

# Edgewood Middle School Student Handbook

2011-2012

## PHILOSOPHY

We believe learning is a lifelong process: every person is unique, and can learn. The mission of Edgewood Middle School is to provide a positive, caring environment where all members of the learning community can access and process information, acquire knowledge, develop interpersonal skills, effectively problem solve and adapt to change. Edgewood High School is committed to continuous improvement in school efficiency, communications, professional development, technology and curriculum and instruction. We strive to work with students, parents and the community to encourage student responsibility, citizenship, self-respect and physical and emotional well-being.

## NONDISCRIMINATION

Edgewood City Schools maintain a policy of nondiscrimination that extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, economic status, age and/or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of 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.

Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination/harassment of an individual; or because he/she has opposed language or conduct that violates this policy.

## ATTENDANCE

### **Absences**

The state acknowledges the following as legal excused absences:

- Personal illness
- Serious illness or death in the family
- Religious holiday
- Quarantine for a communicable disease

A custodial parent, legal guardian or other person having care or charge of a student reports by telephone or otherwise to the appropriate school administrator that his/her child is absent for a specified number of days or part of day from school. Notification must occur as early as possible the same day that the student is absent from school.

Any absence not confirmed by telephone or parent note will be considered unexcused. Upon returning to school, all students must report to the attendance office, present their handbook and have it appropriately stamped excused/unexcused. Special cases are subject to the principal's judgment. When a student returns from an absence, he or she has five (5) school days to produce proper documentation. For extended absences (five or more school days), the student has ten (10) schools days (from the beginning of the absence) to submit the proper medical documentation.

When a student accumulates six (6) absences (excused/unexcused) in a semester, he/she will be required to provide a note from their doctor for any subsequent absences. The school administrators can authorize excused absences in cases of special circumstances. If unauthorized absences continue, the case will be referred to the district attendance officer for further disposition (see **Truancy**).

### **Makeup work**

Upon return from an excused absence, the student is responsible for obtaining any required assignments. A student is given the total number of days absent plus one to make up any missing work.

### **Planned Absences**

Edgewood acknowledges that other legitimate exceptions can take place such as family vacations, 4H activities, or church outings. In such cases, we require that a vacation/activity form be completed and given the office prior to the absence. We encourage family vacations to be taken during school holidays and not during scheduled exam weeks. Whenever possible, the scheduled work will be given to the student that has given adequate prior notification. If work is due upon return from the scheduled trip. Unless a student has a sufficient number of unused absences, vacations taken without prior notification to teachers will result in no makeup work.

### **Signing In/Signing Out**

If you have a planned late arrival to school or must leave school early, you are required to provide a note from a parent. The note must include the following:

- Student's name
- Parent's/guardian's name
- Parent's/guardian's home and work phone
- Specific reason for student's late arrive/early release

The office may call to verify the absence/confirm appointments.

**After six (6) partial or full absences, a doctor's note or administrative authorization will be required for a student absence or time missed to be excused.**

### **Truancy**

The Butler County Juvenile Court has established guidelines in which a student will be cited to court for truancy. The following is the established definition of truancy per the Ohio Revised Code:

5 consecutive unexcused absences

7 unexcused absences within a four (4) week period

12 unexcused absences within a school year

- An unexcused absence occurs when a student fails to attend school without the consent/knowledge of their parent(s) or the reason given does not meet with the state or building guidelines.
- Leaving school without permission or skipping classes will result in the student receiving a partial unexcused absence and detention.

Each two (2) **partial unexcused absences** will count as one full day of unexcused absence. A partial absence occurs when a student arrives more than an hour after school starts or leaves school more than an hour before the end of the school day.

Each three (3) late arrivals will count as one full day of unexcused absence. A late arrival occurs when a student signs in after the start but within sixty (60) minutes of the start of school.

Therefore, a student who arrives late to school or skips classes repeatedly can be cited to court despite being at school each day.

#### **Unexcused Late Arrivals**

Students, who arrive to school late, without a properly documented excuse, will be issued a detention.

#### **The accumulation of tardies is in accordance with the nine week grading periods.**

Parking privileges can be revoked for excessive unexcused late arrivals and unexcused absences.

