



## LOGAN ELM LOCAL SCHOOLS

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The consolidation of Pickaway, Washington, and Salt Creek schools in 1957 created a new school district in southern Pickaway County. The name Logan Elm was chosen for the new school in honor of the famed tree located within the area. Our high school opened in 1960 and the first graduation was the Class of 1961. The joining of Laurelville in Hocking County to the district in 1972 completed our present boundaries.

The namesake of our school was a magnificent American Elm already grown to a good size by the time the pilgrims arrived in New England in the 1600's. The tree became famous when the celebrated Mingo chief, Logan, delivered an eloquent speech under its spreading branches in 1774.

Taj-ja-jute, called Logan by the whites, was one of several renowned Indian leaders in this area. While Tecumseh, Blue Jacket, Cornstalk, and the Grenadier Squaw, Nonhelema, contributed greatly to the historical events of the times, Logan is especially remembered for his moving thoughts and strong character. A white trader of this period described Logan as "the best specimen of humanity I ever met with, either white or red."

With the constant encroachments of the whites on Indian Lands in the 1760's and 70's, disputes between Indians and settlers increased. The unprovoked massacre of Logan's family at Yellow Creek in April of 1774, by Jacob Greathouse brought open warfare throughout the Ohio valley. Logan, who had been the white man's friend, now became the relentless seeker of revenge.


The defeat of the Shawnees by Col. Lewis at Point Pleasant brought Lord Dunmore's army marching into the Pickaway Plains. The chiefs were ready for peace by this time and Dunmore had invited the Indians to meet with him at Camp Charlotte to discuss terms. Logan, his desire for revenge now satisfied, refused to attend. Lord Dunmore, knowing of Logan's fame and influence and needing his support, sent the trader John Gibson to try to persuade Logan to join the peace treaty. Logan came to where Gibson was meeting with Cornstalk and other Shawnee chiefs and asked Gibson to walk with him. They went into a wooded area and sat down under the branches of a great tree where Logan's tears gave release to his profound grief. The words that then followed were copied down by Gibson and reflected the desperate spirit that was now Logan.

*"I appeal to any white man to say, if ever he entered Logan's cabin hungry and he gave him not meat; if ever he came cold and naked and he clothed him not. During the course of the last long and bloody war, Logan remained idle in his cabin, an advocate for peace. Such was my love for the whites that my countrymen pointed as they passed and said, "Logan is the friend of White men." I had even thought to live with you but for the injuries of one man. Colonel Cresap, the last spring in cold blood and unprovoked, murdered all the relatives of Logan: not sparing even his women and children. There runs not a drop of my blood in the veins of any living creature. This called on me for revenge. I have sought it: I have killed many, I have fully glutted my vengeance. For my Country, I rejoice at the beams of peace. Yet, do not harbor the thought that mine is the joy of fear. He will not turn on his heel to save his life. Who is there to mourn for Logan? Not one."*

This speech, printed by Lord Dunmore and subsequently by Thomas Jefferson in his "Notes on Virginia", remains a classic oration, its impact undiminished through the years. As the source of such honor, tradition has held "Logan's elm" in great esteem.

Though damaged by age and weather, the elm, by 1940, had grown to a height of 104 feet. The diameter of the trunk was seven feet and its branches spread over 150 feet. Time and storm gradually took their toll, however, the Logan Elm put forth its last leaves in 1964. While the magnificent tree is gone, its memory is the stuff of legend and it will not be forgotten. Our school is proud to carry its name.

# McDowell Middle School

| Be Prepared  | Respect Everyone   | Act Responsibly   |
|--|--|---|
| <ul style="list-style-type: none"> <li>Attend school daily</li> <li>Complete all assignments</li> <li>Be prepared with all needed materials</li> <li>Charge your Chromebook each night</li> <li>Know your expectations for each classroom</li> <li>Check Infinite Campus frequently</li> </ul> | <ul style="list-style-type: none"> <li>Walk quietly in the hallways</li> <li>Raise your hand</li> <li>Use manners</li> <li>Respect everyone's differences</li> <li>Treat others the way you want to be treated</li> </ul>  | <ul style="list-style-type: none"> <li>Make good choices even when no one is watching</li> <li>Be a positive role model</li> <li>Show up and do your part each day</li> <li>Follow the school rules</li> <li>Prepare for your future</li> </ul> |
| Value Property   |  | Encourage Others  |
| <ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Write only on paper</li> <li>Take pride in your school</li> <li>Have an organized space</li> <li>Report vandalism to a school staff member</li> <li>Encourage your peers to value property</li> </ul>                  | <p><b>McDowell Middle School's</b></p> <p><b>Way to</b></p> <p><b>Be</b></p> <p><b>A</b></p> <p><b>BRAVE</b></p>   | <ul style="list-style-type: none"> <li>Make a new friend</li> <li>Support your friends</li> <li>Include everyone</li> <li>Support your school's extracurricular activities by cheering for the team</li> </ul>                                  |

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## PHILOSOPHY OF EDUCATION

### Section 1 - Philosophy

The McDowell Middle School strives to acquaint each student with a sense of his/her own personal worth and responsibilities in group relationships. Each student shall be made aware of individual needs, talents, and limitations.

The school shall encourage each student to develop as fully as possible the marketable skills for which the student has a preference and potential.

We recognize that the development of moral and ethical values on the part of youth is an important aspect of personal maturity. We recognize that this is the primary responsibility of parents and strive to reinforce their efforts.

We shall endeavor to create a stimulating environment for learning and self-development. We shall make the student cognizant of his/her privileges, duties and responsibilities as a law-abiding member of a democratically structured society.

We shall strive to develop each student's latent leadership talents as well as the abilities needed to be a responsible follower.

We shall encourage the student to examine present society and to accomplish needed improvements without destroying the accumulated culture and accomplishments of many generations.

We shall encourage the student to use his/her ability to think clearly and to reason logically.

Our prime goal is to foster the development of a responsible, aware, constructive, and contributing member of society who is capable of respecting others as well as himself/herself.

### Section 2 - Objectives

1. Develop the ability to communicate ideas logically through oral, written, and graphic means.
2. Develop a critical appreciation of the mass media.
3. Develop an understanding of the natural environment and an awareness of the need to protect and preserve that environment.
4. Develop an appreciation for the fine arts.

5. Develop an awareness of current social problems, to think through these problems, and to discern between fact and opinion.
6. Develop an appreciation of the American heritage and so insure its inherent rights to posterity.
7. Develop physical, mental, and emotional health.
8. Develop habits and acquire values that are morally and ethically sound.
9. Develop wise use of leisure time.
10. Develop a desire for continuous growth and self-improvement.
11. Develop skills for responsible interaction within the family and a spirit of community consciousness.
12. Develop an inquisitive and scientific attitude and an appreciation for technical advancement.
13. Develop an ability to participate in group activities effectively.
14. Develop consumer competence and fiscal responsibility.
15. Develop a salable skill, a vocational competence, and a positive attitude for work.
16. Develop positive study skills.
17. Develop social skills for positive interactions with others.
18. Develop proficiency levels at or above state and federal standards.

### Section 3 - Implementation of Objectives

To achieve the objectives of McDowell Middle School, the Staff shall:

1. Use appropriate curricular and other materials/activities and teaching techniques to meet the above objectives.
2. Create an environment conducive to learning where the students are given responsibilities and the freedom to discover.
3. Foster aesthetic appreciation.
4. Foster cultural appreciation and tolerance.
5. Keep abreast of alternative teaching techniques and developments in their fields.
6. Help children cope with problems that interfere with the learning process.
7. Be caring, concerned professional people.
8. Assure that curriculum and lesson planning corresponds to state and federal achievement standards

## BELL SCHEDULES

### DAILY BELL SCHEDULE

| 1 <sup>ST</sup>   | 2 <sup>ND</sup> | 3 <sup>RD</sup> | 4 <sup>TH</sup> | LUNCH / AE  | 5 <sup>TH</sup> | 6 <sup>TH</sup> | 7 <sup>TH</sup> |
|---|-----------------|-----------------|-----------------|---|-----------------|-----------------|-----------------|
| 7:55-8:41   | 8:44-9:29       | 9:32-10:17      | 10:20-11:05     | 11:08-12:09   | 12:12-12:57     | 1:00-1:45       | 1:48-2:33       |
| 7 <sup>TH</sup> Grade: Lunch 11:08-11:38 / AE 11:39-12:09 |                 |                 |                 | 8 <sup>TH</sup> Grade: AE 11:08-11:38 / Lunch 11:39-12:09 |                 |                 |                 |

### TWO HOUR DELAY BELL SCHEDULE

| 1 <sup>ST</sup>  | 2 <sup>ND</sup> | 3 <sup>RD</sup> | 4 <sup>TH</sup> & Lunch   | 5 <sup>TH</sup> | 6 <sup>TH</sup> | 7 <sup>TH</sup> |
|--|-----------------|-----------------|---|-----------------|-----------------|-----------------|
| 9:55-10:28   | 10:31-11:03     | 11:06-11:38     | 11:41-12:46   | 12:49-1:21      | 1:24-1:56       | 1:59-2:33       |
| 7 <sup>TH</sup> Grade: Lunch 11:41-12:11/ 4 <sup>TH</sup> period class 12:14-12:46 |                 |                 | 8 <sup>TH</sup> Grade: 4 <sup>TH</sup> period class 11:41-12:13 / Lunch 12:16-12:46 |                 |                 |                 |

