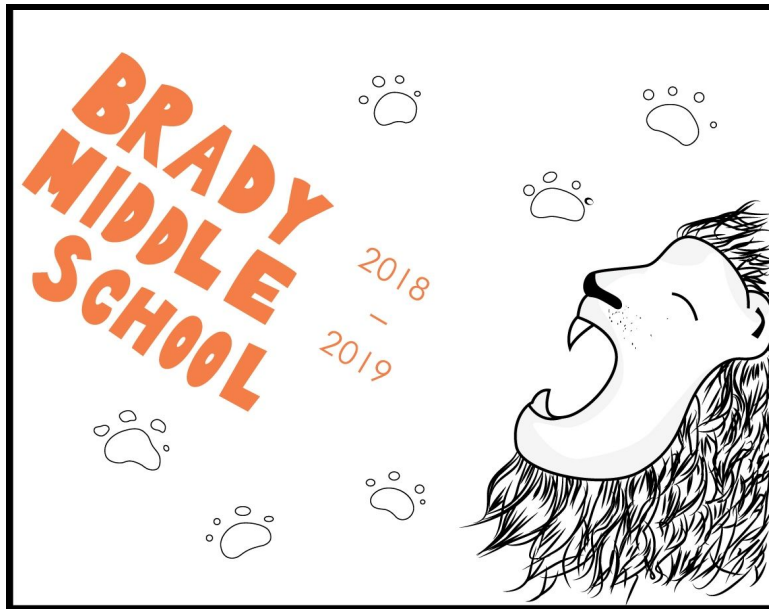




# Brady Middle School Student Handbook



BMS Flag Design Winner Tira Heiss, 8th grade

## BMS SCHEDULE

Grade 6		Grade 7		Grade 8	
1	7:35 – 8:32	1	7:35 – 8:15	1	7:35 – 8:32
2	8:32 – 9:29	2	8:18 – 8:58	2	8:32 – 9:29
3	9:29 – 9:57 (Pride)	3	9:01 – 9:56	3	9:29 – 10:26
4	10:00 – 10:40	4	9:56 – 10:51	4	10:26 – 11:23
5	10:43 – 11:23	5	10:54 – 11:24 (Lunch)	5	11:26 – 11:53 (Pride)
6	11:26 – 11:56 (Lunch)	6	11:27 – 11:57 (Pride)	6	11:56 – 12:26 (Lunch)
7	11:59 – 12:39	7	12:00 – 12:56	7	12:29 – 1:09
8	12:42 – 1:38	8	12:56 – 1:52	8	1:12 – 1:52
9	1:38 – 2:35	9	1:55 – 2:35	9	1:55 – 2:35

## VISION

The Orange School District will empower our students, staff and community to be passionate and innovative global citizens committed to excellence in learning, leading, and making a difference.

## MISSION

To authentically engage students in a positive, supportive, nurturing, and safe environment in order to develop critical-thinking and civic-minded citizens who will contribute to the local community and our global society.

## BELIEFS

- We believe that, in order to meet the needs of all students:
- The core business of the Orange Schools is to make learning valuable, satisfying, and challenging for all students.
- All students will learn when engaged in and enthusiastic about their work.
- The learning environment must be positive, supportive, nurturing, and safe.
- All students need adult advocates.
- All individuals must have a commitment to quality in the services they provide to provide students and to each other.
- Collaboration among the school district, home and community is vital to the success of all students.

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The Brady Middle School Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information, and keep the handbook available for reference by you and your parents. If you have any questions about this handbook, please contact the Brady Middle School Administration.

This Student handbook is your reference for important information about Brady Middle School. Read the handbook carefully with your parents as you will be asked to sign to indicate that you have done so.



## WELCOME BRADY LIONS

Welcome to Ballard Brady Middle School. We look forward to working with you in making this year a positive and rewarding experience. We truly believe the opportunities at BMS will enable you to be a knowledgeable citizen, capable of independent thinking, problem solving, collaboration and service. We envision Brady Middle School to be a safe and nurturing learning environment with respect for individual diversity and a focus on the success of every student. The learning process is designed to be authentic and engaging so that all students experience a sense of accomplishment in their endeavors for academic excellence.

- Educators are committed to young adolescents.
- We maintain high expectations for all.
- An adult advocate is provided for every student.
- School, family and community are partners in the education of the middle school learner.
- The middle school curriculum is designed to be challenging, integrative, and exploratory.
- Various assessments and evaluations are used to promote and motivate learning.
- There is an emphasis on health, wellness, and safety which permeates the entire schools.
- The school is flexible in grouping, scheduling, and staffing in order to meet the needs of the student.



# Brady Middle School

## Quick Information & Links (live on Brady page of website)

### Visitors to Brady Middle School

All visitors must enter through the main office. All visitors must sign in at the Front Office and will be issued a visitor badge. Visitors, including parents are not permitted to visit classrooms during the school day without prior administrative permission. Student visitors are not permitted in the building without a teacher's prior permission and office notification. Parents are reminded to come into the Main Office to sign a student out during the school day if they are leaving for any reason.

**School Calendar** [2017 - 18 Orange Schools Academic Calendar](#)  
[2018 - 19 Orange Schools Academic Calendar](#)

**Important Information & Updates** [BMS Web Page](#)

**BMS Daily Schedule** [BMS Bell Schedule](#)

**Emergency Closing &** [Parent Notification System](#)

**District Conduct Policies** [Orange City School Code of Conduct](#)

**Orange Schools Campus** [Map](#)

**Link to** [Parent Portal](#)

**Link to** [How to Fill Out Forms in Parent Portal](#)

**Link to** [Parent Pick Drop Off and Pick Up Procedure](#)

**Link to** [Clubs, Activities & Organizations](#)

**Link to** [New Student Orientation](#) Powerpoint presentation

### Parent Portal: Emergency Contacts & Medical Authorization & Chromebook Forms

- Orange City School District policy requires every parent to update the student information **YEARLY**. It must be completed online through the Parent Portal
- BMS requires the Chrome Book Form completion by the first day of school
- [Link to Parent Portal: Emergency Contact and Medical Authorization Form and Chrome Book Form](#)
- [How to Fill Out Forms on the Parent Portal](#)

### Attendance Information:

- BMS Attendance Line - 216.831.8600. ext 3615 or email [bmspickup@orangecsd.org](mailto:bmspickup@orangecsd.org). Parent/guardian must call Linda Bitzer prior to 9 a.m.
- Tardy to school - student must have note from parent or guardian brought to Main Office upon arrival. Students without a note are unexcused.
- Pre-planned Absence form is required. [Pre-planned Absence Form](#)
- Excusable & Inexcusable Absences from school. View our [Absence and Tardy Policies](#)
- Students who are tardy for school immediately stop in Main Office to sign in before reporting to class.

### Early Dismissal & Bus Passes:

- [bmspickup@orangecsd.org](mailto:bmspickup@orangecsd.org) or note brought in morning to the Attendance Office. Requests must be received **by 1:30 p.m.**
- Parent/guardian are **required** to sign out a student in the Main Office.
- Notes from parent/guardian can be dropped in box outside Main Office in the morning
- After school clubs & activities require MHS bus passes issued through Main Office
- Transportation Department, Christine Matic, 216-831-8600 ext. 7632

### ORANGE PTA:

- [MHS/BMS PTA Website](#)
- BMS Representative: Mary Balding, [tmbalding@gmail.com](mailto:tmbalding@gmail.com)

- Volunteer Coordinator will be Melissa Lynch, [mmaryherlynch@yahoo.com](mailto:mmaryherlynch@yahoo.com)
- Communications and Technology Director, Bitty Bukovnik Cook, [ebcook@sbcglobal.net](mailto:ebcook@sbcglobal.net)
- PTA Collections Committee will hold various collection drives throughout the year, providing for our community. [Link to PTA Collections Committee](#) for details
- PTA mailbox located in Student Services Office

### **BMS Happenings**

- Follow us on Twitter [@BradyMiddle](#)

### **Student Fees/Fines:**

- Fees are payable using our online payment process: [Pay For It](#)
- Checks or cash are payable in the Main Office

### **School Lunches**

- If you are paying by cash or check, students place an envelope in the lock box behind the cafeteria. Cash is NOT accepted in lines.
- [Lunch Menu](#)
- Add funds to lunch account [Pay For It](#)
- [Free and Reduced Lunch Information and Application](#)
- Orange Food Service Director, Cindy Alekna, 216.831.8600 ext. 2261 or [calekna@orangecsd.org](mailto:calekna@orangecsd.org)
- If your student should forget their lunch, it can be dropped off in the front office. The cafeteria will provide a lunch and charge the student account for payment at a later date.

