

BROWN MIDDLE SCHOOL

Grades 5-8

228 S. Scranton Street

Ravenna, OH 44266

(330) 296-3849

FAX (330) 297-4146

www.ravennaschools.us

2023-2024

STUDENT – PARENT HANDBOOK

BROWN MIDDLE SCHOOL

SCHOOL DIRECTORY 330-296-3849

Principal	Mrs. Catrina Burwell	3010
Assistant Principal	Mr. Rick Sullivan	3011
Dean of Students	Ms. Kelsey Schuenke	3012
Guidance Counselor	Mrs. Margaret VanFossen	3021
Guidance Counselor	Mrs. Kara Pumper	3020
Building Secretary	Mrs. Jodi Kornbau	3001
Attendance Secretary	Mrs. Mandy Caicco	3002

BMS Bell Schedule 2023-2024

Students are not permitted on school grounds before 7:10 a.m.

7:15 a.m. - Students Enter Building

7:23 a.m. - Two Minute Warning Bell Rings

7:25 a.m. Tardy bell rings (Any student not in their class by then must sign in at the office)

Period	5th Grade	Minutes		Period	6th Grade	Minutes
1	7:25-8:30	65		1	7:25-8:30	65
2	8:33-9:38	65		2	8:33-9:38	65
3	9:41-10:46	65		3	9:41-10:46	65
4	10:49-11:19 (Lunch)	30		4	10:49-11:54	65
5	11:22-12:27	65		5	11:57-12:27 (Lunch)	30
6	12:30-1:35	65		6	12:30-1:35	65
7	1:38-2:20 (Advisory)	42		7	1:38-2:20 (Advisory)	42
Dismissal Protocol 2:20 - bus and car riders dismissed 2:22 - walkers dismissed				Dismissal Protocol 2:20 - bus riders dismissed 2:22 - walkers / car riders dismissed		
Period	7th Grade	Minutes		Period	8th Grade	Minutes
1	7:25-8:30	65		1	7:25-8:30	65
2	8:33-9:38	65		2	8:33-9:38	65
3	9:41-10:46	65		3	9:41-10:46	65
4A	10:49-11:22	33		4	10:49-11:54	65
5	11:22-11:52 (Lunch)	30		5A	11:57-12:30	33
4B	11:55-12:27	32		6	12:30-1:00 (Lunch)	30
6	12:30-1:35	65		5B	1:03-1:35	32
7	1:38-2:20 (Advisory)	42		7	1:38-2:20 (Advisory)	42
Dismissal Protocol 2:20 - bus riders dismissed 2:22 - walkers / car riders dismissed				Dismissal Protocol 2:20 - bus riders dismissed 2:22 - walkers / car riders dismissed		

★ **Advisory: (SEL relationship building, Academic Interventions and Enrichment, Passion Fridays, and School Assemblies)**

WELCOME TO BROWN MIDDLE SCHOOL

Our purpose is to make the middle school years a memorable and rewarding experience. We will strive to make available an academic and extra/co-curricular program that is second to none. The ideas and experiences that you will be exposed to are designed to enable you to have a solid foundation of knowledge. This foundation will allow you continually to build toward the goal of being an understanding and productive member of society. Since this is your school, we expect that you will take pride in it and will become constructively involved in making it the best school in the area.

Sincerely,
The Administration

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, please contact the building administrators. This handbook supersedes all prior handbooks and other written material on the same subjects. All students must abide by the rules and regulations as adopted by the Ravenna Board of Education.

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Ravenna Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of religion, race, color, national origin, sex, disability, military status, ancestry, or age within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

CIVIL RIGHTS COMPLIANCE

Applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Ravenna School District are hereby notified that this institution does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, or age. Any person having inquiries concerning the Ravenna School District, compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the compliance officer, Mr. Ben Ribelin, Assistant Superintendent, at the Board Office, 534 Summit Street, Ravenna, Ohio 44266, telephone (330)296-9679. Any person may also contact the Assistant Secretary of Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, and Section 504.

COPYRIGHT OFFICER

The Copyright Officer for the Ravenna School District is Mr. Jay Newcome, 534 Summit Street, Ravenna, Ohio 44266, telephone (330)296-9679.

TITLE IX SEXUAL HARASSMENT

The Ravenna School District Board of Education has adopted a formal policy pertaining to Nondiscrimination on the basis of sex in Education Programs or Activities—BOE Policy 2266. You can find this policy at our district webpage: www.ravennaschools.us - under the policy and procedures tab.