## MCDOWELL MIDDLE SCHOOL CALENDAR

|                      |   |                   |  |
|----------------------|---|-------------------|--|
| August 18, 2022      | First Day of School                     | January 12, 2023  | End of 2 <sup>nd</sup> Nine Weeks                      |
| September 5, 2022    | Labor Day – No School                   | January 13, 2023  | Staff Professional Development – No School             |
| September 14, 2022   | Meet the Teachers/Open House 5-6pm      | January 16, 2023  | Martin Luther King Day – No School                     |
| September 23, 2022   | Interims Distributed (D's and F's Only) | January 20, 2023  | Grade Cards Distributed                                |
| October 18, 2022     | End of 1 <sup>st</sup> Nine Weeks       | February 17, 2023 | Interims Distributed (D's and F's Only)                |
| October 19-21, 2022  | Pumpkin Show Break – No School          | February 20, 2023 | President's Day – No School                            |
| October 28, 2022     | Grade Cards Distributed                 | February 23, 2023 | Parent-Teacher Conferences 3-6pm                       |
| November 2, 2022     | Parent-Teacher Conferences 3-6pm        | March 17, 2023    | End of 3 <sup>rd</sup> Nine Weeks                      |
| November 23-28, 2022 | Thanksgiving Break – No School          | March 24, 2023    | Grade Cards Distributed                                |
| December 2, 2022     | Interims Distributed (D's and F's Only) | April 6-10, 2023  | Spring Break – No School                               |
| December 21, 2022    | Remote Learning Day                     | April 21, 2023    | Interims Distributed (D's and F's Only)                |
| December 22, 2022    | Winter Holiday Break Begins             | May (Date TBD)    | Building/District Showcase (Time TBD)                  |
| January 3, 2023      | School Resumes                          | May 24, 2023      | End of 4 <sup>th</sup> Nine Weeks / Last Day of School |

**Make Up Days:** After 5 calamity days, the District will utilize online learning for the remainder of the calamity days.

**For updated information throughout the school year, please visit [www.loganelm.org](http://www.loganelm.org) and go to McDowell.**

### OHIO DEPARTMENT OF EDUCATION ASSESSMENTS

English/Language Arts: April 18-19, 2023

Math & Algebra: April 25-26, 2023

Science (8<sup>th</sup> Grade): May 2-3, 2023

# I. ATTENDANCE POLICIES AND PROCEDURES

## PARENT AND/OR STUDENT RESPONSIBILITIES

Parents and students should be aware of our policy and procedures on attendance. We encourage parents to work with us, as we will enforce this policy as firmly and fairly as possible.

Parents or guardians should call the school before 8:30 a.m. to report their student's absence. If the parent or guardian has not reported the absence to the school by 8:30 a.m., the school will notify the parent or guardian of the student's absence by phone call.

Upon returning to school from an absence, the student must report to the office and present a note explaining the absence. Absences for which a note is not presented within **5 school days** will be classified as unexcused. **Unexcused absences may result in no credit for all work missed.** Students will have the number of days that they were absent to make up work. For example, if a student misses 2 days of school, then he/she will have 2 days after the return to school in which to make up the assignments.

## SCHOOL ATTENDANCE LAWS

The Revised Code of Ohio requires that schools be in session with pupils in attendance for a minimum number of hours or days. The following are acceptable reasons for student absence from school: personal illness of the student; illness in the student's family; death in the family; quarantine for contagious disease; religious reasons and other legitimate reasons as determined by the Superintendent. Also, under the Interstate Compact on Educational Opportunity for Military Children, a school superintendent may excuse a student's absence for the purpose of visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned for deployment to a combat zone or combat support post.

## HOUSE BILL 410

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy if applicable.
- A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant.
- Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance.
- The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

### Definition of Habitually Truant Students

- Absent 30 or more consecutive hours (5 school days) **without** a legitimate excuse;
- Absent 42 or more hours in one month (7 school days) **without** a legitimate excuse; or
- Absent 72 or more hours in one year (12 school days) **without** a legitimate excuse.

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;
  - b. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

### Standards of Excessive Absences

The definition of "Excessive Absence" is:

- Absent 38 or more hours (6 school days) in one school month **with or without** a legitimate excuse.
- Absent 65 or more hours (10.5 school days) in one school year **with or without** a legitimate excuse.

When a student is excessively absent from school the following will occur:

- The district will notify the student's parents in writing within seven days of the triggering absence;
- The student will follow the district's plan for absence intervention; and
- The student and family may be referred to community resources.

## STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

- personal illness of the student;
- illness in the student's family necessitating the presence of the child;
- needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
- death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
- quarantine for contagious disease;
- observance of religious holidays consistent with a student's truly held religious belief;
- traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
- absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
- absences due to a student being homeless or
- as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Students will be limited to five (5) parent excused absences per semester or ten (10) parent excused absences per school year. Once the limit of parent excused absence is reached, only School Excuses issued by a Healthcare Provider (ex: doctor, dentist, orthodontist, therapist) will be accepted to excuse an absence. The limit of parent excuses is not new; it has been the practice at Logan Elm schools prior to the passage of HB410.

### **TARDY/PARTIAL ABSENCE/EARLY DISMISSAL**

House Bill 410 requires schools to change from counting absences by the day to counting absences by the hour. Any time missed by a student will be noted and counted towards the total hours absent for that student. (Ex: An early dismissal at 2:03 would be recorded and calculated as 0.5 hours absent.)

### **ADDITIONAL ATTENDANCE NOTES**

McDowell Middle School students must be in attendance from 7:55am through 2:33pm to be credited for a full day of attendance. Students in attendance for only part of the day will be credited for a partial day's attendance.

- Students leaving the school grounds at any time must sign out in the office.
- Students may not leave school grounds during the school day unless a written excuse is received from the parent or guardian or the parent comes into the building and picks up the student. (In case of emergency, a phone call may be given as an excuse. Examples would be death in the family, someone in the hospital, etc.)
- Students who become ill during the day must report to the office and a parent/guardian will be contacted by the office. Students are not permitted to contact their parent/guardian without first reporting to the office.
- Students must be in attendance at school in order to participate in extra-curricular practices, events, games and/or contests.
- This is a closed campus and students are required to stay on the school grounds from the time they arrive until their school day is over. Students leaving school grounds without permission will be disciplined. The school cannot assume responsibility of any kind for students who leave the school grounds without permission.

## **II.**

### **OTHER POLICIES**

#### **ACCIDENT PROCEDURE**

Students injured at school must report the incident immediately to the teacher in charge. Be certain your teacher knows immediately, when, where, and how you were injured. An accident form must be completed.

#### **BEFORE AND AFTER SCHOOL**

Once students arrive on school grounds they are to enter the building. Students are not to be in the building before 7:45 a.m. or after 2:45 p.m. unless requested by a teacher or participating in a supervised activity. Groups using the building in the evening must use only the section of the building reserved for their activity and leave all rooms in proper condition.

#### **BUS TRAVEL**

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed. The Board authorizes the Superintendent or other

administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

The Board's policy regarding bus riding privileges must be posted in a central location in each school building and made available to students upon request. After Board approval, regulations regarding conduct on school buses, as well as general information about the school transportation program, are available to all parents and students.

A student who is participating in a bus trip to an extracurricular event or to an athletic contest is required to act according to the regulations introduced by the faculty chaperone and by the bus driver. A student who travels to an extracurricular activity on a school bus must return on that bus unless prior arrangements are made by the parent with the coach, athletic director or administration.

### **CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS**

Students whose parents are divorced should be aware that the parent who does not have custody does have certain rights to see the student's records and check academic progress. The non-custodial parent may talk with teachers but cannot visit the student at school.

### **ANNUAL REGISTRATION & EMERGENCY MEDICAL FORMS**

State law requires all students to have an emergency form on file in the school office. New registration information must be compiled each year. Annual registration forms are completed via the parent portal in Infinite Campus and must be completed by September 30<sup>th</sup> of each year.

### **FINANCIAL OBLIGATIONS**

Students are responsible for all fees charged to cover the costs of materials, workbooks, or magazines used in classes. Failure to pay fees will result in grades and credits being withheld, and diplomas will not be issued to any student with any school obligations. Prior payment for materials in industrial arts, consumer sciences, or art is required. For economically challenged families, arrangements can be made to take care of fees according to the Board of Education policy. Students should be sure that they receive a receipt when fees are paid.

Student Fee Waivers – To be considered for fee waivers parents need to fill out a lunch application and fee waiver form. The fee waiver form is located on the back of the lunch application. Qualifying for free/reduced lunch does not automatically qualify student for fee waiver.

### **FIRE, TORNADO AND EMERGENCY DRILLS**

Safety procedures are posted in each room.

### **HEALTH SERVICES, MEDICATION, AND VISION/HEARING SCREENING**

Each student will have on file an emergency medical authorization form. Students becoming ill at school are to report to the Logan Elm office for assistance. It is important for students to report to the office PRIOR to contacting parents for health and safety reasons. Violations will result in discipline. See Code of Student Conduct. Office staff will contact the nurse or parents as needed. Students will not be sent home without parental contact. At no time are students to leave school without reporting to the office first.

Parents of students needing to take prescription or nonprescription medicine at school must turn the medication into the office in its original container with doctor's directions and the written school form available from the office. No student should at any time have prescription or non-prescription medicine in their possession.

No pills, cough medicines, sprays, etc., are to be used or distributed at school without office approval. Violations will result in discipline. See Code of Student Conduct.