### **Progress Book**

- [ProgressBook](#) will be used this year to access student grade and assignments.
- [ProgressBook Help](#)

### **Media Center**

- [Library Catalog](#)
- [Electronic Databases](#)
  - Usernames/Passwords available in the Library Brochure found in Drive >>BMS Library Resources Folder - or- email Miss Lee ([blee@orangecsd.org](mailto:blee@orangecsd.org))
- [OverDrive eBooks](#)
  - Library Card Number: 6-digit Student ID number (the number used in the Cafeteria!)
  - Pin: library

### **BMS Clinic, Jill Cannata, RN 216.831.8600 ext. 3622**

- All medications must be registered by the school nurse with the required form and procedure. [Medications at School Policy & Procedures, Medication Record: Administration-Physician's Order Form](#)
- Students visit the clinic with a pass for illness or injury
- The student's information on the Emergency Contact and Medical Authorization form is used should parents need to be reached. It is important to update this information in the Parent Portal.
- [BMS Health Forms](#)

### **Athletics: Mr. Opfer, BMS Athletic Director, 216.8600 ext. 3138**

- [Physical Education and Athletics Website](#)

### **Student Conference Scheduling**

- [Pick A Time Scheduler](#) Online scheduling for student conferences held in November and February
- Questions, contact Regina Carter, 216.831.8600 ext 3614

<p><b>Contacting teachers:</b></p> <ul style="list-style-type: none"> <li>The most direct and expedient manner is to email teachers directly. <a href="#">Staff Directory</a></li> </ul>
<p><b>Field Trip Forms</b></p> <ul style="list-style-type: none"> <li>BMS One Day Field Trip: <a href="#">Download</a> Form</li> </ul>
<p><b>Guidance Office</b></p> <p>Guidance Counselors: Sarah DiBenedetto 216.831.8600 ext. 3624 Cindy Massey 216.831.8600 ext. 3623</p> <p>Office Assistant: Jennifer Pflaum, 216.831-8600 ext. 3613</p> <ul style="list-style-type: none"> <li>Student advocates, academic and personal guidance</li> <li>Class planning and scheduling</li> <li>Challenge Day</li> <li>Academic information <ul style="list-style-type: none"> <li><a href="#">BMS Courses</a> by grade</li> <li><a href="#">Language Arts Course Descriptions</a></li> <li><a href="#">Math Course Descriptions</a></li> <li><a href="#">Science Course Descriptions</a></li> <li><a href="#">Social Studies Course Descriptions</a></li> <li><a href="#">World Language Course Descriptions</a></li> <li>Orange Schools <a href="#">Gifted Program Information</a></li> </ul> </li> </ul>
<p><b>Reporting Student Incidents</b></p> <ul style="list-style-type: none"> <li>Contact student's Pride Leader, Brady guidance counselor or Brady school administrator</li> <li>Link to <a href="#">Safe School Help Line</a></li> <li><a href="#">Bullying and Harassment Form</a></li> </ul>

**A. GENERAL INFORMATION AND PROCEDURES**

(pages 7-10)

- Emergency Contact and Medical Authorization
- Emergency Closing/Delays
- Students with Disabilities
- Protection and Privacy of Student Records
- Safety and Security (Safety, Fire Drills, Tornado Drill)
- Food Service Program
- BMS Clinic (immunization, medicines school)
- Fundraising
- Field Trips
- Fees/Fines
- Lockers
- Lost and Found

**B. ACADEMIC SUPPORT**

(pages 10-13)

- Teams at Brady
- Pride
- Parent Teacher Conferences
- Lunch Sessions

Teacher Help Sessions  
Study Tables  
Technology at BMS  
Fees  
Keyboarding/Typing Skills  
Internet and Email  
BMS Media Center

**C. SCHOLASTIC** (page 13)

Grades  
Honor Roll

**D. INTERSCHOLASTIC AND CO-CURRICULAR ACTIVITIES** (page 13-14)

Athletics and Eligibility  
BMS Clubs and Activities

**E. ATTENDANCE** (page 14-17)

Absence From School & Early Pick Up From School  
Excusable Reasons for Absence From School  
Notification Required for Absences  
Attendance Policy for Interscholastic Activities  
Make-Up Work  
Early Dismissal Authorization and Bus Notes  
Tardiness to Class  
Tardiness to School  
Excusable Reasons for Tardy to School  
Unexcusable Reasons for Tardy to School  
Truancy  
Excessive Absences  
Pre-Planned Absences (Vacations, College Visits, etc)  
Progress Book Attendance Codes  
Withdrawals From Orange Schools

**Orange School District Code of Conduct** (pages 17-22)

**Discipline Infractions**

Aiding or Abetting Violation of School Rules  
Arson or Attempted Arson  
Assault  
Assigned Discipline, Failure/Refusal to Serve  
Bullying, Harassment and Intimidation  
Bus Conduct Requirements, Violation of  
Closed Campus Violation  
Damage or Attempted Damage to Private Property  
Disrespect/Use of Profanity  
Disruption of School  
Distribution of Unauthorized Materials in School or at School Related Activities  
Dress Code Violation  
Driving/Parking (Motor Vehicle) Offenses  
Drugs and Drug Paraphernalia, Involvement with  
Electronic Devices (non-academic) & Recreational Equipment  
Endangerment  
Extortion  
False Fire Alarms and Bomb Threats  
Fighting/Physical Violence  
Fireworks and other Explosives, Involvement with  
Gambling  
Hazing  
Honor Violation  
Insubordination  
Loitering on School Property  
Public Display of Affection

Repeated Violation of School Rules  
Sexual Harassment  
Student's Right of Expression  
Theft  
Throwing Objects  
Tobacco, Lighters and Matches  
Trespassing  
Truancy, Class Cuts and Tardiness  
Violation of Board of Education Policies or School Rules and Regulations  
Violation of Local, State, or Federal Laws  
Weapons, Involvement with

**Discipline Action**

Suspension  
Expulsion  
Emergency Removal.  
Disciplinary Removal  
Alternative Educational Placement (AEP)  
Detentions  
Due Process Rights

**Bullying, Harassment, Intimidation & Other Forms of Aggressive Behavior**

(pages 22-25)

**Safe School Helpline**

## **A. GENERAL INFORMATION AND PROCEDURES**

### **EMERGENCY CONTACT and MEDICAL AUTHORIZATION FORMS REQUIRED YEARLY**

The Board has established a policy that requires every student to have an ***Emergency Contact and Medical Authorization form completed yearly***, and on file in the school building attended. The form is completed through the Orange Schools website link to the [Parent Portal](#), available to every parent at the time of enrollment. This form must be updated at the beginning of every school year and/or throughout the year, if applicable. Any time a student is taken out of the District to participate in a school event, the *Emergency Contact and Medical Authorization* form must also be taken. This includes, but is not limited to music trips, athletic trips, field trips and academic contests, but does not include student spectators at events. [How to fill out forms in the Parent Portal](#)

### **EMERGENCY CLOSINGS AND DELAYS**

In case of an emergency, a school closing, a delayed opening or an early dismissal, a school official will contact the school media. You can also visit [www.orangeschools.org](http://www.orangeschools.org). If Orange is not listed as closed, presume that we are open.

The District also uses a Parent Notification System that allows us to contact all parents and guardians via telephone, text messaging and email should there be a closing, delay or early dismissal due to inclement weather or an emergency. The contact information on your child's Emergency Form. This information is used for the notification system. Should you need to update or add any additional telephone numbers or e-mail addresses, please do this through the [Parent Portal](#) or call us at 216-831-8600, ext. 3615.

If your work e-mail address is set up to receive messages from our Parent Notification System, but you are not receiving them, you may need to have your IT department whitelist our provider's IP address. Click this link for instructions to the [Parent Notification System](#)

### **STUDENTS WITH DISABILITIES**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), the Americans with Disabilities Act (A.D.A.), and Section 504 of the Rehabilitation Act of 1973.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Coordinator of Special Education, at 216-831-8600 EXT. 6618.

