will be sent within 7 days of hourly limit being reached. The team will finalize the plan within fourteen days and share with parent. The school will attempt different interventions to help improve attendance prior, during and after the absence intervention plan is approved. If satisfactory improvements are not observed, then the attendance office must file a complaint with Guernsey County Juvenile Court within Sixty-One (61 days)

Adjustments and Interventions to address attendance

1. Buy Back day (Friday After School) or (Saturday School)
2. Absence Intervention Team Collaboration
3. Working Lunches
4. Parent Literature (Tips to help)
5. After School Work Session

Tardiness to school

Students arriving to school after 8:00 am will be considered tardy and will need a note from parent/guardian explaining reason for late arrival. Students should first report to the office and sign in before going to their locker or classroom. Students who are tardy due to medical appointments, school related events, and other reasons the principal deems appropriate, will be excused. Students riding late buses will not be counted tardy.

Students arriving after 10:00 a.m. will be counted as absent. Students arriving after 1:00 p.m. will be regarded as absent for the entire day.

For students to be considered present for one-half day, they must be in class for four consecutive periods. Student-athletes may not practice or participate in a contest unless they attend one-half day of school (exception – authorized absence request form filed prior to absence). Likewise, students may not attend extracurricular events such as dances or programs unless they meet the one-half day requirement.

Make-Up Work

Students, who have been absent, are required to bring a note (within two days of returning to school) signed by a parent/guardian that explains the reason for the absence, even if the absence has been reported to the school. **Failure to send the required note within two days will result in the absence being considered truant.**

Time allowed for make-up work will be the days absent plus one day. For example, one day absent, make-up work is due on or by the second day after returning to school.

Homework or tests not completed within the allotted days will be recorded as an “F” grade. If a student is present the day before an advanced assignment or project is due, and absent only for the next school day, he/she is expected to turn in the assignment or project upon return to school.

Students who are absent can keep up on their work by calling the school to get their

assignments.

Parent Teacher Conferences

Arrangements for conferences throughout the school year may be made with the teacher or principal by appointment only. Due to responsibilities and duty assignments, “drop-in” visits are extremely difficult if not impossible. Please call the school office in advance or write a note asking for a conference. One will be arranged at the earliest possible opportunity.

Parent-Teacher Conferences are part of the official school calendar and are listed accordingly. Conference dates for ~~2016-2017~~ **2017-2018** are: Fall – ~~October 27 and 28, 2016~~ **October 26 and 27, 2017**; Winter – ~~February 16 and 17, 2017~~ **February 15 and 16, 2018**. This is the best way to communicate with teachers. It is a time when parents and teachers can discuss confidential information concerning their child. At the end of the first and mid-term of the third nine weeks grading periods, teachers will be requesting conferences with parents of children who are experiencing difficulties. However, all parents are welcome to contact the school to arrange to participate in these regularly scheduled conferences.

Building Grading Procedures

Nine-weeks grades are determined by the percentage grade determined by the individual teacher’s grading procedures and student work. Final grades are determined by the average of each nine-week’s letter grade.

Report cards are normally distributed within seven (7) days of the end of the grading period.

Grading System: Buckeye Trail Middle School uses a four (4) point grading system;

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

Grading Scale:

A+ = 97-100	A = 97-100	A- = 90-92	B+ = 87-89	B = 83-86	B- = 80-82	
C+ = 77-79	C = 73-76	C- = 70-72	D+ = 67-69	D = 63-66	D- = 60-62	F = 0-59

Academic Information

Promotion, Placement, Retention

At the end of the school year, students are either **promoted** (having successfully completed academic criteria they move to the next successive grade level), **placed** (although not successfully completing the academic criteria, other factors indicate the student should be placed in the next grade level), or **retained** (having failed the academic criteria factors indicate that the student should return to the same grade level next school year).

Students having difficulty will be given opportunities and suggestions for intervention and assistance toward successful academic progress. Parents should pay close attention to interim reports and other communications sent home to be fully aware of their child's progress. Likewise, parents will be notified at the first indication of difficulties the child is having which may lead to possible placement or retention.

The promotion, placement, or retention of each student in the District will be determined individually, according to District policy. The decision is based on collective information from the classroom teacher(s), building principal, parent or guardian, and guidance counselor. Factors to be considered include: reading grade level, mental ability, age, physical maturity, emotional and social development, social problems, home conditions, grade averages, attitude, competency test scores, and Achievement test results. The building principal will notify the parents of the final decision as to placement or retention. Should the parents wish, they may appeal this decision to the district superintendent. The superintendent will then make a final determination prior to the beginning of the next school year.

Educational Options:

Students may earn academic credit through the following Educational Options. Further information and appropriate forms may be obtained through the Guidance Office. Students can take courses for high school credit or college credit through the College Credit Plus, the EGLSD A+ program and/or the Distance Learning Program.

Recognition for Academic Success

"Principal's List" – Those students who have earned all "A's" for a grading period.

"Honor Roll" – Those students who have earned all "A's" and "B's" for a grading period.

An **"Academic Honors Banquet"** is held in the spring for all students who qualify. Students and their families receive invitations by mail. Students who have received all "A's", "B's", or a 3.50 GPA or higher qualify for this honor. Any grade of "D" or "F" will disqualify a student from the Academic Honors Banquet.

Cafeteria Information

(Lunch Prices: Grades 6-8 = \$3.00, Adult \$4.00, Extra Milk .50)

Students are to pay on their lunch accounts upon entering the building before 8:10 a.m. Refund of any balance exceeding \$3.00 in a student's lunch account may be requested within 30 days of graduation or withdrawal from the district.

The East Guernsey Local Schools operate a free and reduced lunch program in cooperation with the federal government. Forms are available from the school office if needed. All requests are confidential. However, information from free and reduced lunch forms may be used to determine federal program eligibility. Students participating in the free or reduced program from the previous year will continue to be eligible until new forms are distributed in September.

A cafeteria-style lunch is served daily. Breakfast is available in the morning to all

students at no charge. Milk or juice is available as a lunch supplement.

Buckeye Trail Middle School operates a closed lunch. Students are not allowed to leave the building for lunch. They are to remain in the building and eat in the cafeteria under school supervision.

In an effort to promote healthy eating habits, the East Guernsey Local Schools will provide students with their choice of meal options. A basic meal will consist of one entrée and two sides, which the students may choose. Also provided will be an extended meal at an additional price, which will consist of one entrée and three sides, or two entrees or two sides. Students must purchase a basic or extended meal before purchasing a la carte items.

To maintain an orderly and safe lunch program, all Code of Conduct rules, in addition to other guidelines, must be observed. Additional guidelines are, but not limited to the following:

1. Students will conduct themselves in a reasonable manner.
2. Students will enter in an orderly manner and walk in single file through the lunch line.
3. Students will not be permitted to cut in line.
4. Once students have been seated, they will not be permitted to change seats.
Assigned seats may be utilized.
5. Students will keep their eating area clean.
6. Students will remain in the cafeteria until dismissed by the duty teacher or volunteer.

Juice/Water Machine Use

The **juice/water** machines are to be used primarily by students staying after school for athletic participation, the general public at athletic events when a concession stand is not available, or as rewards or incentives for students. The following guidelines regarding the use of the machines are in effect:

1. Students may not purchase from the machines without permission.
2. Students not staying after school for school-sponsored events and supervised by a staff person may not purchase from the machines. **Bus students are prohibited from taking such items on the bus.**
3. Students authorized to stay after school may purchase from the machines anytime after 3:05 p.m. These students are responsible for cleaning up and throwing away cans and wrappers. Report spills to the custodian on duty immediately.
4. Students are not to have open cans or bottles of **pop/water/juice** while moving through the hallway.
Cap must be screwed on tightly.
5. No beverages or snacks in the classroom.
6. Since the district participates in the federal lunch program, students are not permitted to purchase food or drink from the snack machines or **juice/water** machines during the time lunch is served.

Health Information Immunization

State law requires health records be maintained for all students attending school. The significance of O.R.C. 3313.671 is that a pupil is not admitted to school unless the parent or guardian has submitted written evidence of all proper immunizations.

Immunizations can be waived if:

1. A written statement is presented from a physician certifying that immunization is medically inadvisable; or
2. A written statement signed by parent and minister objecting to immunizations because of religious convictions.

Parent-verified or physician-verified disease history may be accepted in lieu of vaccine for mumps only. Disease history of Rubella cannot be accepted in lieu of vaccine.

Kindergarten students must have received three (3) Hepatitis B doses of vaccine.

Total doses of minimum required immunizations for any 6th grade student entering school are: 4-DPT (diphtheria, pertussis, tetanus); 3-OPV (oral polio vaccine); 2-MMR (measles, mumps, rubella.)