District-wide Screenings: Students in Pre-K, K, 1, 3, 5, 9, 11 will be screened for vision and hearing. Students in 7<sup>th</sup> grade are screened for vision only. Students with special needs may also be screened for vision and hearing. Teacher and parent requests will continue to be honored.

The Ohio Department of Health requires all 7th grade students to have one dose of Tdap, a booster for diphtheria, tetanus and pertussis, and one dose of meningococcal vaccine prior to entry into 7th grade. Failure to comply can result in exclusion from school as appropriate.

### **OFF LIMIT AREAS - LUNCH**

During their lunch period, students are to be in the cafeteria and are to use the restrooms near the gym. Students are not permitted in other areas of the building. Students may not leave the building during lunch.

### **POSTERS/SIGNS**

All posters/signs must be approved by the administration before being put on display. They are to be removed promptly after the event is over.

### **SECURITY SURVEILLANCE**

Students and the public should be aware that the campus/building will be under security camera surveillance.

### **STUDENT RELATIONSHIPS: PUBLIC DISPLAY OF AFFECTION**

Public displays of affection (hugging, kissing, hand holding, etc.) have no place in the school environment. Please refrain from such behavior. Violators will be referred to the office. Violations will result in mandatory counseling through the office, parental contact, and/or disciplinary action. See Code of Conduct.

### **VISITORS**

McDowell Middle School has a no-visitor policy. Friends, relatives, and others are not to be on school grounds during school hours, 7:45-2:45, unless conducting prearranged official business. Outside food is not permitted to be brought or delivered for students during school hours. Any parent entering the building must report to the office.

### **WEATHER CONDITIONS**

Occasionally it is necessary to cancel school or release students early due to unsafe road conditions. Announcements are made through One Call Now, social media and the district web page.

### CAFETERIA

Student lunches are available. Students are expected to: Keep area where you eat clean; Put litter in wastebaskets provided; Never throw food of any kind in the cafeteria; Follow directions/instructions of Staff members.

Lunch Charges - Students will be allowed up to two (2) lunch charges. Once charges exceed 2, an alternate meal will be provided.

Free/Reduced Price Meals – Parents may apply for free/reduced priced meals for their children and may do so by completing and returning a paper application which is sent home at the beginning of school. All information is kept confidential. Parents will be notified by mail of their eligibility. Parents may apply at any time during the school year.

Breakfast Program – Breakfast will be available for all students. Breakfast components include milk, juice, bread and protein. Menu items vary daily. Free/Reduced status applies to breakfast as well as lunch.

### CHROMEBOOK LOAN PROGRAM

The Logan Elm Local School District is excited to offer each student at McDowell a Google Chromebook (“Chromebook”) for use during the school year to assist with, and further your child’s education. It is essential that all of the guidelines are followed to ensure the safe, efficient, and ethical operation of these electronic devices at home, at school, and in all other settings. Please refer to Appendix A (Acceptable Use Policy) and Appendix B (BYOT Policy) at the end of the handbook. Students will receive their Chromebook the first week of school and they must be returned at the end of the year or upon withdrawal from school. Students are expected to bring their Chromebook, fully charged, to school each day. After three (3) incidents per grading period of forgetting their Chromebook or not having it charged, students will not be given a loaner and may face disciplinary action such as; zero’s for the day, lunch detention, ADP, etc.

### COMPUTERS AND COMPUTER LABS

McDowell computers are to be used for instructional purposes only. Any misuse of computer hardware or software will result in disciplinary action, possible notification of law enforcement agencies and prosecution. The destruction, vandalism or theft of computer hardware or software will result in disciplinary action, and payment for damaged or stolen property will be required.

A student may only log in using his/her personal ID and password. Any attempt to log in on another person’s ID will result in disciplinary action. Any computer access to another person’s files with or without permission will result in disciplinary action. Any student who intends to use the Internet must complete and return an Internet Acceptable Use Contract. The Acceptable Use Policy is in Appendix B at the end of the Handbook.

All student data, including E-mail and personal documents, on any McDowell computer is the property of the Logan Elm School District and is subject to review by McDowell and Logan Elm District staff and administration.

The computer equipment and on-line databases are an integral part of McDowell’s educational curriculum. Students are expected to treat them accordingly.

### FIELD TRIPS

A field trip by a class may be permitted if it is directly related to the work in a subject matter area. Students must have a signed permission form on file. Students not going on a field trip, for any reason, must still attend school. A field trip is an extension of the classroom, and all school rules are in effect.

### COUNSELING DEPARTMENT

The counseling department provides counseling with individual students, parents and teacher consultations, and group guidance programs. Counseling provides assistance with scheduling, occupational information, educational planning, and personal problems. Students are encouraged to contact the counselor for assistance in any of these areas.

### INFINITE CAMPUS

Infinite Campus is the Online Gradebook utilized in the Logan Elm School District. Parents can access assignments, grades and communicate with teachers through Infinite Campus. Students and parents can sign up for access through the school website.

### LIBRARY MEDIA CENTER

The library media center has books, magazines, pamphlets, newspapers, and electronic media for assigned study and leisure reading. The LMC is open for use during the entire school day.

All students will be issued a library card at the beginning of the year. Any student visiting the LMC must present a current library card at the checkout desk. The card will be used for attendance as well as to check out materials from the LMC. Replacement cards will cost the student \$3.00.

Gum, food and beverages are not permitted in the LMC. The LMC is to be a place of quiet study at all times. Non-observance of the above guidelines will result in the temporary loss of library privileges. Any student having a total of five offenses will lose library privileges for the remainder of the school year.

Most materials may be checked out of the library, each type of media for different lengths of time. The student who borrows materials from the LMC will be financially responsible for those materials if they are not returned. The student will pay the rebinding cost or the replacement cost of damaged materials.

Students with materials excessively overdue will be denied use of the library media center until those materials are returned. Any student who still has library obligations at the end of the grading period will not receive his grade card until those obligations are met.

Students are encouraged to use the materials in the library media center, but should remember that with privileges come responsibilities. Cooperation is necessary if all students are to benefit from its resources.

## LOCKERS AND BOOKBAGS

There are no lockers at McDowell for general use. Students must have a book bag to carry their chrome book, coat, personal and school items. Students will keep their book bags with them at all times and are not to be left unattended. Book bags are treated like lockers; the school reserves the right to search a book bag if there is cause to believe that stolen, dangerous, or contraband items are possibly located there. There are lockers in the locker rooms for students that play sports or are enrolled in Physical Education. Students must use a "school lock", which can be purchased in the office. The school reserves the right to search a locker if there is cause to believe that stolen, dangerous, or contraband items are possibly located there. Locker inspections may be called at any time. Lockers are the property of Logan Elm School District and remain so during periods of student use.

## LOST AND FOUND

As soon as a student discovers that an article of his is missing, he should inform the office so that attempts to locate the article can be made at once. Found articles are to be brought to the office immediately. Do not keep anything that is not yours! McDowell Middle School is not responsible for lost, stolen or damaged articles.

## PARENT CONFERENCES

Parents may make an appointment for a conference with a teacher by telephoning the school office (474-7538). In addition, parent-teacher conference dates are set aside in the school year. For non-conference dates, 24-hour notice should be given to set up a conference with a teacher.

## TEXTBOOKS

Students are loaned textbooks for their use during the school year. Each student is responsible for the care and return of all textbooks issued to him or her. Fines will be assessed for damages beyond normal wear and students will be charged the replacement cost for lost books. Students should be sure that any damages already in a book are recorded when the student receives the book.

## IV.

## ACADEMICS

### ONLINE LEARNING

Students are expected to be active learners in the digital classroom. An 'active learner' will participate in the following classroom activities:

- Participate in class meetings and online activities.
- Regularly communicate with your teacher.
- Complete and turn in all assignments in a timely fashion.
- Meet all behavior and academic expectations set forth by your teacher.
- Student school attendance will include active learning participation.

### GRADE CARDS AND INTERIM ACADEMIC PROGRESS REPORTS

Students receive grade reports at the end of each of the four quarters. These reports are given to the student as soon as possible after the grading period ends, except for the last grading period when the final grade report will be mailed. Interim Academic Progress Reports are distributed in the middle of each grading period to students with D's and F's only.

### GRADING POLICY

The following grade scale will be used by all teachers in figuring student grades:

| LETTER GRADES | NUMERICAL VALUE | RATING        | POINTS |
|---------------|-----------------|---------------|--------|
| A             | 90-100          | EXCELLENT     | 4      |
| B             | 80-89           | ABOVE AVERAGE | 3      |
| C             | 70-79           | FAIR          | 2      |
| D             | 60-69           | BELOW AVERAGE | 1      |
| F             | 59 AND BELOW    | FAILURE       | 0      |
| I             | n/a             | INCOMPLETE    | 0      |

Computation of final grade average: In figuring final grades the following is used:

Quarter grading: Average of all work for quarter.

Semester grading: Average of two quarter grades.

Yearlong course grading: Average of the four quarter grades.

Quarter/Semester incompletes must be completed by the end of the 4th week after the incomplete period ends. Failure to do so will result in an "F" for the incomplete grade.

Students taking Algebra 1 will need to refer to the high school handbook for grading policy.

### HONOR ROLL

The Honor Roll is composed of those students with all A's and B's for a given quarter marking period.

### SCHEDULE CHANGES

Except for conflicts or other reasons not of the student's making, schedule changes will be made only if extenuating circumstances warrant it and if it is an educational improvement. A parent conference may be required for schedule changes. Courses dropped after the 5<sup>th</sup> day will be recorded as an "F". Exceptions may be made by collaboration of administration, counselor, parent and/or teacher. All grades will be used in the calculation of the cumulative point average.

