BLOOM-CARROLL MIDDLE SCHOOL 2025-2026 HANDBOOK

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Student/Parent Handbook

Bloom-Carroll Middle School (BCMS)
School year 2025-2026

STUDENTS:
Welcome to Bloom-Carroll Middle School. We aim to assist you in developing into a more educated, mature and responsible person as a result of your experience here. We also believe that your contributions will enhance our school community.

This handbook is provided to serve as a guide concerning the operations and expectations of our school. The material covered is provided in order for students and parents to be informed of school policies and procedures. If you have questions or comments about Bloom-Carroll Middle School, we encourage you to consult teachers, the counselor and/or the principal. We will do our best to provide a safe and friendly educational environment.

Our vision statement to be the "model school district for excellence" encompasses all stakeholders in the educational process. Thus, you as a student must accept your responsibility and commit yourself to doing your best. Conversely, our educators and employees will be held to high expectations in order to uphold our end of the commitment.

Your middle school experience is designed to help you become competent in functional skills, prepared for the next academic or occupational level, and aware of the necessity to develop habits and skills that will lead to a healthy and safe life as a capable and productive citizen. In order to develop these characteristics, you must be willing to work hard, and we encourage you to become involved in the curricular, and extra-curricular activities the school has to offer. Ultimately, you will need to learn and practice self-discipline, values and decision-making ability in order to be successful.

Because the educational program at Bloom-Carroll Middle School is designed to provide an atmosphere in which students may develop mentally, physically, emotionally, and socially, we are committed to providing multiple educational opportunities and experiences. However, we recognize that the final responsibility for learning rests with you. Our best advice is that you will only get out of your experience what you are willing to put into it. Good luck this school year, and accept the challenge to be the best student you can be.

PARENTS:
This handbook is provided to serve as a guide concerning the operations and expectations of our school. The material covered is provided in order for students and parents to be informed of school policies and procedures. Additionally, this handbook should answer many commonly asked questions that you and your child may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. If you have questions or comments about Bloom-Carroll Middle School, we encourage you to consult teachers, the counselor and/or the principal. We will do our best to provide a safe and friendly educational environment.

Please take the time to become familiar with the following information and keep the handbook available for your use. This information is valuable and serves to eliminate and avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, please contact the school secretary, the guidance counselor, or the principal. This handbook supersedes all prior handbooks, and other written material on the same subjects.

MISSION STATEMENT

OUR STUDENTS · THEIR FUTURES · OUR FOCUS

VISION STATEMENT

TO BE THE MODEL SCHOOL DISTRICT FOR EXCELLENCE IN STUDENT SUCCESS, OPPORTUNITIES, AND SAFETY, EXEMPLIFIED THROUGH OUR COMMITMENT TO OUR STUDENTS' EDUCATIONAL EXPERIENCES.

BCMS SCHOOL RULES

1. Be prepared and on time!
    a. Students should be where they belong at all times.
    b. Class materials and errands should be retrieved during class change.
    c. Restroom usage should be during class change. (Notify your next period teacher if time is a concern.)
    d. Be in assigned area ready to start when the bell rings.
    e. Be prepared for class. (Have all necessary items.)
    f. Tardiness to class will be documented. (5 regular class tardies per quarter will equal a detention.)
    g. Students are to remain in their class until dismissed by the teacher.
2. Behave and dress appropriately!
    a. Inappropriate language / gestures / drawings / verbal harassment / physical harassment or other communications will not be tolerated.
    b. Running, yelling, pushing, shouting, congregating or acting in a dangerous manner will not be tolerated.
    c. Electronic devices are to be managed in accordance with the rules set forth in this handbook. Teachers and administration have the right to prohibit the use of cell phones during the school day and/or have them placed in a designated area during the school day.
    d. Students may be allowed to carry book bags in the halls at the discretion of the principal and into classrooms at the discretion of the teacher based on location and safety of the classroom. Oversized book bags, purses, and gym bags will not be permitted if they create a safety or evacuation concern.
    e. Coats, hats or hoods are not to be worn.
    f. Courteous and respectful behavior toward others is expected. This is especially true for students towards staff members. Students should raise their hand in class and be acknowledged before speaking, stay in their seat until permission has been granted to leave, and follow instructions of staff members. This includes lunch monitor personnel, secretaries, custodial staff, and any other employees of Bloom-Carroll schools.
    g. Writing and passing of notes is not permitted.
    h. No food or drink is permitted outside of the cafeteria unless approved by the appropriate staff members. Water is permitted but must be in a non-breakable container.
    i. Vending machines are not to be used during school hours or after school for students riding a bus.
    j. The dress code is detailed in Section IV. The principal does reserve the right to judge what is appropriate.
    k. Trash should be disposed of properly, and students are responsible for taking care of school property.
    l. Public displays of affection or lewd behavior will not be tolerated.
    m. Students may not sell items or use school grounds as a place of business unless permission is granted by the principal.
3. Do your best!

Middle School Contact Information

Principal	Chad Young	chad.young@bloomcarroll.org	(740) 756-9231
Assistant Principal	Scott Matchett	scott.matchett@bloomcarroll.org	(740) 756-9231
MS Secretary	Kellie Shonk	kellie.shonk@bloomcarroll.org	(740) 756-9231
Activities Director	Larry Herges	larry.herges@bloomcarroll.org	(740) 756-9704
Guidance Counselor	Trenton Brooks	trenton.brooks@bloomcarroll.org	(740) 756-9734
Transportation Supervisor	Carmen Spelman	carmen.spelman@bloomcarroll.org	(740) 756-9703
Superintendent of Schools	Shawn Haughn	shawn.haughn@bloomcarroll.org	(740) 756-9700
Superintendent's Administrative Assistant	Jennifer Luckhaupt	jennifer.luckhaupt@bloomcarroll.org	(740) 756-9700

Middle School Fax: (740) 756-7466

SECTION I – GENERAL INFORMATION

ACCIDENTS
A student involved in an accident on school property should immediately notify the teacher in charge, the nearest available staff personnel or the office. Appropriate action will be taken and proper notifications and referrals made.

BCMS REGULAR HOURS & LENGTH OF SCHOOL DAY
During a normal school day, the hours the building will be open are from 7:00 AM to 3:15 PM. All students must attend classes for a full day. Individual cases may warrant adjustments to meet student needs. Such needs must be documented by an IEP, physician, etc.

BLOOM-CARROLL MIDDLE SCHOOL CELL PHONE/ELECTRONIC DEVICE POLICY

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, Bloom-Carroll Middle School has determined the use of cell phones by students during school hours should be limited.

I. RESEARCH - Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.
II. APPLICABILITY - This policy applies to the use of cell phones by students while on school property.
III. USE OF CELL PHONES - **Students are prohibited from using cell phones during the instructional hours of 7:30am to 2:10pm**. Smartwatches should be in airplane mode and not used for communication purposes. Headphones/pods are to be used for educational purposes only with student Chromebooks. Students needing to contact parents may do so via email or call from the office phone.
IV. EXCEPTION - Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern if the school board receives a written statement from the student's physician requiring such use. Other exceptions must be approved by the administration.
V. CELL PHONE STORAGE - The expectation is for students to turn off phones and leave them in their bookbags or lockers. They are not to be carried "on their person."
VI. DISCIPLINE - If a student violates this policy, a teacher or administrator shall take the following progressive disciplinary measures:

1. Verbal warning and require the student to store the student's cell phone in accordance with this policy.
2. Teachers may require students to securely store the student's cell phone in a controlled bin, or teacher's desk on a daily basis as determined by the teacher.
3. Place the student's cell phone in the school's central office for the remainder of the school day.
4. Place the student's cell phone in the school's central office daily for a period of days/weeks to be determined by the administration. Administration shall contact student's parent or guardian to discuss the student's cell phone use.
5. For blatant disregard for the policy and/or insubordination towards staff, discipline may include detention, Saturday/Wednesday School, ISS, OSS.

THE BLOOM-CARROLL GUIDE TO USING AI WISELY
Consistent with our mission, we recognize the opportunities of Artificial Intelligence (AI) technologies, and seek to prepare students for a world where such tools will be ever-present. However, it may not always be clear how or when these technologies can be used to assist with classroom assignments and homework. The following guidelines will help you determine when it is appropriate and inappropriate to use AI in courses at Bloom-Carroll.

1. **Check the syllabus**. Your teacher will indicate when and how AI technologies can be used for various assignments, and it may change from course to course and assignment-to-assignment.
2. **Ask your teacher**. If it is not clear to you from the syllabus or assignment instructions, do not assume it is okay to use AI. Using AI without permission could result in violations of our code of conduct, which may have severe consequences on your academic standing.
3. **Use AI as a tool, not a replacement**. Use AI to enhance your work, not as a substitute for your own thinking and creativity. AI-generated work might make a good starting place, but for the assignment to be your work, you must verify information, analyze the relevance of the content, and revise the work to reflect your own unique arguments and perspectives.
4. **Be aware of the limitations of AI.** AI tools can be useful for generating content, but they are not always accurate. They also reflect cultural biases and beliefs. As a student, you must learn to assess the value and credibility of information, no matter the source.

5. **Verify the content**. Because AI has limitations, verifying the accuracy of any AI-generated content before using it is essential. Compare it with other sources for accuracy.
6. **Be transparent**. If you use AI-generated content in your work, credit the tool used and never represent AI-generated material as your original work.

Keep in mind that failing to follow these guidelines on the use of AI in completing assignments could result in violations of the code of conduct with all the potential consequences, including possible failure on the assignment or in the course.
As a learning community, we encourage you to engage in discussions, both in and outside the classroom, on how AI is impacting your education, career fields, and even the very way we live, learn and work. Reflect on the skills needed in the age of AI and how to best learn those skills while still a student at Bloom-Carroll. Use AI wisely to enhance and deepen your learning, not circumvent it, to innovate, create and tackle complex problems, not to replace your own critical thinking and judgment.

CHANGE OF ADDRESS
Day-to-day business and emergency situations often make it necessary to contact the home of the student. It is important that any change of address or telephone number be reported to the office.

EMERGENCY PROCEDURES
Fire, tornado and lock-down drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and uses the appropriate procedure correctly and as quickly as possible. School personnel will provide the students with directions and instructions.