Students entering either 7th or 8th grade should have received a second MMR immunization.

Student Medication and Authorization

School personnel will be permitted to administer medication only when no alternative is available. Should it be necessary, proper written authorization must be on file in the office. Phone permission will not be accepted. New medication forms must be filed each year with the office.

Prescription and nonprescription medications will require both parent and doctor authorization. Non-prescription medication (such as Tylenol) can be administered with the written permission of the parent and their physician. In these cases the parent/guardian will need to supply the school with the medication as the school is no longer permitted to provide these types of medications (Tylenol, Pepto Bismol, cough drops). Permission forms, for both the type of medication and the dispensing of them at school will be made available to students during the first week of school.

All medications, prescription and nonprescription, brought to school by students, must be in the original container and must be given to the proper school officials as soon as the student gets to school. Students are not to keep any kind of medication in their possession.

Allergies and Bee Stings

Parents are responsible for informing the school of any allergies their child may have. If a child is allergic to bee stings, the parents are responsible for providing the school with the bee sting medication and a doctor's statement concerning the administration of this medication. Please provide us with at least three (3) bee sting kits. They will be kept in the following locations: the school office, the child's classroom, or the regular school bus the child rides.

Accidents

Staff members take every precaution to insure the safety of students throughout the school year. However, accidents do occur. When a student has been injured on the playground, or in the building, the student is sent to the school nurse or the office. In the event of minor scrapes or bruises, the area is washed and bandaged. In the event of more serious accidents (particularly involving neck or back injuries), the parents are notified immediately.

Emergency Medical Authorization cards must be on file for every student before September 1, 2017. Students may be excluded from attending school if the emergency medical information is not on file after this date.

General Information

Athletics

Buckeye Trail Middle School is a member of the Ohio High School Athletic Association (OHSAA), subject to the rules and regulations of the organization. The school sponsors interscholastic competition in: football, volleyball, boys and girls basketball, golf, boys and girls track, and cheerleading. **Athletic eligibility is determined in accordance with OHSAA regulations. A student must pass 5 of his/her scheduled classes during the previous nine-weeks grading period. It is the responsibility of the student to maintain his/her athletic eligibility by maintaining the required number of courses passed. Incoming seventh grade students are automatically eligible for the first nine weeks of the school year.**

Buckeye Trail Middle School promotes good sportsmanship in all programs, with players, coaches, and fans. Board Policy governs fan behavior.

Announcements

Daily morning announcements are made during 1st period and include the Pledge of Allegiance and a moment of silence. Afternoon announcements are made on an as needed basis.

Change of Address or Phone Number

It is the responsibility of the student to report any change of address or phone number to the office.

Custody Orders

Current custody orders are required to be on file. When a new custody order becomes effective, or an existing order is modified, an updated copy of the entire order must be provided to the school.

D.C. Trip

Eighth grade students are eligible to participate in the D.C. trip in the spring. Students must: 1) raise/pay the amount of money established for the trip; 2) be in good academic standing; 3) be in good discipline standing; and 4) be in good attendance standing. Specific information will be given to interested 8th graders in the fall. The Student Code of Conduct applies to this trip.

Eighth Grade Promotion

Participation in promotion activities is considered a “**privilege**”, not a “**right**”. Students must meet the following criteria in order to participate: 1) be academically eligible for promotion; 2) have paid all financial obligations; and 3) be in good discipline standing. Specific information regarding promotion will be sent to students and parents in the spring.

Electronic Devices/Tape, CD Players, Cell Phones, etc.

Students are advised not bring Electronic Devices to school. The school cannot guarantee the safety of these items. ***No Electronic Devices may be used during school hours without teacher/administrator permission.*** Students may use their chromebook as needed during the school day. The content of tapes and CD’s are subject to the Code of Conduct. Student cell phones are to be turned off, kept in the student’s locker and not used during the school day or on the school bus.

Tape or recording devices may be used in a classroom, only as a learning aide, and only with the prior approval of the teacher, unless stated in an IEP or 504 plan. All other recording is strictly prohibited. No pictures will be taken in the restrooms or classrooms.

Emergency Dismissal

In the event of delays, cancellations, or early dismissal due to calamity situations (weather, utility failures), announcements will be made via the school call system as well as on local radio stations (WILE, WCMJ, WBTV) and television stations (WTRF, WHIZ, WTOV). Please do not count on calling the school with “last minute” instructions, as the lines most likely will be busy during such a situation. Once students are dismissed and leave the school grounds, we will not be able to provide supervision. Emergency dismissal arrangements should be noted on the emergency card and the student made fully aware of such an arrangement. An automated call system will also be utilized to notify parents of school cancellations.

Emergency Medical Cards

All students are required to have an updated Emergency Medical Card on file in the office by ~~Aug. 31, 2016~~ **September 1, 2017**. Students/Parents/Guardians are responsible for reporting any changes in emergency medical information. Copies are required for the office, field trip authorization, athletics, and any extra-curricular activity if needed.

Emergency Procedures

Students are responsible for knowing the fire and tornado drill procedures in each of their classrooms. Periodic fire and tornado drills will be held to practice safety procedures.

Equal Educational Opportunity

The East Guernsey Local Schools does not discriminate on the basis of race, color, age, national origin, sex, or handicapping condition.

Guidance

Guidance services are available to all students for the purpose of scheduling, testing, career planning, counseling, or other personal needs. Students are welcome to schedule an appointment with Mr. Gray at any time.

Gum: Gum is not to be chewed at any time in the school building, or on school grounds. Students who are registered in courses with high school teachers shall not have gum in the classroom or in school.

Hat Days

Hats may be worn on designated Hat Days, sponsored by student activity groups as a fund-raiser. Headgear is limited to **ball caps and visors**, worn in an appropriate fashion. No bandannas, scarves, do-rags, hoods, or other headgear is to be worn. **Hats (or other head coverings or hoods) and sunglasses will not be permitted to be worn inside the school building unless approved by a building principal, a physician and/or the school nurse. Special events such as "Hat Days", sponsored by student activity groups as a fund raiser, will be determined by the building principal, and what constitutes as an appropriate hat/headgear will be determined by the building principal.**

Hazing: No practices of hazing or initiation are permitted. Violators are subject to the Student Code of Conduct.

Home Schooling – Enrollment to BTMS

Any Home School student who wishes to enter BTMS must enroll with the guidance counselor, be tested by the OVESC, and present his/her schoolwork and instructional evaluation. The principal will determine student placement.

Insurance

Students will have the opportunity to purchase insurance during the beginning of the school year. Purchase of insurance is voluntary; and between you and the company. Students participating in sports must have proof of insurance coverage.

Locks and Lockers

Students are assigned a locker to keep their books, papers, and personal possessions

at school. **The lockers are property of the East Guernsey Local Schools. Lockers and contents may be searched in accordance with Ohio law.** Lockers must be kept neat and clean. Contents are to be in accord with the Student Code of Conduct. Students may not share a locker with another student. Students are not permitted to visit their lockers unless they have permission from a teacher or an administrator. Lockers must be cleaned out before the Christmas break and again at the end of the year.

Parent-Teacher Organization

The P.T.O. holds meeting on a monthly basis. Notices are sent home prior to each meeting and/or placed on the calendar of events mailed home each month. We urge you to attend and get involved in this organization. Funds raised by this organization are used to benefit our buildings and the students.

Personal Property

Any items that may adversely affect the safety of students, or the educational environment of the school, are not to be brought onto school property. Such items, if brought, will be turned in to the office and made available only to parents. Students bringing such items are considered to be in violation of the Code of Conduct and therefore subject to disciplinary consequences. Other personal items brought to school that may become stolen, lost, or damaged, are not the responsibility of the school.

Pictures

Individual pictures will be taken in October. Notices will be sent home with the students to inform the parents. Parents may purchase school pictures if they choose. Pictures will be taken of each student for record and yearbook purposes. The purchase of pictures is not mandatory. Pictures are usually scheduled again in the spring. A yearbook will be compiled and sold **if sufficient orders are placed**. Students will appear in the yearbook whether pictures are purchased or not.

Public Display of Affection

Students are expected to behave in an appropriate and responsible manner. No public displays of affection such as kissing, hugging, holding hands, or placing hands on another student in an inappropriate manner are permitted.

Restrooms

Students may use the restrooms before school, between classes, at lunch, after school, and during assigned restroom breaks. Students with medical excuses must have them on file in the office. Rules governing students' release from class will be discussed with students regularly beginning on the first day of school. Students may only have 3 agenda granted visits to the restroom during the school day. This does not include lunchtime, before school begins or between classes.

