

2018-2019 STUDENT HANDBOOK

The Liberty Union – Thurston Middle School **STUDENT HANDBOOK** has been approved by the Board of Education. The school policies and procedures included in this handbook are to be distributed to all students, reviewed with students, and are to be taken home by the students for review with parents. All students will be required to sign a statement indicating that they received a handbook, and that they understand their obligation to review the student handbook with their parents. A copy of the student handbook is posted in the lobby of the middle school office. The purpose of the handbook is to outline school policies and procedures as they apply to students attending middle school.

GRADING SCALE

93-100% A	4.00	79-77% C+	2.34	59-00% F	0.00	200 – INCOMP
92-90% A-	3.67	76-73% C	2.00			300 – PASSING
89-87% B+	3.34	72-70% C-	1.67			400 – NOT PASSING
86-83% B	3.00	69-67% D+	1.34			
82-80% B-	2.67	66-60% D	1.00			

Percentages will be recorded on grade cards. For example: An **A** will show up as a percentage such as **96%**. This percentage grade will allow the student and the parent to know specifically what range the grade falls in. Percentages will be averaged to obtain a final percentage grade. This becomes very important for the student to understand because a low percentage will significantly bring the total percentage grade down.

***Note: An assignment that is not turned in could mean an incomplete and no class credit.**

Grade reports are issued to all students at interims and the end of each nine week grading period that do not have outstanding obligations.

HONOR ROLL RECOGNITION & GRADE CARD SYMBOLS

Students may earn recognition for achieving honor roll status. Students will earn honor roll status with the following criteria:

GOLD – 4.0 SILVER – 3.99 – 3.5 RED – 3.49 – 3.0 BLUE – Step-up .3 GPA
GREEN – Perfect Attendance

******End of year awards are based on all previous nine weeks grades.**

FAILURES

Students failing one or more subjects may be required to:

1. Complete a summer make-up course and/or proficiency remediation course
2. Participate in summer tutoring or attend the alternative school
3. Modify their schedule for the following year to include prescribed courses
4. Repeat the grade level

Students failing to follow through with the above requirements (#1-3) may be automatically retained in the grade level. Parents of students failing one or more courses will be notified in writing of the options offered or decision for retention.

BELL SCHEDULES

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REGULAR BELL SCHEDULE

First bell	7:30
1st PERIOD	7:35 - 8:16
2nd PERIOD	8:19 - 9:00
3rd PERIOD	9:03 - 9:44
4th PERIOD	9:47 - 10:28
5A CLASS	10:31 - 11:12
5A LUNCH	10:31 - 11:01
5B CLASS	11:04 - 11:45
5B LUNCH	11:15 - 11:45
6th PERIOD	11:48 - 12:29
7th PERIOD	12:32 - 1:13
8th PERIOD	1:16 - 1:57
ENRICHMENT	2:00 - 2:35

1 HOUR EARLY DISMISSAL

First bell	7:30
1ST PERIOD	7:35 - 8:13
2ND PERIOD	8:16 - 8:53
3RD PERIOD	8:56 - 9:33
4TH PERIOD	9:36 - 10:13
5A LUNCH	10:16 - 10:46
5A CLASS	10:16 - 10:50
5B CLASS	10:49 - 11:23
5B LUNCH	10:53 - 11:23
6TH PERIOD	11:26 - 11:56
7TH PERIOD	11:59 - 12:29
8TH PERIOD	12:32 - 1:02
ENRICHMENT	1:05 - 1:35

ONE HOUR DELAY

1ST PERIOD	8:35 - 9:09
2ND PERIOD	9:12 - 9:45
3RD PERIOD	9:48 - 10:21
4TH PERIOD	10:24 - 10:57
5A LUNCH	11:00 - 11:30
5A CLASS	11:00 - 11:41
5B CLASS	11:33 - 12:14
5B LUNCH	11:44 - 12:14
6TH PERIOD	12:17 - 12:50
7TH PERIOD	12:53 - 1:26
8TH PERIOD	1:29 - 2:02
ENRICHMENT	2:05 - 2:35

TWO HOUR DELAY

1ST PERIOD	9:35 - 10:10
2ND PERIOD	10:13 - 10:43
3RD PERIOD	10:46 - 11:16
5A CLASS & LUNCH	11:19 - 11:49
5B CLASS & LUNCH	11:52 - 12:22
4TH PERIOD	12:25 - 12:55
6TH PERIOD	12:58 - 1:28
7TH PERIOD	1:31 - 2:01
8TH PERIOD	2:04 - 2:35

FIRE/TORNADO/SCHOOL SAFETY DRILLS

The middle school administration will develop and share with students and staff an evacuation plan for various emergencies that may arise. Students will practice the fire and tornado drills, as well as lockdown and rapid dismissal procedures throughout the year. Students are expected to become familiar with each drill and observe the procedures developed. Fire emergency exits and tornado safety procedures are posted in each classroom.

VACATIONS

Requests for a leave of absence due to a family vacation are to be made **five school days** prior to the departure from school. This will allow teachers time to put together the work that will be covered while the student is on vacation. A written note from the parent(s)/guardian(s) requesting the leave is required. **Vacation time will count toward the students' total number of hours absent therefore; vacation time should not exceed more than five days.** The student going on vacation must fill out a vacation form. The student will obtain the teacher's signature for each class verifying that he/she is aware of the student's request leave request. The form may be obtained from the office and returned to the office secretary upon completion. The student who takes a leave of absence for vacation must collect all schoolwork from each teacher before departure. This will include the possibility of taking an exam before departure. **A student must have completed all assignments upon returning to school after the vacation.** If the above regulations are not followed the student may be considered **unexcused** for the duration of the leave of absence.

SCHOOL VISITATION

State law requires that any person visiting the school should report directly to the main office and sign in and inform the principal and his/her designee that you are in the building. All visitors will be issued a pass. **Students are not permitted to bring visitors to school.** The intent of this rule is to avoid any disruption of the educational process.

