



BLOOM-CARROLL  
MIDDLE SCHOOL  
2019-2020  
HANDBOOK



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# Student/Parent Handbook

Bloom-Carroll Middle School (BCMS)  
School year 2019-2020

## 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 is: "Education is My Responsibility". This statement 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 that education is your responsibility!

## 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 (with the exception of calculators) are not permitted without staff approval during school hours. This includes cell phones, gaming devices, i-pod/music players, etc.
  - 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 clear 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	<a href="mailto:cyoung@bloomcarroll.org">cyoung@bloomcarroll.org</a>	(740) 756-9231
Assistant Principal	Scott Matchett	<a href="mailto:smatchett@bloomcarroll.org">smatchett@bloomcarroll.org</a>	(740) 756-9231
Activities Director	Chad Little	<a href="mailto:clittle@bloomcarroll.org">clittle@bloomcarroll.org</a>	(740)756-9231
Secretary	Lisa Smith	<a href="mailto:lsmith@bloomcarroll.org">lsmith@bloomcarroll.org</a>	(740) 756-9231
Guidance Counselor	Jamie Johnson	<a href="mailto:jjohnson@bloomcarroll.org">jjohnson@bloomcarroll.org</a>	(614) 837-6205 (740) -756-9231
Transportation Supervisor	Carmen Spelman	<a href="mailto:cspelman@bloomcarroll.org">cspelman@bloomcarroll.org</a>	(614) 834-6706
Superintendent of Schools	Shawn Haughn	<a href="mailto:shaughn@bloomcarroll.org">shaughn@bloomcarroll.org</a>	(614) 837-6560
Superintendent's Administrative Assistant	Jennifer Luckhaupt	<a href="mailto:jluckhaupt@bloomcarroll.org">jluckhaupt@bloomcarroll.org</a>	(614) 837-6560

**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.

### **CELL PHONE POLICY**

Students' cell phones are not to be used during the school day (7:23 AM-2:10 PM). Violations of this policy will result in disciplinary action and possible confiscation of the cell phone. Contents of cell phones may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct. Text messaging or the using of a camera phone anywhere on the B-C campus is also prohibited. This is a policy with yearlong consequences as opposed to expectations for a semester.

**Electronic devices may be used with teacher permission and direct supervision for specific classroom activities.**

#### **Disciplinary Action to Be Taken:**

1<sup>st</sup> offense – An after school detention will be assigned and the cell phone returned to the student at the end of the day

2<sup>nd</sup> offense – An after school detention will be assigned and the cell phone returned to the student at the end of the day

3<sup>rd</sup> offense – A 2 hour Wednesday/Saturday school will be assigned and the cell phone will be returned to a parent or guardian.

4<sup>th</sup> offense – A 4 hour Wednesday or Saturday school will be assigned and the cell phone returned to a parent or guardian.

5<sup>th</sup> offense – One day of in-school suspension (ISS), and cell phone returned to parent or guardian

6<sup>th</sup> offense – At this point, a student is considered insubordinate, and Out-of-School Suspension (OSS) will be assigned; student will not be permitted to carry a cell phone at school. Subsequent infractions after the 6<sup>th</sup> offense will result in an OSS and a mandatory conference with parents or guardians.

### **(CELL PHONE CONTINUED) + ELECTRONIC EQUIPMENT**

This includes, but is not limited to cell phones, IPODS, and handheld games. These items are not to be in use during school hours (7:23 AM - 2:10 PM) - The policy is in effect between classes, in restrooms, at recess or any other time.) Should a cell phone/electronic device be used during the school hours, students are subject to the same disciplinary actions listed under the cell phone policy. Additionally, a student not using the device but providing it to another student may also be disciplined. Please understand that if equipment is confiscated, it will be taken however the school district is not liable for lost, stolen or damaged property. Calculators are excluded from this policy and are allowed to be used during the school day.

### **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 achieve. In addition, we want to improve our schools performance as determined by the state standards. Our goal is to increase attendance, maximize student achievement, and decrease incidents of poor or undesirable behavior. To accomplish these goals, we plan to continue our incentive programs for students. The programs are funded through the middle school PTO and involve no tax dollars. Donations and fundraisers are the only sources of income used for these projects.