Safety

The Ohio Revised Code requires that each school instruct and train children in procedures to be used in case of emergency. Student safety is controlled by classroom instruction and regularly scheduled fire, tornado, lockdown drills and evacuation drills. Signs are posted in each room giving evacuation procedures to follow in an emergency. A district crisis plan is used to train staff members how to handle crisis situations.

School Fundraisers

Throughout the school year fund raising activities are carried out by school related groups and organizations. Students are encouraged to participate in helping to raise needed funds for the many school activities not funded through district funds. No student is required to participate in fundraising activities.

Parents who do not want their child to participate should send a note indicating such to the school office. Students may be denied the opportunity to participate directly in fundraising activities if previous participation resulted in money not being turned in or other abuses of the fundraiser took place.

Due to the numerous fund raising efforts by many groups within the school district, only school related fundraising is permitted in the building. Non-school groups should not ask students to fundraise in the school during school hours.

Social Security Number

It is the responsibility of each student to report his/her Social Security Number to the office for Educational Informational Management System (EMIS) reporting. Upon parental request, a substitute identification number will be issued.

Surveillance Cameras

Surveillance cameras are present to aid with student safety, building and bus management. **There is no expectation of student privacy.** Surveillance cameras are for administrative use only and due to confidentiality issues, available for viewing by school administrative personnel only.

Steroids

Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne and baldness. Possession, sale or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment.

Student Helpers

There will be **no** student helpers for the ~~2016-2017~~ **2017-2018** school year.

Student Records

Student records are kept in the guidance office. Ohio law protects student records. Requests to view records by students or parents/guardians must be made to the principal or guidance counselor.

Study Halls (Experience class)

There will be no study hall room during the school day except during the Experience period.

Students will be scheduled for Experience one (1) class per day. Students while in Experience will be expected to study, view programs or videos, and to have informational meetings. Students are not allowed to sleep, socialize, etc. A school appropriate atmosphere must be maintained at all times in the Experience class.

Telephone

Teachers and students will not be called to the telephone during school hours except for emergencies. Students may use the office phone for emergencies, during study hall or lunch periods.

Textbooks and Workbooks

Students will be provided with several textbooks for use during the school year. The students are responsible for these books and are expected to take proper care of them.

A workbook consumable supply fee will be assessed and is due during the first nine weeks of school. Students will be provided a written receipt and a copy is kept in the teacher's file. Students are charged an additional amount for any workbook lost during the school year.

Title I School Wide Buildings

Each year, Buckeye Trail Elementary & Buckeye Trail Middle School receives Title I Federal funds. Title I funds are based on free and reduced lunch counts and are used to provide services to students who need additional assistance. Our Title I delivery service is called a School wide program. This means that all students, but in particular the lowest achieving, receive additional assistance. Intervention services are provided by Title I. Parent involvement is an important component of your student's success. We encourage you to contact us with questions or concerns. All parents of students in Title I buildings may request information regarding the professional qualifications of teachers and paraprofessionals, including; licensure status, degree major, graduate certification, fields of study and highly qualified status.

Visitor Policy

To maintain the educational environment, student visitors are not permitted. No family members or friends may come to simply visit with other students during any part of the school day. A parent and their child (as a prospective enrollee) may arrange to visit and tour the building, with principal permission. All visitors are required to report to the office upon entering the building to register and receive a Visitor's pass.

Code of Conduct

(In the event of a conflict, all provisions of this handbook are subject to the Provisions of the Ohio Revised Code 3301.60).

The provisions of this Code apply on all property owned or controlled by the District's Board of Education. Such provisions also apply to student misconduct off property owned or controlled by the Board that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Such provisions also apply to student misconduct, regardless of where it occurs, that is directed at a District official or employee or the property of a District official or employee.

The items in this code are in effect during normal school hours, hours of a normal school function, or hours outside the normal school day, where students and school personnel make contact in a school related nature, either on or off school grounds.

All members of the school staff are to be free from harassment on or off school grounds regardless of time of day, time of year, or location. This includes misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. This includes, but is not limited to, verbal and/or physical assault or harassment, and damage to personal property.

A violation of any part of this code may result in disciplinary action including: conference(s) with student, teacher, counselor, principal, and parent; verbal warning, written warning, rearrangement of class schedule, removal of privileges, removal from class or school, assignment to detention, Saturday School, Alternative Intervention (A.I.), suspension from school to the maximum of ten (10) days, or expulsion, and/or referral to law enforcement.

- 1. Disruption:** Disruption or obstruction to the educational, curricular, or co-curricular process. Disruption or obstruction is the result of misbehavior that interrupts the learning, teaching, or coaching processes, interferes with the rights of others to enjoy a performance of a school sponsored or school sanctioned activity whether curricular or co-curricular, or threatens the general safety or well-being of students, employees, and community.
- 2. Vandalism:** Physical damage or defacement of school or private property, including littering. Physical damage, defacement to school property, school personnel's private property, and private property are prohibited. Physical damage, whether intentional or unintentional, is any action that leads to the property's replacement, repair, cleaning, or comparable restorative action. Littering, whether intentional or unintentional, is also prohibited.
- 3. Theft:** Theft of school or private property. Theft of school property, school employees' property, or private property is taking into one's possession or use, property that is not one's own or allowing another to take into possession or use someone else's property while by word

or action leading them to believe the property was under your care and/or supervision. Theft of information, copyright infringement, or unauthorized duplication is prohibited.

4. Fighting: Fighting, hitting, unauthorized touching. Fighting is any physical **or verbal** combative behavior that disrupts the tranquility of a proper educational atmosphere.

5. Inappropriate Touching: Any physical contact that is considered to be a violation of one's rights or space, menacing, or threatening.

6. Assault/Physical Attack: Any physical attack by one student upon another or others.

7. Weapons or Look Alike: Transmission, concealment, creation, handling, or use of dangerous weapons and/or instruments. Any object has the ability to become a weapon or dangerous object when misused or handled in a manner that becomes threatening to the safety of others whether that threat is real or believed. Students are not to have in their possession at or during school, on the bus, in their lockers, or on their person, any weapon or instrument. This includes, but is not limited to: any type of guns (hand, starter, air, paint, pellet, squirt, or water), or any object that is indistinguishable from a firearm; knives of any type; laser pointers; or any other object that by its nature, representation, or use can be defined as dangerous. Violation is a ten (10) day suspension from school and a recommendation for expulsion.

8. Controlled Substances or Look Alike: Possession, use, buying, selling, offering, transmission, or concealment, of alcoholic beverages, illegal drugs, narcotics, controlled substances, or any mind-altering substances, including counterfeit drug and related tools, or "look-alike" drugs is prohibited. The student must inform the school of any prescription medicines he/she may be taking, including dosage, frequency, and possible side effects. Any substance that one student may lead another to believe to be a mind-altering substance is also included in this section. Students are not to give or receive medication of any kind, including aspirin or acetaminophen. Violation is a ten (10) day suspension from school. A five (5) day reduction and referral to counseling may be available to first time offenders. Multiple violators, and students involved in the sale, exchange, and/or transmission of substances will result in a ten (10) day suspension from school and a recommendation for expulsion.

9. Tardiness to Class or School: Unexplained absence or tardiness to a class, study hall, assemblies, or school. When a student is not present, or arrives after the appointed time for a class, study hall, assembly, or school to begin, he/she is to have a written explanation for the absence or tardiness.

10. Unauthorized Absence from Class or School: Any absence that is not for an excused reason is considered as unexcused. Absences and tardiness are considered excessive when they threaten the educational progress of the student and/or show a lack of commitment on the part of the student and/or his/her parent or guardian to avoid the absences or tardiness. Unexcused absence and tardiness are considered as truancy.

11. Profanity/Offensive Behavior/PDA: Offensive language or behavior is any such communication, written or verbal, physical or implied, that by its denotation, connotation, or tone can be reasonably construed to be, profane, obscene, shocking to sensibility, or in poor taste. Included is any language, communication, or act that is personally demeaning, offensive, or in violation of any individual's Civil Rights and Human Dignity (race, religion, sexual orientation). Public Display of Affection- No public display of affection such as kissing, hugging, holding

hands, or placing hands on another student in an inappropriate manner are permitted

12. Failure to Follow School Regulations: All students are expected to comply with any direction from any employee of the East Guernsey Local Schools. If the student did not hear clearly, or did not understand the directions, it is his/her responsibility, out of respect for the employee's position, to politely ask for the directions to be repeated or rephrased. Then it is the student's duty to comply with those directions.

Dress code requirements are specific to this regulation. The disruption of the educational process or environment is solely determined by the school administration.