The Principal or Assistant Principal will determine the disposition of individual cases.

#### **Withdrawals**

A withdrawal can only take place if the proper forms (including staff signatures) have been completed, all school resources have been returned, and all fines/fees have been paid. No official records will be sent until the above obligations are met.

## **DISCIPLINE**

#### **Expectations**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events, is subject to approved student discipline regulations. This includes the school bus and the school bus stop. Edgewood City Schools has the authority to hold students accountable for actions outside the school setting when those actions constitute a violation of the school code of conduct and create an environment where students and staff are made to feel unsafe, humiliated or threatened while in the school's sphere of influence.

#### **Consequences**

##### **Loss of Privileges**

Eating lunch in the cafeteria and extracurricular participation/attendance are examples of privileges that are afforded students. Those privileges can be withheld for a period of time for students who engage in behaviors deemed inappropriate by a building administrator.

##### **Detention**

Detentions take place during lunch or immediately after school. A student who is assigned a detention must serve it **on the day for which it is assigned**. A student who fails to serve a detention will lose building privileges until the detention is served.

If a student continues to accumulate detentions, the consequences will become progressively more severe.

##### **Alternative Intervention Center**

A.I.C. is issued (by an administrator) for any of the following (but not limited to) infractions:

Uncorrected or repeated Dress Code Violations  
 Repeated classroom disruptions  
 Significant distractions to the school environment

Work completed in A.I.C. will be accepted for grade. While in A.I.C., students are not permitted to communicate with the other students. While in A.I.C., the students are to remain quiet at all times. Students must bring educationally appropriate materials. Students without work to do will be assigned reports using reading materials provided by the A.I.C. monitor. Misbehavior during Alternative Intervention Center may result in an Out of School Suspension.

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

Out of School Suspension removes the student from the school setting for a period of time. Students will receive credit for the successfully completed work missed during the time of the suspension. All work issued during the suspension must be completed and returned upon the first day back to school (including tests). Parents of the suspended student are responsible for obtaining the suspended student's assignments. Teachers are not responsible for reviewing the missed content to the suspended student. Students under suspension cannot be on school property and cannot attend extracurricular events until the official date of return.

##### **Union Day Alternative School**

The Edgewood City School District is affiliated with the Union Day Alternative School. The Union Day Alternative School is operated by the Butler County Educational Service Center. A student may be placed (by a building/district administrator) in the Union Day Alternative School as an alternative to suspension or expulsion.

##### **Expulsion**

An expulsion takes place when a student is removed from the school setting for the remainder of the semester (up to 80 days). **The student's will receive no credit for the courses taken during the time of the expulsion.** Certain offenses can result in a one calendar year expulsion from school (i.e. possession of a deadly weapon, drug trafficking). Expelled students cannot be on school property or attend extracurricular events until the official date of return.

### **Driving License Suspension**

State Law (ORC 3321.13) requires the Superintendent to notify the B.M.V. requesting revocation of driving privileges for one of the following reasons:

- Unauthorized withdrawal from school
- Expulsion for any reason
- Fifteen (15) unexcused absences in a semester
- Drug or alcohol related suspension

### **Dress Code**

Dress and grooming are rightfully the responsibility of the individual student and his/her parents. *Dress Code* expectations in the educational setting are in effect from the time a student enters the building until the end of the regular school day and may be higher as opposed to what is acceptable in the surrounding community. In order for a student's attire to be deemed appropriate for school, dress and grooming should not constitute a health/safety hazard or present a distraction to the educational process according to the administration and/or staff. Latitude is given for attire at after school events based upon the discretion of the building administrators.

The dress and grooming of all students shall conform to the following:

#### **All pants must extend to the back of the bend of the knee.**

All lower body garments must reach within 4" from the bend of the back of the knee.

For dresses/skirts/skorts with slits, the slit must meet the above standard.

Lower body garments are to be worn above the hips.

When a student wears his or her pants/shorts below the waist and has no belt or chooses not keep the pants worn above the waist, a plastic zip tie will be attached through the belt loops on the back of the pants and tightened so that the pant/shorts will remain in the proper position for the remainder of the day.

