

# MIDDLETOWN CITY SCHOOLS



*EVERY STUDENT A STAR*

## STUDENT HANDBOOK

### 2011 - 2012

Dear Parents/Guardians and Students,

This Student Handbook includes important policies and procedures pertaining to the safe operation of schools in the Middletown City School District for the 2011-2012 school year.

Please carefully review these policies and the information provided regarding the release of directory information, the use of student likeness in the media, release of a student's name and address to military recruiters and refusal of consent for a student's photo to be printed in the yearbook, found in this handbook.

The Computer Network Agreement form below must be completed for each student and returned to your child's school office by Friday, September 2, 2011.

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### Computer Network Agreement

I/We, \_\_\_\_\_, the parent(s) of (student name)

\_\_\_\_\_, have read and understand the computer policy and its guidelines and regulations and we agree to its terms and conditions. We confirm our child's intentions to abide by the terms and conditions therein, and we agree to supervise our child's use of the computer network from home or outside of the classroom.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature (if 18 years of age)

\_\_\_\_\_  
Date

## **STUDENT CONDUCT**

(Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Middletown City Schools Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

The rules and regulations to which students are subject while in school or participating in any school-related activity, or are engaged in out-of-school conduct targeted at a student, school employee, official, or volunteer, if that out-of-school conduct creates a fear of a specific and significant disruption of school, are outlined in the Code of Student Conduct. This information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. Any violations of the Code of Student Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

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

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

### **MIDDLETOWN CITY SCHOOL DISTRICT**

**BOARD OF EDUCATION POLICY (ADOPTED 9/11/84, REV. 9/16/97, REV. 5/9/05, REV. 6/26/06, REV. 5/29/07, REV. 6/9/08, REV. 6/15/09, REV. 6/14/10, REV. 5/16/11)**

### **CODE OF STUDENT CONDUCT (O.R.C. 3313.661)**

The following code sets forth school rules prohibiting certain types of student conduct:

This Code of Student Conduct applies to all students (1) on school grounds or property at all times, (2) off the school grounds or property at a school activity or event; and (3) going to or coming from school or a school activity or event while riding in a school vehicle and (4) engaged in conduct, regardless of location, targeted at a student, school employee, official, or volunteer, if that out-of-school conduct creates a fear of a specific and significant disruption of school.

Pursuant to House Bill 204, O.R.C. 3321.01; 3321.04; 3321.13; 3321.14; 3321.38, students may have their driver’s license revoked if expelled for being absent without legitimate excuse or for use or possession of drugs or alcohol. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate or adequate.

A student found to be in violation of these rules may be (1) suspended from school, which may result in a suspension beyond the end of the current school year if fewer school days remain than suspension days, (2) assigned to Saturday/Tuesday/Thursday School, (3) assigned to the Alternative Assignment Study Program, or (4) expelled for a period of up to eighty (80) school days or longer as otherwise noted in O.R.C. and/or Board policy, which may extend into the next school year if fewer school days remain than expulsion days. In lieu of suspension/expulsion into the following school year, a student may be required to perform community service during the summer months. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate.

**1. Disruption of School**

- a) No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, or any other conduct, shall cause the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct.
- b) The following acts are prohibited at any school activity and/or on school property at any time:
  - 1. Occupying any school building, school grounds, or parts thereof, with intent to deprive others of its use;
  - 2. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
  - 3. Setting fire to or damaging any school building or property;
  - 4. Possessing firearms, explosives, or other weapons;
  - 5. Preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity, or any lawful meeting or assembly on the school premises;
  - 6. Preventing students from attending a class or school activity;
  - 7. Except under the direction of the principal, blocking normal pedestrian or vehicular traffic;
  - 8. Continuously creating noise or acting in any manner so as to interfere with a teacher's ability to conduct his/her class;
  - 9. Taking another student's property through coercion or threat of bodily harm;
  - 10. Gambling or participating in any "game of chance" on school property or at school-related activities, with the exception of festivals or similar activities that are approved by the District;
  - 11. Participating in socially obscene or indecent behavior;
  - 12. Hazing of another student or employee;
  - 13. Bringing to school electronic devices, such as televisions, radios, tape recorders, tape players, pagers, and cameras, unless written permission is granted by a teacher and/or an administrator;
  - 14. Bringing to school expensive watches, expensive jewelry, or large sums of money;
  - 15. Fighting with, or assaulting another;
  - 16. Selling/possessing/distributing drugs, and attempted selling/attempted possessing/attempted distributing of drugs; and
  - 17. Participating in any gang activity such as initiation, recruitment, fighting, hazing or related gang activities including, but not limited to, wearing colors and/or symbols that identify gangs or that are evidence of

affiliation with a gang or committing any other act deemed as inappropriate behavior.

**2. Damage, Destruction, Theft or Misuse of School Property**

- a) No student shall cause or attempt to cause damage to school property, including defacing, stealing or attempting to steal school property.
- b) No student shall use any school property or material for any purpose other than authorized curricular, co-curricular, or extracurricular activities.