Inappropriate attire shall include, but not be limited to the following: attire that, by its nature, is offensive or excessive in calling attention to itself; attire that advocates products or ideas that are contrary to this Code of Conduct, or to the ideals of the East Guernsey Local Schools or Buckeye Trail Middle School; any attire that could become disruptive to the educational process or deemed unsafe. Extreme hairstyles (bright orange, bright red, green, blue, drastic "spikes", etc.) are prohibited.

Shorts and skirts will be no shorter than the middle of the thigh. Boys and girls shirts and tops will be no lower than one inch below the collarbone, must cover the shoulder and long enough to cover the student's waistline.

Headgear is not to be worn except for designated fund raising days. Shoes must be worn at all times.

Prohibited articles of clothing include, but are not limited to the following: spandex or biker shorts, short shorts, shirts revealing the midriff, jeans or pants with holes above the knee, tank tops with spaghetti straps, strapless or tube tops, one shoulder tops, or clothing that is excessively tight or revealing. Boys shirts or tops must cover the shoulders. **Pants may not drag on the ground and must fit securely above the hips (i.e. baggy pants).** This prohibition includes any article of clothing promoting or advertising alcohol, tobacco, drugs, gangs, violence, death, or clothing that is vulgar in nature, demeaning or suggestive in content. This includes but is not limited to: Co-ed Naked, Butt Naked, Big Johnson, FBI, Hooters, or other suggestive shirts or clothing. Prohibited articles also include chains of any type, excessive safety pins worn as decoration, or any "jewelry" that could be determined as dangerous. Specifically prohibited is any type of visible body piercing (other than ears and single post nose studs), tongue piercing, or offensive tattoos.

Students who are in violation of the dress code will receive a verbal warning, followed by a written warning, Alternative Intervention or suspension (in progressive order). Students may not attend class until the dress code violation is corrected by calling home, changing clothes or using tape to correct the violation

Cell phone or electronic devices and/or use fall under this category. Students who bring cell phones to school are to leave them in their locker. Students are not to be in possession of a cell phone during the school day. Consequences will be a written warning and confiscation until the end of the school day (first offense, Alternative Intervention and parent only may pick up the phone in the office at 3pm, and suspension from school (subsequent offenses). Contents of cell phones may be searched if a reasonable suspicion exists that it may have been used in an activity prohibited by the student Code of Conduct. Any type of recording is prohibited at all times. Social network problems will be dealt with by school authorities if the communication was

during or at school, or if the problem interferes with the educational process of the student(s). If social media problems are brought into the school setting from outside the school, then the administration will address any issues that interfere with the educational process and the code of conduct will apply.

13. Unsafe Behavior: Any action that by its nature threatens the safety of the student and others. This includes general horseplay, running in the hallway, gambling, or unwarranted physical contact.

14. Academic Integrity/Cheating: Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to: copying others' assignments, quiz or test answers, and plagiarism (from resources including but not limited to the internet). Students who violate this policy will receive zero credit for the assignments or work involved, plus additional consequences.

According to the Council of Writing Program Administrators, plagiarism is submitting someone else's text as one's own or attempting to blur the line between one's own ideas or words and those borrowed from another source, and carelessly or inadequately citing ideas and words borrowed from another source. (Plagiarism can include but is not limited to copying information from the internet including internet pictures, information from books and information from another student's work).

15. Falsification: Any act of providing false information, lying, or misrepresentation of the truth; the act of falsely reporting incidents, making accusations or giving statements to school personnel which may adversely affect the welfare of others. This includes, but is not limited to, false absence excuses, passes, and communications.

16. Insubordination/Disrespect: Insubordination is any act of behavior that shows a lack of regard for the authority of an employee or volunteer of the East Guernsey Local Schools. Disrespect is any behavior that shows a lack of personal regard for the employee or volunteers.

17. Unauthorized use of Fire: Unauthorized use of fire and possession of instruments used to create fire is prohibited. False alarms of any type including fire and/or bomb threats are prohibited and subject to prosecution.

18. Hazing/Harassment (Bullying) /Threatening:***Buckeye Trail Middle School is a Threat Free Zone.*** Any student who threatens the life (fatal threat) of another student, teacher, or staff member, especially using the "kill" word, faces a 24 hour emergency removal from school, and out of school suspension with a possible recommendation for expulsion. This is a serious threat and will be handled in a serious manner. **This provision includes electronic acts or cyber bullying.**

BULLYING: DEFINITION

"Bullying" means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or

2. *Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.*

This conduct is considered bullying if it:

1. *Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and*

2. *Interferes with a student's education or substantially disrupts the operation of a school.*

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Harassment (Bullying) is defined as intimidation by threats or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual that has occurred two (2) or more times. Bullying involves harassment over an extended period of time and usually involves an imbalance of power.

Sexual harassment is inappropriate, offensive, and detrimental to the creation of a healthy educational environment. Sexual harassment may include, but is not limited to the following: 1) unwelcome sexual flirtations, touching advances, or proposition; 2) verbal or physical abuse of a sexual nature; 3) graphic or suggestive comments about an individual's dress or body; 4) the use of sexually degrading words to describe an individual; 5) sexually explicit or obscene jokes; 6) remarks referring to sexual orientation; 7) This provision includes "**Violence in a Dating Relationship**" per **ORC 3313.66 Section (A) (2)**.

19. Possession of Tobacco in any Form: A student is not to have any tobacco on his/her person, or in a school locker while attending school. Tobacco products include, but are not limited to chewing tobacco, cigars, cigarettes, and snuff. Students serving as "lookouts" for students violating the Code of Conduct will be considered as violators. This includes e-cigarettes or look alikes that are developed to deliver tobacco or any look alike substance, this includes steam or fog.

20. Excessive Rough Play / Pushing Unsuitable Conduct: Computer misuse / Violation of the Internet Use Policy: Use of computers in any unauthorized manner is considered a violation. This includes Cyber-bullying, file manipulation, destruction of any computer files, hardware, and/or software, or failure to use computer networks and/or Internet access according to set procedures. **Conduct unsuitable for the school environment, which includes but not limited to: extreme rough play, pushing, shoving, horseplay and/or excessive physical contact.**

21. Other: Bullying/Cyber-Bullying Any conduct reaching the gravity indicated by the others in this list, or any conduct by its persistent occurrence reaching the gravity indicated by the others on this list. **Computer misuse / Violation of the Internet Use Policy:** Use of computers in any unauthorized manner is considered a violation. This includes Cyber-bullying, file manipulation, destruction of any computer files, hardware, and/or software, or failure to use

computer networks and/or Internet access according to set procedures.

22. Other: Any conduct reaching the gravity indicated by the others in this list, or any conduct by its persistent occurrence reaching the gravity indicated by the others on this list. **Failure to attend: not attending detention or A.I., when scheduled**

***** All student violators will receive Due Process, and be entitled to a hearing, and/or an appeal of disciplinary action. Students who receive a suspension of ten (10) days, or who have multiple suspensions, may appeal to have their out of school suspension reduced, if they agree to an appropriate counseling program or evaluation. Such appeals will be dealt with on an individual basis, and in strict confidence. Students who are suspended or expelled may not be present on school property, participate in any school activities or contests, or be present at activities or on property controlled by the school.

The disciplinary consequences, which accompany the Code of Conduct on these pages, are a general guide. The severity of the offense may/will determine the consequence based on the principal or designee judgment.

2016-2017 2017-2018 Disciplinary Consequences

Violation	1 st Offense	2 nd Offense	3 rd Offense	Subsequent Offenses
1. Disruption	After School Detention	1 Day AI	3 Days AI	(3,5,10) Out of School Suspension (Progressive)
2. Vandalism	3 Days AI (Based on Severity) Restitution/Replacement	3 Day Out of School Suspension Restitution/Replacement	5 Day Out of School Suspension Restitution/Replacement	10 Day Out of School Suspension Recommendation for Expulsion Restitution/Replacement
3. Theft	1 Day AI Restitution/Replacement	3 Days AI Restitution/Replacement	5 Day Out of School Suspension Restitution/Replacement	10 Day Out of School Suspension Recommendation for Expulsion Restitution/Replacement
4. Fighting	<u>Verbal</u> – 3 Days AI <u>Physical</u> – 5 Day Out of School Suspension	3 Day Out of School Suspension 10 Day Out of School Suspension and possible Recommendation for Expulsion and referral to Juvenile Court	5 Day Out of School Suspension and possible Recommendation for Expulsion and referral to Juvenile Court	10 Day Out of School Suspension Recommendation for Expulsion and referral to Juvenile court
5.	1 Day AI	3 Days AI	5 Days AI	Out of School