Shorts cannot be transparent or see-thru.

#### **Clothing must be worn so that undergarments and torso are not visible at any time.**

Shirts/tops must have a sleeve that covers the shoulder and extends down the arm.

Upper body articles of clothing should cover the body from shoulders to waist.

Shirts exposing the midriff at any time will not be acceptable.

Shirts exposing cleavage at any time will not be acceptable.

Shirts must be able to be tucked in.

#### **The following types of clothing are not appropriate school attire unless modified as noted:**

Tattered clothing

Pants with unpatched holes above the knee

Undergarments, tape, etc. are not acceptable patching solutions

Spandex or spandex like shorts or pants (unless covered by another garment of appropriate length and style).

Clothing deemed to be in poor taste

Mesh shirts or see-thru shirts (Unless a full T-shirt is worn underneath)

Low cut shirts

Pajama pants, tops or house slippers

#### **Extreme make-up, hair coloring, haircuts, and hair**

Mohawks, spiked hair, extreme hairstyles or colors are not permitted.

Hair worn in such a manner as to impede the student's vision (as deemed by a building administrator).

Marking on hands and other body parts, including face painting, is prohibited.

#### **The following are not allowed to be worn or be in display at school:**

Items advertising/displaying any type of alcohol, drugs, sexual innuendo, tobacco or violence

Exposed piercings (except the ear)

Students may not try to cover the piercing with a band-aid or wear a visible stud in the piercing.

Unconventional accessories (dog collars, spiked bracelets/earrings/necklaces, placing large objects through the earlobe, etc.)

Chains including wallet chains

Clothing worn in a manner to display gang affiliation (i.e. bandanas, etc.)

Shoes that contain roller skate blades (heelies)

Items that display anything deemed to be in poor taste

#### **Coats, bookbags, handbags and hats must be kept in the students' lockers before and during school hours.**

**Purses are permitted except in situations where they are being used to carry books.**

### **Consequences**

If a student fails to follow the aforementioned dress code and it is brought to the attention of the school administration and/or staff, they will be required to correct the infraction prior to returning to class. Students who are unable or unwilling to correct a dress code violation will spend the remainder of the day in the Alternative Intervention Center. Calling home for a new set of clothes or leaving school to change will not be an option. Each violation will be documented and the following consequences will be enacted:

1<sup>st</sup> offense – Warning.

2<sup>nd</sup> offense – Detention.

3<sup>rd</sup> and subsequent offenses– Detention and loss of privileges

### **Cell Phones**

**Students are not permitted to carry or use cell phones until after school hours.**

We understand that there may be a need for a student to contact his or her parent during the school day. If such a need arises, students can go to the Main Office during lunch to use a dedicated phone line. Teachers and office staff are aware of this procedure. Parents can send messages to their children through our office staff. Therefore, there is no valid reason for a student to have a cell phone on their person during school hours.

If a student brings a cell phone to school, the student is required to turn off the cell phone and place it in his or her locker as soon as he or she has access to his or her assigned locker.

**Students are not permitted to use or have in their possession cell phones before and during school hours.**

Students must discretely place their cell phones in their lockers upon arrival to school. The only time that students are permitted to use cell phones is after school hours. Students found in possession of a cell phone will have the phone confiscated (only a parent is permitted to pick up the confiscated phone). Subsequent offenses will result in the student receiving detention for each offense and the cell phone being confiscated.

**Personal Electronic Items**

From the time that students are permitted to go to their lockers until the end of the school day, the following items are not permitted, to be in use or on display and must remain in student lockers.

CD players, iPods, MP3 Players, etc.

Students found in violation will face the following consequences:

1st offense - Confiscation (returned at the end of the day)

2nd offense - Confiscation (returned only to the parent) and loss of privileges

**Students are not permitted to have the following items on school property:**

- Skateboards
- Laser pointers
- Squirt guns
- Playing cards
- Dice
- Other items deemed inappropriate by a school administrator

**Students found in violation will face the following consequences:**

1st offense - Confiscation (returned at the end of the day)

2nd offense - Confiscation (returned only to the parent) and loss of privileges.