STUDENT RIGHTS AND RESPONSIBILITIES

The Liberty Union-Thurston Local Board of Education, in compliance with state law, provides for the education of all school age residents in the district. The school shall abide by all legal rights guaranteed to the students.

Each student has a right to all educational resources necessary to operate an instructional and extracurricular program. Students in the school have the responsibility to act in such a way as not to interfere with the rights of others. By accepting the right to participate in school programs on or off school property, the student shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operations of these programs.

The administrators assume responsibility for establishing and enforcing procedures necessary to insure that student rights are preserved and the accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are assuming their responsibilities.

It is the intent of the faculty, staff, and the administration of the middle school that a proper environment for learning exists within the building at all times. To insure such an environment we must look to the largest group of individuals that inhabit the building, you the students. Each and every student is expected to assume responsibility for his/her actions and strive to adhere to the necessary rules and regulations established by the faculty, staff, and administration.

Each classroom teacher will establish the rules for his/her classroom. The rules will naturally vary somewhat from teacher to teacher. However, the classroom rules will be established to insure an atmosphere suitable for learning. In addition, a school code of conduct has been written to provide a basis for the consistent handling of disciplinary matters within the jurisdiction of the school. To help in making you a good school citizen some general guidelines are listed below:

1. Arrive at school on time. (Tardies to school count against your attendance)
2. Be in class on time. (Tardies to class will cost you a detention)
3. Assuming the responsibility for your materials and supplies for class. **Backpacks will not be permitted in the classrooms. They must be kept in the lockers.**
4. Complete all assignments and homework and hand them in on time.
5. Make up your work promptly after an absence. See your teacher immediately upon your return to school. Incomplete = no credit.
6. If you are having trouble understanding something ask your teacher for help. You can also seek the help of the guidance counselor or administrator.
7. Respect the rights and property of others and the school.
8. Take pride in your personal appearance.
9. Items of personal property and class work should be labeled with your name and kept in your locker until needed.
10. Do not be in the hallways during class time without an approved hall pass from a teacher.
11. Be sure to fill out the appropriate forms and turn them in to the office prior to your absence. Failure to do this may result in an **unexcused absence**.

ABSENCE FROM SCHOOL

It is the responsibility of the student and the parent(s)/guardian(s) to see that the student has regular daily attendance for the entire school year. Punctuality is also very important. These values of attendance and punctuality will remain with the student for life. These values can mean the difference of achieving or not achieving success in life. Therefore we place a strong commitment to assessing the responsibility of attendance and punctuality for each and every student each day of the school year.

1. If a student must miss school for an illness or any reason, **the parent(s)/guardian(s) shall call the school between 7:00 am and 8:30 am** to make the school aware of the absence. In the event this call is not made by a parent/guardian, a call will be placed to the parent(s)/guardian(s) at home or work to verify the student's absence.
2. Upon returning to school after an absence, the student is required to have a written note/email from his/her parent(s)/guardian(s) stating the dates of the absences and the reason for the absences. **After 65 hours of absence only doctor's excuses or legal excuses will be accepted to verify excused absences.** Students will bring their excuses to the office when returning to school. ***Forms for written excuses are provided in the middle school office.**

3. If the absence is justified, the student will be excused and will be allowed to make up any missed assignments, homework, or tests. If the absence is not excused, all missed assignments, etc., will receive a "0" for the day. After **65 hours of absence only doctor or legal excuses** will permit students to obtain make-up work.
 - **An incomplete could mean NO credit for the class.**Any discrepancies in the above rule will be decided by the middle school principal.

EXCUSED ABSENCES

In all of the examples below, please contact the middle school secretary. **A note, email or phone call from the parent(s)/guardian(s) is required.** The following reasons for excused absences in the State of Ohio pursuant to 3317.031 ORC have been adopted.

1. Personal illness – a doctor's excuse is required after 65 hours of absent
2. Illness in the family – a doctor's excuse is required, after 65 hours absent this does not apply to children under 14 years of age
3. Quarantine of the home – the absence is limited to the length of the quarantine which must be certified by a state health official
4. Death of a relative – limited to a period of three days unless reasonable cause may be shown for a longer absence
5. Medical / Dental / Legal Appointment – May require a professional's note
6. Observance of religious holidays – an excused absence will be granted if the observance of a holiday is consistent with a child's creed or belief
7. Emergency set of circumstances which in the judgement of the superintendent or his designee constitute a good and sufficient cause for the absence from school

Ohio Revised Code Section 3321.04, Compulsory Attendance Law State: **Every parent of any child of compulsory age (between 6 years and 18 years of age)** who is not employed under an age and schooling certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the State Board of Education. The child must attend for the full time the school or program is in session. The primary responsibility for school attendance rests with the student and then with the parents/guardians. The parent/guardian is responsible for permitting only excusable absences as identified by the State Department of Education and the Liberty Union – Thurston School District.

If a student is absent from school, a parent or guardian must notify the office to inform the school of their student's absence. Without this notification, Ohio law requires that the school contact parents by phone to inform them of the student's absence.

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time. A student will be considered habitually truant if the student is absent without a legitimate excuse

- For thirty (30) or more consecutive hours.
- For forty-two (42) or more hours in one (1) school month.
- For seventy-two (72) or more hours in one (1) school year.

When a student is habitually truant, the district will convene an Absence Intervention Team (AIT), to which the student's parent/guardian will be invited. The team will develop an Absence Intervention Plan (AIP) to improve the student's attendance. If the student fails to make progress on the plan, the district and/or truancy officer will report the student to juvenile court (ORC 3321.9).

To prevent students from becoming habitually truant, the school will notify a student's parent/guardian whenever a student is absent with or without a legitimate excuse

- For thirty-eight (38) or more hours in one (1) school month or
- Sixty-five (65) or more hours in one (1) school year.