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

The School District maintains many student records including both directory information and confidential information. Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family outside service providers. To review student records, please provide a written notice identifying requested student records to the Principal. (Board Policy 8330)

### **SAFETY AND SECURITY**

Safety drills will be conducted (lockdown, shelter-in-place, evacuation / fire drills) throughout the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. Procedures will be directed at the discretion of the school administrator. In the event of a crisis, parents will be notified via an email blast and/or phone message.

#### **FIRE DRILLS**

Fire drill instructions are located in each classroom. Everyone must evacuate the building at the sound of the fire alarm and move away from the building. It is necessary that there be no talking so that directions may be given. Teachers will advise students as to where specific fire exits are located. If it is necessary for students to be relocated as the result of an evacuation, information will be provided for parents as soon as possible.

#### **TORNADO DRILLS**

Tornado drill instructions are located in each classroom. In the event of a tornado warning, all students and staff will assemble at their predetermined location. The warning and "all clear" signal will be given over the public address system or via an air horn.

#### **LOCKDOWN**

Lockdown drill instructions are facilitated by classroom teachers. Lockdown drills occur periodically throughout the year with support of the local police department.

#### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment inclusive of audio on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

**FOOD SERVICE PROGRAM** - Orange Food Service Director is Cindy Alekna, 216-831-8600 ext. 2261 or email [calekna@orangecsd.org](mailto:calekna@orangecsd.org)

- [Lunch menu](#) link
- Student's food service ID number is the last 6 digits of the student ID, found at the top of the schedule. The food service ID number is required to set up an account online. Do not share your food service ID with anyone!
- Cash is not accepted in lines. Parents are encouraged to utilize the online system for depositing lunch money, [Pay For It](#). Directions and the web link are on the Orange Schools' web page under the Lunch Menu tab. This system enables parents to deposit monies online from their checking account, track purchases and send an email notification when accounts balances are low. The food service ID is required for this system.
- You are responsible for your lunch account balance; it will "pop up" on screen when you enter your ID.
- If paying in advance by cash or check, students need to deposit all monies before 10:00 a.m. in the Payment Box in back of the cafeteria entrance with their name and food service ID number on the envelope. Cash is not accepted in lunch lines.
- Lunch menus are available online and at the cafeteria entrance. Please read the choices and have your order ready in line. When you are at the register counter, simply enter your student ID on the pin pad.
- If you are applying for the [Free and Reduced Lunch Program](#), please be aware that there is up to a five day "waiting period", so please pack a lunch or send money for the first week. You will receive a confirmation letter in the US mail.
- **In order to maintain the necessary level of safety for all students, students and parents are not permitted to distribute food to other students in the cafeteria.**



### **BRADY MIDDLE SCHOOL CLINIC**

The Brady Middle School clinic is staffed by a full-time registered nurse. The clinic addresses the health, wellness and medical needs of our students, staff and families.

1. A student may visit the clinic with a pass issued by the teacher responsible for the student at the time of the visit. Passes are not required during the student's lunch.
2. All medications must be registered with the school nurse, who will provide the required form and procedures to be signed by a parent and doctor. [Medications at School Policy & Procedures](#) link here.
3. The student's [Emergency Contact and Medical Authorization form](#) (Form 5341 FI) has a place to indicate a parent/guardian/relative etc. to contact for illness or injury.
4. If a parent/guardian is not reachable, the nurse may contact another person listed on this form. A student will not be released from school for health reasons without authorization from one of these persons.
5. If a parent or a person who is listed on the emergency medical authorization form cannot be reached, the nurse will provide care in the best possible manner. Continued efforts to reach the parents will be made.
6. If the nurse is absent or not in the clinic at a particular time, a student must report to the secretary in Student Services.
7. Vision is routinely screened in Grade 7 and also at the request of a teacher or parent.
8. All 6th, 7th and 8th grade students receive a postural defect (scoliosis) screening.
9. Students/ parents may not arrange early pick up from school for illness without notification to clinic. Please do not text arrangements to your child. For safety and security, students must use office or clinic phones to call home.

### **IMMUNIZATIONS**

Each student must have the immunizations required by law or present a statutorily authorized written exemption. If a student fails to present satisfactory evidence of the required immunizations or a statutorily authorized written exemption, such student shall be excluded from attendance after fourteen (14) days. This is for the safety of all students and in accordance with state law. Any questions about immunizations or exemptions should be directed to the Principal.

### **MEDICINES AT SCHOOL**

In order to safeguard all students, medications needed during school hours must be stored in the clinic. Before a student may be given any medication, prescription or over-the-counter medication, the *Medication Record: Administration-Physician's Order* form (Board Form 5330 F1) must be completed and signed by the physician and the parent.

Ohio Revised Code 3313.716 permits students to carry their asthma inhalers at school if they have the written consent of their physician and parent and the *Authorization for Student Possession and Use of an Asthma Inhaler* form has been completed by both physician and parent. The completed form must be provided to both the principal and school nurse assigned to the building. In order to protect the health of the student, school personnel must be informed so they will be able to act appropriately should the student not receive relief from an asthma attack.

Ohio Revised Code 3313.718 permits students with severe allergies, to carry and use an epinephrine auto injector at school if certain requirements are met, and both parents and physician complete the *Authorization for the Student Possession and Use of an Epinephrine Auto Injector* form. All medical forms are available in the clinic and on the school's [Health Services](#) page of the website.

Please note that no other medications, including Tylenol, cough medication, or stomach relievers may be carried or self-administered by students at school or on the school bus, without administrative approval.

### **FUNDRAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students may not sell any item or service in school without the prior approval of the Principal. School related door-to-door fundraising of any type is limited. See coach/advisor for details. Violation of this policy may lead to disciplinary action.

### **FIELD TRIPS**

A [BMS Field Trip Permission Slip and Emergency Procedure](#) form must be completed and returned to the sponsoring teacher at least three (3) days prior to the field trip.

### **FEES/FINES**

Depending on student's classes, there may be specific fees for activities and/or materials. Charges may also be imposed for loss, damage or destruction of school computers, equipment, musical instruments, library materials, textbooks, and for damage to school building or property or driving/parking violations. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Outstanding fees/fines can be accessed and paid online via the Orange Schools website: [www.orangeschools.org](http://www.orangeschools.org), [Pay For It Link](#). Failure to pay fines, fees, or charges may result in the withholding of grades, credits, parking permits, and diploma.

### **LOCKERS**

Each student will be assigned a numbered locker for his/her use each year. This assignment will be printed on the student schedule. The locker is provided for books, lunches, supplies, etc. Money, jewelry and other valuables should not be left in any locker. **The school cannot be responsible for lost or stolen articles, money, etc.** All records pertaining to hall lockers will be kept in the attendance office. If you have any questions concerning lockers, please check with the attendance secretary in the main office.

- Students must keep their combinations private and not share them with anyone.
- Students are not to switch lockers without permission from the office.
- Lockers are provided as a convenience for students.
- Each student shall be responsible for the condition of his/her locker.
- The school cannot accept responsibility for items stored in the individual lockers.
- It is highly recommended that students leave items of great value at home and not bring them to school.
- The only access to lockers should be **before and after school and during passing time**.
- Going to a locker will not be an excusable reason for tardiness. Students should be organized so they can minimize trips to their lockers.
- Upon authorization from the principal or assistant principals, lockers may be searched.

### **LOST and FOUND**

The lost and found area is located in the Cafeteria. Unclaimed items will be given to charity periodically.

## **B. ACADEMIC SUPPORT**

### **TEAMS AT BMS**

Brady Middle School is organized in teams to provide a school within a school in which the total enrollment is divided into smaller units for instructional purposes. The academic teachers of each team have a common planning and conference time to meet, plan and coordinate activities for the instructional program. The frequent communication afforded by the teaming arrangement also enables staff to target student academic and behavioral needs and devise strategies for success. The administrators, counselors, special area and special services teachers and support staff frequently participate in team meetings. Parents are a vital part of the team and are encouraged to participate in conferences with their child, to work with teachers as a valuable member of the team.

The heart of Brady's educational process resides in the classroom, with the relationship between student and teacher. The team process recognizes the student as an individual and provides a unit within which the student can have a sense of belonging. Teaching methods vary, capitalizing on the individual strengths and interests of the student. Classroom instruction is designed to engage students through personalized learning and real world application.

### **PRIDE**

PRIDE is a 30-minute daily advisory program that is designed to help students learn more about themselves, grow socially, emotionally, and academically, better understand their friends and classmates, set goals, make decisions, and solve problems. The content of the PRIDE program is based on the Brady Competencies.