**Public Display of Affection**

Kissing, intimate hugging and inappropriate touching are examples of public display of affection. Public display of affection is in poor taste and is considered unacceptable behavior in the public school. Violations will result in detention and or other disciplinary action, including notification of parents.

**Search and Seizure**

The Edgewood Board of Education and Administration reserves the right to search lockers, desks, automobiles, person and personal belongings of students on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students.

## **DAILY INFORMATION**

**Academic Honors**

**Highest Honor 3.6667 and above Honors 3.0000 to 3.6667 G.P.A.**

All scheduled classes are used to compute G.P.A for each semester. A failing grade in any subject, regardless of its credit value automatically disqualifies a student's eligibility for the Honor Roll that particular semester.

**After School Activities**

No student should be in the building after school dismissal unless he/she is under the supervision of a Board of Education approved sponsor. All after-school activities must be scheduled and approved by the administration. Students must make transportation arrangements home in advance. All students are welcome to attend school-sponsored activities. Students are expected to wear school approved dress to all activities. Student conduct during activities sponsored by the Edgewood City School District should be proper and not be of the nature that would cause embarrassment to the student, school and/or district. Any activity that involves our school, whether it is home or away, will command that the student follow established practices, rules and sportsmanship.

## **BUS SAFETY**

All school rules apply on the school bus. Directions from the bus driver must be followed promptly and respectfully. Students with medical needs should provide the driver with a note providing any information that would be relevant to the driver. Drivers will report student misconduct to the Principal.

**Entering the bus**

- Students are to arrive at the stop before the bus is scheduled to arrive
- Students are to wait in a location clear of traffic
- Students are to stand clear of where the bus stops
- School rules are in effect at the bus stops
- Students are to go directly to an available seat or assigned seat
- Students are to remain seated keeping aisles and exits clear

**Exiting the bus**

- After exiting the bus, immediately step away at least ten (10) feet
- Stop movement, look at the bus driver's face
- Do not move toward the bus to cross the road until the driver signals
- Stop at the left headlight of the bus and look before crossing the street

**Prohibited behaviors**

- Students may not eat or drink while on the bus
- Students may not use profane language on the bus
- Students may not use tobacco or alcohol products on the bus
- Students may not put their head or arms outside the bus windows
- Students may not throw or pass items on, from or into the bus

- Students may not enter or exit at someone else's stop unless they have written approval from their parents and the school administration
- Students may not ride a bus which they were not assigned unless they have written approval from their parents and the school administration

### Computer Usage

The computers at Edgewood Middle School have been provided as a learning tool for all students. The following guidelines govern student use of the Edgewood City School's computer network:

Every student has been given an account on our network.

Students must log in the first time using their student identification number as their password.

Students should change their passwords after the first time they log into the system.

Students are not to give their passwords to anyone. If students are found to have given out their password, they can be removed from the network.

School computers and Internet access are for educational purposes (research, word processing, tutorials, etc.). Personal use of a school computer is not permitted.

Modifying or attempting to modify any computer settings will result in removal from the computer network.

To access the Internet, a student must have attended the student workshop and have a signed acceptable use policy on file. Student workshops will be held during activity periods.

Printer resources are limited. Students are advised to preview their work before printing and only print one copy.

Work done at home that is to be printed or edited at school must be saved in a format that is available on the school's network (ex. Microsoft Word).

Any technology problems should be reported in writing to the Student Services Office. Students should provide their name, grade, first period room number and problem.

Students who are removed from the system must schedule a conference with the technology support person before computer access is regained.

### Dances

When Edgewood Middle School sponsors a dance, the dance will be open to our seventh and eighth grade students only. Our school dress code will be enforced. Hours of the dance will be well-publicized so that you can arrange in advance your transportation home.

### Extracurricular Activities

Students must meet the following criteria in order to participate in extracurricular activities:

- Student must be currently enrolled
  - Student must have been enrolled in the immediately preceding grading period
  - Student must receive passing grades in at least five one credit classes or the equivalent number of classes which count toward graduation
  - Student must have a 1.5 G.P.A. for the preceding grading period
  - Student must maintain grade placement according to course of studies
  - A student must be in school on the day of a competition
- A partial absence can be excused by an administrator

Participation in extracurricular activities is a privilege. Any participant whose conduct is determined by the sponsor or administration to be a discredit to him/herself, the activity, or the school during the activity shall be subject to disciplinary action. This will apply before, during, and after school hours. Please refer to the Extracurricular Policy for details pertaining to infractions and their consequences.