UNEXCUSED ABSENCES

Unexcused absences include but are not limited to hair appointments, shopping, oversleeping, missing the bus, car problems, working, babysitting, tanning appointment, and taking care of animals.

MAKE-UP WORK

1. Each student who is absent from school is responsible for arranging make up work with his/her teacher.
2. If the student is going to be absent for two or more consecutive days, the parent(s)/guardian(s) may call the middle school office to make arrangements to pick up homework for the student.
3. The deadline for make-up will be one day for each day of class missed. Any make-up work not done in the time allowed will be given a **zero (0) or an incomplete.**
4. Assignments that were due before an absence are to be turned in on the day the student returns to school.

EARLY DISMISSAL

If a student needs to be dismissed from school before the end of the school day, he/she must have a written request from his/her parent(s)/guardian(s) stating the reason for the early dismissal turned in to the office no later than 9:00 a.m. Please be sure to indicate specific transportation arrangements if it is a situation where the parent(s)/guardian(s) will not be picking up the student.

Upon leaving the school building for an early dismissal, the student must sign out on the sheet provided in the middle school office. Upon returning from an early dismissal the same school

day the student must sign in on the same sheet – same line. Failure to sign in or out will result in a Wednesday School. **NO student may sign out without the permission of an administrator.**

A note from the students' appointment, doctor/dentist/court, must be turned in to the middle school secretary upon returning to school. Failure to bring a note back from the appointment will result in the student being **unexcused** for the dismissal.

SIGNING OUT OF SCHOOL

1. A note, email, or phone call from the student's parent/guardian must be brought to the middle school secretary in order for the student to sign out early. After 65 hours of unexcused absences, only doctor or legal excuses will be accepted.
2. Anytime a student needs to leave school and return, the student's time out (in minutes or hours) will be counted towards his or her attendance.
3. Students will be excused from school for only the time specified on the excuse. For example, students who have doctors' appointments for regular visits, like orthodontic appointments, follow-up appointments or legal issues, will be excused for the time it takes for the appointment and travel time. Failure to report back to school after these appointments will result in unexcused time. Regularly scheduled appointments need to be scheduled outside of the school day and will not be considered an extenuating circumstance.

TARDINESS/ACCUMULATION OF TARDIES

When signing in between 7:35 am and 9:05 am, without a note from a professional (doctor, legal, etc.), a student will be considered as tardy to school and unexcused for those classes that he/she has missed. Credit may not be given for the work missed due to tardiness. Each tardy situation will be recorded on the nine-week grade card. Unexcused tardiness will be monitored on a nine-week basis. A detention will be issued to a student who has 4 unexcused tardy situations, 2 detentions for the 5th tardy and a Wednesday School for the 6th tardy. Discipline for a 7th tardy within a nine week period will be at the discretion of an administrator. Continued tardiness will result in a referral to juvenile court. Examples of unexcused tardiness: missing the bus; oversleeping; any situation not approved in advance or without a written parent excuse. The principal will determine whether a tardy situation is excused or unexcused. Examples of excused tardiness: medical or dental appointment approved in advance with written parent excuse, and verified with medical/dental office statement indicating time and date of appointment.

ATHLETIC ELIGIBILITY

Unexcused tardies, unexcused absences, or a pattern of excessive absences from school on the day of OR the next school day after a meeting or contest may eliminate the student from participation in the next activity. The absence may be excused for medical appointments or extenuating circumstances. The principal is the only person permitted to approve an absence or tardy for extenuating circumstances.

- Initial Enrollment: A student enrolled in the first grading period after advancement from sixth grade will begin seventh grade as an eligible participant.
- Eligibility periods: the period of eligibility will be nine weeks in length. The eligibility or ineligibility of a student continues until five school days after the end of the eligibility period. The last grading period determines eligibility for the nine weeks period in the fall. (Summer school does not count towards fall eligibility)
- Academic requirements: The OHSAA requires that 7th and 8th grade students must be checked at the end of each nine week grading period. Practice time: A student who is ineligible may continue to practice with the team, but may not participate in contests or scrimmages.
- Waivers: There is no option for students in grades seven or eight.

SPORTS PARTICIPATION – ATTENDANCE REQUIREMENTS

Student athletes must be counted present for both half-day sessions on the day of an athletic competition in order to be eligible to participate in that contest. Student athletes must also be counted present for both half-day sessions on the day following an athletic event that is held on Monday through Thursday in order to be eligible for the next athletic contest. Exceptions to this rule for injury, illness, or emergency may be approved by the principal. It is the parent and student responsibility to communicate with the principal to request exception to the attendance eligibility guidelines.

DENIED PARTICIPATION FROM EXTRA CURRICULAR ACTIVITIES

1. A student may be denied participation from an extracurricular activity for violating school and/or Mid State League rule(s) or for a violation of athletic participation rules and regulations. Athletic rules and regulations will be followed during a season, defined as the period of time between the first practice and the awards banquet.
2. The advisor/coach of the activity will orally notify the student of the intent to deny participation and state the reason(s) for the denial.
3. The advisor/coach shall provide the student the opportunity to discuss the reason(s) for the denial of participation.
4. The advisor/coach shall notify the parent(s)/guardian(s) of the denial of participation, the reason(s) for the denial, and the right to appeal to the middle school principal.
5. A request to appeal must be made in writing to the middle school principal within forty-eight hours after the receipt of the notification of denial to participate.
6. The appeal hearing will serve to present new information and offer an opportunity for the parent(s)/guardian(s) and the student to explain the student's actions. The hearing shall be restricted to the parent(s)/guardian(s), student, principal, and the appropriate witnesses.
7. The principal will provide written notification to the parent(s)/guardian(s) of the decision rendered following the appeal hearing. The principal's decision is final.
8. Students who come to games as spectators are also asked to follow Mid State League and Liberty Union Middle School rules. Failure to do so will result in ejection from the game. Continual inappropriate behavior may result in a permanent denial of student attendance to extracurricular events.