### PROMOTION AND RETENTION OF STUDENTS

According to Board Policy promotions shall be made under the direct supervision of the building Principal. Promotions, assignments or retentions shall be determined with respect to the progress ratings and recommendations of the teacher or teachers of the student concerned.

## ACTIVITIES AFTER HOURS

Students are not permitted to hold meetings for committees or organizations or to remain after school hours unless they are under the direct supervision of a responsible teacher or adult supervisor approved by the office.

Students must be in regular attendance at least one-half day in order to participate in an after school activity on that day. Students who are too sick to attend school are also too sick to participate in extracurricular activities and will not be admitted. The only exception to this will be for students whose absence would be for other personal reasons such as a funeral. Athletes will follow the athletic code of attendance. Participation in the activity must be approved by the Administration.

### V.

## CODE OF CONDUCT

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, intimidating or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents receive, at the beginning of each school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student’s mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

This Code has been adopted by the Logan Elm Local Board of Education to meet the requirements and intent of H.B. 421 now referred to as Section 3312.661 of the Ohio Revised Code.

The adoption of this set of rules and regulations (the Code of Student Conduct) is designed to maintain that order and discipline necessary for effective learning. The Board of Education’s primary concern is that students who wish to learn can do so in an environment conducive to learning. When necessary, disciplinary means discussed herein will be employed to guarantee that environment. One important objective of the Code is to insure fair and equitable handling of disciplinary problems. Furthermore, students will have beforehand knowledge of the consequences of acts of misconduct. Thus, we feel that the rights and welfare of all students in the Logan Elm Schools will be protected.

The Logan Elm Local Board of Education will comply with the provisions of Section 3313.661 (O.R.C.) with references to the procedural standards (due process) for the expulsion, suspension, and emergency removal of pupils from public schools within the district.

**The rules and regulations set forth here apply to conduct on school premises or school buses at any time and to conduct at any school sponsored function or activity away from the home school.** Any conduct which causes disruption or interference with any school function, activity, or purpose is prohibited. Also, any conduct which is a threat to the health, safety, and well-being of other students, school personnel, or other persons is prohibited. Also, any threat to the rights and property of others is prohibited.

The preceding paragraph is a general standard that is to be used as a guide by all students. **Let it be clearly understood by all that not every act of misconduct can be itemized here.** The following code is an enumeration of the main areas of misconduct, which may lead to discipline.

### SCOPE OF JURISDICTION AND FIRST WARNING

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee. Student possession of these rules constitutes a first warning. No further warnings will be given.

### AUTHORIZATION

The administration shall have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged unacceptable. Disciplinary action may be adjusted at the discretion of the administrator.

## **METHODS OF DISCIPLINE**

Discipline will include, but not be limited to the following: counseling by the staff, denial of privileges, denial of participation in an extracurricular activity, denial of participation in a curricular activity, parent conferences, detention, fines, Alternate Discipline Program, out-of-school suspension, emergency removal, expulsion, assignment to in school suspension, referral to juvenile court and assigned community service.

NOTE: Students are permitted to make up work during an out-of-school suspension with the student's grades for these assignments not to exceed a 60%. It is the student's responsibility to obtain the missed work. The missed work must be submitted to each teacher on the day the student returns to school.

## **NOTES ON DISCIPLINE**

1. Alternate Discipline Program – Wednesday School, after school at Logan Elm High School until 5:15 P.M.
2. In School Suspension—may be assigned in lieu of External Suspension. Students will stay in a supervised classroom for the day and will be permitted to make up work. Additional work may also be assigned.
3. External suspension: Student is sent home to the care of the parent. Students are permitted to make up work during an out-of-school suspension with the student's grades for these assignments not to exceed a 60%. It is the student's responsibility to obtain the missed work. The missed work must be submitted to each teacher on the day the student returns to school.
4. Classified as an unexcused absence, not recorded toward loss of credit.
5. Teachers are assumed to be fair and firm in their application of discipline. Control of student behavior is an accepted part of teacher's contractual obligations and is required for continued employment.
6. Protection of student's rights in disciplinary matters is assured and due process procedures must be followed at all times. Any student may appeal a disciplinary action to the Principal or Superintendent.
7. "Staff" members include: secretaries, bus drivers, custodians, substitute or student teachers, aides, cafeteria workers, and volunteers serving the school or chaperoning school events.
8. Expulsion may result in the loss of credit for courses being taken at school.
9. Cancellation of school due to a calamity day does not count as a day of suspension. Every school day lost due to inclement weather or other calamity moves the student suspension back another day.

## **ELECTRONIC EQUIPMENT**

The District recognizes the importance of technology and the educational benefits available through the use of technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with the District instructional objectives, and with approval of the building principal.

Personal Electronic Devices (Laptop Computers, Tablet PCs, Cell Phones, E-Readers) are not to be used in the hallways during class changes and should only be used for educational purposes. Any disruption created by electronic devices including audible sounds or misuse of the device may result in the item being confiscated and disciplinary action.

All personal electronic devices must be used in a responsible and legal manner. Students using their own devices are subject to the District Acceptable Use Policy EDE, Computer/Online Services (Acceptable Use and Internet Safety), Guidelines EDE\_G, and Board approved BYOT guidelines, all other Board policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal electronic devices in the classroom and/or disciplinary action as appropriate.

Please refer to the District Acceptable Use Policy and Internet Safety Guidelines as well as the BYOT policy listed in the Appendix.

The District is not responsible for lost, damaged or stolen electronic equipment.

## **PHONES AND CELL PHONES**

Cell phones are not to be out/used/seen in the classroom. Ear buds/air pods are not to be used by students except for use with chrome books while completing school work. Students may use their phones/devices during lunch, as a privilege. Students needing to make a phone call should report to the office to make the call from their cell phone or the office phone. If a student is sick and needing to go home, they need to come to the office and see the nurse BEFORE contacting a parent/guardian. Not following this policy can result in disciplinary action.

## **KNIFE /WEAPON POSSESSION/THREATS**

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife or a look-alike of either to a school within the District or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply:

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under State criminal statutes, as well as disciplined in accordance with the provisions of the District’s Student Code of Conduct and State law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

### **SMOKING/DRUG PARAPHERNALIA**

No student may carry or conceal matches, lighters, pipes, or other similar devices, including e-cigarettes/vaping devices, at school, school activities or on school grounds. Violations will result in discipline. See Code of Student Conduct.

### **STUDENT DRESS CODE**

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Students are expected to dress in a manner appropriate to the school environment and which does not cause disruption to the academic process. These regulations will assist parents, students, faculty and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Parents and students maintain responsibility for student’s dress and personal appearance.
2. When dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require stricter standards regarding dress and appearance for participants in their program or activity.
4. The principal/designee, with the assistance of the faculty, has the responsibility to uniformly administer the dress code. The decision of the principal/designee is final.
5. As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the standards of the community.

#### **STUDENT GUIDELINES**

Students shall observe general guidelines for dress and appearance including:

1. no, miniskirts, or dresses that end above mid-thigh (fingertip length)
2. shorts must be long enough to appropriately cover oneself
2. midriff and cleavage must be completely covered at all times
3. no holes in pants, jeans, or shorts above mid-thigh
4. no tank tops (regardless of strap width), halter tops, racerback shirts or shirts with openings; sleeveless tops covering the shoulders are permitted as long as the sides are covered. Shirts cannot have the sides cut out.
5. hats, hoods, bandanas, headband, sweatbands and sunglasses are not to be worn in class or in the school building
6. no clothing/accessories or tattoos that could be interpreted as promoting hate or communicating a negative, profane or vulgar message or advertising being related to alcohol, tobacco, drugs or weapons – including symbols and pictures and communicating sexual messages – explicit or implied
7. no transparent garments, open mesh garments or garments with large open sides may be worn without an underliner
8. appropriate foot wear must be worn and provide for safe and sanitary conditions
9. leggings, yoga pants and similar garments should be non-transparent and be constructed to be worn as such. Tights made of thin material are not to be worn as pants.
10. hair must be clean, worn out of the eyes and groomed at all times; no extreme or distracting hair color or makeup
11. extreme and unsafe body piercing is prohibited
12. lower garments are to be worn at waist level; if a belt is worn, it must be of proper length; undergarments are not to be exposed
13. no “dog collars”, spiked bracelets or chains that could be dangerous to persons or destructive to school property.
14. no gang- or cult-related items of any kind
15. inappropriately torn or tattered clothing is not to be worn
16. no nonprescription, eye distortion contact lenses that cover the iris

Violation of the dress code can result in removal from class (until the violation can be resolved) and/or disciplinary action.

Students who violate the dress code will be referred to the office. Attempts to secure appropriate clothing from home or borrow from the office will be made. Violations of the dress code may be assigned discipline and repeat violators will face more serious consequences. Class work missed because of inappropriate dress may receive a grade of zero. Principal’s discretion and decision is final on dress code.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **PREAMBLE**

It shall be the policy of the Logan Elm Schools to encourage student conduct that will promote effective citizenship, reasonable standards of behavior, good health, and a positive atmosphere for learning.

To do so, it is necessary that students understand that they must conduct themselves as responsible members of the school community while exercising their rights as students and citizens. Each student is required to accept responsibility of his/her own conduct and is expected to obey the law, follow the policies of the school system, and comply with rules and regulations implementing these policies.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

## **AGE OF MAJORITY**

A student who attains the age of 18 years is recognized by the State of Ohio as having reached the age of majority and is capable of exercising his/her full rights as a citizen.