ILLNESS
If a student becomes ill during school, he/she must inform their teacher and then report to the middle school office. The student WILL NOT REMAIN IN THE RESTROOM, LOCKER ROOM OR ELSEWHERE. Should it be necessary for the student to go home, the parent or guardian will be contacted by either office personnel or the school nurse. Once the legal guardian arrives at BCMS and signs for the student, the student will be released to their care. The school nurse will be contacted by office personnel, when warranted, to assist with student illnesses. (NO STUDENT WILL LEAVE THE SCHOOL PREMISES BECAUSE OF ILLNESS WITHOUT PROPERLY CHECKING OUT THROUGH THE OFFICE.)

INCENTIVE PROGRAMS:
As educators, we at BCMS want to promote and reward students who demonstrate school core values. Our goal is to increase attendance, maximize student effort, and decrease incidents of poor or undesirable behavior. To accomplish these goals, we plan to continue our incentive programs for students and reward them at the end of each semester. In an effort to have a fair program, we are establishing measurable and definitive boundaries. To participate in these programs, a student must be a full-time student and attend BCMS for more than half of the semester. The criteria listed below will be used to clarify, account for and determine eligibility.

Note: The principal does reserve the right to deny participation for an incentive event and make final decisions. The actual activity will be determined each semester and students/parents will be informed.

Incentive Activity: The incentive activities and dates will be determined during the course of each year. Participants may have to pay a portion of the trip cost.
Qualifying requirements for the trip:
1. 18.4 hours (equal to 3 full days) or less of absences for the semester (Excused or Unexcused)
2. 2 or less "Warning Slips" for the semester
3. 3 or fewer tardies to school for the semester
4. Zero discipline infractions – detentions or higher

*All requirements are in effect until the "final check"

Incentive Clarifications:
1. Attendance - (Excused or unexcused) The state does not differentiate why a student is out of school; therefore, we must accurately report student attendance.
2. Warning slips may be given by teachers and it is the student's responsibility to give their copy to a parent.
3. Zero Discipline Problems – Anything that is a detention or greater. To be determined by the principal.

HONOR ROLLS
Principal's Honor Roll – Any student receiving a 90% or higher in every subject for which a percentage grade is given shall be placed on the Principal's Honor Roll for that nine-week period.
Distinguished Honor Roll – Any student whose average percentage grades are 90% or higher during a nine-week period for which a percentage grade is given during the nine-week period shall be on the Distinguished Honor Roll for that nine-week period. Any grade below an 80% will disqualify the student from the Distinguished Honor Roll.

Honor Roll – Any student whose average percentage is 80% -89% during the nine-week period for which a percentage grade is given during the nine-week period shall be placed on the Honor Roll for that nine-week period. Any grade below a 70% will disqualify the student from the Honor Roll.
*Any student determined guilty of cheating by a teacher or principal shall be removed from the Honor Roll for that nine-week period. This policy governs the elementary, middle and high schools.

Students of the Month
In an attempt to get more recognition for our students, we have expanded our student of the month program. For each designated month, two students from each middle school grade will be recognized for this award. We will have a male and female student recognized, and the individuals will be selected by the faculty. A special recognition will be awarded to one student of the month from each designated month. (The principal will make this selection.)

LIBRARY PROCEDURES: The library will be available to all students desiring to use the facility. While in the library, all students are subject to the procedures as they are posted. Students signing out library materials are expected to return borrowed materials on or before the designated due date. Students who fail to return library materials will be charged a replacement fee to cover the lost material(s) or a small overdue fee as determined by the librarian.

LOST AND FOUND: Students who find lost articles are asked to bring them to the office where they can be claimed by the owner. Valuable articles should be given directly to the building secretary for students to claim by identifying the item(s). Those students who have lost articles should come into the office to claim their possessions as soon as possible. Should the article not be in the office, please check again within a few days. We will hold onto all articles for two weeks. Any unclaimed items will be donated to charity.

PARENTAL CONFERENCES & ACCESS: Twice a year, parent/teacher conferences are provided for parents to meet with teachers to share information and to discuss the progress of students. We highly encourage parents who have concerns to participate. BCMS utilizes Google Classroom and ProgressBook which are on-line programs that allow students and parents daily access to view grades, attendance and assignments. Additional progress monitoring will be in accordance with Board Policy IKAB. The program also provides email addresses, contact information and additional information for each student. We believe this program allows for positive interaction between parents and students while helping the student to gain responsibility for his/her academic choices and actions. Should additional consultation be necessary, teachers are available for independent conferences by arranged appointments. Please contact the guidance counselor, Trenton Brooks, at 740/756-9231 to arrange a personal conference.

CONTROLLED SUBSTANCES: Because of the Board's commitment to provide a safe environment, no individual shall distribute, possess, or use any narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, on school grounds or at any school activity. The Board also prohibits the use and possession of legally acquired marijuana on school grounds or at any school activity.

RECORDS: Student files contain information necessary to record the experience of the student while enrolled in school. Students' school records will be made available to the students' parents, legal guardian or the student himself/herself if 18 years of age or over, within 45 days from the time of request. The principal, or his/her designee, should be present to explain any aspect of the records to the parents. Parents or students requesting personal copies of school records may be charged a fee of 10 cents per page for copies of these records.

No personal information from the students' files will be released without the written consent of the parents or students, if 18 or older, to any individual, agency or organization other than the following:
-Other school officials, including teachers within the educational institute or local educational agency who have legitimate education interests;
-Officials of other school systems in which the student intends to enroll;
-Officials representing government agencies or courts; or
-Directory information will not be released.

All individuals, except BC School officials who have a legitimate educational interest, desiring access to the records shall sign a School Board Access Request, which shall be kept in the students' records for inspection by the parent or student only. No person shall release or permit access to the names or other personally identifiable information about students for use in a profit-making activity.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records. Hopefully, all concerns can be resolved with the building principal. Parents may request a hearing with the superintendent.

Final Forms: Parents of students who are returning to Bloom Carroll are required to annually sign the following forms in Final Forms: ***Contact Information, Emergency Medical, and associated Medical Forms***. Any time a parent changes information in Final Forms, they are required to re-sign the form in which the changes were made. For example, if a parent changes their address in Final Forms, they must sign the contact information form acknowledging those changes. Any address or phone number changes must also be reported to Michelle Scott, District Registrar.

All new students are required to have Final Forms completed prior to registering. The link to Final Forms can be found at https://bloomcarroll-oh.finalforms.com. Parents will need to have a valid email address and an account in Final Forms in order to complete this electronic process.

Information placed in a student record shall include the following:

A. Identification data (names, addresses of parents or legal guardians);
B. Birth date;
C. Sex;
D. Social security number;
E. Transcript of academic work completed;
F. Level of achievement (grades, standardized achievement test scores, rank in class and GPA);
G. Dates of enrollment, graduation and/or withdrawal;
H. Immunization records; and
I. Other pertinent data

Bloom-Carroll Local School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Education Record Privacy and Disclosure of Directory Information

Annual Notice of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records, including:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit a written request that identifies the records they wish to inspect. The District will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. The District is not required to provide copies of records.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to amend their child's or their education record should submit a written request clearly identifying the part of the record they want changed and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests, such as a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the District also discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office, U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosure of Directory Information

Consistent with FERPA, the District may disclose appropriately designated "directory information" without prior written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the District to include information from your/your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, school email addresses, and telephone listings – unless parents/eligible students have advised the District that they do not want their/their student's information disclosed without prior written consent.

If you do not want District to disclose any or all of the types of information designated below as directory information from your/your child's education records without prior written consent, you must notify the District in writing within two-weeks receipt of this notice, by contacting Treasurer Travis Bigam (travis.bigam@bloomcarroll.org).

The District has designated the following information as directory information:

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

SCHOOL CLOSING OR DELAYED OPENING: In the event of inclement weather, school closings or delays may occur. Our automated notification system will notify parents via phone, email, or text of closings or delays. The choice of notification is designated by each individual account. This information is also available via local media outlets.

1) There shall be no extra-curricular events including athletic practices or games at the middle school level when school is dismissed early because of weather conditions.
2) There shall be no extra-curricular practices/games/events at the middle school level when school is cancelled due to weather conditions. Under rare circumstances, exceptions could occur and these may proceed as scheduled if weather conditions allow for safe travel for spectators and athletes. Decisions will be made in collaboration with Athletic Director and Principals in consultation with the Superintendent.

Should the opening of school be delayed, one of two schedules will be followed:

A. One hour delayed opening - the buses will pick up students approximately one hour later than usual. School will begin at 8:30 AM.
B. Two hour delayed opening - the buses will pick up students approximately two hours later than usual. School will begin at 9:30 AM.

When school is on a delayed opening, try to watch closely for the bus and allow consideration that the bus may be early or late in picking up students. Your constant watch for the bus approaching will assure you that you haven't missed it.

SCHOOL DANCES: School dances are intended to provide a positive and enjoyable atmosphere for our students. While encouraging social interaction, we will protect the safety and dignity of all in attendance by eliminating any/all inappropriate behavior. This includes public displays of affection and certain inappropriate and sexually suggestive dancing styles. Students refusing to adhere to this will be removed from the event and attendance at subsequent events may be restricted. Additionally, all school rules, apply at middle school dances. Only BCMS students are permitted to attend and must have been in school the day of the dance or have principal approval prior to attending.

SCHOOL PROPERTY: Student assistance in maintaining a clean, attractive building and grounds helps promote the fine reputation associated with BC's academic and extra-curricular programs.

Equipment issued to students as a part of the regular school or extra-curricular program must be returned in its original condition, allowing for normal wear. Students responsible for losing, damaging or destroying school property will be charged the current replacement cost or current repair charges necessary to return the property to its original condition.

Failure to pay the assessed charges for lost, damaged or destroyed school property may result in the withholding of student grade cards, student graduation diplomas and/or transcripts indicating courses completed or credit earned.

Students shall be notified when nonpayment of charges for lost, damaged or destroyed school property will result in the actions listed above and shall have the right to an informal hearing with a building administrator to discuss the situation.

Students involved in the deliberate defacing or vandalism of school property may be subject to serious disciplinary action in addition to the assessment of charges necessary to restore the property to its original condition. Remember, the condition of the building reflects the image of the student. BE PROUD OF YOUR SCHOOL!!!