**3. Damage, Destruction or Theft of Private Property**

No student shall cause damage to private property, including that of other students, teachers, administrators, or other school employees, steal or attempt to steal private property.

**4. Assault Upon Another/Physical Altercation**

No student shall cause or attempt to cause or threaten physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person. In accordance with O.R.C. 3313.66, students involved in a physical altercation may be removed from the building until an investigation of the altercation is completed and/or until a hearing is held to determine what disciplinary action should be taken.

**5. Verbal or Written Abuse of Another**

No student shall direct to a school employee or another student written communication or spoken gestures that are slanderous, degrading, obscene, profane, or insulting.

**6. Dangerous Weapons in Schools**

Students are prohibited from using or possessing any dangerous weapons on school property, in school vehicles or at any school-sponsored activity. Students who violate the policy will be subject to expulsion. The definition of a weapon shall include, but not be limited to, firearms, knives, metal knuckles, metal chains, metal spikes, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or any other object that reasonably can be considered a weapon or any object that is a facsimile of a weapon or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or members of the school community. Any student who knowingly carries or possesses a firearm onto school property or brings a firearm to any school-sponsored activity will be subject to expulsion for a period of one (1) calendar year from the date of actual expulsion. A firearm is defined in Title 18, U.S.C. Section 921. Any student who brings a knife to school or a school-related activity or possesses a knife at school or a school-related activity will be subject to expulsion for up to one (1) calendar year.

**7. Alcohol and Other Drug Use**

No student may possess, use, produce, sell or distribute alcohol or any other substances, nor use or possess paraphernalia for the purpose of alcohol or other drug use at any time, in school buildings, on or near school property and grounds, in school vehicles, including busses or at school-sponsored events at other sites. "Under the influence" may be assessed through the use of a "Rapid Eye Check" by trained personnel and may include identification of an odor associated with the use of alcohol or other drugs.

- a) The terms “alcohol, drugs and other substances” shall be used when interpreting all substances in all forms, including but not limited to:
1. Alcohol and alcohol-containing beverages including near beer and non-alcoholic beer;
  2. Inhalants (i.e. gases, solvents, butane, propane, adhesives etc.);
  3. Marijuana or its derivatives
  4. Cocaine/crack
  5. LSD or other hallucinogenics;
  6. PCP;
  7. Amphetamines and amphetamine-like compounds;
  8. Heroin;
  9. Methadone;
  10. Scheduled narcotics;
  11. Steroids;
  12. Herbal/”natural” stimulants;
  13. Herbal/”natural” euphoriant;
  14. Look-alike drugs;
  15. “Designer drugs”.
- b) The inappropriate and/or illegal use of prescription and over-the-counter preparations is prohibited. Prescription medication or over-the-counter preparations for personal use shall be allowed only as per district medication policy, under the supervision of school personnel, with written orders from a physician. Federal, state and local laws shall apply to students.
- c) The Middletown City School District has a Student Assistance Program to help students with issues or concerns related to alcohol or drug use. Alcohol and other drug use prevention education is provided for students. Best practice programs are implemented to reduce risky behavior.
- d) The Middletown City School District will notify parents and students of the current policy on student alcohol and drug use through the Student Handbook.
- e) Policy Violation - First Offense
1. Parent/guardian notified.
  2. Student removed from the grounds or event.
  3. Appropriate legal agency with jurisdiction notified; (may result in an investigation at their discretion).
  4. Student suspended for 10 school days with a recommendation for expulsion in accordance with the established due process procedures.
  5. Parent/guardian and student offered the Alternative to Expulsion Program during the suspension hearing. (Alternative to Expulsion is only offered one time during the student’s school career.)
  6. District’s Prevention Supervisor is notified about the incident and informed that the Alternative to Expulsion agreement has been signed.

7. Expulsion hearing held in abeyance while the Prevention Supervisor obtains proper compliance notification for the building administrator.
- f) Alternative to Expulsion Program Agreement
1. Parent/guardian agrees to the Alternative to Expulsion Program by officially signing agreement form.
  2. Parent/guardian schedules and attends a face-to-face assessment for his/her child, and may include a urine screen, by a certified chemical dependency counselor at his/her expense.
  3. Parent/guardian signs Release of Records form.
  4. Parent/guardian contacts the District's Prevention Supervisor within 24 hours of the incident (72 hours if incident occurred on a Friday) and provides: date, time, name of agency and name of counselor with whom the appointment is scheduled.
  5. Parent/guardian provides Prevention Supervisor with proper documentation about the appointment including what the recommendation is for the student.
  6. Student must comply with the recommendation from the counselor.
  7. Prevention Supervisor will monitor the student's progression through the program until completion.
  8. Prevention Supervisor will declare the student compliant and notify the building administrator upon receiving proper documentation from the counselor.
  9. Student is no longer subject to expulsion for the incident.
- g) Consequences for the non-compliant student:
1. Student is reported as non-compliant to the appropriate administrator and an expulsion hearing is scheduled.
  2. Student's name is reported to the Registrar of Motor Vehicles in accordance with O.R.C. 3321.13 (B) (3).
- h) Trafficking, Distributing, Second and Subsequent Offenses:
1. No Alternative to Expulsion Program is offered.
  2. Steps a. - d. under Policy Violation-First Offense followed.
  3. District Prevention Supervisor notified by building administrator.
  4. Student's name is reported to the Registrar of Motor Vehicles in accordance with O.R.C. 3321.13 (B) (3).
  5. Student is reported to the Judge of Juvenile Court.
8. **Failure to Obey Instructions/Insubordination**  
 No student shall fail to comply with reasonable instructions or requests of teachers, student teachers, substitute teachers, security personnel, principals, or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel. Failure to follow instructions, failure to abide by the rules of the Code of Student Conduct, and/or the commission of any act that causes a disruption of the educational process, or any act judged by school officials to involve misconduct is considered insubordination.
9. **Tobacco**  
 The use and possession of tobacco by students in school buildings or on school grounds is illegal.