1. School records are available only to school personnel and parents of students under 18 years of age. After a student becomes eighteen, he or she has access to his/her own records and may request opportunity to review them. This access must be granted within thirty days following the written request. In addition, no outside person or agency may gain information from a student's record without the express written consent of either the parents (if student is under 18) or of the student who has reached the age of majority. A written record is kept of all people given access to school records.
2. Students eighteen years old and older are still required to follow all school policies set forth to govern the conduct of all students.

## **FREEDOM OF ASSEMBLY**

Students are permitted to hold meetings on school property in accordance with established school board policy. In addition, meetings are to be scheduled in advance, may not disrupt regular class activity, and may not create a hazard to health, safety, or the rights to others.

## **FREEDOM OF EXPRESSION**

Since a basic purpose of education is to prepare students for responsible self-expression in a democratic society, students (under the 1st and 14th Amendments of the U.S. Constitution) have the right of free expression as long as they do not substantially interrupt the educational process.

1. School publications under the authority of students, teachers, and administrators should reflect the total life and opinions of its editors and staff, but must provide room for opposing opinion and rebuttal within the bounds of responsible journalism.
2. Students (and teachers) have the right to discuss and to express themselves in democratically prescribed classrooms in relation to the nature of the subject and subject matter being taught, but must avoid malicious slander, obscenity, and verbal confrontation causing a disruption of the classroom learning situation.

## **LOCKER/BOOK BAG SEARCH**

All lockers are the property of the Logan Elm Schools and are assigned to students for their convenience. While students have the right to reasonable privacy, if there is cause to believe that prohibited, illegal, or stolen articles are contained in an assigned locker the Principal or designees may conduct a search of a locker at any time. Book bags may also be searched if there is cause to believe that prohibited, illegal, or stolen articles are contained in the book bag.

1. If at all possible, the occupant of the locker in question will be present during a search.
2. If legal authorities are involved students shall be advised of their rights to counsel and to remain silent.

## **INTERROGATION BY CIVIL AUTHORITIES**

While it is a policy of the school to cooperate with law enforcement agencies in the interest of society, a student may not be interrogated on school premises by any authority without the knowledge of the Principal or Superintendent. Parents will be notified if possible.

1. Any interrogation of a student must be done in private with a school official present.
2. The student must be informed of his rights beforehand.

## **EXTRACURRICULAR ACTIVITIES**

Students are encouraged to participate in any extracurricular activities in which they are interested such as music, athletics, drama, or clubs.

1. The Code of Student Conduct is in force for all activities unless superseded by a more specific code adopted for that particular activity.
2. The advisor, director, or coach of any activity is responsible for making sure that students are informed of any other rules or expectations in that activity and shall have the authority to enforce all school rules including denial from further participation in the scheduled activities. Students may appeal any such decisions to the Principal or to an appeal board consisting of three teachers appointed by the Principal to hear the appeal.

## **GANGS**

Gangs or groups that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress.

## **HAZING, BULLYING AND HARASSMENT**

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

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

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

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

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

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

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence.

If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

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

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

## CODE OF STUDENT CONDUCT

*ALL DISCIPLINE AND SEQUENCE OF ACTIONS IS AT THE DISCRETION OF ADMINISTRATION*

| <b>VIOLATION</b>  | <b>CONSEQUENCES</b>   |
|---|---|
| <b>The following behaviors are prohibited in school or at school sponsored events:</b>  | <b>Violations of the Code may bring the following disciplinary actions:</b>   |
| Attempting to Harm, Assault.  | ISS, OSS, referral to authorities, expulsion.   |
| Bus Conduct.  | Detention, ADP, Bus Suspension, ISS, OSS  |
| Cheating or Plagiarizing.   | Failure on test or lesson involved, reduction of grade, failure for grading period, parent notification is at the discretion of teacher, Detention, OSS.  |
| Continued disciplinary problems and violation of Code where other measures have failed.   | ISS, OSS, ADP, Expulsion from school; referral to authorities.  |
| Disrespect.   | Detention, ADP, ISS, OSS.   |
| Disruption of class, school, or school related activities (including false alarms).   | ISS, OSS, Expulsion; referral to authorities.   |
| Disruption: Any behavior that disrupts the educational process.   | Removal from the classroom, detention, ADP, ISS, OSS or an alternative discipline.  |
| Having/consuming drinks other than water, except during lunch.  | Warning, detention, ADP, ISS  |
| Dress Code Violation.   | Warning and change of clothes, Detention, ADP, ISS, OSS or an alternative discipline.   |
| Drugs: Use, evidence of use, sale, distribution or possession of alcohol, marijuana, drugs, stimulants, mood altering substances, or counterfeit drugs at school or storing same in lockers/book bags.          | Follow student substance use/abuse policy. OSS, Expulsion, refer to authorities.  |
| Electronics:<br>Violation of Acceptable Use Policy, Internet Safety, BYOT Policy.<br>More severe violations of the Acceptable Use Policy, Internet Safety, BYOT Policy will result in more severe consequences. | 1. Confiscate electronic device:<br>First occurrence: student's device will be returned at the end of the day, detention. Second or subsequent occurrence: student's device will be returned to a parent or an adult that the parent designates. Detention, ADP, ISS, OSS<br>2. Denial of privilege or internet/electronic device access; Detention, ADP, ISS, OSS. |
| Failure to attend: Detention-Unexcused<br>ADP-Unexcused.  | ADP, ISS<br>OSS or an alternative discipline.   |
| Fighting.   | OSS: 3, 5, 10 days; Expulsion   |
| Fire: Unauthorized use of fire.   | OSS, Expulsion, referral to authorities, restitution.   |
| Fireworks: Possession or use of fireworks, smoke bombs, or similar devices.   | OSS.  |
| Forgery: Passes, signatures, correspondence, etc.   | Detention, ADP, ISS, OSS.   |
| Gambling for money or valuables.  | Detention, confiscation of bets and gambling materials.   |
| Gangs and related activities.   | Conference, Detention, ADP, ISS, OSS, an alternative discipline, Expulsion.   |

|  |  |
|--|--|
| Harassment/Bullying.   | Warning/written notice, Detention, ADP, ISS, OSS, an alternative discipline, Expulsion. Written or verbal apology to victim. |
| Discrimination or Discriminatory language and actions directed at another student, staff, or visitor. Verbal, written, or telecommunication.   | OSS, Expulsion   |
| Harassment: Verbal or physical harassment of teachers or staff members on or off school grounds at any time or any place. ORC 3313.661, which states "Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee". | Detention, ADP, ISS, OSS, Expulsion, referral to authorities.  |
| Insubordination: Refusal to follow disciplinary request of teacher or staff member.  | Detention, ADP, ISS, OSS.  |
| Loitering: Students must not loiter in the restrooms; they are to use the restroom for the purpose intended and leave immediately thereafter.  | Detention, ADP, ISS  |
| Matches: possession of matches, lighters or incendiary agents.   | Detention, ADP, ISS  |
| PDA: Public Display of Affection.  | Warning, Parent Contact, Detention, ADP, ISS, OSS  |
| Pornographic materials.  | Confiscate; ADP, ISS, OSS.   |
| Profanity: obscene gestures:<br>1. In class or halls.<br>2. At teacher or staff member.  | 1. Detention, ADP, ISS, OSS.<br>2. OSS, 3-5 days.  |
| Removing, altering or falsifying any official school record or information.  | Detention, ADP, ISS, OSS.  |
| Sales: Unauthorized sales or distribution of any object, item or substance in or on property (without consent of administration).  | Warning and possible confiscation on first offense, ISS thereafter.  |
| Sexual Contact: Any physical contact or behavior of a sexual nature or intent such as exposing oneself or molesting or harassing of a person.  | Counseling, Detention, ADP, ISS, OSS, Expulsion; referral to authorities.  |
| Skippping Class/ leaving class without permission.   | Detention, ADP, ISS  |
| Substance Abuse: Violation of the Extracurricular Substance Use/Abuse Policy.  | Follow Extracurricular Policy<br>Denial of participation, OSS.   |
| Tardiness to school/class; early dismissals<br>1. Up to 3 times per quarter<br>2. Four to six times per quarter<br>3. Over six times per quarter   | 1. Warning.<br>2. ADP, each occurrence.<br>3. ISS, each occurrence.  |
| Theft: Unauthorized taking/possession of the property of another.  | Detention, ADP, ISS, OSS, referral to authorities.   |
| Threatening a staff member or teacher and/or Attempting to harm a teacher or staff member.   | OSS, Expulsion.  |
| Threatening students, extortion.   | Warning, Detention, ISS, OSS.  |
| Tobacco Use/Smoking: No student of any age may use, carry, conceal or distribute any tobacco products. Tobacco Use/Smoking policy also applies to possession/use of electronic cigarettes, vaping products, and any product of a similar nature that is intended to deliver/inhale a banned substance.         | Follow student substance use/abuse policy, OSS, Expulsion.   |
| Trespassing.   | Detention, ADP, ISS, OSS, referral to authorities.   |
| Unacceptable Behavior  | Detention, ADP, ISS, OSS.  |
| Unauthorized entry to school building/grounds.   | Detention, ISS, OSS.   |
| Vandalism:<br>1. Writing on walls, desks, etc.<br>2. Damaging the property of another on school grounds or at any school event.<br>3. Unnecessary fire extinguisher discharge.   | 1. Work assigned, Detention.<br>2. Cost of repair or replacement.<br>3. Cost of re-charging; suspension.                     |
| Weapons and/or look alike weapons  | Expulsion, referral to authorities.  |

"Detention" = During lunch period—at desk in cafeteria, office or classroom

"ADP" = after school detention at High School, Wednesdays 2:30-5:15 PM

"ISS" = In School Suspension

"OSS" = Out of School Suspension;

"Authorities" = law enforcement, courts, probation officer, truant officer, etc.