### Field Trip

All Edgewood Middle School sponsored field trips require the signed permission of a parent/guardian, a current Emergency Medical Authorization form and adherence to the student code of conduct. The school administration reserves the right to prohibit a student's participation if that student has disciplinary and/or academic problems.

### Fire and Tornado Drills

State law requires that school conduct fire and tornado drills. Fire escape routes and tornado instructions are posted in each classroom.

### Grades and Progress Reports

Academic grade reports are mailed at the end of each nine weeks (four times a year). Interim reports are issued to students at mid-term of each nine weeks. Parent/teacher conference days are set up in a sequence related to academic report periods.

### GRADE SYSTEM

#### Grade Scale

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	59-50
A	93-96	B	83-86	C	73-76	D	63-66		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

#### Quality Points

A+	4.333	B+	3.333	C+	2.333	D+	1.333
A	4.0	B	3.000	C	2.000	D	1.000
A-	3.667	B-	2.667	C-	1.667	D-	.667

### Guidance Services

A 5/6 and a 7/8 guidance counselor is available on a daily basis to assist students in any way possible. Some situations in which a student may seek the assistance of a counselor are:

- When experiencing difficulty with school work.
- When a conflict arises with another student or a teacher.
- When making plans for the next grade level.
- When there is a personal problem or concern.
- When you want to identify personal strengths, aptitudes or interests in order to better plan for a career.

### Library/Media Center

The library/media center is available to all students and teachers to supplement classroom materials and to provide reading pleasure. The library collection includes reference materials, pamphlets, books for enjoyment, magazines for reports or pleasure reading and audio-visual materials.

1. HOURS - The media center is open during regular school hours. 2. CIRCULATION - Most media center books may be signed out for two weeks. A book may be kept longer than two weeks if it is renewed on or before the due date. Books must be returned to the book drop in the media center. 3. LIBRARY INSTRUCTION - Classes are held in the library/media center. Students are familiarized with resource skills and media usage. Grades received from assignments about the library will be averaged with other grades. 4. COMPUTER USE - The computers available in the media center are there for research, only. Do not use a computer for games or Internet access. Refrain from printing lengthy articles from CD-ROM programs. Use time wisely and with the thought of sharing with others.

#### **Lockers and Locks**

Each student has his/her own hall locker. Books, coats, school materials and equipment may be secured in the locker. The hall locker is secured with a built-in combination lock; do not place anything in the locking mechanism to make the lock remain in an open position. It is the student's responsibility to keep the combination confidential. EDGEWOOD MIDDLE SCHOOL WILL NOT BE HELD LIABLE FOR LOST OR STOLEN ITEMS FROM A LOCKER IN WHICH A STUDENT HAS BYPASSED THE LOCKING MECHANISM. Jammed or stuck locker doors are caused by loose clothing or books/papers that become wedged between the locker door and frame. KEEP YOUR LOCKER NEAT. CLOSE THE DOOR WITH THE HANDLE. NEVER FORCE OR KICK A LOCKER DOOR SHUT.

Physical education lockers may be shared with another student.

Students are encouraged and can purchase a new or used lock that has master passkey capability, from the school (as long as the supply lasts). If you use a lock from any other source, it must be a combination lock and you must provide your P.E. teacher with the combination. The administration shall maintain the right to remove the lock by any means if you are unavailable. Students must use the locker that has been assigned to them. Because visiting school teams may use the locker rooms for contests, you are responsible for securing your locker.

#### **Lost and Found**

It is a good idea to mark the student's name on all clothing worn to school - such as jackets, coats, boots, etc., as well as gym clothes, athletic practice items, books and educational materials. Any student who has lost an item can check the offices or the locker rooms. Any unclaimed items are periodically donated to charitable organizations.