SIGNS: Only approved BCMS organizations or groups may post signs on school grounds. Signs posted must be in good taste and removed immediately following the activity promoted. Under special conditions, the principal may grant permission for outside organizations to post signs in the cafeteria and/or on the bulletin board outside the office area.

TELEPHONES: In case of illness, accident or other such situations, the office will contact the involved student's parent/guardian. **Office telephones are not for student's personal use.** Students may use the office phone to contact their parent/guardian during their lunch or study hall periods or for emergency purposes after obtaining permission from the teacher.

VENDING MACHINES: Vending machines are not to be used prior to or during school hours. They are provided for after-school student activities and events. Drinks and candy are not to be consumed during the school day. Items purchased through the vending machines may be eaten after school. No items are to be taken to classrooms or on busses.

VISITORS: All visitors must sign in at the office and be given a visitor's pass. Except for preapproved situations, visitors will not be permitted to attend BCMS classes or activities during the regular school day. NO VISITOR(S) FROM ANOTHER AREA SCHOOL WILL BE PERMITTED TO VISIT WHEN THEIR SCHOOL IS NOT IN SESSION.

WITHDRAWAL OR TRANSFER

A. Upon determination of a date for withdrawal or transfer to another school, the student should take the following actions;
B. Obtain the proper withdrawal form from the guidance office with parent/guardian present for signature;
C. Have the form completed and signed by each teacher; return all books and other materials and pay all fines and fees owed; and
D. Return the completed form to the office for final clearance by the principal and/or guidance counselor(s) and release from BCMS.

SECTION II – ACADEMICS

G.P.A. (Grade Point Average): The G.P.A. is cumulative from ninth through twelfth grade and includes middle school courses designated for high school credit. A final grade is defined as the percentage grade achieved at the completion of the course for which credit is awarded. The final percentage grade earned for credit is converted to a letter grade. This letter grade is then given a numerical value on a 4.00 scale (A=4.00, B=3.00, C=2.00, D=1.00, F=0.00.) G.P.A.'s are recalculated at the end of each school year, taking into account the appropriate credits offered for each course. A student's G.P.A. is revised in high school each year to reflect the current standing and class rank based on the number of students in the class.

For further information on the method of calculating G.P.A., students are encouraged to discuss this with their guidance counselor.

GRADING AND CLASS STANDING

Grades at BCMS are calculated on a numerical or alphabetical basis. The following scale will be used to interpret those grades:

A =	90-100
B =	80- 89
C =	70- 79
D =	60- 69
F =	0- 59

In the averaging of grades for class standing, all classes that issue a percentage grade will be used.

GRADUATION REQUIREMENTS for High School

All graduation and high school requirements are addressed in the high school student handbook. If a student is taking courses for high school credit, please refer to the high school handbook for any clarifications.

GUIDANCE: The guidance program is organized to help students help themselves. Students will be encouraged to discover and understand their abilities, aptitudes, interests and potential limitations. The guidance counselor will be available and students are

invited to schedule appointments. Every attempt will be made to talk with students as soon as possible and emergency needs will be handled on a special basis.

STATE MANDATED TESTING at the middle school: All students will participate in testing as mandated by the Ohio Department of Education and the school-wide testing program.

ENRICHMENT COURSES: Students will be identified for enrichment courses as defined by the board policy (File IGBB). The District's service plan at the middle school level delivers gifted services through enrichment or accelerated classes in all core subject areas for grades 6, 7, and 8. Placement in the enrichment classes shall be determined by scores obtained from the Northwest Evaluation Association MAP Assessment, administered by the district in Kindergarten through grade 5, and/or the InView Test administered by the district in grades 2 and 5. Additionally, the district accepts scores on assessment instruments approved for use by ODE that are provided by other school districts and trained personnel outside the district. Students must earn one of the following scores to qualify for these services:

- A score in the 95th percentile or higher in the specific academic area on a nationally-normed state-approved achievement test.

OR

- A score in the 85th percentile or higher in the specific academic area on an achievement test ***and*** be identified as superior cognitive.

Students who meet the criteria as described above will be offered the choice of enrolling in the enrichment and/or accelerated class or the regular academic class. *(Please note that the enrichment and/or accelerated classes are only offered at one time during the school day, therefore conflicts may arise with specific individual choices.)*

COLLEGE CREDIT PLUS (Please refer to Policy IGCH-R for complete information): The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by February 1 of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.
Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1 of the year in which the student wishes to enroll and may submit written notice as early as February 15. Failure to inform the principal of intent to participate by the April 1 deadline shall result in the student having to secure written permission from the principal in order to participate in the program. If the principal denies a student's request for written permission, the student may appeal to the Superintendent. The Superintendent's decision is final.

PROMOTION POLICY: Promotion and the retention of students will be in accordance with Board Policy IKE. The decision to promote a student or retain a student in a grade is made on the basis of the following factors. The teacher takes into consideration: reading skills, mental ability, age, physical maturity, emotional and social development, social issues, home conditions, and grade average. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor, and principal for placement. Student may also be promoted at the discretion of the principal.

INDEPENDENT READING PROGRAM: BCMS students will be expected to participate in the Independent Reading Program (IR). A portion of each student's language arts grade will come from the IR Program. A majority of the independent reading can be done during intervention periods. Students are expected to read during assigned reading times even if they have met their goal for the quarter. Students will receive the expectations from their Language Arts teachers to set a goal for the number of books/novels/articles, etc. to read for the grading period.

SCHEDULE CHANGE POLICY: Due to the commitments for staff assignments and the ordering of supplies and texts, student changes will not be permitted except in unusual circumstances. Acceptable reasons for changes are as follows:

A. Correction of errors;
B. Changes necessitated by failure;
C. Subject level adjustments (teacher recommended);
D. Addition of a class; and/or
E. Class size balancing.

Request for schedule changes must;

A. Be submitted to the guidance counselor in writing.
B. Have a parent/guardian signature.

To add or drop classes;

A. A request concerning a yearlong class must be submitted in the first two weeks of school.
B. A request concerning a semester course must be submitted in the initial first week of the semester.

The following rules apply:

A. No schedule change will become final until approved by a counselor; and
B. Parent approval is required for all changes.

Note: Availability of all courses at Bloom-Carroll is subject to change without notice. Minimum enrollment requirements, teacher availability and/or scheduling conflicts may affect course offerings.

SCHOLASTIC AWARDS: An awards ceremony will be held each spring to honor students who have demonstrated outstanding academic achievement and to promote academic excellence at BCMS.

TEXTBOOKS: Most textbooks are furnished by the school and are issued to the student at the beginning of the course. Students are responsible for the care of that book until it is returned at the termination of that course. Any costs incurred through loss or damage of texts will be assumed by the student. Failure to pay assessed charges may result in the withholding of student grade cards, student graduation diplomas and/or transcripts showing courses completed or credits earned.

Child Abuse Prevention Education Notice (S.B. 288 134 G.A.)

Grades K-6: Ohio law requires schools to provide students in kindergarten through sixth grade with developmentally appropriate instruction in child sexual abuse prevention. The instruction must include information about counseling and other resources for students who are sexually abused. Under the law, the information provided is legally prohibited from being connected in any way to any individual or entity that provides, promotes, counsels, or makes referrals for abortion services or related services.

As a parent or guardian, you have the right to inspect the instructional materials that will be used for the child sexual abuse prevention instruction. To do so, please send a request by email to your building's principal. Additionally, if you do not wish your child to receive the instruction in child sexual abuse prevention, you may opt them out. To do so, please provide written notice to the building principal.

Grades 7-12: Sexual Violence Prevention Education Notice (S.B. 288 134 G.A.)

Ohio law requires schools to provide students in grades seven through twelve with developmentally appropriate instruction in sexual violence prevention. Under the new law, the information provided is legally prohibited from being connected in any way to any individual or entity that provides, promotes, counsels, or makes referrals for abortion services or related services.

As a parent or guardian, you have the right to inspect the instructional materials that will be used for the sexual violence prevention lessons. To do so, please send a request by email to your building's principal.

Additionally, if you do not wish your child to receive the instruction in sexual violence prevention, you may opt them out. To do so, please provide written notice to the building principal.

SECTION III – STUDENT ACTIVITIES

Cafeteria Prices:

Breakfast prices and lunch prices are posted on the school website. Menus are also posted on the website.

PaySchools Central: For customer convenience, BCMS would like to remind everyone of the **PaySchools Central** system the School District has in place. Parents/guardians may use the **PaySchools Central:** system for online payment of school lunches, class fees and pay to participate fees. This service is credit or debit card friendly and works through a secure website. Parents are able to access the website from a link on our school website.

Cash: Cash is an acceptable form of payment.

General Operations of the Cafeteria: Students do not have to buy a lunch to be allowed to buy extra items. This also applies to students who bring their lunch to school.

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the district.

Students need to be considerate and respectful of fellow students, lunch monitors, and the cooks.

Additional information regarding free & reduced meal applications, and meal charging procedures are posted on the school website under the tab: DISTRICT > DEPARTMENTS > FOOD SERVICE

Cafeteria Rules:

A. Do not cut in line.
B. Have your money out, ready and unfolded when you get to the cashier.
C. Large bills of money may not be changed at the beginning of the line.
D. All food must be eaten in the cafeteria area unless approved by principal.
E. All students should clean up their table and floor area before leaving the cafeteria.
F. Deposit all litter and waste in appropriate wastebaskets.

CLOSED LUNCH PERIOD:

BCMS has a closed lunch period. Thus, if a student chooses to eat, they must either purchase a cafeteria lunch or bring a sack lunch from home. Students are not permitted to leave the school grounds. If a parent desires to take a student out for lunch they may do so during their students lunch period; however, the parent must sign their student out at the office and return them before their next period begins. The student must sign back into school, in the office, before returning to class. Additional time out during lunch will be considered and recorded as absent for the time out of school. Students must be accompanied by their parent/guardian during this time. Parents are permitted to bring/eat lunch with their child in the cafeteria. Food delivery services are not permitted to bring food to the school for students.

For school records:

1. A student must bring a note to the office requesting permission to go to lunch with a parent/guardian.
2. The student must return to school from eating on time.