The Logan Elm Board of Education recognizes that a variety of problems may affect a student's progress and performance in the school setting. Such problems as use and/or abuse and/or dependency of alcohol or other drugs and involvement with dysfunctional families may require professional treatment or care.

### POLICIES AND DEFINITIONS

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations, under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products, electronic cigarettes/vaping devices and drug paraphernalia.

The Board wishes to emphasize the following requirements:

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

This policy shall be reviewed annually by appointed representatives of the Logan Elm Drug-Free Schools Advisory Committee.

#### 1. PRIMARY PREVENTION – LOGAN ELM LOCAL SCHOOLS WILL:

- A. Offer substance use/abuse prevention programs which complement the K-12 health course of study;
- B. Emphasize the promotion of positive self-image, coping skills, interpersonal relationships, valuing, decision-making and assertiveness;
- C. Continue to establish a caring school community with empathy, compassion and communication encouraged among administrators, teachers, parents and students;
- D. Promote integration of prevention concepts and strategies into other curriculum areas and extracurricular activities.
- E. Provide opportunities for staff and community awareness of chemical use and related problems;
- F. Provide opportunities for staff to develop skills for prevention, identification, intervention, referral, and follow-up;
- G. Identify resources for assistance/referral; and
- H. Continue to monitor substance use/abuse problems.

#### 2. IDENTIFICATION

While not trained to treat chemical dependency, as many staff members as possible are trained to recognize behaviors associated with substance abuse.

#### 3. INTERVENTION

If the situation indicates need, the student and his parent/guardian will be confronted with observed behaviors and the student will be referred for assessment. School policy will be followed if violations occur.

#### 4. FOLLOW-UP

School support/services will be available to the student on re-entry to the school setting. Communications between student, parent/guardian and school personnel will be encouraged.

#### DEFINITIONS:

**Controlled Substance:** A drug, compound, mixture or substance included in Schedule I, II, III, IV, V (Ohio Revised Code 3719.41). Included in these schedules are narcotic-opiates and their derivatives, hallucinogens, depressants and stimulants, as well as other substances.

#### **Counterfeit-controlled substance:**

1. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without authorization by the owner of the rights to such trademark;
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is processed, manufactured, packed, or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it or;
3. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, its labeling, markings, packaging, distribution or the price for which it is sold or offered for sale.

**Alcohol:** A colorless, volatile, flammable liquid that is the intoxicating agent in fermented and distilled liquors and is also used as a solvent.

**Tobacco/Nicotine:** Health professionals have determined that the use of tobacco products can be detrimental to one's health. The Board wishes to encourage good health practices among the students of this District. Therefore, the Board prohibits the smoking, use or possession of tobacco/nicotine in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, e-cigarettes, vaping products and any other forms of tobacco/nicotine by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District. Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the

standards of conduct is mandatory. Disciplinary measures taken against students for violations of this policy comply with the requirements of State law and related District policies.

Evidence of Use: Manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals about the person, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

Harmful Intoxicants: Any compound, mixture, preparation, or substance that gas, fumes, vapor of which can, when inhaled, induce intoxication, excitement, giddiness, irrational behavior, unconsciousness, asphyxiation, or other harmful physiological effects. This does not include beer or other intoxicating liquor.

Paraphernalia: Apparatus used in the use/abuse of drugs or other substances.

Nonalcoholic Beer/Wine: Non-alcohol products will be labeled as such by the manufacturer. May be in containers that resemble beer or wine containers, and may have the appearance and smell of beer or wine.

Illegal Substances: To include controlled substances, counterfeit controlled substances, alcohol, tobacco, nonalcoholic beer and wine, harmful intoxicants, and paraphernalia.

Non Prescription Medication: Any over the counter drug that has not been turned over to the office to be administered during the school day. This includes but is not limited to aspirin, throat spray, cold medication, etc.

Prescription Medication: Shall include all medicines prescribed by a physician or licensed prescriber.

Days: Shall be defined as school days.

## PROHIBITIONS AND PENALTIES

Logan Elm Local School District does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations, under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia. Any violation of the items described below is in violation to this section and is subject to penalty.

### USE AND POSSESSION

1. Students are prohibited from possessing (includes but is not limited to clothing, purses, wallets, lockers, and desks), buying, selling, using or transmitting any alcoholic beverages on any property owned by, leased by, or under the control of the Board, including vehicles used for the transportation of students, or at any school sponsored or sanctioned activity or event either within or away from the District.
2. Students are also prohibited from being under the influence of any alcoholic beverage on any property owned by, leased by or under the control of the Board, including the vehicles used for transportation of students, or any school-sponsored or sanctioned activity or event either within or away from the District.
3. The use, possession or purchase of nonalcoholic beer or wine, or containers labeled as nonalcoholic beer or wine is prohibited and is subject to the same penalties as the possession or use of alcohol within the scope of this policy.
4. Students are prohibited from possessing (including but not limited to clothing, purses, wallets, lockers and desks) buying, selling, using, or transmitting any illegal drugs, un-prescribed drugs, look-alike drugs or any mind-altering substance, included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products, on any property owned by, leased by, or under control of the Board, including vehicles used for the transportation of students, or at any school-sponsored or sanctioned activity or event within or away from the school district.
5. Drug paraphernalia or instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, charging devices/cords and any other items normally or actually used for the packaging, conveyance, dispensation, or use of drugs, is prohibited on any school property and will be subject to confiscation.

### VIOLATIONS - USE/POSSESSION

#### First Violation:

1. Personnel will seek emergency assistance as necessary.
2. Personnel will make all reasonable attempts to notify the parent/guardian for conference.
3. Principal will determine need to notify law enforcement authorities.
4. Student will be suspended for 10 days, to be reduced to 5 days if the student receives an assessment from a certified agency (list of agencies are available in the main office). The parent/guardian will sign a release of information form, and a written copy of the recommendations and progress reports will be sent to the school from the certified agency. Student will participate in student support groups as assigned.
5. Tobacco—Student will be suspended for 3 days, to be reduced to 1 day if the student receives an assessment from a certified agency (list of agencies is available in the office) or complete the District-provided tobacco use reduction program. The District-provided tobacco use reduction program may be used toward suspension reduction 1 time per school year, and only for the first tobacco suspension of the school year. The parent/guardian will sign a release of information form and a written copy of the recommendations/progress will be sent to the school from the certified agency. Students will participate in student support groups as assigned.
6. If a treatable problem is found, and agency recommendations are not followed, the Principal will impose the remainder of the suspension.
7. The Principal will send copies of all pertinent documents to the Superintendent of Schools,

#### Second/Subsequent Violation:

1. Personnel will seek emergency assistance as necessary.
2. Personnel will make all reasonable attempts to notify parents/guardian for conference.
3. Principal will determine need to notify law enforcement authorities. Student will be suspended for 10 days with the recommendation for expulsion and an assessment by a certified agency (list of agencies are available in the main office). No suspension reduction is available.
4. Tobacco—Student will be suspended for 5 days, to be reduced to 3 if the student receives an assessment from a certified agency (list of agencies is available in the office). The District-provided substance use reduction program will not be available for second and subsequent tobacco violations. The parent/guardian will sign a release of information form and a written copy of the recommendations/progress will be sent to the school from the certified agency. Students will participate in student support groups as assigned. If a treatable problem is found,

and agency recommendations are not followed, the Principal will impose the remainder of the suspension. No suspension reduction will be available for the 3<sup>rd</sup> and subsequent tobacco violations.

5. Principal will send copies of all pertinent documents to the Superintendent of Schools.

#### SELLING/DISTRIBUTING

Any student selling or distributing alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs or any mind-altering substance, controlled substances, nonalcoholic beers, steroids, tobacco and tobacco products, and drug paraphernalia on any property owned by, leased by, or under the control of the Board, including vehicles used for the transportation of students, or any school-sponsored or sanctioned event or activity within or away from the District, will be in violation of this section and subject to the following penalties:

1. Personnel will seek emergency assistance as necessary.
2. Personnel will make all reasonable attempts to notify parent/guardian for conference.
3. Principal will determine need for law enforcement authorities.
4. Student will be suspended 10 days with recommendation for expulsion and assessment by a certified/approved agency (see listing for acceptable agencies).

This section shall not apply to a practitioner, pharmacist, and owner of a pharmacy or other persons whose conduct is in accordance with Chapters 3715, 3719, 4715, 4729 and 4741 of the Ohio Revised Code.

In accordance with Section 2925.31 of the Ohio Revised Code, the following penalties relate to the abuse of harmful intoxicants:

1. Except for lawful research, clinical, medical, dental or veterinary purposes, no person with purpose to induce intoxication or similar physiological effects, shall obtain, possess or use a harmful intoxicant.
2. Whoever violates this section is guilty of abusing harmful intoxicants, a misdemeanor of the fourth degree. If the offender has previously been convicted of a drug abuse offense, abusing harmful intoxicants is a misdemeanor of the first degree.

It is recognized that the determination of the school authorities may be distinct and separate from any determination of the courts.