In an effort to have a fair program, we are establishing measurable and definitive boundaries, which are in alignment with our reporting agencies to the State of Ohio. To participate in these programs, a student must attend classes (at school) for more than ½ of the school day. (Home instruction does not count.) Additionally, 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. Also, if transportation is not available for a specific trip, alternative replacement options may be explored.**

**Incentive School Field Trip:** (The date of this trip 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. 30.65 hours (equal to 5 full days) or less of absences for the entire year until the final check. (Excused or unexcused.)
2. 80% grades or higher for all core classes for each grading period (ELA, Math, Social Studies, Science, and Reading) and up to the final grade check during the 4<sup>th</sup> grading period.
3. 5 or less tardies to school for the year up until the final check.
4. Zero discipline infractions – detentions or higher.

#### **Incentive Clarifications:**

1. Attendance
  - a. (Excused or unexcused) The state does not differentiate why a student is out of school; therefore, we must accurately report student attendance.
2. Grade Point Average – We have three honor rolls at Bloom Carroll Middle School. These include: the Principal’s Honor Roll, Distinguished Honor Roll, and Honor Roll.
  - Requirements for the Principal’s Honor Roll are that a student receive an “A” (90% or higher) in every subject.
  - Requirements for the Distinguished Honor Roll are that a student’s total grades must average 90% or higher for all subjects with no grade lower than a 70%.
  - Requirements for the Honor Roll are that a student must have a combined average anywhere from an 80% to a 89% for all subjects with no grade lower than a 70%.
3. Zero Discipline Problems – Anything that is a detention or greater. To be determined by the principal.
4. The principal reserves the right to address any special situations that may arise during the course of the year in regards to these programs. Also, the principal reserves the right to deny participation in these programs.

#### **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.)

**INTERIM REPORTS:** Interim reports will be sent home approximately mid-way through each grading period. Parents should ask their child for the reports. Every student will receive interim reports.

**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 “Progressbook” which is an on-line program that allows students and parent’s daily access to view grades, attendance and assignments. 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, Jamie Johnson, at 740/756-9231 to arrange a personal conference.

**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 School Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested.
- 2) To request that a school correct records believed to be inaccurate or misleading, the request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has 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. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child’s special education determination.

- 3) To control disclosure of their child’s personally identifiable information from their education record, parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an officer of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.

**Directory Information is defined as:**

<b>Student Name</b>	<b>Degrees, honors and awards received</b>	<b>Major field of Study</b>	<b>Grade Level</b>
<b>Address</b>	<b>Most recent educational agency or institution attended</b>	<b>Dates of</b>	
<b>Attendance</b>			
<b>Telephone Number</b>	<b>Participation in school-sponsored activities and sports</b>		

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released.

Examples of school publications are:

- A playbill or program showing your child’s role in a drama or music production
- The annual school yearbook
- Honor roll or other recognition lists published at school or in newspapers (may include name and/or picture)
- Sports statistics listed in programs, such as football which may include height and weight of team members

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories – names, addresses, and telephone listings – unless parents have notified the district that they do not want their child’s information disclosed without prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing.

Desireé Hughes, EMIS Coordinator  
 Bloom-Carroll Local School District  
 5240 Plum Road NW, P.O. Box 338  
 Carroll, OH 43112

- 4) File a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address: Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

**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 allowing for games or scheduled performances. 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 a little early or a little 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, especially pertaining to the dress code, apply at middle school dances. Students attending the dance 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. (Cell phones are not to be used by students. Details concerning cell phones can be found under the Cell Phone heading.)

**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 per the adopted version circa October 16, 2017 (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 5, 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 4, and/or the InView Test administered by the district in grades 2 and 4. 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 95<sup>th</sup> percentile or higher in the specific academic area on a nationally-normed state-approved achievement test.

OR

- A score in the 85<sup>th</sup> 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.)*

**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.

**READING PROGRAM:** BCMS will utilize the Accelerated Reader reading program. Accelerated Reader is designed to be an independent reading program. Each student will be required to read and test on a minimum number of AR points per nine-week grading period. Accelerated Reader will account for 10% of a student's language arts grade.

1. Students will be given individualized goals based on their ZPD levels.
2. Books of interest that fall above or below a students' ZPD may be read with the approval of the designated teacher in charge of AR. However the overall level of the books chosen must fall within the ZPD average.
3. AR will be counted as 10% of the language arts grade each quarter.

4. AR grades will be calculated as a percentage of points earned to the set goal. (Points Earned/Goal)
5. All students are required to read and pass an Accelerated Reader quiz on at least 1 nonfiction book per quarter. 10 percentage points will be deducted from the AR grade if points are not earned from a nonfiction book.