NOTE: A person shall be deemed notified when a written notice has been mailed, by first class mail, to the last known address on file in school records.

DETENTIONS

1. Detention time will be served on Wednesday after school. Students may serve up to 3 detentions each Wednesday. Students with one detention are dismissed at 3:25, students serving two detentions are dismissed at 4:15 and students serving three detentions are dismissed at 5:00.
2. Students will be given a 24-hour notice for the assignment of detention.
3. No alternative arrangements will be made in an effort to avoid work/and or athletic conflicts.
4. Failure to serve detentions will result in additional disciplinary actions.

WEDNESDAY SCHOOL

The purpose of Wednesday School is to enable a student to serve extra time outside the regular school day to either meet some disciplinary requirement or to make up some school time that has been missed or unexcused. Wednesday Schools will be assigned on an as needed basis. Students may **not** select the Wednesday they wish to serve. Wednesday School will be served on the next available Wednesday. Wednesday School will be served on Wednesday after school from **2:35 pm until 5:00 pm**.

1. At a minimum, several days' notice will be provided for all Wednesday School assignments. This will allow students time to re-arrange their schedules so that Wednesday Schools can be served on the assigned date.
2. It will begin promptly at 2:35 pm on Wednesday. Each session will last until 5:00 pm. Students may **not** be late in reporting. Students who are late will not be allowed to serve this assignment and will be counted as absent.
3. Students who miss these assignments will be assigned **further discipline**.
4. Students will bring work to Wednesday School. There will be no food or drink allowed in Wednesday School. Students will have one break to use the restroom, phones are off limits. Sleeping and talking will not be tolerated. No electronics (other than Chromebooks), cards, or other recreational articles will be permitted in Wednesday School.
5. Parents are responsible for transporting the student to and from Wednesday School.

Failure to comply with Wednesday School and/or Detention rules may result in additional disciplinary action at the discretion of an administrator and/or recommendation of the Wednesday School supervisor.

****If at the end of the year a student commits an offense that warrants a Wednesday School and there are no more Wednesdays left in the school year, the student will be expected to serve the time at the conclusion of the school year. This scenario could happen either by having accumulated so many Wednesday Schools ahead that there are no more available Wednesdays left or it is the last week of school and there are no more Wednesdays to**

schedule. IF this time is not completed by the end of the school year, as designated by an administrator, the student may be suspended.

IN-SCHOOL INTERVENTION

In-School Intervention (ISI) is a disciplinary alternative to out-of-school suspension. When a student is assigned to an ISI, he/she must inform his/her teachers so they can prepare lessons for them. Any assignments given while a student is serving an ISI can be made up and given credit by the teachers. In-School Intervention may be assigned at the discretion of the administrator.

Rules/Guidelines

1. Students serving ISI will report to the designated ISI room by 7:35 a.m.
2. Students will report to the ISI room prior to the tardy bell. If students are late they will be given a tardy to school and be required to sign into the office before reporting to the ISI room.
3. During ISI students will be permitted to go to the restroom as a group. The group will so designate the time. At no time will students leave the room unsupervised.
4. While serving ISI students will **not** be permitted to sleep.
5. Students will be required to eat their lunch in the designated ISI room. Students may buy lunch from the cafeteria or bring a sack lunch from home.
6. Students will **not** be permitted to eat and/or drink during any other time while serving an ISI.
7. Visitors during ISI will **not** be permitted.
8. Students who leave early due to an early dismissal or illness will serve the remainder of the ISI during the next available ISI day.
9. If a student is absent from school on a day he/she was to serve an ISI, they will report to the office on the next available day to serve their ISI.
10. During ISI there will be **no** talking unless permitted by the teacher in an effort to assist learning.
11. Students who leave ISI without permission or who are sent home for insubordination will serve their ISI, plus additional penalties as assigned by the administration.
12. Students are encouraged to bring appropriate reading material to utilize if all school assignments are finished and handed in to the suspension monitor.

SUSPENSION

This is the removal of a student from school for a specific period of time ranging from one to ten school days. The principal or the superintendent in accordance with section 3313.66 of the Ohio Revised Code can administer suspension. **Senate Bill 1** extends the jurisdiction of schools to activities that takes place off of school grounds and/or are directed at a school district employee, his/her family, and/or the employees' property. Suspension may occur only after due process has been followed. Suspension may occur with "**reasonable suspicion**" on the part of the principal or superintendent. When a suspendable infraction of the school code of conduct has occurred, the principal shall follow the due process steps:

1. The student will be presented with a **NOTICE OF INTENDED SUSPENSION** form. The notice will include: the name of the student, date, date of the offense, reason for intended suspension, and the opportunity for an informal hearing.
2. The student will be granted an informal hearing. The hearing will include the following: notification as to what the student is being accused of and the basis for such accusation, permission to explain his/her version of the incident, other witnesses will be permitted to explain the incident as they see it. (Other witnesses may be used at the discretion of the Principal). ****This hearing may occur immediately following the violation.**
3. A copy of the Intent to Suspend form will be given to the student and a copy will be sent to the parent(s)/guardian(s) of the student being disciplined. A copy will also be sent to the Superintendent of schools, to the clerk of the Board of Education, and a copy will be put in the student's file.
4. During an out of school suspension, the student may or may not be allowed to make up any school assignments, quizzes, tests or projects. The school infraction and past discipline history will be considered when determining the opportunity to receive credit for school work during an out of school suspension.
5. ****If a student's presence in school poses a continuing danger or the student's presence is disrupting the academic process taking place on school premises, the student may be suspended without the notice and hearing requirements of this policy.**
6. The parent(s)/guardian(s) and the clerk of the Board of Education will be notified within twenty-four hours of the hearing whether the suspension will be put into effect. The notice will state the reason for the suspension, the dates of the suspension, the date of return to school, and the conditions of the suspension.
7. Suspended students are not to be on school property, or in attendance at a school function, or any athletic contest, home or away, during the period of the suspension. A student who violates the conditions of the suspension will be subject to additional suspension days or may be recommended to the superintendent for expulsion.
8. An appeal of a suspension can be made to the superintendent or his designee. The appeal must be in writing and must be submitted within forty-eight hours after the notification of suspension. The appeal must contain the challenge to the reason(s) for the intended suspension and an explanation of the student's actions. The suspension will be in effect even if the appeal has not been heard.