Competency comes from the word competent and means the ability to do something successfully or efficiently. The competencies were developed by Brady staff as being essential for all students to identify and develop before leaving Brady Middle School to embark on their career as high school students.

We will be providing opportunities for students to develop these competencies over the course of the school year. As part of this approach, students will be asked to reflect on their understanding and application of the competencies over time.



**GOOGLE CLASSROOM & PROGRESSBOOK**

Google Classroom is, a learning management system that helps educators and learners communicate, collaborate and learn. Students will have access to a classroom for each class.

ProgressBook provides students and parents with ability to:

- access coursework from home.
- check due dates and project requirements.
- see teacher feedback on assignments.
- [ProgressBook](#) will be used this year to access student grade and assignments.
- [ProgressBook Help](#)

**PARENT TEACHER CONFERENCES**

In addition to the conference date set for each fall, **parents are always welcome to set up a meeting with individual or teams of teachers throughout the year.** Student-led conferences are held in the winter. Student-led conferences create a partnership between the teacher, student and parents providing a support network for student success. Student-led conferences increase student ownership of learning and provide opportunity for students to articulate how their daily experiences at school are connected to their goals.

**LUNCH SESSIONS**

Lunch sessions are provided for students who need structured time to complete an assignment. Students bring their lunch to the Lunch Session and have a working lunch.

**TEACHER HELP SESSIONS**

Many teachers are available outside of class time (lunch, Pride Time, etc.) to provide help sessions for students. Students may also make appointments to see teachers when help is needed.

**STUDY TABLES**

Study Tables are offered to selected students who need supervision and a location to complete missing assignments. Students who attend this after school program are determined by the classroom teachers and guidance counselors. Students will work to improve their academic achievement under the supervision of a staff member.

**TECHNOLOGY AT BMS**

Brady Middle School focuses on helping our students develop 21st century skills. Technology plays a major role in the development of those skills and experiences. BMS is a 1:1 building. Each student is assigned a computer during the school day. To facilitate our 1:1 initiative we utilize the Google Apps for Education suite (including Google Drive, Docs and Gmail). **Students who misuse technology are subject to disciplinary consequences and restricted use.** We also use Google Classroom a learning management system that helps educators and learners communicate, collaborate and learn.

In order to keep students safe, School technology, including school accounts are subject to staff oversight through a variety of tools and methods. Students should not expect privacy while on our network or school-related accounts.

Chromebook storage - Chromebooks should be stored in assigned charging station in PRIDE (or Partner PRIDE) room before and after school as well as during lunch.

Tablets - Students can bring *other* devices, such as tablets, to school if permitted by a teacher, for a specific class activity.

## **INTERNET AND EMAIL**

- Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications, apply. Proprietary rights to a work product using district technology belong to the district.
- The network is provided for students to conduct research and communicate with others. Access to network service is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege-not a right. Access entails responsibility.
- Individual users of the district computer networks are responsible for their behavior and communications over those networks- it is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, and activities necessary to comply with State and Federal law, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.
- Network administrators may review files and communications to maintain system integrity, insure that users are using the system responsibly, or for any other reason.
- Users should have no expectation of privacy when using District computer systems or internet access.
- District policy encourages the development of responsible freedom of speech and discriminating access to information. During school hours, teachers of younger students will guide them toward appropriate materials. Families bear the primary responsibility for their child's development of responsible and discriminating use of information sources such as television, telephone, movies, radio and other potentially offensive media.
- As outlined in Board policy and administrative guidelines on student network and internet acceptable use and safety, copies of which are available in school offices, actions including but not limited to the following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting or attacking others
  - Damaging computers, computer systems or computer networks
  - Violating copyright laws
  - Using another person's password
  - Trespassing in another person's folder, work or files
  - Intentionally wasting limited resources
  - Employing the network for commercial purposes

Violations may result in the loss of access as well as other disciplinary or legal action.

## **BMS MEDIA CENTER**

The mission of the Brady Middle School Media Center is to ensure that students and staff are effective users of ideas and information; to be independent, lifelong learners, and socially responsible citizens of the 21st century.

Students are encouraged to use the Brady Middle School Media Center before school, during study hall (with a pass from their Pride Leader), or after school. Materials are specifically selected to provide necessary resources for students to complete curricular assignments as well as pleasure reading. The Library staff is available to assist students in locating and using information needed for research assignments and personal interests. Please stop in and visit the library, or feel free to contact the Librarian, at 216.831.8600 x3317, with any questions.

- All students must sign in, and out, at the circulation desk upon entering or leaving the Library.
- All materials (books, eBooks, Magazines, audio books) are checked out for two weeks; items may be renewed at the circulation desk, as needed.
- The BMS Online Catalog, Research Databases and eBooks are accessible through the Orange Schools website and available for use anywhere, anytime.
- Students are responsible for all materials checked out to them. Replacement costs for items lost, or returned with damage beyond repair, will be charged; there are no fines for overdue items. Overdue notices will be sent regularly through email, to students and parents.

- Spaces are available for independent and group work, with a fairly quiet, working, atmosphere expected. Furniture should be returned to its original location and the space left orderly upon leaving.
- All general rules for student behavior, as stated elsewhere in this handbook, also apply to the Media Center.

## **C. SCHOLASTIC**

### **GRADES**

Grading periods are nine weeks in length with four periods in each school year. Interim progress reports are available in Schoology at the midpoint of each grading period.

1. Grades, both for a grading period and for final marks, are one of the following: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, (failure). Other grades used sparingly are: P (pass), E ("pass" based on effort), I (incomplete), WP (withdrawal passing) and WF (withdrawal failing).
2. Students must initiate the arrangements to complete work that has been classified as "Incomplete". It is the full responsibility of the student to clear the "Incomplete" within a reasonable period of time, usually within 2 weeks.
3. The Program of Studies furnishes detailed information concerning grades.

### **GRADING SYSTEM - Interpretation of Grades**

<b>A+</b>	<b>4.33</b>	<b>C</b>	<b>2.00</b>
<b>A</b>	<b>4.00</b>	<b>C-</b>	<b>1.67</b>
<b>A-</b>	<b>3.67</b>	<b>D+</b>	<b>1.33</b>
<b>B+</b>	<b>3.33</b>	<b>D</b>	<b>1.00</b>
<b>B</b>	<b>3.0</b>	<b>D-</b>	<b>.67</b>
<b>B-</b>	<b>2.67</b>	<b>F</b>	<b>.0</b>
<b>C+</b>	<b>2.33</b>		

### **HONOR ROLL**

To attain the honor roll, a student must achieve a 3.0 or higher grade point in a grading period. Students receiving a "D", "F" or "I" grade in any subject for a grading period are excluded from honor roll.

## **D. INTERSCHOLASTIC AND CO-CURRICULAR ACTIVITIES**

All BMS students are encouraged to participate in activities of their choosing as long as they meet the eligibility requirements. Information about the BMS Athletics can be found on the [BMS Athletic](#) website.

### **ACADEMIC ELIGIBILITY FOR ATHLETICS AND DISTRICT SPONSORED CLUBS AND ACTIVITIES**

The requirement for athletic eligibility is that a student passes 75% of their courses for the previous grading period. Once 75% are passed, athletes fall into two categories, based upon their grade point average from that previous grading period:

2.00 and above: Unconditional Eligibility, no restrictions

1.00-1.99- Conditional Eligibility- student needs to do the following:

- Attend 2 weekly academic intervention sessions, which may be before school, after school, or during the lunch period.
- Maintain a Weekly Grade Report (available from athletic director) that is due by 2:30 on Thursday of that week. The report is to be given to the teachers and contains information about the effort being put forth by the student in the classroom.

If the Conditional Eligibility requirements are not met, the following consequences will occur:

- First Violation- athlete will sit out of athletic competition for 1 week
- Second Violation- athlete will sit out of practice and competition for 1 week
- Third Violation- athlete will be removed from the team

At interim grade reporting time, grades will again be checked and athletes will fall under one of three categories:

- Unconditional Eligibility: 2.00 and above- no restrictions

- First time Conditional Eligibility:1.00-1.99- for those that drop below a 2.00 from the previous quarter - see above for requirements

Continuing Conditional Eligibility: 1.00-1.99- for those that remain below a 2.00 and have been under Conditional Eligibility since the beginning of the grading period. Student has same requirements as above and is also referred to the building administration and strategy teams for input and intervention.