**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 year long 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.

### **SECTION III – STUDENT ACTIVITIES**

#### **Cafeteria Prices:**

Breakfast prices are \$1.25 for students.

School lunch prices are \$2.90 for students. Students may buy a tray lunch or sack lunch.

(\*Please note that prices are subject to change.)

**SPS EZpay:** For customer convenience, BCMS would like to remind everyone of the EZPay system the School District has in place. Parents/guardians may use the EZPay 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 eat lunch with their child in the cafeteria.

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

When finished eating, students will wait in the designated area until lunch monitors dismiss them to proceed outside.

1. Students need to walk (no running) and are required to use the crosswalk or designated pathways to get to the play areas.
2. Lunch bags are to be placed in the specified designated area.
3. No students are allowed back into the building for any reason.
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, Approved Absences***

The following are six reasons for which absences will be excused:

1. Personal Illness – Doctor’s verification is required; if no doctor’s excuse is given, the student must present a note from the parent/guardian or the office must receive a phone call regarding the absence within three days.
2. Illness in the Family – documentation by appropriate physician.
3. Quarantine of the Home – limited by the proper health officials.
4. Death of a Relative.
5. Observance of Religious Holidays – consistent with the student’s religious creed or belief.
6. Any other absences as approved by the principal.

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 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 2 hours of the start of the school day.

#### ***Statements for Excessive Absences/Habitual Truancy***

1. A student is absent 38 or more hours in one school month with or without a legitimate excuse
2. A student is absent 65 or more hours in one school year with or without a legitimate excuse
  - a. When a student becomes excessively absent, an administrator or designee will notify the parents or guardians in writing.
3. 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.
4. 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.

***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. A vacation is not considered one of the six excusable absences from page 16. 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 will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The 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.

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 the B-C website located at [www.bloomcarroll.com](http://www.bloomcarroll.com).

### **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 nine-week 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. 4<sup>th</sup> tardy – meeting with principal/assistant principal and parent notification
  - II. 5<sup>th</sup> tardy- detention
  - III. 6<sup>th</sup> tardy – detention
  - IV. 7<sup>th</sup> and 8<sup>th</sup> tardy-1 hour Extended School Day
  - V. 9<sup>th</sup> and 10<sup>th</sup> 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**

### **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:** The sale, distribution, possession or use of drugs, alcohol, steroids, inhalants, Betel Nuts fake or look-alike drugs/alcohol, is prohibited. This also includes the possession, distribution and use of any over-the-counter medication including, but not limited to, caffeine pills, cold medicines and any herbal supplements or vitamins.

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, or any other illegal substances on school premises, or in transportation to and from school premises (this includes all extra-curricular activities – home or away).

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 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-incident 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. Additionally, 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. **Possession of Electronic Equipment:** The following electronic devices are prohibited on school grounds during the regularly scheduled day. Please note, this list includes, but is not limited to these items;

- a. *Two-way communication devices* which include but are not limited to; cell phones, portable phones or two-way pagers.
- b. *Paging Devices* that emit an audible signal, vibrate, display a message or otherwise summon or deliver communications to the possessor.
- c. *Listening Devices* which include, but are not limited to, any type of radio receiver, tape player, disc player, IPOD, MP3 Players, headphones or earphones.
- d. *Electronic Games*-handhelds or other

Please note: Students found in violation will have the devices confiscated and the same policy listed under "Cell Phones" will be enforced. *The school district is not liable for any lost, damaged or stolen property.*

24. **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.

25. **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.

26. **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.

27. **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.

28. **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.

29. **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.

30. **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.”

#### **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.

#### **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.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the District should immediately take the following steps:

- A. If the alleged harasser is a student, staff member or other person associated with the District, other than the student’s principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- B. If the alleged harasser is the student’s principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school restriction, out-of-school suspension, restriction of privileges, and restriction of access or expulsion.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

**Criminal Acts:** Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as warrant disciplinary action by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

#### **HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)**

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 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 both mental, and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

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, are inconsistent with the educational process and are prohibited at all times. 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 Superintendent and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. 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.