Activities During Lunch:

Outside During Lunch

1. Half of the students will eat while the other half goes to recess. Students will switch at the halfway mark of the period.
2. Students need to walk (no running) and are required to use the crosswalk or designated pathways to get to the play areas.
3. Lunch bags are to be placed in the specified designated area.
4. Students must stay within the boundaries of the area designated by the lunch monitors. This may vary depending on weather and other activities. The lunch monitor/principal has final determination.
5. No rough play.
6. No food or candy outside except when approved by the principal.
7. No excessive horseplay. (Pushing, throwing objects other than balls, no kicking balls into crowds, no unwarranted touching, no spitting, etc.)

Inside Recess

1. Students should be in designated area.
2. There is to be no running, chasing, playing tag, hitting each other, kicking, etc.
3. All lunch bags are to be placed in a specified designated area.
4. No food or candy in any area outside of cafeteria.
5. No excessive horseplay. (Pushing, throwing objects, no kicking balls, no unwarranted touching, no spitting, etc.)

SECTION IV – STUDENT ATTENDANCE AND CODE OF CONDUCT

Policy: The Bloom-Carroll Local School District is committed to providing the best possible education for its students. Being in class every day helps the students do their best. When students are absent, they miss class instruction and discussion. Make-up work cannot provide all the information that was missed. Therefore, all students are urged to plan personal appointments/errands outside of school times. These activities include dental appointments, personal errands, shopping, etc.

Excused Absences

The following are reasons for which students may be excused:

1. Personal Illness – Parent notification may be utilized for up to 72 hours (approximately 12 school days). Additional absences will require verification from a health professional other than a parent/guardian.
2. Illness in the Family – necessitating the presence of the child
3. Medical Appointment
4. Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. Observance of up to three religious expression days per school year in accordance with ORC 3320.04 (Does not count toward Chronic Absence)

6. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
7. 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;
8. Absences due to a student being homeless or
9. As determined by the Superintendent.

Parental permission SHALL NOT make an absence excused unless it meets the criteria set forth under Excusable, Approved Absences. A student who is absent from school without a parent's knowledge shall be required to make up time missed immediately.

The Board does not believe that students should be excused from school for non-emergency trips out of the district. Children who are taken out of school for trips or vacations for 3 or more days must have prior permission by the administration. The parent/student will be responsible to arrange for this, and they must not expect any work missed to be re-taught by the teacher. If arrangements are not made before the trip, and with the teachers, the student will be expected to make up the work upon return to class.

ALL ABSENCES THAT DO NOT MEET ALL OF THE ABOVE REQUIREMENTS WILL BE UNEXCUSED.

Reporting a Student Absent In accordance with the state law (Missing Child Act – Ohio Revised Code 33.3.205), parents or guardians are required to call the attendance office no later than 7:50 AM to report their child absent that day – voicemail is available 24 hours a day by calling 740/756-9231 or 614/837-6205 and leaving the following information:
1. the student's name,
2. the reason for the absence,
3. the name/relationship of the person calling, and
4. a number where you can be reached if necessary. If an absence has not been reported, an automated call of your child's absence will be made within 120 minutes of the start of the school day.

Statements for Habitual Truancy

1. If a student is absent 30 or more consecutive school hours, absent 42 or more hours in one month without a legitimate excuse, or absent 72 or more hours in one year will be considered "habitual truancy," and appropriate authorities will be contacted.
2. After 72 hours of absences which are not accompanied by a doctor/dentist note, absences will be recorded as unexcused. This applies even if a parent calls or writes an excusal note.

Notification of Chronic Absences (Effective 9/30/2025)

As part of Ohio's updated attendance laws (House Bill 96), BCLSD is required to notify families when a student is at risk of becoming chronically absent. Under the law, a student is considered chronically absent when they miss 10% or more of the total required instructional hours for the school year regardless of whether absences are excused or unexcused, including medical absences.

Notifications of chronic absences will be sent at 45 hours and again at 72 hours. If attendance concerns continue, the District may follow up with additional support and suggested intervention.

Attendance Review: A BCMS administrator or the Guidance Counselor will review all absences and make the appropriate contacts to rectify the situation.

Perfect Attendance: Perfect attendance is recognized as students with precise accountability, exactness and flawlessness of record. The student is in school every second of every day. Thus, early dismissals, late arrivals or having an excuse of some type to be out of the building does count against this award. (School-sponsored field trips are considered being present at school.)

Planned Absences: Planned absences in excess of three days must be approved at least one week in advance by the principal. Responsibility for making up work lies with the student as follows: Homework will be made up after returning from vacation. If a teacher can provide work before the child leaves, they may do so, but parents need to realize that this may not be practical. After returning from vacation, all work that the student needs will be provided with a due date designated by the teacher.

Note: Vacation days count towards excused days allowed by parental notification. Additionally, although "Take Your Child to Work Day" is not considered a vacation day, a child must have fewer than twelve absences to participate.

The following are considered planned absences:

1. Early Dismissal – students needing to leave school early must present a note from the parent to the office between 7:05 AM and 7:30 AM. Upon return to school, documentation of the appointment must be provided.
2. Family Vacations – It is recognized that employers cannot always grant vacation time that falls within the school summer vacation or holidays. In order for families to be together, some family trips may need to be scheduled during school time. However, if a note from a parent is provided at least one week in advance of the vacation, a vacation form will be issued to the student allowing them to get scheduled work from their teachers. The student will then have until the date they return to school to present their work to their teacher for a grade. It is the student's responsibility to get the vacation form and get assignments from their teachers. Once this form has been completed, the student should bring it to the office to be copied and placed in their file.
3. Other – In certain instances, approval may be given in advance for absences if determined by the principal/assistant principal to be appropriate.

Truancy: A student who is absent from school without the consent of his/her parent(s) or guardian is considered truant. A student who fails to bring a written excuse from his/her parent(s) or guardian when returning to school following an absence will be considered truant if parental contact has not been made on the day of the absence.

Truancy from a class or school will not be tolerated and will result in the following disciplinary action:
1. For each day of truancy, the student will be assigned an 8-hour Extended School Day. For a one-half day of truancy, the student will receive a 4-hour Extended School Day. Consequences of repeat offenders will include In-School Alternative Placement, and/or Extended School Day.

Truancy Policy

The Bloom-Carroll Board of Education endeavors to reduce truancy through cooperation with parents, investigating the causes of absences and the use of strict guidelines in regard to tardiness and unexcused absence.

When the Board's designee determines that a student has been truant, and the parent, guardian or other person having care of a child has failed to ensure the child's attendance in school, State law authorizes that the Board or designee may require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

As per Board policy, the designated office (principal) must investigate any case of supposed truancy within the district and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being truant.

A "habitual truant" child of compulsory school age (6-18) who is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification.

For correction of the "habitually truant" the Board's designee may 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 Principal/Assistant Principal or may file a complaint with the Juvenile Court.

Other intervention strategies that may be included when available areas follows:
1. Providing counseling for a habitual truant.
2. Requesting or requiring a parent having control of a habitual truant to attend parental involvement programs.
3. Requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs.

Make-Up-Work: Regular attendance is mandatory. However, if illness or other excused absences causes a student to miss school or classes, it is the STUDENT'S responsibility to make arrangements to make up the work missed. The following guidelines only apply for work that is missed for excused absences from school/classroom. 16 The teacher and student will set a time for all work to be completed. The time allotted to make up the missing assignments should not exceed the time the other students had to complete the same assignment(s) (Saturday and Sundays are included for make-up days). No make-up work shall extend beyond 10 school days, and any work not made up within the time allowable shall be recorded as a failing grade. When requesting missed (class) assignments, please allow one full day for each day missed for collection of materials from teachers. Books and

work may be picked up in the middle school office. Please note: homework and assignments may also be posted on Teachers' Google Classrooms.

Tardies

1. School begins at 7:30 AM. If you arrive after 7:30 AM or are in the building and arrive to class after the tardy bell, you are tardy to school and must sign in at the office and have a pass in order to get into class.
2. Parent-Excused Tardy - A student's parent or guardian is permitted to excuse their son/daughter once per nineweek grading period. The parent must notify the school, and upon the student's arrival, a note must be presented to the office.
3. Any school tardy due to a medical or dental appointment and accompanied by a doctor or dentist note will be excused.
4. Any other school tardy will be coded as unexcused.
5. Repeated tardiness is defined as a student who has been tardy (unexcused) four or more times during a given semester.
6. The following will apply to repeated unexcused tardiness to school:

I. 4th tardy – meeting with principal/assistant principal and parent notification
II. 5th tardy- detention
III. 6th tardy – detention
IV. 7th and 8th tardy-1-hour Extended School Day
V. 9th and 10th tardy - 2-hour Extended School Day
VI. If the behavior does not improve, additional discipline may be applied

BEHAVIOR AT PUBLIC PERFORMANCES: Students are reminded that their behavior at public performances relates directly to them personally, the entire student body and the community. Inappropriate behavior at school-sponsored performances/events is subject to school disciplinary action, the same as during the normal school day.

CODE OF CONDUCT

Student Rules of Conduct: 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: 1) misconduct by a student that occurs off school district property but is connected to activities of incidents that have occurred on school district property; and 2) 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.

Expectations

It is the goal of Bloom-Carroll Local Schools to help prepare students to become responsible school and community citizens by learning to conduct themselves in a manner acceptable by established standards. The District believes that the best form of discipline is self-imposed, and that young people must assume responsibility for their behavior and be willing to accept consequences for violations of those established standards.

Required Behaviors

Bloom-Carroll Middle School students will be required to behave as follows:

A. Abide by national, state and local laws as well as school rules;
B. Respect the personal rights and property of others;
C. Act respectfully and courteously to adults and other students;
D. Be prompt to school and attentive in class;
E. Cooperate with others while working toward common goals;
F. Complete assigned tasks on time and as directed;
G. Work to maintain a school environment that is friendly, safe and productive;
H. Act in a manner that reflects pride in self, family, community and school;
I. Obey legal authority on school grounds and at school activities in other communities.

Bloom-Carroll Local Schools will not tolerate any form of violence, disruption, inappropriate behavior or truancy. In addition to disciplinary action specified in handbooks, the District Administration shall develop strategies that will prevent students from demonstrating prohibited behavior. In most cases of inappropriate student behavior, one or more of the following disciplinary procedures will be administered:

A. Conference involving any combination of parents, teachers, principal and student;
B. Detention;
C. Extended School Day (Monday - Saturday 1-4 hours);

D. In-School Alternative Placement;
E. Out-of-School suspension;
F. Other necessary and appropriate action as determined by the principal.