EXPULSION

This is the most severe discipline for any student. When a student is expelled they receive no credit. Removal of a student by expulsion requires a more formal procedure of due process.

1. Only the superintendent may expel a student from school.
2. No student shall be expelled unless prior to the expulsion the superintendent:
 - a. gives the student and his/her parent(s)/guardian(s) written notice of the intent to expel.
 - b. provides the student and his/her parent(s)/guardian(s) an opportunity to appear in person before the superintendent or his designee to challenge the reason(s) for the intended expulsion or otherwise to explain the student's actions.

3. Notice will include the following:
 - a. reason(s) for the intended expulsion
 - b. notification for the opportunity of the student or his/her parent(s)/guardian(s) to appear before the superintendent or his designee to explain the student's actions or to challenge the reason(s) for the expulsion
 - c. the time and place to appear for the hearing
4. The time for the hearing shall not be earlier than three days, nor later than five days after the notice of intended expulsion is given.
5. If the superintendent grants an extension of time at the request of the student and his/her parent(s)/guardian(s), the superintendent shall notify the student and his/her parent(s)/guardian(s) of the new time and place to appear.
6. A student shall remain in school until the hearing with the superintendent or his designee has been held. If the student's presence in school poses a continuing danger to persons, property, or in an on-going threat of disruption to the academic process taking place either within the classroom or elsewhere on the school premises, the student shall be expelled until the official hearing with the superintendent.
7. The superintendent shall within twenty-four hours after the time of a student's expulsion notify in writing the Clerk of the Board of Education and parent(s)/guardian(s) of the student of such expulsion.
8. The notice of the right to appeal shall notify the parent(s)/guardian(s) that they can:
 - a. be represented in all such proceedings by an attorney
 - b. be granted a hearing before the Board of Education or its designee in order to refute such expulsion
 - c. request that such hearings be held in executive session
9. The notice shall include the reason(s) for the expulsion and the right of the student's parent(s)/guardian(s) to appeal such action to the Board of Education or its designee.
10. The Board of Education shall act upon such expulsion only at a public meeting.
11. The Board of Education can, by a majority of vote of its full membership or by the action of the designee, reinstate such student.
12. The Board of Education or its designee shall make a verbatim record of the hearing of appeals to the expulsion.
13. All appeals shall be made in writing and submitted within forty-eight hours after notification.

SEARCH AND SEIZURE **NOTIFICATION**

The school administration and its designee(s) reserves the right to search lockers, desks, any student and the personal belongings of students when it is reasonably necessary for the maintenance of order, discipline, safety and in the supervision and education of all students in the middle school. Vehicles on school grounds or at any school activity are also subject to search and seizure for the same above reason(s).

Law enforcement dogs may be used in searches. If possible the student's consent prior to the search will be obtained. **Students are therefore advised that their lockers, desks, person, personal belongings, and vehicles are subject to search for contraband, harmful/dangerous**

substances, and this evidence will be used to show that the student has violated school rules or the law. Lockers are the property of the school district.

When students are caught with illegal substances, weapons, tobacco, or any other contraband during school, on school property, and/or at a school function, **possession will be defined as:

POSSESSION – includes, without limitation, retention on the student’s person, in purses, wallets, lockers, desks, and automobiles parked on or near school property or at another school while in attendance of a school function.

DISCIPLINE CODE

RULE 1: SUBSTANCE ABUSE

Students shall not possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverage, illegal drugs, un-prescribed drugs, look-alike drugs, or any mind altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the District or in school owned or school approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, drugs and drug paraphernalia.

Use of – is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for the particular student.

Discipline: Suspension 1 – 10 school days, expulsion.

CHEMICAL DEPENDENCY

The Liberty Union-Thurston Board of Education recognizes chemical dependency, alcohol and/or drugs, as a health related condition, which responds to appropriate treatment and is often preceded by the misuse of mood altering chemicals. Further misuse of a chemical is often characterized by **inappropriate behavior**. It is the policy of this school system to take positive action through education, counseling, parent(s)/guardian(s) involvement and appropriate referral.

The following procedures have been developed to assist staff members and families in dealing with inappropriate behavior resulting from the misuse of mood altering chemicals and identifying chemical dependency.

1. If a staff member observes a student's inappropriate behavior and has reason to believe a student may be using a drug or alcohol; the following steps should be taken:
 - a. Notify an administrator
 - b. An administrator will determine if a medical emergency exists

- c. The staff member will complete a confidential request for information form and forward it to an administrator.
2. An administrator will attempt to notify the parent(s)/guardian(s) by telephone to explain the incident. An administrator will also contact the juvenile court representative to explain the incident. An administrator will notify the parent(s)/guardian(s) in writing of the suspension of the student in question.
3. The student will receive a mandatory evaluation by a certified counselor prior to being admitted back to school at the parents' cost. Once proof of an evaluation is provided, the superintendent will review the evaluation and use this information to determine the number of expulsion days the student will receive. Resources:

New Horizons	437 Hill Road, Pickerington, OH, 43147, (614) 834-1919 1592 Granville Pike, Lancaster, OH, 43130, (740) 687-0835
Recovery Center	1856 Cedar Hill Road, Lancaster, OH, 43130, (740) 687-4500

RULE 2: PHYSICAL/VERBAL ABUSE OF A SCHOOL EMPLOYEE, SCHOOL EMPLOYEE'S FAMILY, OR A PERSON WORKING FOR THE SCHOOL DISTRICT.