### **Possession of Tobacco**

- 1<sup>st</sup> Offense: Parent notified/tobacco confiscated.  
Assigned Saturday/Thursday school.
- 2<sup>nd</sup> Offense: Parent notified/tobacco confiscated.  
Three-day suspension. In lieu of third day of suspension, the student may be offered the opportunity to view an educational video and write report on content.
- 3<sup>rd</sup> Offense: Parent notified/tobacco confiscated.  
Three-day suspension.
- 4<sup>th</sup> Offense: Parent notified/tobacco confiscated. Five-ten day suspension recommended.

### **Use of Tobacco**

- 1<sup>st</sup> Offense: Parent notified/tobacco confiscated.  
Three-day suspension. In lieu of the third day of suspension, the student may be offered the opportunity to view an educational video and write report on content.
- 2<sup>nd</sup> Offense: Parent notified/tobacco confiscated.  
Five-day suspension.
- 3<sup>rd</sup> + Offenses: Parent notified/tobacco confiscated. Ten-day suspension and expulsion from school recommended. The Superintendent may notify the Registrar of Motor Vehicles and the Judge of Juvenile Court. Such notification is to be given within 2 weeks after the expulsion in a manner that complies with provisions of O.R.C. 3321,13(B)(3).

#### 10. **Removing or Altering Student Records**

No student shall remove any student record from its official place of deposit without the permission of the record custodian, nor alter or in any way change or falsify any such record.

#### 11. **Extortion**

No student shall obtain something of value from another person by physical force, threat, or intimidation.

#### 12. **Trespass**

No student shall be present in an unauthorized place on school property or refuse to leave any such place when ordered to do so by authorized school personnel.

#### 13. **Pornography**

No student shall have in his/her possession, or display to another person, any pornographic material.

#### 14. **Leaving School Premises**

No student shall leave the school premises during the school day or be absent from a scheduled class or period without permission from his/her teacher or from other school personnel with authority to excuse, or without other justifiable reason.

15. **Truancy**

No student under eighteen (18) years of age shall be absent from school or from an assigned class or period without authorization for such absence from a parent or guardian. This authorization is to be delivered to his/her homeroom teacher on the first day the student returns to school. If the student is over 18 years of age, he/she must provide, in writing, the reasons for the absence. Students missing individual periods without written authorization will be considered truant.

**Truancy Procedures**

Three unexcused absences:

1. A warning letter is sent.
2. A home visit or phone call is made.
3. Appropriate action may be taken according to the Code of Student Conduct.

Five unexcused absences:

1. A mandatory conference with parent/guardian and student is held.
2. The attendance officer will be notified if parent/guardian fails to attend the conference.
3. A home visit is conducted.
4. Appropriate action may be taken according to the Code of Student Conduct.

Seven unexcused absences:

1. A second warning letter is sent.
2. A complaint may be filed in Juvenile Court against parent/guardian and student.
3. Appropriate action may be taken according to the Code of Student Conduct.

Ten unexcused absences:

1. A complaint will be filed in Juvenile Court against parent/guardian and student.
2. The parent/guardian must accompany his/her child to court.
3. Appropriate action may be taken according to the Code of Student Conduct.

Thirteen unexcused absences:

1. The school resource staff will hold a second conference.
2. Children's Services may be notified.
3. For high school students, a warning letter of possible loss of driver's license is sent home.

Fifteen unexcused absences:

1. Additional complaint against parent/guardian will be filed in Juvenile Court.
2. Disciplinary measures shall be taken based on Board policy.
3. Bureau of Motor Vehicles notified.