Prohibited Behaviors

1. Use of Drugs: Narcotics/Controlled Substances, Alcoholic Beverages, Stimulant Drugs, Prescription Drugs, Over-the-Counter Medications, Mind Altering Substances, Nonalcoholic Beer, or any drug paraphernalia During any hours a student is on school premises, or authorized transportation, or any school sponsored activity held on or off the school premises, students shall not knowingly possess, use, sell, offer to sell, offer to purchase, supply, or transmit; alcohol, nonalcoholic beer, and/or other drugs or drug paraphernalia including but not limited to over-the-counter medications, caffeine pills, cold medicines, herbal supplements, vitamins, inhalants, and controlled substances. Students who possess large sums of money may cause the administration to have reasonable suspicion of drug related activities.

Possession—includes, without limitation, retention on the student person, in purses, wallets, lockers, desks, backpacks, bags, automobiles parked on home school property or at any other school while in attendance of a school function.
Use of—is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for the particular student. Use also includes consuming any amount of alcohol or drugs prior to attending school or a school related activity through admission or detection. Drugs/Drug paraphernalia—includes, without limitations, steroids, poisonous intoxicants, anabolic steroids, or any other body building drugs, look-a-like substances, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, and prescription drugs, (unless prescription was authorized by a licensed physician, and drugs are kept in the original container. The original container must contain the student's name and the directions for the proper use of the medication.), or any drug type paraphernalia. All medicine will be kept in the nurse's office.
A. Distributing, selling, or offering to sell drugs or alcohol - A student shall not have in his/her possession a quantity that can be construed as being possessed for sale or transmittal by that student.
B. Counterfeit Controlled Substances - A student shall not possess, make, conceal, supply, transmit, sell or offer to sell, give, or deliver a counterfeit controlled substance. "Possession." A student shall not directly or indirectly represent or describe a "counterfeit controlled substance" as a "controlled substance."

1. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark.
3. Any substance that is represented to be a controlled substance, but in fact is not a controlled substance, or is different than the substance being represented.
4. 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 or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
5. The use, possession (including being under the influence), and/or distribution of supplements/herbal remedies, including CBD oils, is prohibited. Students with a prescription for FDA-approved medication, including CBD products, should follow the directives of District's medication policy (JHCD & JHCD-R-1).

2. **Use of Tobacco**: Students shall not possess, use or distribute tobacco in any form including but not limited to cigarettes, tobacco, snuff/dip, nicotine, e-cigarettes (vapor-pens), alternative-nicotine products, lighters or any look-a-like substance that could reasonably be considered a tobacco product, whether the substance contains nicotine or not, on school premises, or in transportation to and from school premises. Students found in possession, use, or distribution of products or substances derived from or containing any amount of any cannabinoid, marijuana, THC, hemp, cannabis sativa L, or CBD is subject to discipline under this section of the Code of Conduct.

3. **Student Demonstration/Disruption:** Students are guaranteed their right to freedom of expression; however, any expression that disrupts school activity, or infringes on the rights of others, will not be tolerated.

4. **Possession of a Weapon or Dangerous Object:** A student shall not possess, transmit or conceal a dangerous weapon, dangerous instrument, ammunition or look-alike counterfeit weapon or instrument. Such items include, but are not limited to, explosives, fireworks, mace, firearms, knives, shotgun shells, gun ammunition or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns or any object a reasonable person might consider, under the circumstances, a weapon or dangerous instrument.

5. **Purposely Setting a Fire:** Setting a fire or possessing elements that could result in a fire or endangering of school property

and its occupants is prohibited. Such possession may result in student expulsion. *Reminder - pulling a fire alarm is against the law.

6. **Fighting:** Fighting with, hitting or striking in any manner a staff member, student or other persons associated with the District, which may or may not cause injury, is prohibited. Any such violation may result in suspension, expulsion and filing of criminal charges.

7. **Threats:** Any verbal, profane, nonverbal or other non-contact action considered to be threatening to any staff, student or other District personnel is prohibited.

8. **Extortion:** Any use of threat, intimidation, force or deception to acquire anything from another person is prohibited.

9. **Gambling:** Any form of gambling, including, but not limited to, casual betting, betting pools and organized sports betting is prohibited. Any student betting on an activity of which they are a part shall be permanently banned from that activity.

10. **Falsification of Forms or Identification:** Forgery or falsification of school documents such as hall passes, bus passes, permission forms, parent notes, etc., is prohibited.

11. **Cheating/Plagiarism:** Academic dishonesty, such as cheating, plagiarizing and/or copying, is prohibited – this includes using Generative Artificial Intelligence (AI) to produce student work and take credit as their own. This includes any attempt to assist others to engage in prohibited behavior. Violations will result in loss of assignment credit and may lead to denial of credit for the class.

Cheating Policy:

I. Each teacher should
   - A. Provide specific information to students concerning violations and penalties the first day of class.
   - B. Explain rationale for enforcement:
     - i. Honesty (present original work); and
     - ii. Promoting scholarship.
   - C. Supervise testing situation closely:
     - i. Circulate
     - ii. Assign appropriate seating; and
     - iii. Question suspicious behavior (private conference).

II. Proposed Standards
   - A. First offense – Student receives a detention, a “0” for the assignment, and must call parents.
   - B. Second offense – Student receives a two-hour Wednesday/Saturday school, a “0” on the assignment, and must call parent
   - C. Third offense –The student receives a four-hour Wednesday/Saturday school, a “0” on the assignment, and must call home.

12. **False Alarms/False Reports:** False alarms or reports, such as fire alarms, false 911 calls, installing the door barricades, or other reports that endanger persons in the building, responding authorities or persons in the community, are violations of law and strictly prohibited.

13. **Explosives:** Any explosive object, such as fireworks, smoke bombs, small firecrackers, poppers or chemical chain reaction items, are prohibited.

14. **Trespassing:** Public facilities and schools are allowed by law to restrict access to property. When a student has been removed, suspended, expelled or permanently banned from school, he/she may not be on school property without the principal’s permission. Non-students who drop off or pick up students before, during and after school are to remain in their vehicles and leave immediately after dismissal.

15. **Theft:** Theft of personal or school property is prohibited and a violation of law. Students are encouraged not to bring items of value to school that are not required for the educational process without prior approval by the principal. Bloom-Carroll Local Schools is not responsible for personal property.

16. **Disobedience/Insubordination:** By law, school personnel direct and oversee students as a parent would. If given a reasonable directive, students are expected to comply. Disobedience/insubordination will result in disciplinary action.

17**. Disrespect:** The use of abusive or obscene language toward another student, school employee or person on Bloom-Carroll property that is deemed offensive, including obscene gestures and indecent exposure, is prohibited. Also, any action taken towards another individual that involves hitting, unwanted/non-incidental touching, biting, scratching, poking with an object/body part, kicking, and spitting on one of the following; another person, their belongings, their food, or any other item. Additionally, the sending, showing, or posting of pictures/text via electronic means which are sexually explicit, inappropriate in nature, or deemed offensive by school personnel may be subject to disciplinary action. Such acts may be subject to disciplinary action even if they occur outside of the school setting. The determining factor for warranting disciplinary action, from the school, will be based on whether the introduction of the material disrupts the educational environment, disrupts the operational procedures of the school, poses a threat to students/staff, or is illegal. This may include but not be limited to messages/pictures/postings. The behaviors listed and any other behaviors of similar delineation are unacceptable and prohibited.

18. **Vandalism/Damaging Property:** Vandalism, damaging or any disregard for school or private property of students, staff or community residents is prohibited.

19. **Persistent/Chronic Tardiness or Absence**: Students are required by law to be in attendance at school, all day, or provide a legitimate excuse. Establishing good attendance habits serves the student lifelong in the work world. Violations of the school attendance policy may include detention, suspension, expulsion, court referral, loss of credit and/or loss of driver's license. ****See School Attendance Policy****

20. **Unauthorized/Improper Use of Facility/Property:** Students are prohibited from using school facilities or property without the permission or supervision by school personnel. Students are prohibited from misuse or improper use of facilities or property.

21. **Refusal to Accept Discipline:** Informal discipline, such as detention or Extended School Day, may be used to enforce the Student Code of Conduct. Refusal to accept informal discipline will result in stronger disciplinary actions, including suspension, expulsion or the filing of criminal charges.

22. **Displays of Affection:** Open display of affection during school or school-sponsored events is inappropriate and prohibited.

23. **Violation of Classroom Rules:** Each classroom is a separate learning environment. Individual classroom rules are provided for the safe and orderly operation of that environment. Students will be advised of all classroom and individual rules. All classroom rules will be consistent with school policy.

24. **Disruption of the Educational Process:** Actions that interfere with the conduct of the educational process are prohibited. Such actions would include inappropriate dress, delay of assembly, field trips, extracurricular activities or prevention of instruction. This also includes the interruption of class time due to the need for interviews to explore and detail situations involving inappropriate behavior or code of conduct violations.

25. **Refusal to do Classroom Work:** Students will be prepared for class with all necessary equipment, e.g., pencil, paper, etc. Students are to follow teacher directives, completing homework and assignments with the best effort. Unacceptable classroom behavior would include loafing/sleeping in class and refusal to work on assigned work.

26. **Hazing:** Students are prohibited from engaging in any act of coercion or initiation that creates any risk of mental or physical harm to any person. Consent, permission or assumption of risk by an individual subjected to hazing does not diminish this prohibition.

27. **Motor Vehicles:** Middle school students are not permitted to drive to school even if they have a valid driver's license and are of age.

28. **Endangering Another Student**: A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonable be anticipated to cause physical injury to another student may be suspended from school.

29. **Harassment:** Bloom-Carroll Schools believe that every individual deserves to be able to attend school without fear of action that is demeaning. The harassment of students, staff or other individuals is prohibited. Harassment may take many forms, including, but not limited to, the following:

Electronic Off-Campus Harassment: "Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communications device, Facebook, Snapchat, or any other electronic means." Bloom-Carroll School District prohibits the acts of harassment, intimidation, or bullying of any student; on school property, on a school bus, at a school event, or if the harassment, intimidation, or bullying materially or substantially disrupts the educational environment and discipline of the school, off property and expressly providing for the possibility of suspension of a student found guilty of

harassment, intimidation, or bullying by an electronic act." Any student who creates inappropriate AI (Artificial Intelligence) generated images of other students or staff members are subject to suspension and expulsion. The creation, possession, or distribution of images involving pornographic content will result in notification to law enforcement and/or protective services.

