

EDGEWOOD CITY SCHOOL DISTRICT

The mission of the Edgewood City School Community is to inspire each student to attain personal fulfillment through intellectual, emotional and social growth by providing meaningful and challenging learning experiences, an energetic, dedicated and passionate staff and academically stimulating environment.

NONDISCRIMINATION

The Edgewood City School District maintains 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 School 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
- Quarantine for a communicable disease
- Religious holiday
- Serious illness or death in the family

When students are absent from school, parents must call the school office (867-7430) the morning of the absence. If a parent cannot call in, our attendance office is required by Ohio law to attempt to contact the home of absentees by telephone or mail. Even though an absence has been called in, the Attendance Officer requires a note signed by a parent/guardian upon the student's return. This note must explain the reason for the absence, the date(s) of absence and have a phone number in case there are any questions. Any absence not confirmed by telephone or parent note will be considered unexcused.

Returning to School

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 administration's judgment. 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. If a student is out of school on an extended absence (10 or more consecutive school days), the school must receive written notification from a certified physician within 10 school days from the start of the extended absence. 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). If a student is out of school on an extended absence (10 or more consecutive school days), the school must receive written notification from a certified physician within 10 school days from the start of the extended absence.

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 encourages family activities/vacations to be taken during school holidays. However, Edgewood also acknowledges that legitimate exceptions can take place. In such cases, we require that an activity form be completed and given to the office prior to the absence. Whenever possible, the scheduled work will be given to the student that has given adequate prior notification. **Therefore, vacations taken without sufficient 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 arrival/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 a Friday School (Extended Detention – 2:30 PM – 5:30 PM).

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 face the following disciplinary actions:

- 3rd - Detention
- 4th – Friday School (Extended Detention)
- Further tardies can result in placement in Friday School, the Alternative Intervention Center or Out of School Suspension.
- The accumulation of tardies is in accordance with the nine week grading periods. An administrator 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

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.

A student will be disciplined when he/she interferes with or adversely affects the right of other students to acquire an education. The Board of Education reaffirms the authority of the administrators, teachers and other authorized personnel to maintain the discipline essential to an academic atmosphere conducive to learning. The Board of Education adopted Student Code of Conduct is printed at the end of this handbook.

DETENTION

After School Detention requires that a student remains after school hours under the supervision of school authorities for a specified amount of time. Most often, detention is used as a means of correcting the behavior of students who display attitudes and behaviors that are unacceptable at Edgewood Middle School. Students must serve it on the day for which it is assigned. A student who fails to serve his or her detention will receive a Friday School (Extended Detention – 2:30 PM – 5:30 PM) or be assigned to the Alternative Intervention Center or an Out of School Suspension at an administrator's discretion.

FRIDAY SCHOOL

Friday Schools (Extended Detention – 2:30 PM – 5:30 PM) are typically assigned for students who miss detentions, students who repeatedly sign in late without permission from the office, students who skip classes and students who are truant from school. Assignment to Friday School will be made by an administrator. Students are required to work on academic material (no magazines, no unassigned letter writing, no unassigned drawing, etc...). Failure to follow the instructions of the monitor may result in dismissal from Friday School and possible assignment to the Alternative Intervention Center or an Out of School Suspension.

Only a parent can request that a Friday School be rescheduled. This must take place in writing, by email or by phone prior to the start of the assigned Friday School. A Friday School can only be rescheduled once.

ALTERNATIVE INTERVENTION CENTER (AIC)

The Alternative Intervention Center is a consequence that will be used as a step between detention and as an alternative to Out-of-School Suspension. Assignment of AIC is at the discretion of an administrator. Any class assignments completed by the student while in AIC will be counted toward their current grades. Students are required to bring educationally appropriate materials and remain quiet throughout AIC. Misbehavior during AIC may result in an Out-of-School Suspension. The student cannot participate in or attend any extra curricular activities or events on the day AIC is served.

OUT-OF-SCHOOL SUSPENSION (OSS)

An Out-of-School Suspension removes the student from the school setting for a period of time as determined by an administrator. The student cannot be on school property and cannot attend extracurricular activities or events until the official end date. Any and all classwork will NOT be counted toward grades, however, we strongly suggest that the student request missed work as a result of an OSS so as to stay current and up to date with their studies.