### **BMS CLUBS AND ACTIVITIES**

A variety of middle school activities are provided for all students. We encourage students to get involved at Brady. A list of Clubs & Activities will be posted on Brady's webpage and distributed at Open House.

## **E. ATTENDANCE**

The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance session to which he or she is assigned.

Public education is a state function. Execution of compulsory state attendance laws in the spirit in which they are written is a duty delegated by the state to the local school districts. The state code classifies absence from school into two categories -- excused and unexcused.

\*A student in grades 9-12 may be considered a full time equivalent student provided that student is enrolled in at least five (5) units of instruction, as defined. If the Orange Schools are open, students are expected to report to school: weather related absences will not be excused since bus transportation is available. Students late to school may receive an excused tardy, based on administrative discretion.

### **ABSENCE FROM SCHOOL**

Parents must call the school by 9 a.m. to report student absences, stating reasons. Notes are not required if such a call is made on the day of absence. If the illness appears to be a lengthy one, parents should so indicate in order that a daily call is not necessary. To report an absence email [bmspickup@orangecsd.org](mailto:bmspickup@orangecsd.org) or call the Attendance line at 216-831-8600 ext. 3615.

Any student arriving late to school must bring a note from his/her parent or guardian. If the student does not bring a note, it will automatically be recorded as an unexcused absence for classes missed. If a student is absent from school, they are not permitted on school property, during school hours, without first signing in at the Main Office. A student may be excused from attendance at school for the following reasons, for up to 72 hours (10.2 days) that school is in session.

#### **EXCUSABLE REASONS FOR ABSENCE FROM SCHOOL**

1. Personal illness, injury or disease
2. Illness in the family
3. Quarantine of the home
4. Death in the family
5. Professional (medical, dental, legal, etc.) appointments; documentation (within three (3) days) is required. (Effort should be made to arrange appointments during non- school hours. Absences due to medical appointments should be limited to the amount of time needed for the appointment and reasonable travel time.)
6. Observance or celebration of religious holidays
7. Special family circumstances, family vacation, college visits (requests should be made one (1) week before the absence is to occur and a Pre-Planned Absence Form must be completed). Forms are available in the Main Office.
8. School sponsored or approved activities
9. Family emergency

All other absences from school shall be considered unexcused. Note: The building administrator may deny a pre-arranged absence request if he/she believes an absence is unjustified or that a student has exceeded a reasonable limit of absences.

In all cases, the building administrator will make determinations regarding whether or not an absence is considered excused or unexcused. Also, requests from students or parents for early dismissal, for other activities during the school day, will be reviewed on an individual basis.

It is the firm belief of the Orange Board of Education that regular attendance and punctuality are necessary habits for

future success in life. In addition, standards set by the Ohio State Department of Education require that each secondary school student be in school for at least six hours each day.

#### **NOTIFICATION REQUIRED FOR ABSENCES**

If notification (note preferred, or telephone call from parent/guardian) is not given to the attendance office within three (3) school days of the absence, the absence will be considered unexcused. Students who have excessive absences due to illness may be required to have a doctor's note to be able to receive credit for missed work.

#### **ATTENDANCE POLICY FOR INTERSCHOLASTIC ACTIVITIES**

Students must attend school for one-half or more of their scheduled classes for that day in order to attend and/or participate in athletic events or student activities on that day. The building principal has the right to make the final decision on all attendance decisions.

#### **PRE-PLANNED ABSENCES (Vacations, College Visitations, etc.)**

Any student wishing to be excused from school for any anticipated reason must pick up a "Pre-planned Absence Form" from the Main Office. Students must have teachers and parents sign off and then submit to the office for the Assistant Principal's approval. The school reserves the right to recommend rejection of these applications if it is deemed in the best interest of the academic progress of the student to remain in school. All forms must be returned to the Main Office three (3) school days prior to the absence. **Approved Pre-planned absences are marked excusable absences and count in the calculated 72 hours of excused absences permitted by Ohio Revised Code**. This form is also available on the school website.

#### **MAKE-UP WORK**

Students who have an absence from school are expected to make up missed work. It is the student's responsibility to see their teacher(s) immediately upon return to arrange for the work missed. A student must be given, at least, the same amount of time to make up the work, as the student was absent from school. However, assignments given prior to an absence (including AEP and Out-of-School Suspension) are due upon return to school.

Tests missed due to an excused absence or an excused, pre-planned absence will be taken on the day of return.

Late arrival and early dismissal does not excuse a student from his/her classroom responsibilities. Every reasonable attempt must be made to consult with the teacher before an early dismissal or immediately after a late arrival.

Time missed from class due to an out-of-school or in-school (AEP) suspension is to be considered an excused absence and all work is due upon return to class.

If a student is absent, assignments may be requested directly from the teacher via email or phone or by use of Schoology. Any student absent for an extended time should contact their Guidance Counselor.

#### **EARLY DISMISSAL AUTHORIZATION AND BUS NOTES**

Any student who wishes to leave school early on a given day must turn in a note from his/her parent or guardian to the Main Office before classes begin or email [bmspickup@orangecsd.org](mailto:bmspickup@orangecsd.org). A parent or guardian must report to the Main Office to sign out students.

**Students/parents must not arrange early pick up from school via text or personal device For safety and security, messages for early pick up must be done through office phones or email.**

Requests for a student **not** to ride his or her assigned bus (riding another bus, going to library, etc.) for a specific day must be submitted to [bmspickup@orangecsd.org](mailto:bmspickup@orangecsd.org) or brought to the Main Office in the morning. **Requests must be received by 1:30 p.m.**

#### **TARDINESS TO CLASS**

Any student tardy to a class (but not to school) will receive a consequence from the teacher.

#### **TARDINESS TO SCHOOL**

Any student who arrives late to school will be permitted to enter the class (with a pass) after signing in at the Front Office. Students who are tardy must bring a note explaining the reason from a parent/guardian/doctor in order for the tardy to be excused (see below). Any student who is tardy without a note will be marked unexcused. Students with excess of 4 unexcused tardies will receive an intervention/detention to compensate for missed instruction. Appointments require verification (doctor, dentist, etc.). If a note is not provided to the Main Office within 24 hours, the tardy will be considered unexcused. Time missed due to being tardy to school will be calculated into the total hours of excused or unexcused absence.

#### **EXCUSABLE REASONS FOR TARDY TO SCHOOL**

1. Illness (self, or immediate family member)

2. Death in the family
3. School bus breakdown
4. Extremely bad weather
5. Involvement in an auto accident
6. Emergency at home (validity determined by administrator)
7. Medical or dental appointment (doctor's note required), job interview (which cannot be done on student's own time)
8. Religious holiday
9. Emergency excused by an administrator

**UNEXCUSABLE REASONS FOR TARDY TO SCHOOL**

1. Car trouble (other than an auto accident)
2. Oversleeping
3. Missing the bus
4. Traffic jam
5. Staying out of school an unnecessary length of time for an appointment or job interview
6. Baby sitting in non-emergency situations
7. Running errands
8. Trips to the barber or beauty salon
9. Hitchhiking
10. Couldn't get a ride
11. Staying up too late to work, study, socialize, etc.

**IMMEDIATELY UPON ARRIVAL and/or PRIOR TO LEAVING THE BUILDING, STUDENTS MUST SIGN IN/OUT AT THE FRONT OFFICE.**

**To prevent students from falling behind in academic work, multiple tardies to school and/or multiple absences from any one class may result in required extended learning time before, during, or after the school day as assigned by an administrator.**

**TRUANCY**

Truancy is defined as an absence without authorization or an excusable reason. The disciplining of truant students shall be in accord with Board policies and due process (as defined in Policy 5611) and the Student Code of Conduct.

A student of compulsory school age shall be considered a "habitual truant" by State law when he/she is absent without a legitimate excuse for thirty (30) or more consecutive hours, -forty-two (42) or more hours in one school month, -or for seventy-two (72) or more hours in one school year. If the student has been habitually truant the Superintendent shall inform the student and his/her parents that the District will notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the child's persistent absence unless the student or his/her parents wish to challenge the record. Parents will be notified that they may appear in the principal's office at a scheduled date and time which shall be no earlier than three (3) or later than five (5) days after the date of the notification. The principal may grant an extension, if requested.