[Adoption date: July 8, 2002]

[Re-adoption date: July 17, 2006]

[Re-adoption date: July 8, 2008]

[Re-adoption date: November 29, 2010]

LEGAL REFS.: ORC 117.53, 2307.44, 2903.31, 3301.22, 3313.666; 3313.667, 3314.03, 3319.073

CROSS REFS.: AC, Nondiscrimination; EDE, Computer/Online Services; IGAE, Health Education; IIBH, District Web Site Publishing; JFC, Student Conduct; JFCEA, Gangs; JFCK, Use of Electronic Communication Equipment/Devices by Students; JG, Student Discipline; JHG, Reporting Child Abuse; Student Handbooks  
Bloom-Carroll Local School District, Carroll, Ohio.

## **HAZING AND BULLYING**

## **JFCF-R**

(Harassment, Intimidation and Dating Violence)

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. 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]

**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, the detention 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 insure 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. Students should be aware that too many negative references make a favorable recommendation to colleges and future employers difficult, if not impossible.

#### **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:** It is the policy of the Bloom-Carroll Board of Education that appropriate student dress and grooming practices are as important as appropriate conduct.

“The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students’ attire can have a positive or negative effect on the learning process, contribute to students’ success and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers or the educational process of the school.”

Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. This includes face paint or hand written message, etc. appearing on any part of the body, unless approved for a school-sponsored event day. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or to others, he/she may be removed from the educational setting. **The principal reserves the right to determine the appropriate school dress.**

In order to establish and preserve an atmosphere in our schools that is conducive to learning, the Bloom-Carroll Board of Education has adopted the following dress code for its students.

**1. Student Dress Code Regulations:** 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 unacceptable. The Board has the right to establish the dress code, which is outlined in the student handbook. Violation of dress code will result in corrective measures. Requirements include the following.

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.
3. Dress and grooming are not such as to disrupt the teaching/learning process.

Questions regarding the permissibility of clothing or appearance should be directed to the building principal.

**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. Athletic shoes may not contain metal cleats.
- B. Shorts such as Bermuda shorts, walking shorts and other shorts of similar length, are acceptable and appropriate. All shorts must be mid-thigh. Any shorts that are shorter are inappropriate.
- C. Any garment specifically made to be worn as an undergarment or sleepwear (pajamas or pajama bottoms) may not be showing or worn as an outer garment. Underwear shall not be visible above the waistband or below the hemline. “All outerwear must cover underwear.”
- D. Bare midriff (or tops that “ride up” to expose the midriff), sheer or suggestive clothing shall not be worn.
- E. 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.
- F. Hats, headbands, bandannas (scarves) or sunglasses cannot be worn in the building. Head apparel must be out of sight in lockers except before or after school unless approved for a school-sponsored event day.

- G. Sleeveless shirts are permitted if they fit snugly all around the arm. Shirts shall not expose undergarments, private areas or be too snug. Tank-tops/tank-dresses, tube-tops, spaghetti straps, and strapless tops/dresses and are not permitted.
- H. Hair should be neat, clean, and styled in a manner that is not obscene, extreme or disruptive to the educational environment. Examples of extreme/disruptive include but are not limited to: Unnaturally colored hair that is distracting to the educational process including but not limited to blue, green, red, purple, orange, etc. This includes coloring hair to display and promote political symbols or social messages that cause a disruption. Administrative permission is required for special events.
- I. Loose clothing and jewelry are not allowed in areas of instruction where protective measures are required for student safety. Wallet chains and heavy or oversized jewelry worn around the neck, wrist or waist are not permitted. This includes spiked bracelets, collars, and belts.
- J. Clothing should be neat and clean. Clothing that is ripped, cut, patched or altered to achieve an unusual effect shall not be worn. No oversize clothing, saggy or baggy pants, low necklines, or midriff shirts shall be worn. Jeans and pants may not have rips or holes that is distracting to the educational process.
- K. Wearing short “mini-skirts” is prohibited.
- L. T-shirts, sweatshirts or any clothing items may not contain language, pictures, drawings or advertisements that insinuate innuendo of any sexual, anatomical, violent, illegal or immoral nature.
- M. Visible body piercing, other than ears, is not to be worn at school or school activities. (This includes clear piercings.)
- N. Gloves are not to be worn during the school day when inside the building, 7:30-2:10.

**2. Violations of the Student Dress Code:** Students are subject to Dress Code violations that occur on school grounds, as well as at school activities/events off school grounds. A student found to be in violation of the dress code will be expected to make appropriate and immediate corrections. Failure to abide by this dress code will result in disciplinary action in accordance with the Bloom-Carroll Student Code of Conduct.