Inappropriate Touching				Suspension (3, 5, 10 Progressive per Offense)
6. Assault/ Physical Attack	Possible 10 Day Out of School Suspension, possible recommendation for expulsion and possible court referral	10 Day Out of School Suspension Recommendation for Expulsion and referral to Juvenile Court	Expulsion for a period to be determined	
7. Weapons or Look Alike	10 Day Out of School Suspension and possible Recommendation for Expulsion and referral to Juvenile Court	10 Day Out of School Suspension and Recommendation for Expulsion and referral to Juvenile Court	Expulsion for a period to be determined	
8. Controlled Substance or Look Alike	<u>Transmission/Use</u> – 10 Day Out of School Suspension and possible Recommendation for Expulsion and referral to Juvenile Court <u>Possession</u> – possible 10 Day Out of School Suspension	<u>Transmission/Use</u> – 10 Day Out of School Suspension and Recommendation for Expulsion and referral to Juvenile Court <u>Possession</u> – 10 Day Out of School Suspension	Possible Expulsion	
9. Tardiness to Class or School	After School Detention (Incidents 4,5)	1 Day AI (Incidents 6,7,8)	3 Days AI and possible Informal Hearing with	5 Days AI and referral to Juvenile Court (incident 12)

			Juvenile Court. (Incidents 9, 10, 11)	
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Violation	1 st Offense	2 nd Offense	3 rd Offense	Subsequent Offenses
10. Unauthorized absence from class or school	1 Day AI and referral to Juvenile Court for Habitual and Chronic Students	3 Days AI and referral to Juvenile Court for Habitual and Chronic Students	5 Days AI and Referral to Juvenile Court for Habitual and Chronic Students.	10 Days AI and referral to Juvenile Court for Habitual and Chronic students.
11. Profanity/ Offensive Behavior/Public Display of Affection	1 Day AI	3 Days AI	5 Days AI	Out of School Suspension and/or Recommendation for Expulsion and referral to Juvenile Court
12. Failure to Follow School Regulations Cell Phone Dress Code	After School Detention Warning-pick phone up at 3pm comply or go to A.I.	1 Day AI 1 day A.I. -parent picks up phone Comply and 1 day A.I.	3 Days AI 3 days A.I. Comply and 3 days A.I.	5 day A.I or suspension with rec. for expulsion 5 days A.I. Comply and 5 days A.I.
13. Unsafe Behavior	After School Detention	1 Day AI	3 to 5 Days AI (Progressive per Offense)	Out of School Suspension (Progressive per Offense) and possible Recommendation for

				Expulsion and referral to Juvenile Court
14. Academic Integrity/ Cheating	1 Day AI and zero grade on the assignment	3 Days AI and zero on the assignment	5 Days AI and zero on the assignment	Out of School Suspension (Progressive per Offense)
15. Falsification	After School Detention	1 Day AI	3 Days AI	3 days Out of School Suspension (Progressive per Offense)
16. Insubordination / Disrespect	1 Days AI	3 Days AI	5 days A.I.	Out of School Suspension, possible Recommendation for Expulsion and possible referral to Juvenile Court

Violation	1 st Offense	2 nd Offense	3 rd Offense	Subsequent Offenses
17. Unauthorized use of Fire Arson	3 Days AI or Out of School Suspension, Restitution/Replacement 10 Day Out of School Suspension and possible Recommendation for Expulsion and referral to Juvenile Court	5 Days AI or Out of School Suspension, Restitution/Replacement Recommendation for Expulsion and referral to Juvenile Court	10 Day Out of School Suspension Rec. for Expulsion and referral to Juvenile Court Expulsion for remainder of the school year.	Expulsion for remainder of the year

<p>18. Hazing/ Harassment/ Cyber Bullying</p> <p>Threatening (Fatal)</p>	<p>3 Days AI</p> <p>24 Hour Emergency Removal</p> <p>10 Day Out of School Suspension and possible Recommendatio n for Expulsion</p>	<p>5 Days AI</p> <p>Recommendation for Expulsion</p>	<p>3 Day out of School Suspension</p>	<p>10 Day Out of School Suspension Recommen dation for Expulsion and referral to Juvenile Court</p>
<p>19. Possession of Tobacco in Any Form including e-cigarettes or look alike</p>	<p>5 Days AI</p>	<p>3 Day Out of School Suspension</p>	<p>5 Day Out of School Suspension</p>	<p>10 Day Out of School Suspension and possible Recommen dation for Expulsion and referral to Juvenile Court</p>
<p>20. Computer Misuse or</p> <p>Cell phone misuse (video recording and/or forwarding pictures or documents)</p> <p>Excessive Rough Play / Unsuitable Conduct</p>	<p>1 Day AI</p>	<p>3 Days AI,</p>	<p>5 Days AI</p>	<p>10 Day Out of School Suspension and possible Recommen dation for Expulsion and referral to Juvenile Court</p> <p>Out of School Suspension and court referral for chronic behavior</p>

				Possible rec. for expulsion
21. Other Bullying / Cyber-Bullying	To be determined, based on the nature of the offense 3 days AI	5 days AI	5 Days Out of School Suspension	Possible court referral
22. Other: Failure to Attend Computer Privilege Abuse and/or Cell phone misuse (video recording and/or forwarding pictures or documents Failure to Attend:	To be determined based on the nature of the offense (lunch/after school detention, AI. or suspension) 3 Days AI Detention = 1 Day AI	5 Days AI 1 Day AI = 3, 5, 10 Days AI (Progressive per Offense)	3, 5 Days Out of School Suspension (Progressive per Offense)	Suspension Possible rec. for expulsion

The disciplinary consequences, which accompany the Code of Conduct on these pages, are a general guide. The severity of the offense may/will determine the consequence based on the principal or designee judgment.

Guidelines Detention

1. After School Detention is an alternative to Friday School and is therefore a privilege and opportunity for the student to continue his/her education. Failure to attend may result in assignment to Friday School or Suspension from school
2. After School Detention **will meet from 3:00 p.m. until 4:00 p.m.** Students are to report directly to the School office on the date they are assigned, at 3:00 p.m and sign in the detention binder.
3. **Parents are to pick their student up promptly at 4:00 p.m. to be determined.**
4. Students are to report to the Middle/High School office with the necessary school supplies (textbooks, notebooks, pens, etc.). Students who report to detention with no school supplies will

be assigned an additional After School Detention or Friday School.

5. Students are to work on homework. In the event that the student does not have a homework assignment, the supervising teacher will assign work.

6. Rules established in the Student Code of Conduct will be in effect during the entire After School Detention session.

7. No student will be permitted out of his or her seat without the permission of the staff person in charge.

8. Students are not allowed to talk, sleep, or put their heads down during After School Detention.

9. No food, beverages, magazines, radios, cards, or other recreational articles will be allowed during After School Detention. Any student violating these rules may/will be assigned an additional After School Detention or assigned to Friday School.

Alternative Intervention Guidelines

Students should read the following rules before beginning Alternative Intervention (AI). Students will write these rules as their first assignment each time they are assigned to Alternative Intervention.

1. Students will report directly to the office at Buckeye Trail High School upon arrival prior to 8 a.m. They must sign in with the secretary each day.
2. Students are to bring all belongings, including coats, with them to the assigned room.
3. The AI supervisor will dismiss students at 2:54 p.m.
4. Students will sit up, face forward, and remain in their seats at all times.
5. Students will bring their lunches from home. No food or drink will be purchased from the cafeteria without special permission from the principal/administrative assistant. Students may have food and drink at their desks only during the lunch period. Students on free and/or reduced lunch will receive lunch in accordance with the lunch program.
6. Students are not permitted to have gum, candy, or snacks.
7. Students are not permitted to have visitors. The only conversation permitted is with teachers regarding assignments, or with the AI supervisor. There will be no conversation during lunch or on breaks.
8. All school work completed while in AI is to be given to the AI supervisor and the student will initial each assignment when completed. Students are expected to complete all assignments while in AI. If students fail to complete their work, they will receive a zero or an "f" for incomplete work. If student is found with no work or assignments, work will be obtained.
9. Students are not permitted to have radios, tape/CD players, headphones, beepers, or other personal communication devices.
10. Students are not permitted to sleep or write/pass notes.
11. Students will be escorted to the restroom and drinking fountain once in the morning and once in the afternoon.
12. While in AI, students are not permitted to attend or participate in any extracurricular

activities. They are to be on school property only during the school day.

13. If a student is found breaking any of these rules, additional AI periods and/or days may be added, or the student may be suspended.

14. If a student is suspended from school while in AI, he/she will be expected to serve the remaining time in AI upon his/her return to school.