Notification will be sent within two (2) weeks after the Superintendent receives the information or the conclusion of the hearing and the attendance record is upheld. The student's name, address, birth date, school, district, and attendance record shall be sent to the Juvenile Judge in writing as required by Ohio Revised Code 3321.04.

**EXCESSIVE ABSENCES**

Excessive absences will be followed by a series of letters to parents in an attempt to keep the parent/guardian informed. Notification will be done according to the schedule listed below:

- |  |   |
|--|---|
| <i>30 hours (4.2) unexcused</i>          | <i>1st letter sent to parents</i>   |
| <i>45 hours (6.4) unexcused</i>          | <i>2nd letter sent to parent &amp; parent/guardian conference with administration</i> |
| <i>-72 hours unex or 72 hours ex</i>     | <i>3rd letter (additional absences require doctor/medical note)</i>                   |
| <i>73+ hours of + unexcused absences</i> | <i>Juvenile court filing if appropriate per Ohio Revised Code</i>                     |

**REPORT CARD ATTENDANCE CODES**

	<b>Absence Code</b>		<b>Absence Code</b>
Absent/Excused	A	Medical	M
AEP	AEP	Religious	R



AP Review	REV	Sign Out	N
Pre-Planned Absence	P	Sport	SPOR
College Visit	O	Suspended	S
Court	CO	Tardy/Excused	T
Emergency Removal	EMER	Tardy/Unexcused	UT
Exc-Non Abs	E	Testing	TEST
Field Trip	F	Truant	TR
Funeral	FN	Unexcused	U

### **WITHDRAWALS FROM ORANGE SCHOOLS**

When a student plans to withdraw from Orange, a [Withdrawal Form](#) must be signed by the parent. After the form has been signed by the classroom teachers and all others indicated on the Withdrawal Form, the student must return to the Guidance Office for processing of the request. After the student has cleared all financial obligations, the transcript will be forwarded to the new school.

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school without moving out of State, transferring to another Ohio school, being granted an age and schooling certificate, or enrolling in and attending an approved program shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license.

### **E. ORANGE CITY SCHOOLS CODE OF CONDUCT**

## **CODE OF CONDUCT For Orange City Schools**

In order to maintain a safe, orderly and academic atmosphere, intervention will occur if a student violates these tenets. Certain irresponsible acts can result in **student conferences, loss of privileges, community service, and removal from activities, detention, Saturday School, Alternative Educational Placement, parent conferences, emergency removal, suspension, expulsion, permanent exclusion and/or referral to Juvenile Court or other authorities.**

The Code of Student Conduct governs student behavior at all times, on school grounds, while riding school transportation, during all curricular, co-curricular and extracurricular activities in any location and on school related trips. Students may also be subject to discipline for violation of the regulations in this Handbook and the Code of Student Conduct even if the misconduct occurs on property not owned or controlled by the Board but is connected to activities or incidents that have occurred on District property and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

### **DISCIPLINE INFRACTIONS**

The following infractions are clearly disruptive to any given school day or extra-curricular activity and may result in disciplinary action and/or police involvement. These infractions include, but are not limited to:

1. **Academic Integrity:** Include, but are not limited to, cheating, misuse of privileges, plagiarism, forgery and falsification of information.

#### **For Cheating and Plagiarism**

- a. The use/possession of electronic devices (including, but not limited to, cell phones and ipods) without teacher permission during an assessment will be considered an Honor Violation.
- b. The student will be given no credit for that entire piece of work.
- c. The teacher involved must meet with the student and must document this meeting.
- d. Following this conference, the teacher should call the parents to discuss the situation. If needed, a parent, student, teacher conference should be held. The appropriate guidance counselor and/or administrator may be included in the meeting at the teacher's discretion.
- e. If a second incident occurs, (on an assessment) the student, teacher and principal will meet with notification to the parents. If necessary, a meeting of all parties will be arranged. The student will receive an "F" for the quarter in which they are presently enrolled or in which the occurrence took place.

**For falsification of Information, Impersonation, Forgery and Misuse of Privileges:**

- a. 1<sup>st</sup> offense: ½ Day AEP and Parent contact
- b. Repeat offenses: AEP full day and Parent contact
2. **Aiding or Abetting Violation of School Rules:** If a student assists another student in violating any school rule, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
3. **Arson or Attempted Arson:** Setting fire to the property of another or the burning of one's own property or school property is strictly prohibited.
4. **Assault/Threats:** A student shall not physically attack nor cause harm to another person, nor shall a student threaten any such physical attack or harm.
5. **Assigned Discipline, Failure/Refusal to Serve:** A student shall serve assigned disciplinary action of teachers or administrators. Failure or refusal to serve will result in a more severe form of discipline.
6. **Bullying, Harassment, and Intimidation:** Bullying, harassment, and intimidation toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition applies to all activities in the District, including activities on school property or while en route to or from school, in a school vehicle, and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control. Harassment, intimidation, or bullying shall include electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment or violence within a dating relationship for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidation, menacing, coercion, name-calling, taunting, making threats, and hazing. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries. Retaliation for reporting concerns is a form of intimidation and/or harassment. The Board of Education's policy prohibiting bullying, harassment, and intimidation (Board Policy 5517.01) may be found in its entirety at the end of this handbook
7. **Bus Conduct Requirements, Violation of:** Activities which pose or tend to pose a danger to persons or property or to the safe operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers, the driver, or out of the bus, shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention or the refusal to comply with the directives of the driver are not permitted. All sections of this Code of Conduct apply on buses, whether an Orange Schools bus, or another bus used for an Orange Schools function. In addition, violation of specific bus conduct rules may result in suspension or loss of bus riding privileges, in addition to referral for school discipline.

**Bus Rules and Expectations:** While on the school bus, you are under the direct authority of the driver. Violation of these rules can result in suspension of bus privileges temporarily or permanently.

- a. Board your bus only at the assigned location (a.m. & p.m.)
- b. Be there five (5) minutes early
- c. Board and unload in an orderly manner
- d. Cross the street at least 10 feet in front of the bus upon the signal of the driver
- e. Go immediately to your bus at the end of school. When discharged from the bus they should go directly home.
- f. Sit in your assigned seat
- g. Change seats only with the approval of the driver
- h. Keep noise to a minimum on the bus
- i. Be absolutely quiet at the railroad crossings and places of danger as required by the driver
- j. Don't bring anything on the bus that will cause a disturbance
- k. Keep your personal items with you at all times on the bus
- l. Eating and littering are not permitted on the bus
- m. Never throw anything in or from the bus