EXPULSION

In accordance with Ohio law, the Superintendent may expel a student for up to 80 school days. Building administrators may recommend expulsion when issuing an OSS.

DRESS CODE (APPEARANCE AND DRESS)

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 compared to what is acceptable in the surrounding community. In order for a student's attire to be appropriate for school, dress and grooming should not constitute a health/safety hazard or present a distraction to the educational process as deemed by the building administration.

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.

Dresses/skirts/skortts must reach within 4" from the bend of the back of the knee.

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

Lower body garments are to be worn above the hips.

Shorts are permitted as long as the short extends to the bend of the knee.

- Shorts cannot be transparent or see-thru.

Clothing must be worn so that undergarments (including camisoles) 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:

Cut-offs or tattered clothing, deemed in poor taste

Pants with holes must be permanently and properly patched so that no skin or undergarments are exposed.

- Unattached shorts, boxer briefs, tape, etc. are not acceptable patching solutions.

Spandex or spandex like shorts or pants

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 hairdos are not permitted.

Black lipstick and dark eye shadow are unacceptable.

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 body/tongue piercings (Except the ear). Students may not try to cover the piercing with a band-aid or wear a clear stud on/in the above mentioned areas.

Unconventional accessories (dog collars, spiked bracelets, etc.)

Chains including wallet chains

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

Shoes that contain roller skate blades (heelys)

Items that display anything deemed the administration 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.

If a student fails to follow the aforementioned dress code and it is brought to the attention of the school administration, **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 (AIC). 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:

1st offense – Warning

2nd offense – Detention (parent notification)

3rd offense – Friday School (parent notification)

4th offense – 1 day of Alternative Intervention Center (parent notification)

5th offense and all subsequent offenses – 1 day Out of School Suspension (parent notification)

NUISANCE ITEMS

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 found in violation will have their cell phone confiscated to be returned only to a parent and the student will be assigned 1 day of AIC (a parent can request a Friday School in lieu of AIC). If student refuses to comply with a staff members directive to turn over the cell phone, the student will receive an additional day of AIC.

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...

The use of or display of Video games or DVD players is not permitted at any time

The administrators have the right to make the determination on the appropriateness of any given item.

Students found in violation will face the following consequences:

1st offense - Confiscation (returned to student at the end of the day) and detention

2nd offense - Confiscation (returned only to the parent) and 1 Friday School

3rd and all subsequent offenses - Confiscation (returned only to the parent) and 1 day of AIC

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

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

Students found in violation will face the following consequences:

1st offense - Confiscation (returned only to the parent) and detention

2nd offense - Confiscation (returned only to the parent) and 1 Friday School

3rd and all subsequent offenses - Confiscation (returned only to the parent) and 1 day of AIC

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 TRANSPORTATION AND 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 an administrator. Riding the bus is a privilege extended to middle school students and may be removed.

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 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
- 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 USE

All students have access to computers and word processing at Edgewood Middle School. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the Edgewood City Schools Computer / On-line Services Policy and Guidelines will result in the revocation of the user's access privilege. All users and parent/guardians are required to sign a User's Agreement to indicate acknowledgment of the risks and regulations for computer/on-line services at Edgewood Middle School before access is granted.

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.

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

Fire and tornado drills are required precautions that are to be practiced on a regular basis. Students will be informed on procedures. Location assignments are posted at the doorway of each room in the building. Any deviation from these directions could cause serious confusion and possible injury in the event that a real emergency occurs. For this reason, we expect and demand cooperation during the drills. You are to be silent, stay together as a class unit and listen to instructions.

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.

GUIDANCE SERVICES

A 6/7 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.

HALL PASS

No student should be in the hall or out of his/her regularly assigned room during a class period without a hall pass which has been signed by a teacher. Your Edgewood Cougar Homework Organizer (ECHO) will be your hall pass; present your ECHO to the sending teacher with the correct day/page open for his/her signature & time. This pass (your ECHO) must be carried in such a way that it is visible at all times.