Suspension and Expulsion

Suspension. The principal may suspend a student from school for a period of up to ten (10) days for violation(s) of the student Code of Conduct. The student will receive 0's for non-completed assignments. **A student who is suspended from school is expected to complete work to stay current with their classes and receive up to a maximum of 50% credit. If no work is made up, a grade of 0 will be entered for those assignments. Work will be prorated when graded. Work that is partially done or done incorrectly, will be that percentage of the 50% credit. For example, 10% correct or completed will be 5% credit, 20% correct or completed will be 10% credit, work, 50% correct or completed will be worth 25% credit, etc. A passing grade will be worth the 50% credit maximum. Work that is not completed, could result in a 0 or a lunch detention until completed.**

Expulsion.Expulsion from school means a student may not attend school, school events, or be on school property during the time of expulsion. Students expelled can make up school work but do not receive full credit for the work. Work that has been completed while a student is suspended, will receive a minimum value of fifty (50%) for the made up assignment. Makeup work must be turned in on the day that the student returns from the suspension. Tests and quizzes that were given while a student has been suspended, must be made up by the end of the 2nd day that the student has returned for a minimum credit of fifty (50%). Expulsion may result in the loss of credit for courses taken at school, the Career Center, or at any college or university, under the College Credit Plus Option. Only the Superintendent can expel a student.

While an expulsion is normally for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester, Ohio law authorizes the extension of an expulsion under some circumstances and, if fewer than 80 school days remain in the school year, the Superintendent may apply any remaining part or all of the expulsion to the following school year.

Notwithstanding the preceding paragraph, where a student brings a firearm or a knife to school or onto other property owned or controlled by the District or to a school program or activity, the normal expulsion period is one (1) year. The Superintendent may also expel for one (1) year a student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat or who, while at school or on property owned or controlled by the District or at a school program or activity, commits an act that is a criminal offense when committed by an adult and that results in serious harm to persons and/or property. However, the one-year expulsion period for offenses identified in this paragraph may be reduced by the Superintendent, in his/her discretion, in light of such factors as: the age and maturity of the student; the magnitude of the harm caused or threatened by the student's conduct; and/or an extraordinary circumstance that mitigates the student's misconduct.

Ohio law also provides for the permanent exclusion from District schools of a student who, at age 16 or older, commits any of the following acts:

- illegal conveyance or possession of a deadly weapon or dangerous ordnance or object indistinguishable from a firearm in a school safety zone.
- carrying a concealed handgun, weapon or dangerous ordnance.
- possession of a controlled substance.
- murder, involuntary or voluntary manslaughter, felonious or aggravated assault, rape, or gross sexual imposition.
- complicity in any of the above.

The permanent exclusion of a student is addressed in Section 3313.662 of the Ohio Revised Code and related statutes.

Appeals

Should a student or a student's parent/guardian/custodian choose to appeal the Superintendent's expulsion, he/she must do so within fourteen (14) calendar days of the notice of expulsion. The appeal shall be in writing and made to the District Treasurer. At the request of the student or of the student parent/guardian/custodian or attorney, the meeting may be held in executives session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Bus Conduct

As a school district, we strive to seek ways and methods to make bus transportation as safe as possible for all. This safety concern can only be successful with the cooperation of parents. With your help and support, we hope to avoid accidents and injury.

Any disruptions, rowdiness, or acts by students that jeopardize the safety of others will not be tolerated. The bus driver is in charge of students transported on his/her bus with full authority to enforce these rules in conjunction with the district-wide Code of Conduct.

1. Unsafe behavior at the bus stop – any behavior that threatens life, limb, or property of another.

2. Unsafe behavior on the bus – out of seat while the bus is in motion, extending hands, arms, head or objects out of the windows, blocking the aisles or exits, throwing or passing objects.

3. Failure to comply – failure to obey the driver promptly and respectfully.

4. Operating windows without the permission of the driver.

5. Eating, chewing gum, or drinking liquids on the bus is prohibited.

6. Discarding refuse on the bus.

7. Carry-on possessions – only objects that fit on laps are permitted. Toys, sports equipment, and other items must be in a sack or duffel bag. No glass containers are permitted.

Cell phone use is prohibited on the bus.

8. Written permission is required to ride a bus other than the regularly scheduled bus, or

to exit at other than designated stop. Office approval is required.

9. Violation of the school Code of Conduct.

10. Loading and unloading – Students will: a) arrive at the bus stop before the scheduled time of arrival;

b) wait in a location clear of traffic and away from the bus stop; c) walk on the left side of the road facing oncoming traffic when approaching; and d) cross in front of the bus when going to the opposite side of the road.

Some buses are equipped with surveillance cameras. Cameras may periodically be used while students are on the bus. There is no expectation of student privacy.

Students who receive a bus conduct report will meet with the principal or his/her designee. Students are afforded Due Process in matters of bus disciplinary referrals.

Guide of Bus Discipline Consequences:

Step 1 – Verbal Warning

Step 2 – Written warning signed and returned to the bus driver by the parent, with a copy given to the school for the student's file.

Step 3 – Written referral sent to the transportation supervisor, principal, or designee. A conference will be held with the student.

Step 4 – Three day bus suspension.

Step 5 – Five day bus suspension.

Step 6 – Ten day bus suspension.

Step 7 – Recommendation for bus suspension for the remainder of the school year.

The disciplinary consequences, which accompany the Code of Conduct on these pages, are a general guide. The severity of the offense may/will determine the consequence based on the principal or designee judgment.

Playground Rules

Middle school students will go outside, on the gym balcony or in the gym, after or before eating lunch. The following guidelines are to be observed;

1. Walk to and from recess;
2. Do not enter the building without permission;
3. Play in the designated areas only, and do not use equipment designated for elementary only;
4. Stay away from the road and building;
5. Touch football will be allowed as long as it remains "safe";
6. Equipment is to be used and treated in the manner that it is intended. Students, who damage equipment, due to misuse, will be held financially responsible. If students are unsure of the use of the equipment, they should ask the duty teacher or principal;
7. Good sportsmanship and fair play is to be used at all times;
8. Food and pop are not allowed on the playground. Gum is prohibited at all times during the school day, including lunch and recess;

9. Only equipment provided by the school or approved by the principal is to be used on the playground. Items such as bats, skateboards, and skates are not allowed.

Notification of Directory Information (FERPA)

In compliance with Federal regulations, the East Guernsey Local School District has established the following guidelines concerning student records.

A. The guidance counselor is the Records Control Officer for each respective building and is responsible for processing and maintenance of all student records. The Guidance Office is located in the Buckeye Trail Middle School building. The counselor can be reached by phone at 489-5005.

B. Each student's records will be kept in a confidential file located in the Guidance Office. The information in a student's record file will be available for review only by the parents/legal guardian of a student, and adult students (18 years of age or older), and those designated by Federal law or District regulations.

C. A parent/guardian or adult student has the right to request a change or addition to a student's records, and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records, or with the District's compliance with the Federal Education Rights and Privacy Act (FERPA).

D. The District has established the following information about each student as "directory information" and will make it available upon legitimate request unless a parent/guardian or adult student notifies the Records Control Officer in writing by September 3, 2010, that he/she will not permit distribution of any or all of such information: **Name, address, and telephone number; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy if disclosed.**

E. A copy of the Board of Education policy and accompanying District regulations are available at the District's Central Office. There will also be a person available to answer any questions concerning the policy or regulations.

AHERA Notification

East Guernsey Local School District, in accordance with the U.S. Environmental Protection Agency Regulation 40CFR763, subpart E, has completed the required inspection, prepared their Asbestos Management Plan, and have, to the best of their knowledge, met the general requirements of this regulation. All buildings in the district were inspected on June 29, 1992 to enable the East Guernsey Local School District to act in accordance with the AHERA ACT to control the possible exposure to asbestos within their buildings. For specific information on types and locations of asbestos containing materials within the East Guernsey Local School District, please consult the AHERA Management Plan. The District AHERA plan is available for public review at the Administration Office during normal working hours. A copy is maintained at each school for that particular building.

Discrimination and Grievance Information

For resolution of complaints alleging discrimination of race, sex, handicap, religion, or national origin, or other human differences, the following procedure is to be used:

Any employee, student, or parent, on behalf of the student who has a complaint and is unable to solve the issue, is to submit the complaint to the compliance offices, Title IX, Section 504, Superintendent of Schools, Box 128, Old Washington, Ohio, 43768, (740) 489-5190.

The compliance officer's responsibility is to investigate the circumstances of the complaint.

Internet Acceptable Use Policy

Internet access is available to all students and teachers in the East Guernsey Local School District (EGLSD). We are very pleased to have this access for East Guernsey and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The EGLSD has taken precautions to restrict access to controversial materials. However, on the global network, it is impossible to control all materials; an industrious user may discover controversial information. We (EGLSD) firmly believe that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If an East Guernsey user violates any of these provisions, his/her account may be terminated and future access could possibly be denied. The signature(s) at the end of the student handbook portion of this booklet is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understands their significance.