Sexual Harassment

A. **Verbal:** The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, bullying or threats to a fellow student, staff member or other person associated with the District.
B. **Nonverbal:** Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, bullying leering, whistling and the like to a fellow student, staff member or other person associated with the District.
C. **Physical:** Any intimidating, bullying or disparaging actions, such as hitting, hissing or spitting on a fellow student, staff member or other person associated with the District.
D. Questions regarding sexual harassment please contact Steve Spangler, the Bloom-Carroll Local School District Title IX Coordinator at steve.spangler@bloomcarroll.org

Gender/Ethnic/Religious/Disability Harassment

A. **Verbal:**
   1. Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member or other person associated with the District.
   2. Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with the District by refusing to have any form of social interaction with the person.
B. **Non-verbal:**
   Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the District.
C. **Physical:**
   Any intimidating or disparaging action, such as hitting, hissing or spitting on a fellow student, staff member or other person associated with the District.

HAZING AND BULLYING **JFCF**

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 the 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.

[Adopted July 8, 2002]
[Last Revised December 10, 2018]

HAZING AND BULLYING **JFCF-R**

The prohibition against hazing, dating violence**,** harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
   A. posting slurs on web sites, social networking sites, blogs or personal online journals;

B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying, and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints: Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation or bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints: Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints: Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence**.**

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation: The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are

investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of harassment, hazing, intimidation and/or bullying were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Non-Disciplinary Interventions: When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions: When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors. Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.
[Approval date: July 8, 2008]
[Re-approval date: November 29, 2010] Bloom-Carroll Local School District, Carroll, Ohio

SAFER OHIO SCHOOL TIP LINE

The Safer Ohio School Tip Line is a free safety resource available to all Ohio schools. The tip line is an anonymous reporting system that accepts both calls and texts 24 hours a day. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student. Things to report to the tip line include (but are not limited to):

Bullying incidents; Withdrawn student behaviors; Verbal or written threats observed toward students, faculty or schools; Weapon/suspicious devices on or near school grounds; Gang related activities; Unusual/suspicious behavior of students or staff; Self-harm or suicidal sentiments; and any other school safety related concerns.

Every tip can remain anonymous. School safety analysts may ask for additional information, but the caller can remain secret or leave his or her contact information for later follow-up. Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts within Ohio Homeland Security. If action is needed, the analysts immediately forward information to local school officials, law enforcement agencies and the Ohio School Safety Center (OSSC) for action and follow up.

The OSSC partners with the Ohio Department of Education to follow up with affected school and law enforcement agencies to make sure that the incident is investigated, action is taken and resources and supports are provided when necessary.

BEFORE SCHOOL EXPECTATIONS: Upon arriving to school each morning, students are to enter the building and wait in the gymnasium until 7:20 AM. At 7:20 AM a bell will ring and students may go to their lockers. After retrieving items from the lockers, students are to report to their first period class. Students arriving after 7:30 AM will report to the office and sign in. Students are not permitted to stay outside the building, leave the school grounds or congregate in the hallways or other place else on school property.

AFTER-SCHOOL EXPECTATIONS: Students staying after school for extra help or an intervention period must report to a teacher prior to (2:20 PM) and sign in with the teacher and remain under the supervision of the staff member until released to catch his/her ride home.

If students are not participating in an intervention period, they are to ride the bus after school.

Students remaining after school for extracurricular activities are to report directly to the activity. If the activity is at a later time, the student must go home and return to the activity later. If the school offers an after-school program, a student staying after school must report to the after-school program until his or her activity starts.

Students are not permitted to congregate inside/outside on school property after school unless the student is directly supervised by a coach/advisor and participating in an extra-curricular activity.

Students that are not under the direct supervision of a staff member, coach or advisor will be asked to leave the school grounds. If this behavior is repeated, the student will be required to ride the bus home directly after school at 2:10 PM and/or face disciplinary action.

DETENTIONS: All detentions will be scheduled for after the school day. The detention schedule is as follows: Monday, Tuesday, and Thursday of each week from 2:20 PM until 2:50 PM. Students are responsible for their own transportation home when assigned detention.

Detention Procedures: Detention will be assigned for Monday, Tuesday, or Thursday after school. A specific room will be designated at the high school. Students should check into the high school office for specific room location information. The actual detention time will be from 2:20 PM to 2:50 PM. A student receiving a detention will be provided the appropriate form. The date to be served will be for the week following incident unless agreed upon by the student and principal. The student is responsible for taking the detention form home and communicating the infraction to the parent/legal guardian. If a student fails to serve detention, for any reason other than an excused absence, it will be reassigned and another detention may be added.

When students report to detention, they are required to bring materials for study. Students will work quietly throughout the time assigned. Students who do not complete their detention will be referred to the principal. Students are expected to be present in the detention room and seated by 2:20 PM. Students are responsible for signing in with the detention monitor.

PLEASE NOTE: It is the responsibility of the student to make arrangements for transportation home after the detention and to ensure that they are picked-up at the appropriate time. (2:50 PM) Skipping detention because the student does not have a way home is not permitted. Detentions may be recommended and/or assigned by the school staff (to include secretary, cooks, custodians and maintenance personnel), school faculty and the administration. The parent's pick-up location for students serving detention is in front of the high school.

DISCIPLINARY ACTION: One of the most important traits education should teach is self-discipline. It does not appear as a subject, but it is the foundation for the whole structure of the school, as well as society. Excessive detentions or other discipline issues may cause a student to be excluded from school activities, such as dances, field trips, sporting events, etc. This will be at the discretion of the principal.

DISCIPLINARY RECORD: From time to time, students are called to the principal's office for matters of a disciplinary nature. This in itself is an unfortunate necessity. It goes further than this however, in that a detailed record of all such instances may be kept and can become a part of the student's discipline file.

DISTRIBUTION AND POSSESSION OF LITERATURE ON SCHOOL GROUNDS

The school administration and publication advisors are responsible for the content of student publications. The content of student publications must reflect the rules of responsible journalism and shall not include libelous, inflammatory and/or seditious statements that could disrupt the educational atmosphere of the school and/or violate accepted community standards.
The school administration has the authority to review student publications in advance and remove items that violate the standards specified above.
Non-school published literature may not be distributed on school grounds without permission of the school administration. Permission may be granted when the literature meets the standards established for school publications and has been submitted in advance for review.

Signs and other forms of notification must be approved in advance by the school administration before posting.

If a law is broken, a complaint will be filed with the appropriate legal authorities against the offender(s). A conference with parents will be required before suspended students can return to class.

DRESS CODE

School dress should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment or violating the previous statement is not permitted.

Student dress and grooming practices shall not:

A. Materially disrupt the educational process, create disorder or interfere with the discipline of the school by means of style, fit or appearance.
B. Be vulgar, offensive, profane or obscene in presentation.
C. Incite students to engage in, or otherwise promote, illegal conduct or conduct that violates the student code of conduct, including the use of substances that are prohibited to minors (this includes not wearing shirts or other clothing that promote alcohol, tobacco and drugs).
D. Incite students to engage in, or otherwise promote violence or contain violent imagery.
E. Violate the District's policy prohibiting harassment by creating an intimidating, hostile or offensive educational environment, or by unreasonably interfering with another student's educational opportunities or curricular, co-curricular or extra-curricular performance.
F. Present a hazard to the health and safety of the student or to others in the school.
G. Cause excessive wear or damage to the school property.
H. Prevent the student from achieving his/her own educational objectives.

These guidelines are established to help maintain an appropriate and high standard of student dress:

A. Shoes or sandals must be worn at all times.
B. Shirts, shorts, and skirts must provide adequate coverage.
C. Any garment specifically made to be worn as undergarment may not be worn as outer garment.
D. Clothing, book bags or other personal belongings advertising or depicting drugs, alcohol, tobacco products, gang activity, sexual references, rebel flags, weapons or other controversial symbols are not permitted.
E. Hats, hoods, gloves or sunglasses shall not be worn in the building during the school day unless approved for a school-sponsored event. Headbands and hair accessories shall not be disruptive to the learning process.
F. Sleeveless shirts are permitted if they fit snugly all around the arm.
G. Hair should be neat, clean, and styled in a manner that is not obscene, extreme or disruptive to the educational environment. This includes admission is required for special events.

Violations of the Student Dress Code: Addressing a student for dress code infractions may include: remedying of the infraction, counseling of the student, communication with the parent/guardian, and/or, disciplinary measures for repeat offenders or insubordination, as deemed appropriate by building administration. The building administrator reserves the right to make judgement as to what is appropriate.

EMERGENCY REMOVAL (up to 1 school day): If a student's presence poses a continuing danger to persons or property or an ongoing disruption of the learning process, the student may be removed from the activity or premises on an emergency basis. Emergency removal normally leads to other more serious disciplinary action, in accordance with ORC 3313.66. Due process proceedings are not necessary for emergency removals; however, if a suspension or expulsion follows the emergency removal, then a due process proceeding must be observed

ADMINISTRATIVE REMOVAL (up to 1 school day): The Administrative removal process is designed to be used as an intermediate step between detention and formal suspension. Administrative removal for up to 1 school day may be used when a student's presence poses a disruption to education, but the student poses no danger to others or to property. The difference between Administrative removal and a suspension is that no record of the Administrative removal is made in the student's file, as is done in the case with a suspension, and no notification letters are required

IN-SCHOOL ALTERNATIVE PLACEMENT (ISAP)
In-School Alternative Placement (ISAP) was designed to allow the students to remain in an educational setting and to complete their school assignments. We believe ISAP is a positive discipline method and allows the student to have one-on-one or a small group setting for educational interaction with a staff member.

EXTENDED SCHOOL DAY (May be also be scheduled as WED/SAT SCHOOL)
When assigned as a Wednesday or Saturday school, the hours will be as follows;
- Wednesday 2:20 PM - 6:20 PM
- Saturday 8:00 AM - 12:00 noon.