**When is documentation needed for absences?**

**After seven (7) days of absence for personal illness in a school year, the school shall require a physician's documentation. Extenuating circumstances may be taken into consideration by the administration when deemed necessary.**

**Pursuant to House Bill 204, O.R.C. 3321.01; 3321.04; 3321.13. 3321.14; 3321.38, students may have their driver's license revoked if expelled from school for being absent without legitimate excuse.**

**16. Student Conduct Involving Transportation (R.C. 3301-83-08)**

- a) A student shall obey the driver promptly and respectfully at all times.
- b) A student shall board and leave his/her assigned bus at a location so designated by the transportation supervisor.
- c) A student shall arrive at the bus stop before the bus is scheduled to arrive.
- d) A student shall wait at a pick up location clear of traffic and away from the bus stop.
- e) Behavior at the school bus stop must not threaten life, limb, or the property of any individual.
- f) A student is expected to board the bus in an orderly manner and walk directly to an available or assigned seat.
- g) A student shall remain seated and shall keep aisles and exits clear.
- h) A student shall keep noise at a minimum - quiet conversation is permitted.
- i) A student shall be silent at all railroad crossings.
- j) A student shall not throw or pass objects on, from, and/or into the bus.
- k) A student shall carry on the bus only objects that can be held in their laps; animals are not permitted on the bus.
- l) A student shall not put any part of his/her body out of the bus window.
- m) A student shall not open the emergency door or the front door without the bus driver's permission.
- n) When it is necessary to cross a road to board and/or leave the bus, the student shall look both ways and cross ten (10) feet in front of the bus.
- o) A student shall not behave in any manner that prevents the driver from safely operating the bus and/or interferes with the welfare of the other passengers.
- p) A student shall not eat or drink on the bus.
- q) A student shall identify self when asked.
- r) All other rules of the Code of Student Conduct shall apply to the student transportation management regulations.

The provisions of the O.R.C. 3313.66 shall apply to suspension, expulsion, and immediate removal of a student from school bus riding privileges. A student may be suspended from bus riding privileges for the period of time specified in the Code of Student Conduct for suspension from school.

**17. Sexual Harassment and/or Misconduct**

- a) Sexual harassment towards another student will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually suggestive nature when such conduct has the purpose or effect of interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive school environment. Examples of such contacts may include, but are not limited to,

suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, graffiti, assault, touching, impeding or blocking movement, leering, exposing oneself, gestures, or display of sexually suggestive objects, pictures, or cartoons.

- b) Any student who knowingly or intentionally submits a false allegation concerning sexual harassment by another student will be subject to corrective disciplinary action.
- c) Misconduct of a sexual nature will not be tolerated. Sexual misconduct may include, but is not limited to, public display of affection, including but not limited to, touching, spoken obscenities, hugging, kissing, holding hands, exhibitionism, or any act committed for the purpose of sexual interests.

18. **Computers, Software/On-Line Services in Schools**

Students must follow all regulations for acceptable use of computers, software, local area networks and on-line services in the Board Policy Manual, student handbooks, as well as individual teacher instructions for use. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to interfere with other users' mail. Misuse will result in loss of users' privileges. Failure to do so may result in any or all of the following sanctions:

- a) Loss of access.
- b) Additional disciplinary action determined at the time.

**COMPUTER/ON-LINE SERVICES**  
**Acceptable Use Policy**

The Board of Education recognizes that technology can greatly enhance the instructional program, as well as the efficiency of the District and school site administration. The Board also realizes 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's network or on-line services network are to support learning and to allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, ethical and legal manner. Failure to adhere to this policy and guidelines below may result in disciplinary actions governed by law, Board of Education Policy, and all policy regulations. Unacceptable uses of the computer/network include but are not limited to the following:

1. Violating the conditions of the Ohio Revised Code and federal and constitutional law dealing with students' and employees' rights to privacy;
2. Using profanity, obscenity or other language which may be offensive to another user or intended to harass or bully other users.
3. Copying commercial software in violation of copyright laws;
4. Using privately-owned software without the expressed permission of the staff

- member in charge of the computer and/or without meeting the tests of legality, appropriateness and relationship to curriculum;
5. Using the network for unauthorized financial gain, for unauthorized commercial activity or for any illegal activity.
  6. Accessing inappropriate material; and
  7. Downloading and/or uploading programs, applications, files, updates or plug-ins without the permission and supervision of the staff member in charge of the computer and which are not used for school-related purposes.

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users, if the user is 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 District does not condone the use of such materials; neither does the District warrant that the network will be error-free or uninterrupted.

School employees, students and parents of students must be aware that the privilege of accessing on-line services may be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the school and the District. This policy is part of the Middletown City School District's Code of Student Conduct, the MCSD Teachers' Handbook and MCSD Classified Employees' Handbook.

## **COMPUTER/ON-LINE SERVICES**

### **Acceptable Use Policy** **Student Regulations**

The following guidelines and procedures are to be followed by the students of Middletown City Schools who are authorized to use the District's computers, local area network or on-line services (electronic mail, Internet, commercial services). These guidelines and procedures will be reviewed periodically and are subject to revision as needed.

Violations of any of the following guidelines or procedures may result in any or all of the following sanctions:

1. The student may lose privileges;
2. The District may seek reimbursement for repair, replacement, or any cost incurred by the District due to vandalism;
3. Additional disciplinary action may be determined in line with the Code of Student Conduct;
4. When applicable, law enforcement agencies will be involved.