In the event that students/staff use personal mobile technologies on school grounds these devices are subject to the regulations outlined in the acceptable use policy adopted by the East Guernsey Local Schools Board of Education (IIBG).

Terms, Conditions, and Responsibilities:

Acceptable Use:

1. The purpose of student use of the Internet is to support research and education in and among academic institutions in the U.S. and by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the EGLSD.

2. Uses of other organization's network or computing resources must comply with the

rules appropriate for that network.

3. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

4. Use for commercial activities prohibited.

5. Use for product advertisement or political lobbying is prohibited.

6. Pornographic or sexually explicit material is prohibited.

Privileges:

1. The use of the Internet is a privilege, not a right, and inappropriate use could result in a cancellation of these privileges. Each student who receives an account will be part of an introductory course pertaining to the proper use of the network.

2. The school administrators will deem what is inappropriate use and their decision is final.

3. The school administrators may close an account at any time as required.

4. The administration, faculty, and staff of the EGLSD may request the technology coordinator to deny, revoke, or suspend user accounts.

5. User accounts may be suspended temporarily or indefinitely.

6. A student's suspension of privileges due to disciplinary action could negatively affect the student's grades in one or more classes depending on the class requirements.

Network Etiquette:

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Do not get abusive in your messages to others.

2. Use appropriate language. Do not swear, use vulgarities, use threatening, or racially inflammatory language, or any other inappropriate language. Illegal activities are strictly forbidden.

3. Do not reveal your personal address or phone numbers of students or colleagues.

4. Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of illegal activities may be reported to the authorities.

5. Do not use the network in such a way that you would disrupt the use of the network by others.

Responsibilities:

1. The EGLSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. The EGLSD will not be responsible for any damages you suffer. This includes the loss of data resulting from delay, non-deliveries, missed-deliveries, or service obtained via the Internet is at your own risk.

2. The EGLSD will not be responsible for any user charges or fees obtained via the Internet.

Security:

Security on any computer system is a high priority, especially with the system involving many users.

1. If you can identify a security problem on the Internet, you must notify a school

administrator, teacher, or the technology coordinator.

2. Do not demonstrate the problem to other users.
3. Do not use another individual's account.
4. It is prohibited to give your password to anyone.
5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. Do not give a credit card number or personal information over the Internet.
7. Do not leave the computer while you are logged on.
8. Do not circumvent the network. Use of a proxy service is prohibited.

Vandalism:

1. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, Internet, or network. This includes, but is not limited to, the uploading or creation of computer viruses.

2. It is prohibited for a student to bring a disk or CD-ROM from home for use at school. This is to help in the prevention of viruses. Students should obtain disks for school use from faculty members.

3. Students will be held liable for any damage they cause to technology equipment.



East Guernsey 1:1 Program Procedures and Information

The mission of the East Guernsey 1:1 program is to create an exciting collaborative learning environment on the front lines of 21st Century Education. This program will give East Guernsey the ability to implement the 4 C's of 21st Century learning: Communication, Collaboration, Critical Thinking and Creativity. This environment will enable students and staff to implement the use of technology while enhancing student engagement with content.

1. General Information

1.a Receiving Your Chromebook

- ❖ Chromebooks will be distributed beginning of the school year.
- ❖ Parents/Guardians and students **MUST** sign and return the district's Acceptable Use and Internet Safety Policy (AUP) and 1:1 Agreement before Chromebooks will be issued.
- ❖ 1.b Returning Your Chromebook
- ❖ Chromebooks will be returned to the IT department by the end of the school year during the school day. They will be serviced, maintained and stored for the summer.
- ❖ If a student transfers out of the district before the end of the year, the case, charger and device must be turned in to the IT office by the date of withdrawal.

2. Taking Care of Your Chromebook

- ❖ Students are responsible for the general care of their Chromebooks. Chromebooks that are broken or fail to work properly must be turned in to the East Guernsey IT staff immediately so they may be repaired properly. ***DO NOT take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

2.a General Precautions

- ❖ No food or drink is allowed next to a Chromebook while it is in use.
- ❖ Chromebooks are not to be taken to lunch.
- ❖ Never move a Chromebook while the charger is plugged in.
- ❖ Never store a Chromebook in its case while it is plugged in.
- ❖ **Never carry a Chromebook while the screen is open.**
- ❖ Removable media, chargers and other cables must be inserted into the Chromebook carefully.
- ❖ Students are not permitted to write or use stickers on a Chromebook or its cover.
- ❖ EGLSD ID tags are **NOT** to be removed from Chromebooks and must be visible at all times.
- ❖ Chromebooks should never be left in a vehicle or other unsupervised area.

2.b Carrying Chromebooks

- ❖ Transport Chromebooks with care.
- ❖ Lids should always be closed before moving a chromebook.
- ❖ **Never** move a Chromebook by lifting the screen. Always support the chromebook from the bottom with the screen closed.
- ❖ When transporting Chromebooks outside of classrooms, the device must be in its case.

2.c Screen Care

- ❖ Do not lean or put pressure on the top of the Chromebook when the lid is closed.
- ❖ Do not store the Chromebook with the screen in the open position.
- ❖ Do not poke or touch the screen with anything that will mark or scratch it.
- ❖ Do not place anything on the keyboard before closing the screen.
- ❖ Do not use cleaners or other chemicals to clean the screen. Use a microfiber cloth and gently wipe the screen.

3. Using Your Chromebook at School

- ❖ Chromebooks are intended for use at school each day, but they may be taken home for use on school assignments.
- ❖ Students are responsible for being prepared and bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- ❖ It is the responsibility of the student to bring his/her chromebook to class daily. It is also the student's responsibility to have the chromebook fully charged. The school will not give students a loaner for the day, unless it is a school testing day or repair is being made to the student's

chromebook. Teachers will have the option to lend a student a chromebook. Teachers may have one or two chromebooks in their classroom and it must not leave that particular classroom. Students who repeatedly do not have their chromebooks or the chromebook is not charged fully may have to serve a lunch detention.

3.a Chromebooks left at home

- ❖ If a student leaves his/her Chromebook at home, he/she will be allowed to phone his/her parent/guardian to bring it to school.
- ❖ If unable to contact parents, the student will have the opportunity to use a replacement/loaner Chromebook for the day (if one is available).
- ❖ Replacement/Loaner devices **MUST** be turned in by the end of the school day.
- ❖ Repeat violations of this policy will result in disciplinary action.
- ❖ 3.b Chromebooks under repair
- ❖ Loaner Chromebooks may be issued to students when they leave their device to be repaired.
- ❖ Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student.

3.c Charging Your Chromebook

- ❖ Chromebooks must be brought to school fully charged.
- Students need to charge their Chromebook each evening.
- ❖ Students who do not have a charged Chromebook may sign out a loaner Chromebook during homeroom, if one is available. Repeat violations of this policy will result in disciplinary action.
- ❖ Students may charge Chromebooks in the Buckeye Trail High School Internet Lab and multipurpose room during study hall.
- ❖ 3.d Backgrounds and Passwords
- ❖ Inappropriate media may not be used as a screensaver or background. This includes, but is not limited to: guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang related symbols or pictures, etc.
- ❖ Protect your password. **DO NOT share your password.**

3.e Sound, Music, Pictures

- ❖ Sound must be muted at all times unless permitted by a teacher or other staff member for instructional purposes.
- ❖ Pictures, music and video take up large amounts of storage space. Local data storage on Chromebooks is limited. These types of media should not be stored on a Chromebook unless it is for educational purposes.
- ❖ Headphones may be used at the discretion of the classroom teacher.

3.f Printing

- ❖ Students may use approved building network printers for classroom purposes only with teacher's permission or during study hall or breaks. Printers are located in the

computer lab, study hall/multipurpose room, library, and office.

- ❖ It is encouraged to use the digital printing options available or a documents Share option to help reduce printing expenses.
- ❖ Printing is done through Google Cloud Print. Students may use their home printer with this service.

3.g Account Access

- ❖ Students will only be able to login using their **@eguernsey.k12.oh.us** account.

3.h Home Internet Access

- ❖ Students are encouraged to connect to their home internet to work on school projects.
- ❖ Content at the District is filtered through our ISP (Internet Service Provider). We also have software in place to filter specific websites. We do not filter your home Internet. If parents/guardians are interested in having their home Internet content filtered they are encouraged to contact their ISP.