HOMEWORK POLICY

In accordance with the homework policy adopted by the Edgewood City Schools Board of Education, the Middle School faculty has established the following guidelines:

1. Student responsibilities
 - Students will use a homework organizer. Each student is issued a ECHO.
 - Students must arrange make-up work on the first day back from an absence.
 - Students will establish a time line with each teacher for make-up work from an extended absence.
 - Students must inform each teacher in advance of a family trip, so that teachers have the opportunity to create a general assignment list for the period to be missed.
2. Parent responsibilities

- Parents will see that the student responsibilities are met. Some suggestions are: checking the ECHO for work assignments on a daily basis, helping with studies for tests and quizzes and reviewing any homework completed at school.
- Parents may make arrangements to pick up assignments for students who have been absent more than two consecutive days. Please contact the attendance office by 8:00 a.m. on the third day. Those assignments will be at the Front Office at the dismissal tone.
- Parents are encouraged to assist in completion of homework by providing the proper work environment for their children.

3. Teacher responsibilities

- Teachers will assign homework that enhances skills, knowledge and content of the course of study. Independent reading assignments are encouraged.
- Teachers will use homework as one of the criteria for evaluation.
- In the event of a student's suspension, truancy or unexcused absence, teachers will provide missed written and reading assignments to any student who requests them. No credit will be given for this work. Certain classroom and laboratory activities cannot be made up.

HONOR ROLL

The honor roll is computed each academic grading period and submitted to local newspapers. To qualify for the honor roll, a student must earn a 3.0 (B) average. A student must also have grades of C- and higher. Any student who maintains a 3.25 grade average based on grades for the current school year will receive recognition at the end of the school year.

INCENTIVE PROGRAMS POLICY

The incentive programs are designed to reward those students who meet the higher than usual expectations set by the incentive committee. The requirements are not intended to punish or take away participation in an advertised activity. All decisions regarding discipline and attendance issues are final. There can be no exceptions made with regards to excused absences or doctor's appointments.

INCLEMENT WEATHER

In the event inclement weather forces a delay or closing of school, announcements will be aired on WPFB, WMOH, and WLW radio, as well as www.edgewoodschools.com. Most television stations also carry this information.

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 POLICY

Due to Ohio law, medication administered to a student at school must meet the following requirements:

1. Over-the-counter medicine should be administered at home before or after school. Due to the increasing number of students who require prescription medication, the school will administer prescription medication only if it must be given during school hours. A medication request form must be completed by the attending physician and be on file at school. No student may carry cough drops, sinus tablets, aspirin, or other over-the-counter types of medication.
2. The medication must be brought to school in the original container with the name of the student, name of medication, dosage and time of administration.
3. The medication should be brought to school by a responsible person, preferably the parent. The medication must be given to the school nurse or designee who will do a "pill count" with the adult and will secure the medicine.
4. The school nurse will inform the school personnel of the potential effect, side effect and benefit of the medication being administered.
5. The school nurse or designee will over-see the ingestion of the medication as prescribed by the directions on the container.
6. The medication must be stored in a secured area at school.
7. The school nurse or designee is responsible for accurate record of each dose administered at school - including date, time, observations and the person giving the medication.
8. An official request form must be submitted each school year for each prescription.
9. Please bring in the pills/tablets/liquid which must be administered during school hours. We ask that you bring in no more than a one week supply.

All students are required to have all Mumps, Measles and Rubella immunizations before entering the seventh grade at Edgewood Middle School. This policy may be viewed in full at the office of the Board of Education.

All students are required to have current Emergency Medical Information on file in the school office by the announced deadline. The school administration reserves the right to exclude students who do not have this important information on file by the announced deadline.

PARENT-TEACHER CONFERENCES

Parents are urged to contact the school anytime they are concerned about the progress of their son/daughter. We do ask, however, that you make an appointment. The school does set specific dates for parent-teacher conferences that relate to grade card releases for your convenience.

PAYMENT OF FEES

Payment of school fees and miscellaneous items can be made in the office. Each student is responsible to see that he/she receives a receipt of payment. This receipt should be saved for your records. All students who attend Edgewood Middle School will be charged a fee for workbooks and supplies that are consumed by the student throughout the school year. Extra expenses for industrial technology will be charged according to the project undertaken.