Attempts to secure appropriate clothing from home or borrow from the office will be made. The discipline procedure for dress code violations is:

- 1<sup>st</sup> violation – Warning and a phone call home requesting a change of clothing be brought to school
- 2<sup>nd</sup> violation – Detention, call home for a change of clothing.
- 3<sup>rd</sup> violation – 2 hour Wed. /Sat. school, call home for a change of clothing
- 4<sup>th</sup> violation – 4 hour Wed/Sat school. Call home for a change of clothing
- 5<sup>th</sup> violation – ISAP
- 6<sup>th</sup> violation - At this point a student is considered insubordinate and an OSS will be assigned.

Additionally, according to the discretion of the administrator in charge, students dressed inappropriately may be removed from the school setting if appropriate attire cannot be arranged. Class work missed because of inappropriate dress will receive a failing grade.

**The principal reserves the right to deem any attire inappropriate as they interpret the Student Dress Code Policy.** Additionally, students may be denied entrance or asked to leave school sponsored events if the dress code is not followed.

**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

**EXTENDED SCHOOL DAY HOURS and DEFINITIONS:**

**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. **REGARDLESS OF THE CIRCUMSTANCES, 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**

### **Athletic Attendance Guidelines**

- Participants must be counted present all day in order to participate in a scheduled practice or contest.

- Participants must be counted present all day on the day following a mid-week extra-curricular activity to be eligible for the next scheduled activity.
- Attendance guidelines may be waived when an excused absence is ruled necessary by the principal.

### **Athletic Eligibility**

#### **BCMS Requirements**

- A.** Students must maintain a 1.6 Grade Point Average each grading period.
- B.** If a student's GPA is below a 1.6, they will automatically be placed on probation.
- C.** Students must also not have three or more grades below 70% at any eligibility check.
- D.** If a student has three or more grades below 70% or two grades below 60% at any eligibility check and their annual probationary period has been used, they are ineligible for the corresponding length of time.
- E.** Each student will be assigned one probationary 4 ½ -week period per school year. Written notice will be sent to parents in every instance of ineligibility.
- F.** Eligibility checks will be due to the Activities Director by Monday at 2:10 PM of each 4 ½ -week check period. A list of all athletes will be provided to the teaching staff on the preceding Friday.
- G.** Athletes, parents, coaches and teachers will be notified on Tuesday of a player's ineligibility.
- H.** The athletic ineligibility will begin on Wednesday and last for the corresponding period of time, or until the next check.
- I.** A student who is ineligible may continue to practice at the discretion of parents and coach, but is expected to uphold requirements as set forth for all eligible team members.
- J.** Eligibility checks will begin on the fifth Monday of the new school year and continue every 4 ½ weeks through the remainder of the school year
- K.** Athletes are required to be enrolled in and complete five subjects per semester. A review committee will be established to monitor academically deficient students.

**Athletic Handbook:** An athletic handbook will be provided to all students participating in sports at Bloom-Carroll. The handbook will outline all policies and procedures for school-sponsored sports. Athletic disciplinary appeal procedures are 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, or any other illegal substances 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.

**SUSPENSION AND EXPULSION:** The principal and/or local superintendent may suspend a student from school and the school-related activities occurring during the suspension period, for not more than 10 school days for one or more of the items listed in the Code of Conduct. Only the local superintendent may expel a student for not more than the current semester for violation of one or more of the items listed in the Code of Conduct.

This policy is in force for violations that occur during school hours, at school activities involving B-C students and while being transported on school-owned vehicles.