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to a school employee, employee's family member, or person working for the school district, will be suspended from school.

Discipline: 3-10 days suspension, expulsion, or referral to police. Discipline will be administered at the discretion of an administrator depending upon the severity of the offense. A professional evaluation may be recommended under certain violations of this rule.

****Any physical/verbal abuse, including social media, of a school employee or school employee's family member off the school grounds will be treated the same as the above. This rule will apply throughout the calendar year as long as the student is attending Liberty Union Schools. The length of the suspension will be at the discretion of an administrator depending upon the severity of the offense.**

RULE 3: FIGHTING

Fighting will not be tolerated on school grounds, on any school transportation vehicle, or at any school sanctioned event. In the event of a student physical confrontation, students are advised to move away from the area of the disturbance, send someone for an adult, do not get in the way of an administrator or faculty member who is trying to break up the confrontation. Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to leave the scene when asked to do so are all considered a violation of this policy and will result in discipline as outlined in this policy. Any student who directly disobeys an order given by a staff member in an attempt to break up a fight will be disciplined under this policy.

Students who instigate fights but are not actively involved, that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who

subsequently fight, submit themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report that to a teacher or administrator.

Discipline: 3-10 days suspension, expulsion, or referral to police. Discipline will be administered at the discretion of an administrator depending upon the severity of the offense. A professional evaluation may be recommended under certain violations of this rule.

RULE 4: WEAPONS AND DANGEROUS INSTRUMENTS

No student shall *possess*, handle, transmit, conceal, or threat with the use of a knife, razor, ice pick, any type of explosive, pistol, rifle, shotgun, pellet gun, or any other instruments that can be used as a weapon while on the school grounds or have any such instrument concealed in a vehicle while parked on school grounds. No student shall *possess* any objects that can be reasonably considered a weapon or instrument of potential danger to an individual or group. This rule includes but is not limited to look-a-like weapons such as: starting pistols, cap guns, paint guns, or toy weapons that are similar in appearance to a real weapon.

Discipline: Suspension 1 - 10 school days, expulsion

RULE 5: TOBACCO

No tobacco is to be used at any time or at any school function while on school property. No student shall carry or possess any tobacco product or lighter while attending school or any school function either home or away. Students may not possess or use nicotine delivery devices. This includes vapor type products.

Discipline: 1-10 days suspension

RULE 6: DAMAGE, DESTRUCTION, AND/OR THEFT OF SCHOOL OR PRIVATE PROPERTY.

1. No student shall cause or attempt to cause damage to school or private property, including that of another student, a teacher, an administrator, or any other school employee. This policy will be enforced while school is in session and when school is closed for any reason. This also includes possession of stolen property.
2. No student shall steal or attempt to steal school or private property from any teacher, administrator, or school employee. This shall include school keys, tests, test keys, or any other items from the teacher's classroom. No student shall have any of the above items in his/her possession without proper permission of a school employee.

Discipline: Wednesday school assignment and cost of repair for damage or destruction of property, suspension, expulsion, referral to the police. Any damage, destruction, or theft of private property of a school employee or employee's family will result in the suspension, expulsion and/or referral to the police.

RULE 7: DISRUPTION OF THE EDUCATIONAL PROCESS

No student by the use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance or any other conduct, shall cause the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct.

The following acts are prohibited:

1. Occupying any school building, school grounds, or part thereof, to deprive others of its use.
2. Blocking the entrance or exit of any school building, corridor or room to deprive others of lawful access to or from the building, corridor, or room.
3. Preventing or attempting to prevent the convening or the continued functioning of any school, class, activity, or of any lawful meeting or assembly on the school grounds. **This rule shall include pulling any fire alarm.**
4. Blocking normal pedestrian or vehicular traffic.
5. Starting any fires on school grounds. **This includes possession of matches or lighters.**
6. Horseplay of any kind will be considered a disruption, including throwing food.
7. Discharging or in any way damaging chemicals, equipment, or a fire extinguisher.

Discipline: Suspension 1-10 days, expulsion, and legal action. Discipline will be at the discretion of an administrator.

RULE 8: VERBAL/PHYSICAL HARASSMENT, SEXUAL HARASSMENT, HAZING, THREATENING ANOTHER STUDENT OR NON-LIBERTY UNION STUDENT, OBSCENE NOTES, PROFANITY OR OBSCENE GESTURES, INAPPROPRIATE DRAWINGS, INAPPROPRIATE PHYSICAL CONTACT.

No student shall write, possess, or distribute words or phrases to another student, which are considered to be slanderous, degrading in nature, obscene, pornographic, or profane as defined by the majority of our society. Obscene notes, profanity, pornography, obscene gestures, and inappropriate drawings and/or pictures depicting weapons will be considered a violation of this rule.

No student shall physically harass another student. Actions such as pushing, shoving, or any kind of physical intimidation (bullying) shall be construed as physical harassment. (see Board policy JFCF)

No student shall endanger another student while on the school grounds, during any school function, home or away, or while riding any school transportation vehicle. **Endangering** another student could be any act that could or may cause harm to another. **Endangering** also includes student actions that cause panic in the school by means of either written or electronic media.

Discipline: Wednesday school, suspension of 1-10 days, expulsion: Wednesday school and suspension will be administered at the discretion of an administrator.

RULE 9: INDECENT EXPOSURE AND SEXUAL MISCONDUCT

No student shall expose him/herself indecently. No student shall expose another student indecently by pulling down pants or pulling up a shirt, skirt, dress or blouse. No student shall take part in any sexual activity on the school grounds or while riding in a school vehicle. This includes public displays of affection, like kissing and hugging.

Discipline: Detentions, Wednesday school and suspension will be administered at the discretion of an administrator.