- n. Keep your arms and hands inside the bus; don't hang any object from the windows
  - o. No animals are allowed on the bus
  - p. Positively no smoking is allowed on the bus
  - q. Repeated misbehavior may result in your being denied the privilege of riding the school bus
8. **Closed Campus Violation:** Each Orange School, individually, is a closed campus. Students are not permitted to leave the individual campus during lunch or at any other period of the day. Closed campus violations include:
    - a. Leaving the courtyard or its defined grassy boundaries
    - b. Going to the parking lot without a written authorization or pass from the office.
    - c. Leaving school property without written authorization from an administrator.
    - d. Students are prohibited from opening doors to let in students who are violating the closed campus policy.
  9. **Damage or Attempted Damage to Private Property** of students, teachers, or other persons.
  10. **Damage or Attempted Damage to School Property** such as, but not limited to, buildings, grounds, equipment or materials. Student will have to pay for repairs or replacements.
  11. **Disrespect/Use of Profanity:** The act of writing or verbally stating an obscene comment of insult, irreverence, or contempt. This includes abusive or degrading actions, gestures or expressions, as well as profane, racial, ethnic, or religiously offensive statements made to an individual or group of individuals. Profanity toward a staff member will result in a minimum of a two (2) day out-of-school suspension.
  12. **Disruptive Behavior:** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, bullying, fear, passive resistance, obstruction, interference with classes or activities, horseplay, stunts, use of water balloons or food or any other conduct, cause, attempt or threaten to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Included in this prohibition are those students who assist or in any way participate in the violation of this rule.
  13. **Distribution of Unauthorized Materials in School or at School Related Activities:** Students are not permitted to distribute any type of written or printed material, or distribute or sell items to members of the student body without obtaining permission from his/her building Principal before dissemination.
  14. **Dress Code Violation:** Dress Code: Students are expected to dress in a manner that is safe and appropriate for the standards of decency in a public school setting. During the school day, students are not permitted to have bare midriffs, strapless shirts, bare feet, sagging pants, see-through clothing, hats, hoods or head coverings of any kind (except for religious purposes). Any fashion that presents a safety risk or promotes illegal behavior (i.e. references to drinking, smoking, drug use, etc.) will not be permitted. Students dress should not be revealing or overly exposing of the body (i.e. shorts, tops, etc.). Students who are representing the school at an official function or public event may be required to follow specific dress requirements. \*Students' dress may be subject to administrator's approval.
  15. **Driving/Parking (Motor Vehicle) Offenses:** Moving, non-moving, and parking violations are subject to disciplinary action. (See page 30 in HS handbook)
  16. **Drugs, Drug Paraphernalia, and Alcohol Involvement with:** A student shall not possess, use, consume, transmit, buy, sell, or conceal any drugs of abuse or controlled substances as described in Board Policy 5530, or counterfeit drugs (defined as "look-alike substances intended to be treated, by the user or one to whom the substance is transmitted, as a drug of abuse or alcohol") or have used or consumed any drug of abuse so recently that the student is under the influence of a drug of abuse or controlled substance at school or at a school sponsored or related event. With regard to alcohol, a student is considered "under the influence" if there is any alcohol on the student's breath or in the student's bloodstream. If related to alcohol, a breathalyzer test will be given to verify "under the influence", i.e. bloodstream, admission of, or appearance. Further, a student shall not possess, use, transmit, buy, sell or conceal any drug related paraphernalia or counterfeit drugs of abuse or controlled substances at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to narcotic drugs, nicotine, vaporizers, e-cigarettes, over the counter drugs, look-alikes, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, inhalants, prescription drugs, or other substances that could modify behavior. Use of drugs authorized by medical prescription from a licensed physician is not considered a violation of this rule so long as the District guidelines for possession and use of medications in school have been followed. However, transfer of prescription drugs under any circumstances, or possession or use of prescription drugs where the student has not been written a prescription for that drug is prohibited. The first instance of the use, consumption, or possession of a drug or abuse by a student will result in suspension and chemical dependency assessment and the possibility of expulsion; the second use, consumption, or possession of a drug or abuse by a student will result in the recommendation for expulsion. Selling or transmitting drugs, drug paraphernalia and any item related to or associated with substance abuse to another student will result in a 10-day suspension and a recommendation for expulsion as well as a referral to the public safety force of record.
  17. **Electronic Equipment and Wireless Communications Devices:** Students shall not use Wireless Communication Devices ("WCDs") or Electronic Equipment in a manner that violates School Board Policy 5136 or 5136.01. Students

should refer to those policies for detail, but the following is an outline. Devices of concern include any personal electronic device with or without internet capabilities, televisions and lasers.

Students are permitted to have electronic equipment that is used for educational purposes under the direction of a classroom teacher. Students may have WCD's at Orange High School, but shall not use them to send or receive text or email messages or telephone calls or connect to the internet during any class or school activity unless specifically permitted by the teacher, coach, or advisor.

1. Students shall not use WCDs or electronic devices to disrupt the educational process. All WCDs and electronic equipment must be used in a responsible and legal manner.
  2. Students using their own WCDs and electronic devices are not permitted to access internet sites otherwise blocked to students at school.
  3. Students shall not record any student or staff member without that person's permission. Students shall not use any WCD or electronic equipment to violate the Bullying, Harassment and other forms of Aggressive Behavior Policy (5517.01), or the Anti-Harassment Policy (5517).
  4. Students shall not photograph or otherwise record any student or staff member in any situation where a reasonable expectation of privacy exists such as in bathrooms, locker rooms, and showers. Students should be aware that transmitting naked images of other students may subject sender to criminal prosecution.
  5. Students shall not use WCDs or electronic devices to capture or transmit tests or other information in a manner that constitutes cheating, theft, fraud, or academic dishonesty.
  6. No expectation of privacy exists in a WCD or electronic equipment brought to school, and your WCD or electronic equipment may be searched if a school official reasonably suspects the search is required to discover evidence of a violation of law or school rules.
  7. Having WCDs and electronic equipment at school is a privilege, not a right. School officials may withdraw that privilege and WCDs and electronic equipment may be confiscated. The school assumes no responsibility for the security of any confiscated items.
18. **Endangerment:** A student shall not engage in any behavior that is harmful to himself/herself, other students, or staff members during the regular school program or related activities.
19. **Extortion:** Defined as any act, verbal, written or physical, (strong-arm or shakedown) whereby a student attempts to secure property from another person on school property or at any school-sponsored or related activity or event.
20. **False Fire Alarms and Bomb Threats:** A student shall not, through written or verbal means, cause false fire alarms and/or make bomb threats or any other threats which disrupts or threatens to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants.
21. **Fighting/Physical Misconduct:** Any overt display of physically inappropriate action(s) between two or more individuals is prohibited. Students shall not assemble to observe or encourage a fight or inhibit school personnel from intervening when a fight occurs.
- A student shall not engage in sexual acts, nor shall they engage in simulated sexual acts on school premises, or while under school supervision for any school related function.
22. **Fireworks and other Explosives, Involvement with:** To include the possession, use, or threatened use thereof. Explosives, fireworks, and chemical reaction objects such as smoke bombs small firecrackers, poppers and other combustible materials, are forbidden.
23. **Gambling:** A student shall not participate in a game of chance for stakes.
24. **Hazing:** Acts of hazing are prohibited. Hazing is defined as any act coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or created a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by any individual subjected to hazing shall not lessen the prohibition contained in this code of conduct.
25. **Insubordination:** A student shall comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel.
26. **Loitering on School Property:** Includes, but is not limited to, standing, sitting, or moving through areas of the building (inside or out) that have been designated as off limits or unsupervised, parking areas on the campus, and standing or sitting in the lavatories other than when specifically using these facilities as intended. Loitering is prohibited and this provision applies to all school facilities on a twenty-four hour basis.
27. **Public Display of Affection:** Students should refrain from showing affection toward other members of the student body while present on school grounds and/or at school-related functions.
28. **Repeated Violation of School Rules:** Students shall refrain from repeat occurrences of Code of Conduct violations.
29. **Recreational Equipment:** A student shall not bring recreational equipment, such as skateboards, roller blades, scooters, wheelies shoes or any recreational device that can disrupt school functions onto school property.
30. **Sexual Harassment:** A student shall not sexually harass another student or school employee during the regular school program or related activities. Sexual harassment includes physical contact and verbal or nonverbal conduct. Verbal

sexual harassment includes but is not limited to the making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, and sexual propositions or threats to a member of the school district community. Nonverbal sexual harassment includes causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, or whistling to another member of the school district community. Physical contact may constitute sexual harassment when it consists of threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing or coerced sexual intercourse with another member of the school district community. Sexual harassment shall also include any speech or action that creates a hostile intimidating, or offensive learning environment. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require the student-abuser to be reported to proper authorities in compliance with State law.

31. **Student Rights of Expression:** Students must have permission from the building principal to display or distribute non-sponsored, non-commercial written material and petitions; buttons, badges or other insignia; clothing, insignia and banners; and audio and video materials. Materials cannot be displayed if they are obscene to minors, libelous, pervasively indecent or vulgar, advertise any product or service not permitted to minors by law, intend to be insulting, intend to incite fighting or present a likelihood, either because of content or the manner of distribution or display, of disrupting school, a school event, a school regulation, or of law. (Administrative Guidelines 5723 in accordance with Policy 5722 and 9700.)
32. **Theft** is prohibited. This shall include but is not limited to intellectual property including tests, test scores, or answers, unauthorized private information from another's data bank, computer software, unauthorized hardware usage, etc.
33. **Throwing Objects:** Including all objects such as, but not limited to, snowballs, water balloons, food, or food items is prohibited.
34. **Lighters, Matches and Vaping Paraphernalia:** No student shall possess or use any matches and/or lighters or any products that contain tobacco.
35. **Trespassing:** A student shall not enter into the private property or school assigned property of another student, staff member or the public. This shall include, but is not limited to, unauthorized areas, lockers, automobiles, book bags, etc. A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after hours except with the express permission of the school principal of that building, or to attend or participate in a school sponsored event in which his/her regularly assigned school is involved where students from his/her regularly assigned school have been invited to attend and/or participate. A student already under suspension or expulsion shall not enter upon the grounds or premises of the student's regularly assigned school building without the express permission of the principal.
36. **Truancy, Class Cuts, and Tardiness:** Truancy is declared when a student is absent from school without school authorization and parent consent. Class cutting is declared when a student fails to report to a class or assignment. Being absent from class or classes, or any assignment without permission, is recorded as unexcused. The student who is unexcused will receive a "0" for the class work missed or due on the day of the unexcused absence (Unless otherwise determined an administrator). Tardiness is declared when a student fails to report at a prescribed time and place.
37. **Violation of Board of Education Policies or School Rules and Regulations:** Such policies and rules and regulations will be posted on school bulletin boards and/or printed in the student handbook. Students are responsible for becoming familiar with those items. The on-line version of the District policy manual is on the Orange Schools' website ([www.orangeschools.org](http://www.orangeschools.org)) at "our district-policy".
38. **Violation of Local, State, or Federal Laws:** Police involvement.]
39. **Weapons, Involvement with:** A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon, look-a-like weapon, or dangerous instrument, at any time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is intended to be used or is represented as capable of inflicting bodily harm or property damage, as well as endangering the safety of persons. Weapons include, but are not limited to firearms, guns of any type, including air and gas powered guns (whether loaded or unloaded), knives, razors, clubs, electronic weapons, metallic knuckles, martial arts weapons, ammunition, or explosives. This prohibition shall also include chemical agents. Students are required to report knowledge of dangerous weapons and/or threats of violence. Failure to report such knowledge may subject the student to discipline. [Always a police matter.]