4. Managing and Saving Your Digital Work

- ❖ Google Drive is a suite of online products (Word processing, presentations, spreadsheets and drawings) that lets you work on them in real time with collaborators. You can then email or share them with staff and students.
- ❖ With a wireless Internet connection, you can access your documents from any browser anywhere in the world.
- ❖ All items will be stored in the Google Cloud environment.
- ❖ When working on documents in the Google environment, they save every 2.6 seconds. Meaning, if for any reason your Chromebook shuts down unexpectedly, your work will be automatically saved.
- ❖ The EGLSD network can't be guaranteed to be up and running 100% of the time. Students will not be penalized if the network is down and a completed assignment can not be accessed for class projects, presentations, etc.

5. Operating System On Your Chromebook 5.a Updating Your Chromebook

- ❖ When your Chromebook boots up, it updates itself automatically, so it has the latest version of Chrome OS without you having to think about it.

5.b Virus Protection

- ❖ With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- ❖ Since files are stored in the cloud, there is no need to worry about lost documents and files.

5.c Additional Software

- ❖ The Apps/Extensions originally installed by the East Guernsey IT department must remain on the device to be easily accessible at all times.
- ❖ From time to time the East Guernsey staff may check a student's Chromebook to make sure the student has not removed required apps or extensions.

- ❖ Students will have limited access to the Chrome Web store. **Students will only be allowed to download and install district IT Department approved apps/extensions.** If a student can make the case as to the educational importance of an unapproved app, the district may then approve the app/extension for download.

5.d Procedure for Re-Loading Software

- ❖ If technical difficulties occur with software on the Chromebook, hold down the power button until the displays shuts off. You may then restart the Chromebook by pressing the power button again. This will fix 90% of the issues that may arise with Chromebooks.

6. Additional Responsibilities and Expectations

6.a Parent/Guardian Responsibilities

- ❖ Talk to your children about values and standards they should use and follow on the Internet. The Internet is a very public place; privacy should not be expected.
- ❖ Assure siblings and other family members are not using the device for personal use.
- ❖ You should monitor your child's Internet use at home.

6.b School Responsibilities

- ❖ Provide Internet and Online Course Materials access to its students in the district.
- ❖ Provide Internet filtering on the district network.
- ❖ Chromebooks will be treated like other district owned computers and property: The district reserves the right to review, monitor and restrict information stored on or transmitted via EGLSD owned network and equipment.
- ❖ Technical Support - including repairs and training

6.c Student Responsibilities

- ❖ Use computers in a responsible and ethical manner.
- ❖ Obey general school rules concerning behavior and communications that apply to the use of technology.
- ❖ Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- ❖ Plagiarism is a violation of the East Guernsey Local School District Code of Conduct and is not allowed.
- ❖ Use or possession of hacking software or hardware is strictly prohibited.
- ❖ If a student receives an email containing inappropriate or abusive language or material, the student should make a teacher or administrator aware immediately.
- ❖ Personal devices such as phones, tablets, and laptops are not to be used during classes unless arranged with the teacher.
- ❖ It is the responsibility of the student to bring his/her chromebook to class daily. It is also the student's responsibility to have the chromebook fully charged. The school will not give students a loaner for the day, unless it is a school testing day or repair is being made to the student's chromebook. Teachers will have the option to lend a student a chromebook. Teachers may have

one or two chromebooks in their classroom and it must not leave that particular classroom. Students who repeatedly do not have their chromebooks or the chromebook is not charged fully may have to serve a lunch detention.

6.d Protection Plan for Chromebooks

- ❖ The district Chromebook Protection Plan helps students, parents & guardians cover the cost of repairs and replacements.
- ❖ The plan is optional and **must** be opted into.
- ❖ Protection plan will cost \$20 for the 2017/2018 school year.
- ❖ The plan covers any accidental damage to the device including but not limited to: broken lcd screens, keyboards, trackpads, etc.
- ❖ The plan does not cover deliberate damage. If a student is seen purposely damaging a device the plan will be void and they will be responsible to cover the cost of the repair/replacement.
- ❖ The Protection Plan form (located at the end of this document) must be signed and returned **with** payment to the district for the plan to be in effect.
- More information can be found the the Protection Plan form on the last page of this document.

7. Chromebook Care

7.a Care and Maintenance

- ❖ Chromebook batteries must be charged each night to be ready for school each day.
- ❖ Only labels or stickers approved by the EGLSD may be applied to the device.
- ❖ Chromebook sleeves furnished by the district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- ❖ Chromebooks that malfunction or are damaged must be reported to a teacher or administrator immediately.
- ❖ Chromebooks that are stolen must be reported immediately. Chromebooks damaged from student misuse, neglect or are intentionally damaged will be repaired with the cost being covered by the student.

7.b Chromebooks Left in Unsupervised Areas

- ❖ Under no circumstances should Chromebooks be left in an unsupervised area.
- ❖ Any Chromebook left unsupervised is in danger of being stolen.
- ❖ If an unsupervised Chromebook is found, notify a staff member immediately.
- ❖ **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

7.c Chromebook Identification

- ❖ Chromebooks will be identified by EGLSD label, serial number and student accounts.
 - ❖ Only approved labels and tags are permitted to be used on the Chromebook.
8. Chromebook Technical Support
- ❖ Technical support will be available at East Guernsey.

- ❖ Services provided include (but are not limited to):
 - Hardware maintenance and repairs
 - Password Resets
 - User account Support
 - Coordination and completion of warranty repairs
 - Distribution of loaner/replacement devices
 - Questions and inquiries
 - **ALL REPAIRS must be completed by the EGLSD IT Staff only.**

9. East Guernsey 1:1 Points to Remember

Students are responsible for general care of their Chromebooks.

- Do not poke or touch the screen with anything that will mark or scratch it.
- Do not lean or put pressure on the the top of the device when the lid is closed.
- No food or drink is allowed next to a Chromebook while it is in use.
- Chromebooks are not to be taken to lunch.
- Students may not write on or use stickers on a Chromebook or its cover.
- East Guernsey tags are not to be removed.
- The Chromebook lid should always be closed before moving the device.
- Do not lift a Chromebook by its screen or carry it with the screen open.
- Never move a Chromebook while the charger is plugged in.
- Never store a Chromebook in its case while the charger is plugged in.
- Chromebooks are to be carried in cases when not in use.
- Chromebooks are not to be left in unsupervised areas.
- Do not use cleaners or other chemicals to clean the screen. Use a microfiber cloth and gently wipe the screen.
- Apps/Extensions on the Chromebook when it is received must remain on the device. Only district approved apps/extensions may be downloaded or installed.
- Chromebooks are district owned property and their use may be reviewed , monitored or restricted.
- Inappropriate media may not be used as a screensaver or background.

Only East Guernsey IT staff may repair or perform any type of maintenance on a Chromebook. Chromebooks may be taken home for school use. However, students are responsible for bringing their Chromebooks to class and keeping them charged. Some charging stations will be available at East Guernsey. However, Chromebooks should be charged at home in the evening. "Loaner" Chromebooks will be available on a limited basis. Students who do not bring their Chromebooks to class or keep them charged on a repeated basis will receive disciplinary action. Students are not to share passwords. Students may only login through their **eguernsey.k12.oh.us** account. Technical support is available through the Chromebook Help Desk on the East Guernsey website. Chromebooks must be returned to the school at the end of the school year or when the student withdraws.

2017-2018 Handbook Receipt, Acceptable Use and Internet Safety Policy, and 1:1 Policy For Students

PLEASE SIGN, DETACH AND RETURN TO SCHOOL BY **SEPTEMBER 1, 2017**

**THIS FORM IS TO BE COMPLETED BY ALL STUDENTS
STUDENT ACKNOWLEDGEMENT**

I have received a copy of the ~~2016-2017~~ **2017-2018** Buckeye Trail Student Handbook. I understand that I am responsible for the rules and procedures of Buckeye Trail Middle School contained in this document. Also, I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy and 1:1 Policy. Should I commit any violations or in any way misuse my access to the School District's computer network, technology equipment, or the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

I further understand the interpretation of the rules and procedures are the responsibility of the school administration.

STUDENT SIGNATURE _____

GRADE _____ DATE _____

STUDENT NAME (PRINTED)

2017-2018 Handbook Receipt, Acceptable Use and Internet Safety Policy, and 1:1 Policy

FOR PARENTS

PLEASE SIGN, DETACH AND RETURN TO SCHOOL BY ~~AUGUST 31, 2016~~ **September 1, 2017**

PARENT/GUARDIAN ACKNOWLEDGE

My son/daughter has received a copy of the ~~2016-2017~~ **2017-2018** Buckeye Trail High School Handbook. I understand that my son/daughter is responsible for the rules and procedures of Buckeye Trail High School contained in this document. I have reviewed this handbook with him/her. Also, **To be read and signed by parents or guardians of students who are under 18:**

Also, as the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy and 1:1 Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.

I further understand the information of the rules and procedures are the responsibility of the school administration.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

STUDENT NAME (please print)

GRADE