#### **Lunch Charge**

Students who wish to charge their lunch should report to the café monitor. They may borrow the amount of a full plate lunch. There is a limit of one (1) charge. Bring a sack lunch from home, if you are at the limit. Due to the time involved in sorting grade cards for distribution, the charge must be paid before the announced deadline (three school days) before distribution of grade reports, or the student's report card will be withheld. Grade reports can be picked up the week following distribution, if the charge is paid after the announced deadline.

#### **Medication**

Students who need to take prescription or non-prescription drugs must follow the procedures as outlined in the Edgewood Medication Policy. All drugs or medication must be brought by a parent or guardian to the office at the beginning of the school day where they will be dispensed by the Principal's designee. Students may not keep any medication/drugs with them or in their lockers. All prescription medication/drugs must be in the original labeled container as provided by the physician, dentist, or pharmacist. The label is to include student name, physician, current date, dosage instructions and name of medication. A "Request for Administering Medication" form must be completed and signed by the parent or guardian and physician. Non-prescription medication/drugs, including but not limited to, aspirin, cold tablets, headache and pain pills, muscle enhancement pills/supplements, etc. shall not be permitted in school without a "Request for Administering Medication" form signed by the parent or guardian. We will accept on a temporary basis, a dated note signed by the parent or guardian detailing dosage and time to be given. All non-prescription medication/drugs must be in their original labeled container.

#### **Sportsmanship**

Student attendance at and support of school-sponsored activities are essential to the success and moral of our extracurricular programs. As a representative of Edgewood Middle School, positive and courteous behavior is an expectation. Students are encouraged to cheer for all Edgewood City School Extracurricular teams. Degrading remarks and disrespectful behavior will lead to the offending student losing the privilege of attending extracurricular events and possibly receiving further disciplinary consequences.

#### **Textbooks**

Textbooks are the property of the Edgewood Board of Education. Teachers will require that students document the condition of each textbook at the time that the book is issued. A student will be required to pay a fine for any damage that occurs during the time. Students who lose or damage their textbooks significantly will be obligated to pay the replacement cost of the book.

#### **Visitors to the Building**

We welcome parents and relatives to come to our school. If you want to visit the classroom, call the teacher to discuss the time of day for the visit. Because of the nature of the daily schedule, drop-in visits are disruptive to the instructional program. We ask that parents drop off items for their child in the Main Office.

State law requires that all visitors (parents, sales representatives, etc.) to a school building must first report to the Main Office to state the reason for their visit. For security purposes visitors will be asked to forfeit a photo ID and sign-in prior to being issued a clip-on visitor's pass that must be worn in plain sight at all times. All Edgewood Staff members have been instructed to ask your business if he/she cannot see a visitor's pass. We have this policy in place to insure the security of your child. At the end of the visit, please sign-out and return the visitor's pass to the Main Office. At this time your photo ID will be returned to you. The doors to the classroom wings will be locked to outside entry for security purposes. We do not permit school-age visitors, with the exception of the Student Council exchange program.

### **EDGEWOOD CITY SCHOOLS STUDENT CODE OF CONDUCT**

A "Code of Conduct" provides students with the rules governing their behavior. Ohio law requires that all schools adopt and post their Codes of Conduct. Board of Education of the Edgewood City School District pursuant to Sections 3313.661 and 3313.62 Ohio Revised Code. Student and staff safety is paramount in the orderly operation of the school; and to help ensure safety, random use of metal detectors may be utilized. It should be noted that lockers are school property, and school personnel reserve the right to inspect them at their discretion.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal, or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.66, 3313.661 and 3313.662 Ohio Revised Code. Students may also be placed, by the district, in an alternative school setting.

The types of student behavior prohibited by this Code of Conduct that constitute offenses which may lead to suspension or expulsion from school, school-related activities, and/or the school sponsored transportation system are listed below. In the case of an expulsion, or an out of school suspension, a student will receive no credit for missed work and will not be permitted to make up the work.

In addition, such students may be prosecuted and/or suspended for any criminal offense committed while within the school's sphere of influence (on school premises, while at a school sponsored event or while in proximity to a bus stop).