#### **DISCIPLINE ACTION**

*While suspended, expelled, or removed from school, the student (if he/she is 18 years of age or older) and/or the parents, guardian, or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities or to be on school property. If a student is expelled, suspended, or removed only from a particular class or activity, he/she may not attend the class or participate in the activity for the duration of that suspension, expulsion, or removal. Exceptions to that which is stated in this paragraph can be made by the building Principal and/or Superintendent of Schools.*

**DETENTIONS** Detentions may be assigned by staff or administration for violation of school rules and policies. Failure to serve a detention is considered insubordination and results in additional consequences. If a parent is unable to provide transportation or there is an extenuating circumstance that impacts the student's ability to serve the detention on the date/time assigned, a parent should notify the Brady Middle School office **prior to the assigned date**. Students are expected to be on time for the detention, comply with the detention supervisor's directives, and have work to complete or study during detention time.

**EMERGENCY REMOVAL** is defined as the exclusion of a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises in accordance with Policy 5610 and applicable law.

**DISCIPLINARY REMOVAL** is defined as the removal of a student from a class or participation in an extracurricular activity for less than 24 hours.

**ALTERNATIVE EDUCATIONAL PLACEMENT (AEP)** is defined as the removal of a student from regular classes due to disciplinary reasons. The student is confined in a self-contained classroom for a class period(s) of one day or several days depending on the severity of the infraction(s) of the Code of Student Conduct.

**SUSPENSION** is defined as the temporary exclusion of a student from the schools of this District, including school buildings, school campus and all District-related programs by the Superintendent, Principal, Assistant Principal, or any other administrator for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time the suspension is imposed; fewer than ten (10) days remain in the current school year.

**EXPULSION** is defined as the exclusion of a student from the schools of the District, including school campus and all District related programs and activities for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or one (1) calendar year for violations involving firearms, knives, bomb threats or violent conduct, or as otherwise provided by law in accordance with policy 5610.

**PERMANENT EXCLUSION** The Board may seek to permanently exclude any student sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for one of reasons set forth in Board Policy 5610.01 and applicable law (includes weapons, drugs, and violent offenses).

#### **DUE PROCESS RIGHTS**

The Board of Education recognizes the importance of safeguarding a student's Constitutional rights, particularly when subject to the district's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines which are more fully addressed in Policy 5610-5611.

- A. Students subject to suspension: a student must be given written notice of his/her suspension and the reasons therefore, the opportunity to appear and respond to the charges against him/her prior to the suspension, and the opportunity to appeal the suspension.
- B. Students subject to expulsion: a student and his/her parent or guardian must be given written notice of the intention to expel and the reasons thereof, an opportunity to participate in a hearing regarding the intended expulsion, and to appeal the expulsion.

It should be noted that the above referenced due-process procedures do not apply to in-school restriction/alternative educational placement, Saturday School, removal from extracurricular activities and transportation privileges. Further information regarding these procedures can be found in Policies 5610-5611.

#### **5517.01 – BULLYING, HARASSMENT, INTIMIDATION AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. This policy has been developed in consultation with parents, District employees, volunteers, students and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

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

Harassment, intimidation, or bullying shall be defined as any intentional written, verbal, graphic, or physical act that a student

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

Harassment, intimidation, or bullying shall include electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidation, menacing, coercion, name-calling, taunting, making threats, and hazing.

#### **Reporting Harassment, Intimidation, Bullying and/or Aggressive Behavior Incidents**

Every student is encouraged, and every staff member is required to report any situation that they believe to be harassment, intimidation, bullying, and/or aggressive behavior directed toward a student. Reports may be made to the school principal and/or other administrators.

In addition, a student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

#### **Procedures for Reporting Harassment, Intimidation, Bullying, and/or Aggressive Behavior Incidents**

Any student or student's parent/guardian who believes s/he has been or is the victim of harassment, intimidation, bullying and/or aggressive behavior regardless of whether it fits a particular definition, should immediately report the situation to the building principal or assistant principal, or the Superintendent so that an administrator can determine the appropriate course of action. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e. to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

#### **Procedure for Complaint Documentation**

Students and/or their parents/guardians may file written reports regarding suspected harassment, intimidation, and bullying and/or aggressive behavior. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, bullying and/or aggressive behavior, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal or appropriate administrator for review, investigation, and action. Students, parents/guardians, and school personnel may also make informal complaints of conduct that they consider to be harassment, intimidation, bullying, and/or aggressive behavior by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, bullying and/or aggressive behavior, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal or appropriate administrator for review, investigation, and appropriate action.

#### **Investigation Procedures**

All complaints about harassment, intimidation, bullying and/or aggressive behavior that may violate this policy shall be promptly investigated.

Upon completion of an investigation the building principal or appropriate administrator shall prepare a written report. Such report shall include findings of fact, and determination of whether acts of harassment, intimidation, and bullying and/or aggressive behavior were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and bullying and/or aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

### **Intervention Strategies for Protecting Victims**

Students who make informal complaints may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, bullying, and/or aggressive behavior.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Intervention strategies for protecting the complainant and/or victim are detailed in the administrative guidelines and include some of the following procedures for protecting a victim from additional harassment, intimidation, bullying, and/or aggressive behavior as retaliation following a report.

- A. Provide adult supervision during recess, lunch time, bathroom breaks and in the hallway during times of transition;
- B. Maintain contact with parents and guardians of all involved parties;
- C. Provide counseling for the victim if assessed that it is needed; Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassment, intimidation, bullying and/or aggressive behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- D. Check with the victim daily to ensure that there has been no incidents of harassment, intimidation, bullying and/or aggressive behavior type of retaliation from the offender or other parties.

### **Prohibition of Retaliation**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition she/he should report it and allow the administration to determine the appropriate course of action. This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

### **Complainant/Parent/Guardian Notification**

The building principal or appropriate administrator shall notify the complainant of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of harassment, intimidation, bullying and/or aggressive behavior against a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, bullying and/or aggressive behavior.

If after investigation acts of harassment, intimidation, bullying and/or aggressive behavior by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the district web site. The list shall be limited to the number of verified acts of harassment, intimidation, bullying and/or aggressive behavior whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations, in all school buildings and departments within the District and discussed with students as well as incorporated into the teacher, student and parent/guardian



handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, bullying and/or aggressive behavior promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student or volunteer determined to have made an intentionally false report about harassment, intimidation, bullying and/or aggressive behavior.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment, intimidation, bullying and/or aggressive behavior and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment, intimidation, bullying and/or aggressive behavior in general, will be age and content appropriate.

Students in grades seven (7) through twelve (12) shall receive age appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violation prevention instruction materials used in the schools, will be afforded an opportunity to review the materials within a reasonable period of time.

To the extent that State or Federal funds are appropriated for these purposes the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **Safe School Hotline**

**Students, who wish to anonymously report a threat, bullying, or dangerous situation, can call the Safe School Hotline at:**

**800-418-6423 Ext. 359**

**Web: [www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)**

**Text: 66746, then type TIPS**