### **RESPONSIBILITIES**

#### Employees

When a school employee has reason to believe that a student has been involved in possession, misuse or selling of drugs and/or drug paraphernalia or instruments or in any other incidents, involving drugs, alcohol, nonalcoholic products, intoxicants, or tobacco, that employee is required to immediately report such incidents to the building administration.

#### School Administration

It is the responsibility of the school to inform students, staff and parents concerning the substance policy of this District annually.

#### Students

Students are to be responsible for understanding the Substance Use/Abuse Policy and services available to them. The student has the responsibility to use this information in making decisions about substance use.

#### Parents

The Logan Elm Local School District recognizes that parents/guardians have the primary responsibility for their children. The link between school and parents is the child. The effectiveness of this policy can only be achieved by the cooperative effort of the family and the school to meet the needs of the student.

### **DUE PROCESS**

When a school staff member has reason to believe that a student is in violation of the Substance Use/Abuse Policy, the following action will be taken:

1. If the student is in need of medical attention, the school nurse and/or the medical emergency squad will be notified to render medical attention. In the case of a medical emergency when the parent/guardian cannot be contacted, the person on the student's emergency medical form will be notified.
2. Attempt to notify parent/guardian for conference with school officials.
3. When appropriate, the student will be brought to the school official who will inform him of the alleged offense, the evidence to support the allegations and the disciplinary penalty which may apply.
4. The school official will make a decision on the case.
5. School officials will notify law enforcement agencies as appropriate.

### **SEARCHES**

When a staff member has reason to believe that illegal substances or potentially harmful substances or drug paraphernalia or instruments are concealed in/on school property, to include but not limited to lockers, desks, or similar property, or on a student or in his personal property, to include but not limited to purses, wallets or book bags, the following will apply:

1. School property: including but not limited to lockers, desks or similar property, will be considered "public" rather than private and will be subject to search by school officials at any time without notice.
2. Personal searches: when the possession of illegal substances or dangerous items is suspected to be on a student or in his personal property, including but not limited to purses, wallets or book bags, the school official may ask the student to reveal the item suspected to be on the person or in the personal property if the school official has reasonable suspicion that the student has possession of illegal substances or evidence of conduct prohibited by this policy or the general student discipline code.

McDowell Middle School has the following interscholastic teams: Fall—Cross Country, Volleyball, Football, Cheerleading; Winter—Basketball, Cheerleading, Wrestling; Spring—Track, Baseball, Softball. Please refer to Athletic Handbook for a more detailed explanation of procedures and requirements

### HEALTH INSURANCE

All athletes must have a physical on file at the school and complete all of the FinalForms information online prior to tryouts and/or the official start date of the sport they wish to participate in.

The athlete must be covered by either the school accident insurance program or an insurance waiver, signed by a parent, stating that he is covered by another insurance program. Forms for both of these are available from coaches and the office. The regular school insurance program provides for school-time or twenty-four-hour coverage and covers all school activities except football. There is a separate charge for football insurance.

### INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

Interscholastic extracurricular activities are defined as school-sponsored student activities involving more than one school or school.

In order to meet academic eligibility requirements, student athletes in grades 7 & 8 must meet the following requirements:

Students entering 7<sup>th</sup> grade for the first time will be eligible for the first grading period, regardless of the previous academic achievement

In order to be eligible, students in 7<sup>th</sup> and 8<sup>th</sup> grades must currently be enrolled in school the immediately preceding grading period and receive passing grades during that grading period in a minimum of five of the subjects in which the student receives grades.

A student enrolled in the first grading period after advancement from the 8<sup>th</sup> grade must have passed a minimum of 5 subjects carried in the preceding grading period in which the student was enrolled.

The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics.

**For students entering as a freshman:** Students must meet athletic eligibility requirements that are set by OHSA and the Local Board of Education.

### ATHLETIC CONTESTS AND ATTENDANCE

In order to participate in practice or contest, an athlete must be in regular school attendance, which means the student must be at school in attendance by 8:30 am on regular school days and at 10:05 am on 2-hour delay days. An athlete may not participate on a day when not in full attendance because of illness. Absence in special situations such as funerals, weddings, medical appointments etc., would be acceptable but should be arranged ahead of time. In order for college visits to be excused, they must be prearranged following the prearranged absence policy. Staying out of school for work or "needed at home" would not be acceptable. An athlete not in full attendance the day following a competition may be ineligible to participate in the next competition. On days with a "2-hour delay" start, athletes must be in attendance at 10:05 a.m. in order to be eligible to participate.

### PARTICIPATION FEES

There is a participation fee of \$60.00 for each sport in which an athlete participates. This is to be paid in the office before the first team contest. There will be no refunds given after the first contest. There is a limit of \$120 in participation fees per student per year. If free and reduced lunch paperwork is submitted to the school and the student qualifies, that will be applied towards participation fees for sports as well.

### EXTRACURRICULAR SUBSTANCE USE/ABUSE POLICY

#### USING OR POSSESSING OR UNDER THE INFLUENCE

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

Any student using, possessing or being under the influence of: alcoholic beverages, illegal drugs, non-prescribed drugs, look-alike drugs, mind-altering substance, including any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco/nicotine and tobacco/nicotine products (e-cigs, juuls, vaping, etc.), and drug paraphernalia, shall be denied the right to participate in games, competitions, contests, or other events connected with extracurricular activities. This rule is to be in effect and enforced 12 months of the year.

#### FIRST VIOLATION

##### ILLEGAL DRUGS/ALCOHOL

A. Student will be denied the right to participate in games, contests, competitions, or events for the amount of 100% of the state scheduled contest. All rules and requirements of the activity MUST BE followed by the student during this period. They may be present at all such events if so arranged by the student and the coach or advisor, but may not participate.

B. If the student and parent/guardian agree to assessment and follow-up by a certified agency, the denial of right to participate will be 50% of the state scheduled contest in length. Refusal or failure to follow through with assessment and recommendations shall result in the student serving the balance of the school year denial of right to participate.

C. If the first violation occurs before the first day of May of a given school year, the denial of right to participate shall expire on the last day of that school year. If the first violation occurs on or after the first day of May of a given school year, the denial of the right to participate shall extend into the next school year.

D. Students may use a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to use or possession of tobacco, alcohol, and other controlled or non-controlled substances, instruments or paraphernalia. A voluntary referral may be made by the student, by her or his immediate family, or by a fellow student. Such referrals can be made to a coach, teacher, guidance counselor, Safe and Drug-Free Schools Counselor, or athletic trainer who in turn must immediately notify an appropriate administrator. A student may use the option of voluntary referral once at the middle school level and once at the high school level as long as there have been no previous violations of any portion of the Athletic Code.

If a student uses the voluntary referral opportunity to seek assistance with dealing with alcohol or other drug use, and if the student agreed to participate in approved assessment and treatment, there shall be no denial of participation from athletic activities.

A voluntary referral cannot be used by a student participant as a method of avoiding the consequences of the Student Code of Conduct or the Athletic Code. All voluntary referrals must occur before any verification of a violation of the Student Code of Conduct or the Athletic Code by a school employee, coach or policy. Any involvement by law enforcement officials negates the option of voluntary referral.

If the option of voluntary referral has been used during grades 7-8 or grades 9-12 and a student participant again violates any part of the Athletic Code, the second violation will be viewed as a "second offense."

#### **TOBACCO**

Student will be denied the right to participate in games, contests, competitions, or events for the amount of 10% of the state scheduled contests. All rules and requirements of the activity MUST BE followed by the student during this period. They may be present at all such events if so arranged by the student and the coach or advisor, but may not participate. There will be no reduction of consequence.

#### **SECOND/SUBSEQUENT VIOLATIONS**

##### **ILLEGAL DRUGS/ALCOHOL**

Student will be denied the right to participate in extracurricular activities for a period of one calendar year. THE EXCEPTION BEING: If the second violation occurs one calendar year or more after the violation, then it shall be treated as a first violation.

#### **TOBACCO**

Each subsequent violation of the tobacco policy will result in additional denial of participation:

Second offense – 20% of state scheduled contests

Third offense – 50% of state scheduled contests

### **CONDUCT UNBECOMING**

In addition to the foregoing regulations, the following actions are not acceptable: unsportsmanlike conduct of any nature; failure to follow coach's instructions; swearing or use of profanity; violation of individual team rules, such as curfew; unexcused absence from practice; improper use of social media, sexting, bullying, harassment; or other actions which could discredit the team or school. The coach and administration will evaluate these actions on an individual basis and initiate appropriate disciplinary measures. These disciplinary measures may result in denial of participation up to 100% of the scheduled contests.

## **VIII.**

### **STUDENT TRANSPORTATION**

#### **RESPONSIBILITY OF STUDENTS**

1. Students shall arrive at the bus stop before the bus is scheduled to arrive. Appropriate behavior is expected at each stop.
2. Students must go directly to an assigned seat and remain seated keeping aisles and exits clear.
3. Students must follow the school student code of conduct and obey the driver.
4. Students shall not eat or drink on the bus.
5. Students may carry on the bus only objects that can be held in their laps.
6. Students must leave or board the bus at locations to which they have been assigned. A parental note is permitted to receive a bus pass from administration for drop off at another location, provided the location is on the assigned bus and route of the student. No passes will be given for a student to ride a different bus than assigned.
7. Students shall not put head or arms out of the bus windows.
8. Throwing objects on the bus will result in immediate suspension from the bus.

Students will not be permitted to take on the bus animals, firearms, ammunition, explosives, glass, alcohol, tobacco or illegal substances or other dangerous materials or objects which interfere with the safe operations of the bus.

**Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed. The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.**

## APPENDIX A

### Logan Elm Local School District ACCEPTABLE USE POLICY For Internet/School District Computer Network

The Logan Elm Local School District is very pleased to be able to offer our students access to the latest computer technology, including access to the Internet and the Logan Elm Schools local computer network. Access to these networks allows students to conduct research on an almost limitless range of subjects and to utilize resources, such as the Library of Congress and university libraries, which would otherwise be unavailable to them. These networks also allow students to communicate with other students throughout the country and to participate in valuable educational projects.

Unfortunately, the great potential of computer networks is not always used in a positive and constructive way. The Internet, in particular, has been subject to some abuses because it is simply a system of interconnected computers, which is not controlled by any country or organization. Therefore, it is possible to find material on the Internet which would be highly offensive to most people, such as obscene material (pornography), "hate groups", propaganda, insulting or harassing messages, and fraudulent commercial offers. In certain instances, the Internet and commercial online services (such as America Online) have been used by criminals to seek out children for illegal purposes.

On the whole, we believe that the tremendous value of the Internet as an educational resource far outweighs any possible risks. Almost all of these risks can be avoided by simply using common sense. However, because of legitimate concerns which parents may have, we believe that parents should have the opportunity to deny permission for Internet access if that is their wish. We have adopted the following Acceptable Use Policy (AUP), which we are asking all parents to read and all students to sign, before a student is given access.

#### ACCEPTABLE USE POLICY

##### 1. Acceptable Uses; Limitations

Computer networks shall be used solely for academic purposes or other purposes, which support the educational mission of the Logan Elm School District. Computer networks may NOT be used for illegal activities, transmitting or receiving sexually-oriented materials, commercial activity, political activity, personal use, entertainment, accessing unauthorized computers, promoting any illegal activity, or promoting the use of drugs, alcohol, or tobacco. The School District reserves the right to determine what constitutes acceptable use and to limit computer access to such uses. The School District also reserves the right to limit the time of access and to establish priorities among competing acceptable uses.

##### 2. Security and Safety

The Internet and other computer networks may obtain information and images, which are obscene, offensive, false, fraudulent, or illegal. Other persons using a computer network may also be attempting to exploit children and other users. For these reasons, users:

- should not reveal real names, address, phone numbers, or other personally identifiable information of themselves or others without the express permission of a supervising teacher,
- should not participate in any real-time communications (such as "chat rooms") without the express permission of a supervising teacher,
- should not agree to meet any person contacted through a computer network without parental permission,
- shall inform his/her teacher of any sexually oriented messages or unsolicited requests for personal information about a student,
- should exit immediately from any site containing sexually explicit material or other material deemed inappropriate under this policy,
- should only use email accounts that are provided by the school district. Students are not to use other email services on their school issued device.

\*Users shall protect their passwords and account numbers and may not allow other persons to use their passwords and/or account numbers.

##### 3. Responsibilities of Users

It shall be the responsibility of the user:

- to use the network only for appropriate purposes,
- to notify a teacher or administrator of computer or network malfunctions,
- to reimburse the School District for any damage or loss incurred as a result of inappropriate use,
- to be a courteous computer user by avoiding the use of language which is obscene, vulgar, abusive, or disrespectful,
- to avoid any use or practice which interferes with the use of the network by others,
- to respect the privacy of other computer users to the maximum extent possible,
- at Logan Elm High School, to limit printing up to 5 pages per day for school related projects. A ten cent fee will be assessed per page beyond 5 pages.

##### 4. General Prohibitions

- may not violate any copyright laws,
- may not engage in the unauthorized copying of files, programs, or other software,
- may not engage in any form of plagiarism,
- may not write to any directory other than their own without permission of the supervising teacher,
- may not delete or modify any system files,
- may not engage in any interference/sabotage/vandalism of others' computers or software (such as "hacking," "spamming," or virus copying),
- may not download any files without permission from the supervising teacher.

##### 5. Loss of Privileges

Computer network access is a privilege and not a right. Any person who engages in an inappropriate use or violates any other provision of this policy may have his/her access privileges suspended or revoked without notice. Violations of this policy may also be punishable under the Student Discipline Policy.

#### Disclaimer of Liability

The School District shall not be responsible for any material encountered on a computer network which may be deemed objectionable to a student or his/her parents, for any inaccurate information disseminated over the network, for any hostile or injurious actions of third parties encountered through a computer network, for any charges incurred by the user of a computer network without prior permission, or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network

## **APPENDIX B**

### **Logan Elm Local School District Bring Your Own Technology Policy**

The District recognizes the importance of technology and the educational benefits available through the use of technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with District instructional objectives, and with approval of the building principal.

All personal electronic devices must be used in a responsible and legal manner. Students using their own devices are subject to the District Acceptable Use Policy EDE, Computer/Online Services (Acceptable Use and Internet Safety), Guideline EDE-G, and Board approved BYOT guidelines, all other Board policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal electronic devices in the classroom and/or disciplinary action as appropriate.

The following personal electronic devices are approved:

1. Laptop computers
2. Tablet PCs
3. Cell phones
4. E-readers

Students at the Logan Elm High School and McDowell Middle School are permitted to use approved personal electronic devices for educational purposes under the direction of a classroom teacher and approval from the principal.

Students using their personal electronic device may access only the wireless Internet provided by the District. The District provided Internet access is filtered in compliance with the Children's Internet Protection Act. Internet access from outside sources allowing for 3G or 4G access is not permitted on school grounds in order to promote safe, filtered Internet access.

BYOT activities are implemented at the discretion of classroom teachers and building principal and the approval from building principal and Superintendent/designee. When personal electronic devices are used to enhance learning in the classroom, students without a personal electronic device will be provided access to an appropriate District-owned digital device.

Violations of any board policies, guidelines, student code of conduct, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action. The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with board policies.

#### **BRING YOUR OWN TECHNOLOGY (BYOT) PROGRAM GUIDELINES:**

The use of an approved personal electronic device (PED) is a privilege, and students may be denied access at any time. Students wishing to participate in the Bring your Own Technology program must comply with the following guidelines and procedures. Students:

- must abide by the District's Computer Network and Internet Acceptable Use Policy (AUP) and Regulations, and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.
- are responsible for ensuring the safety of their own PED. The District is not responsible for the loss or theft of a PED, nor are they responsible for any damage done to the PED while at school or on school transportation.
- understand that their PED must contain "school-appropriate" skins (decals) and other custom touches that will physically identify your device from others. Additionally, "school-appropriate" protective cases for a student's PED are encouraged.
- will use approved PED only for an educational purpose, and only when directed by a classroom teacher or administrator.
- must keep PED turned off when not directed to use them.
- may not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty, or staff without explicit permission given by the subject of the photo or video.
- are not to use the PED in a manner that is disruptive to the educational environment.
- exhibiting harassing, intimidating behavior or found bullying through the use of a PED are subject to discipline under the District Hazing and Bullying policy and procedures.
- understand that the PED must be in good working order for instructional use.
- are responsible for servicing their PED. The District will not service, repair or maintain any non-district owned technology brought to, and used at school by students.
- are responsible for all data charges related to the use of their PED.
- only access files on the computer or Internet sites, which are relevant to the classroom curriculum.
- acknowledge that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- understand that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- realize that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.

- the school district has the right to collect and examine any PED that is suspected of causing problems, or was the source of an attack or virus infection.
- understand that printing from a PED will not be possible at school.
- understand that his/her district network "account" (and files within) will not be accessible from any PED.
- Students must charge their PED prior to arriving at school. Students will not be allowed to charge their PED at school.
- Principal has the right to modify this policy at any time in order to provide a positive learning environment.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop/device privileges, as well as other disciplinary action.

**DENIAL:** If you do NOT wish for your child to participate in BYOT and/or use any personal technology equipment/devices at school, please contact the building principal.

## APPENDIX C

### Logan Elm Local School District Denial of Permission to Release Directory Information Without Prior Consent

Dear Parent:

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theater presentations of this District.

Directory information includes the following kinds of information:

1. student's name
2. student's address
3. student's date and place of birth
4. participation in officially recognized activities and sports
5. student's achievement awards or honors
6. student's weight and height, if a member of an athletic team
7. major field of study
8. dates of attendance ("from and to" dates of enrollment)
9. date of graduation

Please circle the specific categories of information, if any, listed above that you do not wish to be released without your specific prior written permission.

\_\_\_\_\_ The release of all directory information is denied.

This form must be completed and returned to the principal within 10 days after publication of the notice on "Directory Information" if the release of specific directory information is denied.

|                          |                 |                |   |
|--------------------------|-----------------|----------------|---|
| _____<br>Name of Student | _____<br>School | _____<br>Grade | _____<br>Parent's/Guardian's Signature Date |
|--------------------------|-----------------|----------------|---|

## APPROVAL OF HANDBOOKS

In order that pertinent Board policies, regulations and school rules are known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks as necessary. Handbooks are distributed to students at the beginning of each school year and it is the responsibility of the students and their parents to review and become familiar with all policies and rules contained in the handbooks.

It is essential that the contents of all handbooks conform to District wide policies and regulations and that all handbooks bearing the name of the District be of a quality that reflect credit on the District. Student handbooks should be consistent by both grade and building levels. Administrators at all levels should review handbooks for consistency. The Board approves all handbooks prior to publication.

The Board reviews and approves the handbooks in order that the contents are accorded the legal status of Board-approved policies and regulations. The Superintendent uses his/her judgment as to whether other specific handbooks need Board approval.

All handbooks published are to be made available to the Board for informational purposes.