Edgewood City Schools has the authority to hold students accountable for actions outside the school setting when those actions constitute a violation of the school code of conduct and create an environment where students and staff are made to feel unsafe, humiliated or threatened while in the school's sphere of influence.

**This code of conduct is applicable:**

- a. On the school property before, during, or after school hours.
- b. At any school-sponsored/school related activity, function, or event held on or off school property.
- c. On any school-sponsored/school related bus or bus stop.
- d. When a student's out of school behavior creates a school environment that is detrimental to a student or staff member while in the school .

**Part I**

**The prohibited activities contained therein explicitly include action:**

1. **Attendance:** No student shall fail to comply with state attendance laws and district policy including, but not limited to, truancy from a specific class and tardiness to school or to a specific class. Leaving school property without authorization is prohibited.
2. **Assault:** A student shall not assault a school employee, student, or other person on school premises, while in the custody or control of the school, or in the course of a school-related activity.
3. **Bribery:** A student shall not offer money or favors to any person for his or her personal gain.
4. **Bullying and/or Hazing:** No student shall plan, encourage or engage in the bullying and/or hazing of anyone including students and community/staff members. This includes doing anything with the intention to coerce another, including the victim, to do any act of intimidation to any student and/or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Said actions also include, but are not limited to, conduct outside of the school building that is deemed by the administration to have caused a disruption of the educational process and/or school itself.
5. **Cheating and/or Plagiarizing:** No student shall cheat or plagiarize material (part or whole) to present as his/her own thought. The unauthorized possession, use or transmission of another student's work as well as tests and other material belonging to the school or teaching staff is prohibited.
6. **Complicity:** A student shall not, in anyway, knowingly act as an accomplice for/with another student who is violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.
7. **Computer Crime:** No student shall tamper with any school computer, school website or violate the District Technology Usage Policy.
8. **Degrading, Demeaning, or Discriminatory Behavior:** A student shall not engage in behavior (either verbally, physically, in writing, or electronically) that degrades, demeans or discriminates against a student, staff member or any individual while under the jurisdiction of the school or outside the school setting when the school deems that the act has the affect of creating a degrading, demeaning or discriminatory environment.
9. **Destruction or Defacement of School and Private Property:** A student shall not cause or attempt to cause damage to school property including buildings, grounds, equipment or materials; nor shall a student cause or attempt to cause damage to private property on school premises or at any school activity on or off school property.
10. **Disruption of School:** A student shall not cause or attempt to cause disruption or obstruction to the carrying on of a normal school day. A non-exhaustive list of examples of disruption would include strikes or walkouts, the use or possession of fireworks including stink bombs and smoke bombs or the impeding of free traffic to or within the school.
11. **Excessive/Improper Affection:** No student shall be involved in a public display of affection and/or sexual acts or other inappropriate behavior with a person of the same or opposite sex (i.e. displaying excessive affection such as hugging and/or kissing).
12. **Extortion:** A student shall not take or attempt to take money or valuable possessions from another person by physical force, the threat of physical force or any other form of intimidation.
13. **Failure to Report:** Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in the harm to another person or persons or damage to property, when the student has information about such actions or plans.
14. **False Alarms:** A student shall not initiate a report warning of a fire or an impending bombing or other catastrophe without cause.
15. **Fighting:** A student shall not participate in a physical altercation. A physical altercation takes place when two or more individuals engage in offensive physical action that includes, but is not limited to, punching, kicking, striking, biting or shoving. The question of which participant made the first physical contact does not affect the responsibility of the individuals involved.
16. **Forgery:** A student shall not falsely use in writing the name of another person or falsify times, grades, dates, addresses, student course work or other data on school forms or correspondence directed to the school.
17. **Gambling:** A student shall not gamble or possess gambling devices on school premises. Some examples of gambling devices would include dice and cards (not an exhaustive list).
18. **Harassment/Intimidation/Threats:** A student shall not physically, verbally and/or use written form to harass, intimidate, threaten or abuse any other person or behave in such a way that could cause or threaten to cause emotional and/or physical injury while under the jurisdiction of the school during school and/or non-school hours.
19. **Improper Dress:** A student shall abide by reasonable dress and appearance codes set forth in the student handbook adopted by the Edgewood City Schools Board of Education.
20. **Insubordination:** A student shall not disregard or fail to carry out directions and/or instructions by authorized school personnel.
21. **Loitering/Trespassing:** During non-school hours, a student shall not be present in a school building or on school property without authorization from school personnel. Likewise, a student shall not enter a restricted area without proper authorization of school personnel.
22. **Lying:** A student shall not falsely report incidents, falsely accuse or give false testimony to school personnel.
23. **Profane/Obscene/Inappropriate Language/Gestures/Images:** A student shall not use profanity, obscene writing/gestures or language otherwise deemed inappropriate towards, in reference to, or in the presence of anyone including students and community/staff members. Included in this prohibition would be the display, creation or possession of obscene signs, pictures or publications.
24. **Repeated Violations:** A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, administrators or other authorized school personnel.
25. **School Bus Behavior:** Students shall not violate any rules established by the Edgewood City School District for the purpose of safety and student control while using school buses. No student shall refuse or disobey a bus driver's request or direction per bus regulations. School bus behavior rules shall apply for all regular school transportation and/or transportation for activities under the supervision and control of the school. Riding a school bus to school is a privilege not a right. The authority of school personnel includes the bus stop area both to and from school.
26. **Sexual Harassment:** A student shall not use words, pictures, objects, gestures or other actions relating to sexual activity or a person's gender that have the effect of causing embarrassment, discomfort or a reluctance to participate in school.
27. **Skipping Classes and/or Detention:** A student shall not be absent from class and/or detention without the authorization from an administrator.
28. **Tobacco Usage or Possession:** No student shall smoke, use or possess any substance containing tobacco including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, or chewing tobacco. As provided in 3313.751 Ohio Revised Code, it shall be a violation of this rule as well as a criminal offense to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.
29. **Theft/Stealing:** A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another person.
30. **Truancy:** A student will be considered truant if he or she is absent without knowledge or consent of parent and authorization of the school administration. It