Due to the time involved in sorting grade cards for distribution, the fees must be paid before the announced deadline (three school days) of grade report distribution, 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. These fees may be paid on a quarterly basis at the beginning of each quarter.

PEER MEDIATION

Edgewood Middle School offers peer mediation services to help students resolve conflict. Trained 7th and 8th graders make up the peer mediation team and all proceedings are confidential. Mediation referral forms are available in all Middle School Offices.

PHYSICAL EDUCATION DRESS POLICY

Physical Education is an academic class. Therefore, each student is expected to change into Physical Education clothes for each class. Teachers require that you wear a T-shirt, a pair of shorts and appropriate athletic shoes during class. Middle school students must discuss with the teacher reasons for not participating in Physical Education. Excused participation is at the discretion of the Physical Education teacher. If there is an illness or injury which warrants being excused for a prolonged period of time, a doctor's excuse will be required. In cases where a student is not dressing for class (and has no reasonable excuse) his/her grade may be lowered.

POSTERS AND DECORATIONS

Students must have a principal's approval in order to hang items in the hallway. Do not use scotch tape or putty on painted surfaces or walls. In general, try to use bulletin boards, hanging clips or poster strips provided.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is considered unacceptable behavior in our school. Violations, especially those of a flagrant or repetitive nature, can result in disciplinary action and notification of parents.

SCHOOL GROUND RESTRICTIONS

When students arrive at school in the morning, they must stay on school property and may not leave without the consent of a principal. When school is dismissed in the afternoon, students must ride their assigned bus or wait at the main entrance for their ride home unless other arrangements are made and approved by an administrator. This includes all school

related activities and events. Students who ride the bus to school may not ride any bus other than the one that they are assigned.

STUDENT INSURANCE

Student insurance is offered in the first few weeks of the school year. Information concerning the purchase of the accident insurance policy will be distributed early in the school year. Any student not covered by other insurance is urged to enroll in this program.

TELEPHONE AND MESSAGES

All classroom telephones are off limits to students. Students may, however, ask for permission from office personnel prior to using a telephone in the main office. Use of an office telephone is at the discretion of office staff.

TEXTBOOKS

In the State of Ohio, the public schools furnish, free of charge, textbooks to be used by our students. This is a privilege, and the books deserve proper care. Teachers keep a record of the number and condition of the textbooks issued to each student. If a student loses a textbook, he/she is expected to pay the replacement price as established by the Edgewood City Schools Board of Education. If a book is damaged beyond the normal wear of daily use during the school year, due to abuse, a student will be fined accordingly.

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.

STUDENT CODE OF CONDUCT

Students who violate any portion of the Student Code of Conduct are subject to disciplinary action which may include, but is not limited to, expulsion, suspension, emergency removal, and/or permanent exclusion pursuant to Sections 3313.66, 3313.661, and 3313.662 of the Ohio Revised Code.

The Student Code of Conduct is applicable:

- On school property immediately before, during, and immediately after school hours.
- On the school property at any time when the school is being used by a school group.
- At any school-sponsored/school related activity, function, or event held on or off school property.
- On any bus transporting students because of a school related function.
- Off school grounds when the student's inappropriate conduct is directed at a staff member or their personal property.

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. **Defacement or Destruction 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.
9. **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.

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, Detention and After School Study Session: A student shall not be absent from class, detention and/or After School Study Session 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 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.

32. 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.

Part II

It is mandatory that the secondary principals and discretionary that the elementary principals suspend and recommend expulsion of students who violate the following rules:

33. 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.

34. 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.

35. 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.

36. 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.

37. 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)

DISTRICT TELEPHONE NUMBERS

BOARD OFFICE 863-4692

Fax 867-7421

www.edgewoodschools.com

BABECK 988-0111

Fax 988-5561

BLOOMFIELD E. 988-6385

Fax 988-5253

EDGEWOOD (EMS) 867-7430

Fax 867-7571

SEVEN MILE 726-6234

Fax 726-6239

BLOOMFIELD W. 988-5759

Fax 988-5753

EDGEWOOD (EHS) 867-7425

Fax 867-7428