RULE 10: REMOVING/ALTERING SCHOOL RECORDS, WRITING FORGED NOTES, MAKING PHONY PHONE CALLS TO SCHOOL

No student shall remove any student record from its official place of deposit to or in any way change such record. No student shall knowingly forge any note, paper document or official paper from school in order to deceive any authorized staff member. No student shall knowingly make a phony phone call pretending to be a parent, guardian, or other person so as to deceive an authorized staff member or office worker.

Discipline: Wednesday school, suspension, expulsion: Wednesday school and suspension will be administered at the discretion of an administrator.

RULE 11: SOLICITING FOR A BUSINESS TO OTHER STUDENTS WHILE ON SCHOOL GROUNDS

No student shall engage in any kind of solicitation of business to other students or Liberty Union personnel while on the school grounds. This rule includes talking about services and/or prices a business may offer, passing out flyers and/or pamphlets for a business or hanging any kind of correspondence on any bulletin board in or on school grounds.

Discipline: Wednesday school, suspension will be determined at the discretion of an administrator.

RULE 12: ACTS OF DISRESPECT OR INSUBORDINATION

No student shall be disrespectful or insubordinate to any teacher, administrator, authorized personnel, or student.

Insubordinate shall be defined as - unwilling to submit to the authority of any authorized school personnel or lying to any authorized school personnel. Anything not listed specifically but causes a disruption to the educational process may be treated as insubordination.

Discipline: Detentions, Wednesday school, suspension, expulsion. Wednesday school and suspension will be decided at the discretion of an administrator depending on the severity of the offense.

RULE 13: GAMBLING

No student shall participate or initiate any type of gambling for money or valuables while on the school grounds, on an authorized school vehicle, or attending a school related function. Playing card games during school is strictly prohibited.

Discipline: Wednesday school, suspension, and/or expulsion

RULE 14: TRUANCY, LEAVING THE SCHOOL GROUNDS, UNAUTHORIZED ENTRY INTO TEACHER WORK AREA

No student shall be absent from school or any scheduled class without the proper authorized permission of an administrator or school employee. When school is closed for any reason students are **not** permitted in the building unless they are accompanied by school personnel.

No student shall leave the school grounds without the proper authorized permission of an administrator or school employee. This rule will include leaving the school building to go to the parking lot without the proper permission. Students should **not** be in the teacher workroom, near mailboxes or using the copy machine without the permission of a front office employee.

No student shall leave the school building without permission of an administrator. The following conditions will apply to this rule:

1. Parents must be notified by the school nurse, school secretary, or an administrator before a student will be permitted to leave the school grounds due to illness or for any other reason. The school nurse or an administrator must be seen before permission will be granted.
2. Students requesting to leave the school grounds to return home, change clothes, etc., must have the permission of a parent/guardian before permission to leave is granted.
3. Leave the school for a “guided learning activity” or field trip, a student must have authorized papers signed by a parent/guardian and on file in the middle school office or with an employee responsible for the trip.
4. Any student who is repeatedly truant from school will be referred to the Juvenile Courts.

Discipline: Detentions, Wednesday school, suspension, expulsion. Wednesday school and suspension will be at the discretion of an administrator depending on the severity of the offense.

RULE 15: SCHOOL DRESS CODE

Students will come to school dressed in an appropriate manner according to the following rules listed:

NOT ALLOWED AS CLOTHING IN SCHOOL

1. Clothing that advertises alcohol, drugs, or tobacco products.
2. Clothing that has look-a-like alcohol, drugs, tobacco slogans, or trademarks.
3. Clothing that has anything offensive, profane, vulgar and/or ambiguous and deemed contrary to the educational mission of the school.
4. Excessive body piercing that is determined to be unhealthy and unsafe.
5. Hair coloring that is determined to be a distraction.
6. Off the shoulder tops of any kind.
7. Pants that are worn to expose undergarments. **RIPPED CLOTHING IS PROHIBITED.**
8. All shorts/skirts/dresses should extend to the fingertips. **NO RUNNING SHORTS OR PAJAMA PANTS.**
9. Spaghetti straps and/or shirts without backs and sides.
10. Headbands, bandanas, **hats of any kind**, sunglasses
11. Clothing that displays weapons of any kind or scenes that display the maiming or injuring of another person or animal.
12. Chains, studded bracelets and necklaces, safety pins attached to outer garments for looks, spurs, and/or other attachments to clothing that present a safety risk as determined by an administrator.
13. No leggings or yoga pants (unless fingertip length garments are worn that cover)
14. No halter tops, tube tops, see through / open weave clothing, half shirts, open midriffs, muscle shirts or tank tops.
15. Anything that a teacher/administrator finds offensive in nature, distracting in the classroom, or inappropriate for the classroom.

Discipline: Sent home to change which will be an unexcused absence, Wednesday school, and/or suspension.

RULE 16: ACADEMIC MISCONDUCT

Cheating of any kind is not acceptable. Using the work of other students is considered cheating. Students who are caught cheating or committing plagiarism by any staff member are subject to a zero for the assignment or test with no make-up possibility. Copying tests or work for other students will be considered as cheating. This rule will be considered as cheating. This rule will apply to students who **continually** refuse to bring appropriate materials to class and are unprepared for class on a daily basis.

Discipline: Wednesday Schools and Suspensions days will be decided at the discretion of an administrator.

RULE 17: INAPPROPRIATE USE OF SCHOOL TECHNOLOGY

The following are inappropriate use of school technology services:

1. Use of Internet to access pornography, hate sites, chat rooms, e-mail, profanity, or sites advocating violence.
2. Downloading any program onto any school computer.
3. Loading any non-school software onto any school computer.
4. Non-academic game playing.
5. Use of outside floppy disks or other removable storage media in any school computer.
6. Use of any person's username and password that is not his or her own.
7. Revealing your password to any other person.
8. Theft of any hardware or software component from any school computer.
9. Failure to log out and/or log improperly prior to and after use.