Extended school day may be assigned Monday through Thursday for up to four hours at a time. Extended school day Monday through Thursday may be from 2:20 PM to 6:20 PM.
When students report for an extended school day, they are to bring with them materials for study and are to work by themselves quietly throughout the time assigned. It is the responsibility of the student to make arrangements for transportation home after the extended school day. Failing to serve because the student does not have a way home is not permitted. Extended School Day will be held as per the published schedule and on an as-needed basis. The same student conduct code will apply to Extended School Day as regular school.

The purpose of Extended School Day is to enable students to fulfill the requirements of disciplinary action while being able to remain in the regular classroom setting. This will help the student to avoid missing instructional time and falling behind in class work. It will be the responsibility of the student to bring class texts, paper and pencil. No student will be allowed to remain during the session without sufficient materials. The student and/or his parent will be responsible for his/her transportation to and from the session.

The rules governing Extended School Day attendance will be based on the regulations in the BCMS student conduct code. In addition to those rules, students attending Extended School Day will be expected to observe the following:

A. Extended School Day will meet from 2:20 PM until 6:20 PM on assigned weekdays and from 8:00 AM until 12:00 noon on a designated Saturday. Tardy students arriving after 2:30 PM or 8:10 AM will be required to attend an additional Extended School Day.
B. No students will be admitted after 2:30 PM or 8:10 AM.
C. Students will not be allowed to use the telephone during the session unless there is an emergency.
D. Students will not be admitted to the locker area. All necessary materials should be brought to school with the student.
E. Students will not be allowed to leave their seats or talk to other students during the session.
F. No student will be allowed to put their head down on the desk or sleep.
G. No food, beverage or gum chewing will be allowed.
H. There will be two five-minute breaks during the four hours. During this time students will be allowed to use the restroom, use the drinking fountain, sharpen pencils and throw away paper.
I. Students are not permitted to leave the building or enter areas designated by the Extended School Day supervisor.
J. Students are required to have classroom books with them to work on during the entire session.
K. No cards, radios or other recreational materials are allowed.

L. Violation of any of the rules or guidelines will result in expulsion from the session and the student will receive no credit for having attended.
M. Negative behavior or failure to attend may result in the individual being required to appear before the judge in the local county Juvenile Court.

Extended School Day provides an alternate disciplinary measure to supervision and gives additional supervised study time to work on academic subjects. It is the goal of the program that Extended School Day will provide you with a positive learning experience and one in which you can work on improving attitudes and behavior.

Failure to serve the assigned Extended School Day will result in a more serious form of disciplinary option being used by the administration.

The principal will have the right to offer the Crossroads Center option to the student receiving an OSS if the student qualifies and the center will accept him/her.

HALLWAY BEHAVIOR / HALL PASSES: Although students have been assigned to a specific area each period of the day, it does become necessary, occasionally, for students to be in the halls during a class period. A hall pass is required when a student is in the hall during class time. Any student requesting a conference with a teacher, during the teacher's preparation period, must have a written pass from the teacher he/she is to see. This pass must be presented to the assigned classroom teacher before the class begins. Any other circumstances requiring a student to be in the hall during class will necessitate obtaining a pass from the teacher whose class you are leaving.

INTERROGATIONS AND SEARCHES

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession:

A. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
B. A search of a desk or other storage space may be conducted where reasonable cause exists for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
C. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
D. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

A. There should be reasonable cause to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
B. Searches will be conducted in the presence of another administrator or staff member.
C. Parent(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after the completion of the search.
D. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
E. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Student Property by Police: A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises; however, when the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogation by Police: The schools have legal custody of students during the school day and during hours of approved extra-curricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore,

A. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
B. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact be made out of the sight of others as much as possible.
C. The school principal must be notified before a student may be questioned in school or taken from a classroom.
D. If possible, a parent or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they desire.
E. To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.
F. When the police feel it is necessary to remove a child from school, the police should first obtain parental consent or produce a warrant, court order or other legal document that would give them authority to remove the child without parental consent. If the circumstances make it impossible for the police to make this notification to the parents, the principal or his/her designee should do so.
G. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of the involvement, he/she should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle matters that are properly the realm of the police department

INTERSCHOLASTIC ATHLETICS: An **ATHLETIC HANDBOOK** will be provided online to all students participating in sports at Bloom-Carroll. The handbook will outline all policies and procedures for school-sponsored sports including attendance and eligibility. Athletic disciplinary appeal procedures are also included in the handbook.

LOCKERS: Students are encouraged to plan ahead so that it is not necessary to enter their locker before each period. Students are encouraged to safeguard their locker combinations and leave valuables at home. The school is not liable or responsible for items taken from a locker. This includes school-issued materials, personal valuables or electronic devices

Lockers are the property of the school and may be searched to repossess school property. A search may also be conducted in cases where a suspected item poses a clear and present danger to the health and safety of students.

RESTROOM USAGE: Restrooms are to be used for their intended purpose only. Using the restroom as a meeting place or for any other purpose is not acceptable. Reminder- if you are ill, report to the office.

SMOKING: In accordance with Senate Bill 339, which eliminates the possession and use of tobacco products, including but not limited to cigarettes, tobacco, snuff/dip, nicotine, e-cigarettes (Juul's, vape-pen's etc.), alternative-nicotine products, lighters or any look-a-like substance that could reasonably be considered a tobacco product, whether the substance contains nicotine or not, on school premises, or in transportation to and from school premises (this includes all extra-curricular activities – home or away) the B-C Board of Education establishes the following board policy, making it forbidden for students to possess or use tobacco products in the buildings or on school property during the school year. This policy includes all school activities.
Smoking Policy: Students apprehended in the act of smoking, using tobacco products or in possession of tobacco products
First offense:
A. Parents will be notified as per board policy on suspension.
B. The student will be suspended from school for three days.
On the second offense:
A. Parents will be notified as per board policy on suspension.
B. The student will be suspended from school for five days.
On the third offense:
A. Parents will be notified as per board policy on suspension.
B. The student will be suspended from school for ten days with a recommendation for expulsion.

STUDENT SUSPENSIONS: (Policy JGD) The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.
The guidelines listed below are followed for all out-of-school suspensions.
1. The student is informed in writing of the potential suspension and the reasons for the proposed action.

2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the: A. Superintendent and B. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information. (See Policy JGE – Student Expulsion)

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within two (2) calendar days from the date of the Notice to Suspend to file an appeal. Notice of appeal shall be in writing and made to the Superintendent and shall be heard by the Board or Board designee. At the request of the student or of the student's parent(s) or attorney, any meeting before the Board may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

SCHOOL "BCMS" DISCIPLINE PLAN: The goal of the middle school discipline plan is to have a fair and consistent way in which to deal with discipline problems that interfere with the academic process.

For the educator, discipline is an unpleasant, but necessary, procedure in the school setting. It can and does take several forms depending upon the seriousness of the offense. Some violations are covered by Board of Education policy with specific punishments. Most however, are evaluated according to the circumstances, the situation and the seriousness of the offense by the staff member, faculty member or the administrator. Disciplinary action can be issued in a wide variety of ways. The most common methods utilized include; Detention, Extended School Day, In-School-Alternative Placement, Administrative Removal, Emergency Removal, and referral to Juvenile Court, Out-of-School Suspension or Expulsion. Additional, discipline methods may be used depending on the student and the situation. These types include but are not limited to: restriction of cell phones during school hours, restrictions from attending extra-curricular activities, writing reports, staying in from recess, limiting participation in activities or requiring that a student sit in a specific location during an allotted period of time.

The discipline plan will be based on intervention at both the classroom level and also at the administrative level. Each teacher is responsible for discipline in their classroom. There are three basic forms of disciplinary action a teacher may use:

(1) Warning Slip-used to record inappropriate behavior discussed with the student. Both student and issuing teacher keep a copy.
(2) Detention Slips – All teachers have the ability to issue a detention(s), based on the current behavior, previous number of warnings etc.
(3) Student Referral Form – which is used if the student needs to be sent to the office for disciplinary action.

RELIGIOUS EXPRESSION DAYS: Students are allowed up to 3 days per school year for religious expression days that do not count against the student's attendance hours in accordance with Ohio Revised Code 3320.04.
(Board Policy JED)

SECTION V – TRANSPORTATION

All students who are transported by school bus are expected to ride the bus to and from school except:

A. When transported by parents; or
B. When it is necessary to remain for a school-sponsored and supervised activity.

Special arrangements: If a student needs to ride a different bus home or special arrangement has to be made, a note signed by the parent/guardian must be provided to the middle school secretary within the first hour of school. Should longer changes be needed (for more than one day), a change-of-transportation form must be re-filed with the transportation department. ***In each scenario, transportation accommodations will be granted as long as room is available on the new bus. ***

Student Conduct on District Managed Transportation EEACC-R

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles. Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat);
5. go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully;
7. keep the vehicle clean and free of trip hazards;
8. refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel;
9. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
10. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
11. be courteous to fellow students and to the driver;
12. treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden);
13. refrain from using nicotine products/tobacco on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student
14. carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance with State law.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves. Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation 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. When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

Please note: The bus ride to or from school is considered to be part of the school-day. All school rules apply during this time and students are accountable for their actions according to the student handbook and the code of conduct.

The suspension of preschool students and students with disabilities from transportation may require a modification of these procedures and complies with all applicable statutory requirements.

Transportation Department:
Phone: 740-756-9703 Email: transportation@bloomcarroll.org Fax: 740-756-7540

SECTION VI - HEALTH PROCEDURES and POLICIES:

CLINIC/STUDENT ILLNESS

Students who are ill or have been ill the night before should NOT be sent to school. Students should be free of fever, vomiting, or diarrhea for 24 hours without the use of medications before returning to the classroom setting. If your child has conjunctivitis (pink eye), strep throat or other bacterial or viral types of infections and is placed on medication, they must either be on the medication for a full day or be symptom free before returning to school.

The clinic is provided for students who become ill while at school, for emergency illness, or accidents. If your child is ill or injured during non-school hours, please seek medical treatment BEFORE the child returns to school. Please send in the appropriate documentation from the healthcare provider regarding the illness or injury and any special accommodations the

student might have such as crutches, splints, or slings etc. and any physical, nutritional or academic accommodations. The nurse cannot alter any type of medical device prescribed for your child. The nurses are not permitted to diagnose or recommend specific medications or treatments for your child. A registered nurse is employed by the school system; however, it is impossible for her to be present in all buildings. If a student becomes too ill to remain in school, the parent, guardian, or alternate person will be notified. Please pick up your child promptly (usually within 1 hour). Emergency or accident cases will be sent to the hospital designated on the Emergency Medical Form. Please keep your contact information updated in order for us to provide quality care for your child.