must also be noted that parents cannot detain their children from school attendance without legal cause. Pursuant to House Bill 204, students may have their driver's license revoked if expelled from school for truancy (Ohio Revised Code 3321.18, 3321.19, 3321.20, and 3321.13 (b) (2)).

31. Unauthorized or Improper Use of Motor Vehicles and Parking: No student shall operate his/her vehicle in a reckless manner on school grounds; this includes motorcycles. Some examples of recklessness not intended to be exhaustive, include; peeling tires, speeding, etc... Students shall not sit in cars before, during or after the day unless approved by a building administrator. Students are to park in their designated area/spot (not in the faculty or visitor parking areas) and shall abide by the rules and regulations set forth by school administration. Driving to school is a privilege not a right.

32. Unauthorized Sale or Distribution: A student shall not sell or distribute or attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal or the principal's designee.

33. Other Just Cause: Other student misconduct not listed that are, however, as serious in nature as the above, may serve as grounds for disciplinary action.

34. Unauthorized or Improper Use of Medicine: Buying, using, transferring, receiving, possessing or using any drug, medication, inhalant, or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance or the student uses the substance in question in a manner not authorized or recommended by a physician.

35. Usage, Possession or Being Under the Influence of a Controlled Substance: Buying, possessing, receiving, transferring, using and/or having the smell of on their person, or being under the influence of any controlled substance (alcohol, drugs, narcotics, marijuana, etc.). This includes look-alike drugs or drug paraphernalia, on school premises or at any school-related activity and/or function, regardless of location.

36. Sale and/or Distribution of Drugs: Selling, offering to sell or possessing with the intent to sell a controlled substance including alcohol and look-alike drugs or drug paraphernalia on school premises or at a school-related function.

37. Unauthorized Fire: A student shall not ignite an unauthorized flame in any part of any building or any property of the Board of Education of the Edgewood City School District.

38. Weapons: A student shall not possess, conceal, handle, transmit, or use any object or look-alike object offensively or defensively, that can be considered a weapon. This includes, but is not limited to knives, firearms. (See Board's Weapons Policy)

#### **Community Service**

In case of suspension or expulsion, the principal may recommend to the Superintendent that the student may serve all or part of the suspension or expulsion period in some form of community service.