- A. When an incident occurs that may lead to suspension, the principal or his/her designee shall investigate the alleged offense.
- B. If the principal determines that suspension is inappropriate, other appropriate disciplinary action may be administered.
- C. If the principal determines that grounds for suspension exist, the following steps shall be observed:
  - 1. The student must be provided written notice as soon as practical of the intent to suspend, which must include a statement that the student has an opportunity to appear before the principal or his/her designee to challenge the reason for the proposed suspension.
  - 2. Within 24 hours after the student is notified of the suspension, written notice must be sent or provided by the principal to the parents and/or student stating the reason(s) for suspension, the duration of suspension and the right of the student to a hearing with the local superintendent.
  - 3. Within two school days after the removal of the student from school, the student and parent(s) must be provided an opportunity to appeal to the local superintendent who shall serve as the school district's appellate office for suspension hearings. The hearing, which is not a formal judicial proceeding, must provide for the following:
    - a. Statements supporting the charge(s) against the student.
    - b. An opportunity for the student to present evidence and/or witness in his/her behalf.
    - c. A detailed word-for-word record of such hearing shall be maintained.
    - d. If the student requests legal counsel be present, then the Board of Education shall supply legal counsel to the local superintendent, if requested.
    - e. The local superintendent shall appraise the parents and/or student of the decision within 24 hours after the appeal hearing.
- D. At the conclusion of the suspension, it is the responsibility of the principal to see that the student has returned to school.
- E. Students assigned an Out-of-School Suspension are denied the right to attend school or participate in school activities for the duration of the suspension. Students will be given the opportunity to complete school work during the suspension. Assignments are due upon return to school and will be graded for credit. It is the student's responsibility to contact teachers through email, Schoology, or other agreed upon method to get their assignments.

**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; 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.

## **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. \*\*\*

## Safety and Discipline Rules for Riding School Buses - Bloom-Carroll Local School District

The following are the safety and discipline rules for riding the school bus.

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

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

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

### The following are the safety and discipline rules for Bloom Carroll school buses:

#### STUDENTS:

- \_ Should be at their designated bus stop 5 minutes before the scheduled pick up time.
- \_ Must go directly to the seat assigned to them.
- \_ Must remain seated and keep the aisles and exits clear.
- \_ Must observe classroom etiquette and obey the bus driver.
- \_ Must not use profane language.
- \_ May not eat or drink on the bus except when medically necessary. (No chewing gum.)
- \_ Must not throw or pass objects on the bus.
- \_ Must not throw or pass objects from or into the bus.
- \_ Must keep head and hands out of the bus windows.
- \_ May not take photos or videos on the bus.
- \_ May listen to music at a volume where students can still hear instructions from driver.
- \_ May use hand held game devices as long as they are not disruptive or connected to another device.
- \_ May carry on the bus only objects that can be held in their laps.

#### Transportation Department:

Phone: 614-834-6706 or 6709 Email: [transportation@bloomcarroll.org](mailto:transportation@bloomcarroll.org) Fax: 740-756-4085

#### BUS COURTESY

Increased enrollment has resulted in more crowded buses and tighter bus schedules. Common courtesies and promptness to designated bus stops will benefit all. While on the bus, keep all body parts inside the bus at all times and refrain from loud talking or laughing. Other rules to observe include the following:

- A. Obey the bus driver. He/she has complete control of their bus.
- B. Bus riders should never tamper with the bus.
- C. Do not throw anything out of the windows.
- D. Bus riders should stay in their seats while the bus is in motion.
- E. Bus riders are expected to be courteous to fellow pupils and to the bus driver.
- F. Quietness is essential when approaching a railroad crossing.
- G. While on the bus, pupils are under the authority of and directly responsible to the bus driver. Students who board the bus must remain on the bus until it arrives at school or their regular point of departure.
- H. Disorderly conduct or persistent refusal to submit to authority of the bus driver shall be reason for refusing transportation to school to any pupil.
- I. Help keep the bus clean. Do not leave lunches, books, papers or other articles on the bus.
- J. Observe rules of safety and common sense at all times.
- K. No horseplay around or on the bus.
- L. No smoking or use of tobacco of any kind will be permitted on the bus at any time.
- M. Students who desire to ride a bus other than the one normally assigned must secure written permission from the principal in advance.

Violation of these rules may result in disciplinary action including suspension and/or loss of bus-riding privileges.

**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.

## **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 7<sup>th</sup> 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-up 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)**

File: JHCCB

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.

Children identified with a live lice infestation will be removed from the classroom and the parents/guardians telephoned to come pick-up 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.

COMPUTER / ON-LINE SERVICES  
(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights of privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. Accessing and/or viewing inappropriate material and
9. Downloading of unauthorized free or shareware programs.

The Superintendent/designee shall develop a plan to address the short and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials.

Employees, students and parents of students must be aware that he privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;

2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, excessive or gratuitous violence and
4. taken as a whole, lacks serious educational literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property. Students have 30 days from the beginning of the school year to turn in the signed agreement form.

### **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 "Progress book" and post homework assignments in a timely manner.