### **General Usage**

1. Illegal activities are strictly prohibited.
2. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
3. Users shall not transmit lewd, vulgar, indecent or plainly offensive speech.
4. Users shall not transmit material that is threatening or harassing and that is based on factors other than race, color, national origin, sex, disability or age that

- (a) Is so severe, pervasive, or objectively offensive, and that undermines and detracts from the educational experience, that an individual is effectively denied equal access to the District's resources and opportunities;
  - (b) Is reasonably expected to create a substantial disruption or interference with the work of the District or the rights of other individuals.
5. Rules and regulations of network etiquette are subject to change by the administration.
  6. Any form of vandalism is prohibited. Vandalism includes uploading/downloading any inappropriate materials, creating or using computer viruses and/or any attempt to harm, physically damage, or destroy equipment, materials, or the data of another user.
    - (a) A user shall report any security problem or misuse of the network or its computers to a teacher, principal, or immediate supervisor.
    - (b) Accidental site hit(s) will be documented by a staff member and copied and sent to the building tech leader(s), building principal(s) and the District technology office. (An accidental site hit occurs when a user unknowingly goes to a web site which would be considered inappropriate for viewing. The user should immediately notify a staff member.)
  7. Users are not permitted to violate regulations prescribed by the District's on-line service provider. The District's online provider is the Southwestern Ohio Computer Association (SWOCA). The Acceptable Use Policy for SWOCA is linked to the district's web page.
  8. The user in whose name the District's on-line service account is issued is responsible for its use at all times.
  9. The computer and/or network are not to be used (accessed) for unauthorized financial gain or authorized commercial activity.
  10. The network should not be used in such a way that it will disrupt the use of the network by others.

### **Privacy Issues**

1. Users shall have no expectations of privacy. All communications and information that is accessible through a District computer is property of the District. District personnel may view files, communications, and any other computer or network communication at any time for any reason.
2. Students must not reveal personal information or that of staff or fellow students.
3. Users must not read other users' mail or files without consent of the user; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy modify or forge other users' mail.
4. The user shall use the network only under his/her own account password. All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the owner of that account and of the individual committing the violation, if not the owner. Under no conditions should one give his/her password account number to another user. Impersonation for any purpose is not permitted.

### **Communications**

#### **Electronic Mail - Email**

1. Email accounts for students and staff members are to be established using procedures outlined by the District office. A request must be completed by the staff member for an individual staff account. Staff members may request

individual student accounts. **The official District-sanctioned email account is the only one to be used on school computers by students and staff.** Email accounts through search engines, web sites, or other Internet programs, such as Yahoo and HotMail, are not permitted on school computers. School email accounts need to be monitored by user names, computer, date, and time in order to track proper email use.

2. The use of email accounts by students must be school-related or under teacher supervision.
3. Students receiving an email account must have a signed user agreement form on file and purpose of use must be correlated to the curriculum.
4. The use of a MCSD student email account on any computer other than a District computer is strictly prohibited unless authorized by appropriate school personnel.

#### **Instant (Real Time) Communications**

1. The use of real time communications programs by students is strictly prohibited.

#### **Chat Rooms**

1. The independent, unsupervised, unapproved use of chat rooms by students is strictly prohibited.
2. The use of a chat room for a teacher-controlled activity is only permitted with curriculum connection and an application pre-approved by the building principal twenty-four hours before the scheduled activity. Any inappropriate occurrence should be documented on the approval form and returned to the building principal.
3. For all chat room activities, a single computer will be used with one (1) student/teacher controlling input to the chat area for the entire class.

#### **Web Exploration**

##### **Student Web Use**

1. All student web activities will be limited to teacher-directed assignments or activities.
2. Students may only use the web for the purpose of searching for information based on assignments or activities by their teacher.

##### **Web Page Development - (links)**

1. Posting of web pages from school computers to servers accessed through web sites, such as Geocities, is not allowed. Posting school-related web pages and projects by students on sites other than the Middletown City School District web site is prohibited.

##### **Downloading Programs and Information**

1. Installing or adding any programs, applications, files, updates, or plug-ins to a school computer is to be done only after permission is obtained from the staff member in charge of the computer.
2. The downloading of appropriate files for research and classroom use is permitted by teachers as long as they follow copyright laws and the District software policy.

##### **Copyright**

1. Copyrighted materials may not be placed on the system without the author's permission and/or possession of legally purchased software or license covering its use.
2. Copyrighted materials taken off the system and/or locally owned software shall be

subject to all copyright laws.

Any student that has posted, uploaded, or passes along material, data, or information obtained in violation of the Code of Conduct, the Computer/On-Line Acceptable Use Policies, or any other District policy, agrees to remove from any other web site or host (including, for example, YouTube, MySpace, Facebook, and private web pages), any information, data, file, photograph, video, image, or any other type of posting that was obtained or posted in violation of such rules.

### **STUDENT DRESS CODE**

Students shall dress in such a manner that their clothing or appearance is not a source of distraction and that it does not endanger their safety, their health, or their physical well-being. Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress and grooming. To be proper for school, dress and grooming should be clean, neat, and conducive to learning. Examples of appropriate and inappropriate dress and/or grooming are listed herein; this is not intended to be an all-inclusive list. It must be understood that final interpretations of appropriate dress and grooming will reside with the building principal and/or designees.