IMMUNIZATION OF STUDENTS

Per the Ohio Health Department, all 7th grade students are required to have a Tdap booster (Whooping Cough) AND MCV4 (Meningitis Booster) PRIOR to the first day of school. This policy will be strictly enforced.
Immunizations against tetanus, diphtheria, pertussis, poliomyelitis, measles, rubella, mumps, varicella, and hepatitis B are required for all students unless the parents submit a written objection/exemption statement. Those students who do not have written proof of immunization or exemption on file with the school, within 14 days of the first day of attendance, can be subject to exclusion from school. This policy will be strictly enforced. This District follows the guidelines and requirements set forth by the State of Ohio. Vaccine requirements vary depending on your child's grade. As with all immunizations, check with your child's health care provider to be certain ALL your student's immunizations are current and complete.

MEDICATION

When possible, all medication should be given by the parent or guardian at home. Medications requiring less than four (4) scheduled doses should not be administered in the school setting unless it is medically necessitated and need is documented by the healthcare provider. The Medication Administration Record (MAR) form must be completed before any medication is dispensed. A new form must be completed every year, the form does not roll over into the next school year. The MAR form is found on the Bloom Carroll website. If internet access is not available, please contact the school secretary. If the medication requires a prescription, the physician and the parent/guardian must sign and complete the appropriate portions of the form. Please note, if you are scheduled for an appointment with a doctor, it may be advantageous for you to take the form with you to the physician's office. This will allow for the form to be completed at the time the prescription is written. A SEPARATE form is required for EACH medication, for EACH student.

The school does not stock or distribute over-the-counter medication. Any medications, including Tylenol, Motrin, or Tums etc. must be sent to school by the parent in the original container, labeled with student's name, and must be accompanied by the MAR form. All medications must be brought in, in the original, unopened prescription container. Students are not permitted to carry medications on their person at any time. All medication is to be left with the nurse in the nursing office. A student needing to carry an asthma inhaler with them may be permitted to do so provided that both the physician and parent complete the "Self-Carry Authorization" portion of the MAR form, found on the school web page, and that the form is on file with the nurse PRIOR to the student carrying the inhaler. Students requiring an Epi-Pen or other epinephrine injectable must have an MAR form completed by both the physician and the parent/guardian. ORC 3313.718 requires a back-u p Epi-Pen be kept in the office in case of emergency. THE SCHOOL DOES NOT PROVIDE EPI-PENS. Medication is not kept in the buildings over the summer. Please make arrangements to pick up any unused prescription or non-prescription medication before the end of the last school day. Medications are destroyed, as per policy, after the last day of school.

Medications are kept locked at all times. Medications are not allowed to be kept in student lockers or on an individual person without appropriate approval.

HEAD LICE (Pediculosis) One of the goals of the District is to increase academic achievement. Consistent attendance is critical to the accomplishment of this goal. Current research on head lice does not support the conclusion that enforced exclusion policies result in reduced transmission of head lice. The primary goal of identification of lice infestation in the school setting is to ensure the child receives safe and effective treatment. Parents or guardians have this responsibility.

The District emphasizes prevention and education as primary measures to control head lice in the school setting. The school nurse assumes the major teaching role in educating parents, staff, and students about the transmission and treatment of head lice.

Children identified with head lice infestation (nits) and no observable live lice should be allowed to remain in school for the remainder of the day. The teacher and child should be told of the infestation. Parents should be notified by phone and informed that written instructions will be sent home with their child. The parent will be given written instructions for treatment.

Students are readmitted to school as soon as proof of treatment is provided to the school and no active infestation (live lice or failure to remove nits) is identified. Treatment can be accomplished overnight allowing readmission the next day. A parent or guardian should accompany the student to school the day following identification. A school staff member trained in the procedure will examine the student. The parent or guardian is expected to remain at school during the examination. If a student is found to have an active infestation, the parent/guardian will take the student home for further treatment.

When more than six students in a given building have Pediculosis at any one time, a letter is sent to all parents/guardians advising them of the problem. If more than one infested student occurs in a given classroom, all students in the class are screened and a letter will be sent to parents/guardians of that classroom noting the identification.

APPENDICES:

COMPUTER/ONLINE SERVICES - (Acceptable Use and Internet Safety) Files EDE and EDE-R

Students agree to follow the Computer Network/Online Service Acceptable Use Policy and Internet Safety Agreement via Final Forms on a yearly basis. These are listed in the school district's board policy files EDE and EDE-R.

Bloom Carroll Middle School Homework Policy

Philosophy/Purpose: Homework is an essential and integral part of learning at Bloom Carroll Middle School. We view homework as a vehicle to extend and expand classroom learning. We focus on providing students with the opportunity to practice specific skills, enhance/enrich a student's knowledge, develop time management strategies/skills, and to teach the importance of personal responsibility. Benefits from homework include:

- Allows the student to review and practice what they have learned in class.
- Allows for a more in-depth exploration of a specific topic than is possible during class time.
- Allows for parental insight into what is being taught in the classroom and the opportunity to personally view the progress of their child.

Expectations:

Teacher:

- Ensure that students are aware of what is expected of them, and how their work will be assessed.
- Regularly update Google Classroom for assignments and ProgressBook for grades in a timely manner.

Student:

- Thoroughly record homework assignments daily.
- Independently complete homework during study hall or at home.
- Check "Google Classroom" when absent to obtain missing assignments.
- Complete and turn in quality homework assignments on the due date.

Parents/Guardians:

- Monitor student's assignments through Google Classroom and/or ProgressBook.
- Be an active participant in the supervision of the child for completion of assignments.
- Be aware of long-term assignments; assist the child with finding "Accelerated Reader" (AR) books, and make computer usage available.
- Contact the school at least two weeks in advance for all preplanned absences. (Also, check to make sure the student has completed all assignments before returning to school from an absence.)

Additional Expectations:

- Students and parents will use Google Classroom and/or ProgressBook as a tool for; communicating with teachers, awareness of homework assignments, and tracking of grades in individual subject areas.
- Students and parents should be familiar with the BCMS Make-up Work Policy as stated in the student handbook.

Homework Policies:

- For work not completed, the instructor may assign a support school or not allow for credit. (This is per teacher discretion and based on the assignment parameters.)
- Students may receive a zero for a missed assignment.
- Students are allowed one calendar day for each absence to make up assignments and to take tests.
- Vacation homework should be prearranged and is due the first day the student returns.

SAFETY DRILLS: As required by law, BCMS will conduct regular safety drills. These include but are not limited to fire drills, tornado drills, lockdown drills, and shelter in place drills. Should an actual emergency occur at the school, please do not rush to the building. We will need to keep roadways clear for emergency personnel and phone lines clear to work through the situation.

FIRE DRILL/ALARM PROCEDURES:

1. When Fire Alarm is activated, leave all items in the classroom and proceed immediately, in a single file line, to your designated escape route.
2. Walk, don't run!
3. Stay with your class and teacher at all times.
4. Absolutely no talking at any time.
5. Follow all teacher or staff instructions.
6. If you are in the hallway or restroom at the time of the alarm, proceed immediately outside via the closest route and then immediately find the teacher you are supposed to be with at that time.
7. When outside, remain with your group and teacher. Do not go back inside for any reason until the all-clear sounds.
8. After the all-clear has been given, walk with your group back to your classroom without talking.

TORNADO DRILL PROCEDURE

PROCEED IMMEDIATELY WITHOUT TALKING AS FOLLOWS:

1. **All classrooms in the academic wing will sit against the wall, in the hallway outside of their classroom. (Example: Room 1007 will sit in the hall outside of room 1007.)**
2. **All 2nd floor classrooms in the academic wing will proceed downstairs to the hall area directly below their classroom. Students will sit on the floor. (Example: Room 2013 will sit in the hall outside of room 1013.)**
3. **All classes around the gym square or in the gym will proceed to either the North or East hallway around the gym.**
4. **Students in the cafeteria will go to the East gym hallway. (Between gym and locker rooms)**
5. **Students in the auditorium area will go to the hallway that runs from the front of the school to the high school access/crossover.**

6 – Office areas will use any of the high school office hallways.

We may: Direct students to:

1. **Use the restrooms as safety shelter areas**
2. **Close doors if time allows**
3. **Sit with their backs to the walls**
4. **Duck their heads and cover up to protect themselves**
5. **Take eyeglasses off or other possible loose objects**
6. **Stay quiet!!!**

HOME INSTRUCTION

Students enrolling part-time must be residents of the District and follow regular school enrollment requirements, comply with and be held accountable to the District student code of conduct and be in accordance with the District "Home Education Administrative Regulations and Procedures" and guidelines as determined by the Superintendent.
Students may re-enroll in the Bloom-Carroll Local School District as full-time students.
The District permits students receiving home education in accordance with State law to participate in the District's extracurricular activities, including interscholastic athletics, in accordance with state law, OHSAA guidelines, and the following policies:

- **IGD – Cocurricular and Extracurricular Activities**
- **IGDJ – Interscholastic Athletics**
- **IGDK – Interscholastic Extracurricular Eligibility**

STUDENT ATTENDANCE ACCOUNTING

(Missing and Absent Children)

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and to notify the proper adults or agencies.

Except where required by State law, at the time of initial entry into school, a student shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her that were maintained by the school that he/she most recently attended. In lieu of a birth certificate, birth documentation may include:

1. a passport or attested transcript thereof filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
2. an attested transcript of the certificate of birth;
3. an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child;
4. an attested transcript of a hospital record showing the date and place of birth of the child or
5. a birth affidavit.

Except where required by State law, if the student does not present copies of the required documents, the principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days, the principal shall notify the law enforcement agency having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s). The staff provides as much assistance as is reasonable to parents with this responsibility.

Parents must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. 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.
Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

The Board designates the Superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.
Title: Student Attendance Accounting (Missing and Absent Children)
Code: JEE Adopted: July 8, 2002, Last Revised: June 10, 2019

988 LIFELINE

The 988 Suicide & Crisis Lifeline provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States and its territories.