##### **Student:**

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

##### **Parents/Guardians:**

- Monitor student's assignments through agenda book or "Progress book".
- 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 "Progress book" 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 2<sup>nd</sup> 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**

It is the policy of the Board to provide consistent application of the prescribed conditions governing the rules for excuses from compulsory attendance for home schooling and to safeguard the primary right of parents/guardians to provide the education for their child(ren).

The Board operates under the State Board of Education Rules for Excuses from Compulsory Attendance for Home Education, Ohio Administrative Code Regulations 3301-34-01 through 3301-34-06, which provide for the right of home schooling and impose requirements that must be fulfilled by the parent(s)/guardian(s) and student(s) electing this option. All applications for home schooling must be made through the Fairfield County Educational Service Center.

For the purpose of this policy, "home schooling" is defined as educational services directed and delivered by the parent or guardian of a child who is of compulsory school age and is not enrolled in a nonpublic school.

Although students choosing home schooling are not the direct responsibility of the Bloom-Carroll School District, the Board and staff share an interest in their education; therefore, the District will permit students receiving home schooling access to certain services from the District as follows:

Elementary Level, Grades K - 6

1. Enrollment on a part-time basis all school year, up to a maximum of two special subject areas of art, music and physical education.

Secondary Level, Grades 7 - 12

1. Enrollment on a part-time basis all school year, up to a maximum of two courses generating a total of two credits per year.

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.

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.

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 which were maintained by the school which 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.

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 principal or his/her designee is also required to notify a student's parent(s) when the student is absent from school. The parent(s) or other responsible person shall be notified by telephone or written notice, which is mailed on the same day that the student is absent. 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 shall designate the Superintendent to develop informational programs for students, parents and community members relative to the subject of missing children.

**BLOOM CARROLL LOCAL SCHOOL DISTRICT  
2019-2020 CALENDAR**

<b>August</b>	<b>16</b>	New Teacher Orientation	
	<b>19</b>	TEACHER PD DAY	NO SCHOOL
	<b>20</b>	TEACHER PD DAY	NO SCHOOL
	<b>21</b>	TEACHER WORKDAY	NO SCHOOL
	<b>22</b>	FIRST DAY FOR STUDENTS	
<b>September</b>	<b>2</b>	LABOR DAY	NO SCHOOL
	<b>23</b>	TEACHER PD DAY	NO SCHOOL
<b>October</b>	<b>10-11</b>	FAIRFIELD COUNTY FAIR DAYS	NO SCHOOL
<b>November</b>	<b>7</b>	Parent-Teacher Conferences (K-12)	
	<b>14</b>	Parent-Teacher Conferences (K-12)	
	<b>27</b>	P/T COMP DAY	NO SCHOOL
	<b>28-29</b>	THANKSGIVING BREAK	NO SCHOOL
<b>December 23 – January 3</b>		WINTER BREAK	NO SCHOOL
<b>January</b>	<b>17</b>	TEACHER WORKDAY	NO SCHOOL
	<b>20</b>	MARTIN LUTHER KING JR. DAY	NO SCHOOL
	<b>30</b>	Parent-Teacher Conferences (K-12)	
<b>February</b>	<b>6</b>	Parent-Teacher Conferences (K-12)	
	<b>17</b>	PRESIDENT'S DAY	NO SCHOOL
<b>March</b>	<b>6</b>	TEACHER PD DAY	NO SCHOOL
<b>April</b>	<b>9</b>	SPRING BREAK	NO SCHOOL
	<b>10</b>	GOOD FRIDAY	NO SCHOOL
	<b>13</b>	P/T COMP DAY	NO SCHOOL
<b>May</b>	<b>24</b>	Graduation	
	<b>25</b>	MEMORIAL DAY	NO SCHOOL
	<b>28</b>	LAST DAY FOR STUDENTS	2 HR. EARLY DISMISSAL
	<b>29</b>	TEACHER WORKDAY	NO SCHOOL

\*\*\* Calamity Make-up Days: May 29, June 1, 2, 3, 4

<b>End of Grading Periods / Semesters</b>			
1 <sup>st</sup> Nine Weeks	August 22 – October 25	= 43 Days	First Semester
2 <sup>nd</sup> Nine Weeks	October 28 – January 16	= 46 Days	= 89 Days
3 <sup>rd</sup> Nine Weeks	January 21 – March 20	= 42 Days	Second Semester
4 <sup>th</sup> Nine Weeks	March 23 – May 28	= 45 Days	= 87 Days