1. Lower body articles of clothing must be hemmed and must cover the body from the waist to the middle thigh; students will not wear short shorts, biker pants, athletic shorts, or mini skirts.
2. Lower garments are to be worn at waist level at all times.
3. Upper body articles of clothing should cover the body from shoulders to waist; shirts exposing the midriff at any time will not be acceptable. Shirts must have some type of sleeve, and the armholes should contain a hem and not expose more than the arm or underarm area.
4. Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd, or vulgar is not permitted. Clothing that bears statements, slogans, images, or insignia that harass, threaten, intimidate, demean, suggest violence, or create a reasonable risk of substantial interference of the educational process is not permitted. Clothing that bears statements, slogans, images, or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs, and that creates a reasonable risk of substantial interference of the educational process, is not permitted.
5. Tattoos, slogans, insignia, buttons, and other paraphernalia may not be worn or displayed if the message may reasonably be anticipated to create a disruption of the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
6. No visible body, facial, or tongue piercing will be permitted with the exception of the ears.
7. Extreme makeup and/or hair color will not be permitted. Makeup and hair color must be of a natural color or tone.
8. Articles of clothing meant to be worn outdoors rather than indoors will not be worn during the school day and should be kept in the students' lockers. These include, but are not limited to, coats, parkas, jackets, windbreakers, or windshirts.
9. Suit coats and blazers are acceptable at the discretion of the building administration.
10. Hats, head coverings, headgear, scarves, headbands, bandanas, gloves or mittens, and/or sunglasses (unless directed by a doctor) are not to be worn. Heavy chains, studded bracelets, dog collars, and other articles which may be judged to be potentially harmful to

- the students and/or could be used as a weapon will not be permitted.
11. Bookbags, backpacks, and other large utility bags are permitted in areas designated by each school's administration.
  12. Students must wear shoes to school that are safe and appropriate for the school environment.

The Board of Education supports a voluntary uniform dress code for students at any or all schools in the District. The process for parents interested in establishing a uniform policy for a particular school is outlined in Board policy, JFCA, Student Dress Code.

## **STUDENT DISCIPLINE**

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education.

A student's failure to comply with the requirements for conduct outlined in student handbooks may result in student discipline. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner. (Please refer to the Middletown City School District Code of Student Conduct Reference Chart at the back of this publication.)

**EXTRACURRICULARS:** Students engaging in extracurricular activities must keep in mind that participation in these activities is a privilege, not a right. Students engaging in extracurricular activities are prohibited from engaging in conduct that brings discredit upon the school, or that brings a disruptive influence on the good order, disciplinary, or educational environment of the school. Failure to do so is a violation of the Code of Conduct.

**ARRESTS/CHARGES/OTHER MISCONDUCT:** Therefore, any athlete or participant in any other extracurricular activity who is arrested, who is charged as a juvenile or as an adult, or who otherwise engages in conduct that brings discredit upon the school or brings a disruptive influence on the good order, disciplinary, or educational environment, may be suspended from participating in the activity or competitions until the criminal or juvenile action is completed. If the student's participation in practices brings further discredit upon the school or brings a disruptive influence on the good order, disciplinary, or educational environment of the school, the student may also be denied participation in practices.

**CONVICTION/GUILTY/ADJUDICATION:** Students found guilty of, admitting to, pleading no contest to, or being adjudicated of, charges may expect to have their suspensions extended, up to and including a permanent ban from any or all extracurricular activities or sports.

**TIMING:** The Code of Conduct requirements apply both in and out of season. Therefore, discipline will be imposed for conduct that occurs in season, out of season, or prior to the start of a season.

## **DANGEROUS WEAPONS**

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

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle.

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

The Board may adopt a resolution authorizing the Superintendent to expel a student from school for a period not to exceed one year for bringing a knife to a school operated by the Board or onto any other property owned or controlled by the Board or for possession of a firearm or knife at school or on any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person. The resolution may authorize the Superintendent to extend such an expulsion into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the following: an incident involving a disabled student when the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

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

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the County Registrar and Juvenile Judge within two weeks of the suspension, expulsion or permanent exclusion.

## **USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS**

Students may have cellular telephones and other electronic communication devices while on school property as long as such devices are turned off during scheduled class time, unless otherwise directed by the teacher for instructional purposes. However, students are permitted such communication devices during after school activities or events.

First time violators of this policy are reported to the principal, who may confiscate the device and hold it in his/her office until the end of the school day. Subsequent violations may result in confiscation, loss of privilege and/or forfeiture of the device to the District. The District assumes no liability if these devices are broken, lost or stolen.

### **GANGS**

Gangs that initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the District.

Incidents involving initiations, hazings, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action. This includes all forms and instruments of harassment and bullying, including electronic communications devices.

### **HAZING and BULLYING**

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

Bullying, harassment or intimidation are intentional written, verbal or physical acts that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship, and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

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 student, including leaders of student organizations, may plan, encourage or engage in any 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 law.

## **SEXUAL HARASSMENT**

All persons associated with this District, including administration, staff and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

District policy prohibits sexual harassment in any form and outlines complaint procedures which are available to victims as well as disciplinary penalties that could be imposed for offenders.