Discipline: Loss of computer privileges, Wednesday Schools, Suspension or Expulsion

RULE 18: ELECTRONIC DEVICES/TOYS

A student may possess a cell phone or other electronic communication device (ECD) in school, on school property, at school activities and at school-related functions, provided that during school hours and while on school vehicles the cellular phone or other ECD remains off and is not visible, unless otherwise approved by the building administrator.

A student shall not possess, bring, transmit, conceal, sell, or offer to sell material which is considered by reasonable standards of the school community to be offensive, obscene, sexually explicit, gang related, violent, and/or pornographic. This includes possessing, obtaining or disseminating such material using personal electronic devices, (including cell phones) while on school property, by means of school provided internet connectivity or via the usage of school computers, laptops, or other electronics in violation of the Acceptable Use Policy.

Discipline: Disciplinary action may include, but not limited to, detention, in-school intervention, out-of-school suspension and/or expulsion.

RULE 19: WATER BOTTLES, ENERGY/SOFT DRINKS, CHEWING GUM

Water bottles, energy drinks and/or soft drinks are not to be consumed in the classrooms or hallways during regular school sessions. Medical exemptions to this rule will be granted by the school nurse.

Chewing of gum in the building is prohibited.

Discipline: Disciplinary action may include, but not limited to, detention, in-school intervention, out-of-school suspension and/or expulsion.

WITHDRAWAL AND TRANSFER FROM SCHOOL

Any student withdrawing from Liberty Union Middle School shall report to the school office as soon as such withdrawal or transfer plans are known. The parent/guardian must come to school to sign an authorization to transfer records. A withdrawal sheet will be issued to be checked and signed by each teacher and the librarian as the student returns all school property. This will include returning textbooks, library books, paying school fines, fees, dues, or any other debts owed to the school. The student is asked to clean out his/her locker before leaving. When this sheet is completed please return it to the middle school office. An administrator will sign a completed form after the student meets all obligations. The Liberty Union – Thurston School District reserves the right to hold all records from transfer until any debts and obligations owed by the transferring student have been paid/completed/resolved.

CLOSED LUNCH PERIOD

Students may **not** leave the school grounds during the school day to get any type of food/beverage. Students are to eat the lunch provided by the school or bring their lunch from home. Students are **not** permitted to order lunch and have it delivered to the Middle School or have others bring in lunch from a restaurant.

SCHOOL BUS REGULATIONS

Disorderly conduct or persistent refusal to obey the bus driver shall be reason for denying privilege to ride the bus. This includes behavior that occurs while waiting on the bus at the bus stop. Bus rules are as follows:

1. The bus driver may assign seats.
2. Students will be courteous.
3. There will be **no** food or drink on the school bus at any time.
4. Students will remain seated at all times unless loading or unloading the school bus.
5. Students are not permitted to use their cell phones while on the bus.
6. All school rules will apply while riding the school bus.
7. No animals or pets are to be transported on the school bus.
8. Students will obey the bus driver rules while riding the bus.

TELEPHONE PRIVILEGES

The school phones are off limits to all students unless there is an emergency.

ADMINISTRATION OF ORAL MEDICATIONS

Students are **not** permitted to possess prescription or non-prescription medication while they are on the school grounds with the exceptions of an Epi-pen or inhalers as permitted in O.R.C. Students who carry an Epi-pen or inhaler must have written approval to do so from the prescriber on file with the school nurse. State law requires a back-up Epi-pen and it is recommended that students have a back-up inhaler. (Board Policy JHCD-R) If it is necessary to dispense medication during the school day, a prescription medication administration form must

be completed. A non-prescription medication administration form must be completed for over-the-counter medications.

SCHOOL SECURITY

The school day for 5th, 6th, 7th and 8th grade students is 7:35 a.m. to 2:35 p.m. **Before school** no student will be allowed to be in the middle school building before 7:15 a.m. except for any student with special permission from an authorized staff member. Students eating breakfast may enter the building at 7:15 a.m.

After school students are to go directly to their lockers and straight to the bus or home. Students are not to be in the building after school unless they are under the direct supervision of a staff member. Students may not begin any extracurricular activity or practice until the coach or advisor is present. Students will be held accountable for the behavior/conduct as outlined in this handbook on the way to and from school. Examples of prohibited activities on the way to and from school: smoking, fighting, vandalism, disrespect to school personnel.

DANGEROUS WEAPONS IN SCHOOLS

In accordance with Section 3313.66 of the Ohio revised Code, students who bring dangerous weapons OR LOOK-ALIKE WEAPONS to school may be expelled from school for up to one year. The following information further describes actions that are prohibited by this provision:

- 1. Firearms** - If a student is found to have brought a firearm on school property, to be in possession of a firearm, to have a firearm while in a school vehicle, or to possess a firearm while attending a school-sponsored activity, the Superintendent may expel the student for a period of one calendar year. A firearm shall be defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosion or by compression; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device as defined in 18 U.S.C.A. Section 921-924, which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge, missile having an explosive or incendiary charge, mine or devices similar to any of those described above.
- 2. Knives and Other Sharp Instruments** - If a student is found to be possessing a knife or other sharp instrument while on school property, in a school vehicle, while attending any school sponsored activity, or while involved in any other school-related activity, the Superintendent may expel the student from school for up to one year. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.
- 3. Other Dangerous Weapons** - If a student is found to possess other dangerous weapons at any school activity as described in 1 or 2 above, the Superintendent may expel the student from school for up to one year. Other dangerous weapons are defined as, but not limited to, metal knuckles, possessed with the intent of harming other

HAZING AND BULLYING POLICY

(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate only behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semi-annual written summary of all reported incidents of hazing and/or bullying and post the report summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: April 9, 2007

[Reviewed: January 14, 2013]