**Definition of Student-on-Student or Employee-on-Student Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that is so severe, pervasive and objectively offensive, and undermines and detracts from the educational experience, that an individual is effectively denied equal access to the District's resources and opportunities.

**The Grievance Officer:** The Human Resources Director and/or the Student Services Director are the appointed sexual harassment grievance officers vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedure set forth in district policies. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident to the Human Resource Office at 423-0781.

Sexual 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.

## **STUDENT ABSENCES AND EXCUSES**

Regular attendance by all students is very important. Reasons for which absences may be excused include but are not limited to:

1. Personal illness - the approving authority may require a certificate of a physician if he/she deems it advisable.
2. Illness in the family - shall not apply to children under fourteen years of age
3. Quarantine to the home - limited to the length of the quarantine as fixed by the proper authorities.
4. Vacation - any trip taken as a vacation if the school has been notified one week or more in advance.
5. Educational trips paid for by the parents or a sponsor or school or class-sponsored trips.
6. Death of a relative is limited to a period of three days unless a reasonable cause may be shown by the applicant for granting a longer period of absence.
7. Observance of a religious holiday or participation in religious instruction. Any child of any religious faith is excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.

Each student who is absent must immediately upon return to school make arrangements with

his/her teacher(s) to make up work missed. Students who are absent from school for reasons not listed in this policy may or may not be permitted to make up work. Each case is considered on its merit by the principal and the respective teacher(s). Students are required to bring a note to school after each absence explaining the reason for the absence or tardiness.

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. By prior written consent; and
2. As directory information.

The following rights exist:

1. The right to inspect and review the student's education records;
2. The right to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s) or an 18 year old student's request;
3. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA); and
4. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

## **DIRECTORY INFORMATION**

The following personally identifiable information contained in a student's education records is considered "directory information":

1. Student's name;
2. Participation in officially recognized activities and sports;
3. Student's achievement awards or honors;
4. Student's height and weight, if a member of an athletic team; and
5. Date of graduation.

Directory information is disclosed without prior written consent, except when the request is for a

profit-making plan or activity. Student directory information will be released **unless** the parent or an 18 year old student withdraws consent to release in writing, and submits form SR 110, Refusal of Permission to Release Directory Information Without Prior Written Consent, which can be obtained from the school secretary or downloaded from the district's website (www.middletowncityschools.com) and returned to the school office.

Under provisions of the No Child Left Behind Act (NCLB), names and addresses of student in grades 10 through 12 must be released to an armed forces recruiting officer unless a parent or an 18 year old student withdraws consent to release in writing, and submits form SR 112, Student Privacy, which can be obtained from the school secretary or downloaded from the district's website (www.middletowncityschools.com) and returned to the school office.

### **PUBLICATION OF STUDENT LIKENESS IN THE MEDIA**

Consent for Middletown City Schools to use pictures, videotapes, film and/or recordings of a student's likeness and/or voice for news broadcasts, promotional clips, print media, Internet and other means or purposes is assumed **unless** a parent or 18 year old student completes and submits form SR 111, Refusal of Consent for Publication of Student Likeness in the Media, which can be obtained from the school secretary or downloaded from the district's website (www.middletowncityschools.com) and returned to the school office.

This consent releases the Middletown City Schools, its agents, successors or assigns from any liability for any violation of any personal or property rights which said parent or 18 year old student has in connection with such materials and waives any right to approve accompanying written or narrative material.

### **PUBLICATION OF STUDENT PHOTO IN THE YEARBOOK**

Customarily, individual school pictures of students taken in the fall of the year are reproduced in the school yearbook. A parent may refuse consent for his/her child's photo to be included in the yearbook by completing and submitting form SR 113, Refusal of Consent for Student's Photo to be Printed in the Yearbook, which can be obtained from the school secretary and returned to the school office. Consent will be assumed unless this form is returned.

### **ANNUAL DISTRICT HEALTH SCREENINGS**

Vision Screenings: All students in grades K, 1, 3, 5, 7, and 9

Hearing Screenings: All students in grades K, 1, 3, 5, and 9

Scoliosis Screenings: All students in grades 6, 7, and 8

Height, Weight & BMI  
(Body Mass Index)

Screenings: All students in grades K – 5 and grade 9; randomly selected students in grades 6-8

## **HOMEWORK**

The Board believes that homework that is properly designed, carefully planned and geared to the development of the individual student, meets a real need and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Homework assignments also afford a way for parents to acquaint themselves with the school program and their own child's educational progress.

Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans.

## **TITLE I**

### **Title I ...**

has the purpose of enabling schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State performance standards (Proficiency and Achievement Testing).

### **Title I...**

buildings can qualify as Targeted Assisted Program or as a Schoolwide Program. A Targeted Assisted Program requires that the building identify children at risk (achievement) on a priority basis. Under this program Title I services, materials and equipment purchased with these funds can only be used by the specifically identified students, parents and teachers. A Schoolwide Program requires the entire school community, including parents, to make decisions through study, data, and research to reform and change the school with the goal of increasing the achievement of all students in the building. A Schoolwide program allows the services, materials and equipment to be used by all students, parents and teachers in the building.

### **Title I...**

is federal money (Elementary and Secondary Education Act) administered through the local public school district.

### **Title I ...**

money is received by almost all school districts in Ohio.

## **Title I...**

is funded on the premise that areas with a high percentage of low-income families also have high concentrations of children who are educationally disadvantaged.

### **Title I Meetings**

There is an array of Title I meetings held in the Middletown City School District each year. Information on these meetings is shared in a variety of ways. Some meetings are advertised in the Middletown Journal. School newsletters and specifically created flyers are also used to make sure parents receive notification of meetings and events available to them through Title I.

An Open House is held each fall in every building. At that meeting, it is required by law that the Title I program and the "Parent-School Compact" is shared with parents and children. The compact is an agreement between the school and home which emphasizes the need to work together to increase student achievement.

A Parent Activity Committee formed at each school, including parents, meets throughout the year to plan and schedule activities of special interest and education for the school community (students, parents and teachers). Each committee determines the number and types of events planned.

Parent involvement meetings and events are supported in three ways. First, a District Parent Facilitator provides activities and events during the school day. Second, each building selects a parent facilitator(s) to support after school and evening activities. Third, a budget is provided for parent involvement meetings and events in each building.

### **School-Parent Compacts**

The Federal, Title I program requires all participating schools to develop, with their Title I parents, a Compact that outlines how parents, school staff, and students will work to improve student achievement and building partnerships to help children achieve to high standards. Schools are to develop these voluntary agreements between the home and school to define goals, expectations, and shared responsibilities of schools and parents as partners in students' learning.

Compacts incorporate the unique ideas and activities of each school community. They usually have a separate section for teacher, principal, parents and their children to sign if they choose.

School responsibilities describe how the school will provide high quality curriculum and instruction and note the importance of communication between teachers and parents on an ongoing basis (conferences, reports, access to staff, and opportunities to volunteer and participate in their child's classroom).

Parent responsibilities indicate some ways that parents can support their child's learning. Those responsibilities can include monitoring school attendance, homework completion, and television watching; volunteering in their child's classroom; and taking part, as appropriate, in decisions on the education of their children and constructive use of extracurricular time.

These Compacts are reviewed each year. If you have any ideas for your child's school Compact, please share them with your child's school.

### **Parental Involvement**

The home can be a rich source of support to both teachers and students. It is recognized that through home and school communication, the parent/school partnership can become a vital and useful source. Parents should feel free to communicate with the school about their child.

In the Middletown City School District, a district-wide parent facilitator works with all Title I buildings during the school day to support activities for parents that teachers cannot because of their direct responsibilities with students. Individual buildings have their own parent facilitator who works with the district-wide facilitator in developing the after school meetings and events.

Parent involvement is a requirement for receiving Title I funds. One percent of the money must be used for parent involvement activities. The district is required and proud to report how many activities/meetings, the types of activities, and the number of parent participants involved each year.

### **Parent Involvement in Education**

The Board believes that parental involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop, along with parents and foster caregivers, the necessary regulations to ensure that this policy is followed and that parental involvement is encouraged. The regulations are to:

1. encourage strong home-school partnerships;
2. provide for consistent and effective communication between parents or foster caregivers and school officials;
3. offer parents or foster caregivers ways to assist and encourage their children or foster children to do their best and;
4. offer ways parents or foster caregivers can support classroom learning activities.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with, and distribute to, parents of children participating in Title I programs a written parental involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

## **Your Parental Involvement**

Ask yourself the following about your parental involvement: How do I help my child? I help my child by...

- Attending parent meetings
- Volunteering my services at my child's school
- Reading newsletters and/or notes from the school
- Visiting my child's classroom, other than at conference time
- Knowing if my school, or school district, has a Parent Activity Committee (PAC)
- Attending PAC meetings
- Discussing my child's school with:
  - Other parents
  - My child's teacher
  - The principal
  - Other administrators
- Knowing what role parents have in planning, carrying out, and reviewing the instructional program at my child's school.

## **THE MIDDIE WAY PROGRAM**

Through the Middie Way Program, the Middletown City School District's Athletic Department strives to fulfill its mission to provide the best athletic program in the nation for students in grades 7 - 12 by fostering the pursuit of excellence through a realization of the following commitments:

- To be a positive example of the integration of academic and athletic success;
- To motivate each student athlete to pursue excellence in the classroom and in every endeavor in life;
- To demand a commitment to truth, discipline, loyalty and perfection;
- To develop character and a positive attitude in our student athletes that will give us a competitive edge in our successes;
- To provide the best coaching leadership, coaching skills, player techniques and player strategies;
- To be part of a successful team learning to function effectively and cohesively within a wide variety of personalities;
- To work within the structure of the team learning to overcome selfish needs, to live beyond one's self and to become part of something bigger than the individual;
- To compete with great effort, poise and perseverance;
- To make the student athletes' time at Middletown High School the most enjoyable and meaningful experience in his/her life;
- To bring honor and glory to the Middletown community and to Middletown High.