The Board of Education of the Ravenna School District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

BOARD OF EDUCATION

Mike Tontimonia
Joan Seman

Pamela Nation Calhoun
Mike Wisniewski

Patricia Dennison

The school board meets the fourth Monday of each month.
Please call 330-296-9679 ext. 1001 for the location and time of the meeting.

DISTRICT ADMINISTRATORS 330-296-9679

Dr. Laura Hebert, Superintendent Ext. 1010
Mr. Ben Ribelin, Assistant Superintendent Ext. 1020
Mr. Lee Smith, Director of Curriculum and Instruction Ext. 1021
Mrs. Candi Lukat, Treasurer Ext. 1030
Mr. Jay Newcome, Director of Technology; Copyright Law Officer Ext. 1040
Mrs. Jessica Haynes, Director of Special Services Ext. 1050
Mrs. Kim Isaman, Director of Transportation 330-296-6828 Ext. 1310
Ms. Lori Tontimonia, Director of Student Nutrition 330-296-7159, Ext. 1220
Mr. Stephen York, Director of Business Operations 330-296-7159 Ext. 1210
Mr. Jim Lunardi, Athletic Director 330-296-3844 Ext. 2014

SECTION I - GENERAL INFORMATION

CAFETERIA

Lunches, snacks, and milk may be bought in the cafeteria. The delivery of food from an outside source for a student will be permitted with approval of the school administration. Students are allowed to bring a packed lunch from home to be consumed in the cafeteria. Please cooperate with the following:

1. Students are to report to lunch on time and cannot leave the cafeteria unless the cafeteria monitors give permission.
2. Leave your eating area in good condition.
3. Take no food from the cafeteria. Eating in the halls or classes is **not** permitted except school-issued breakfast from 7:15-7:35 a.m.
4. Do not crowd or cut in line; wait your turn patiently and quietly.
5. Areas off limits during lunch: gym areas, lockers, locker room areas and hallway.
6. Remain seated unless purchasing food or going to the restroom.

PaySchoolsCentral.com

Despite the free lunches, a student can still pay for optional lunch items such as a 'la carte (middle and high school), milk, etc. You will be able to put money on your child's meal account over the internet 24 hours a day, 7 days a week.

CARE OF PERSONAL PROPERTY

Students are solely responsible for the care of their own personal property. The school **will not be** responsible for personal property. An excess of money and valuables such as jewelry or irreplaceable items should be left at home. The following items should not be brought to school: entertainment systems (Cell phones, smart watches, bluetooth headphones, trading or playing cards, collectibles, laser pens, toys, and additional non school-issued educational related items). The school will confiscate such items and may return them to the student or parent. Students may face disciplinary action for possession of these items.

Students should not store their books or property in another's locker or leave money or valuables in an unlocked regular or gym locker. Students riding bikes to school do so at their own risk and are asked to lock them in one of the school's bike racks. Students should record their bike's *serial number*, which is to be kept in a safe place at home.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Necessary measures must be taken when the well being of the school population is at risk. The school has the right to remove or isolate a student who has been ill or exposed to a communicable disease (measles, rubella, strep, mumps and other conditions indicated by the Health Department) or highly transient pest, such as lice. Removal will be for the contagious period as outlined in the school's administrative regulations.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

To the extent required by law, parents will be requested to have their child's blood checked for HIV and HBV when the child has

bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. **If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline.** This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Principal.

Unless given a waiver, students must meet the following requirements:

DTaP/DT	-- Grades 5-8: Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and
Tdap/Td	Tdap is the minimum acceptable for children age seven (7) and up, with proper spacing.
Diphtheria, Tetanus, Pertussis	-- Grades 7-8: One (1) dose of Tdap vaccine must be administered prior to entry to 7th grade, and on or after the 10th birthday.
MMR	-- Grades 5-8: Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second
Measles, Mumps, Rubella	dose must be administered at least 28 days after dose 1.
Polio	-- Grades 5-8: Three (3) or more doses of IPV. The final dose must be administered on or after the 4th birthday regardless of the number of previous doses, with at least 6 months between the final and previous dose. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
HEP B	-- Grades 5-8: Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first
Hepatitis B	dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
Varicella (Chickenpox)	-- Grade 5-8 : Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.
MCV4	-- Grade 7-8: One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.
Meningococcal	

INJURY, ILLNESS, AND WELL BEING

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

Parents with students with specific health needs should submit those needs in writing and with proper documentation by a physician/licensed prescriber, to the school office. All medications, prescription or over the counter, i.e. ibuprofen, acetaminophen, nasal sprays, eye drops, cough drops, etc. are to be delivered to the school office by an adult with proper documentation and taken only with supervision unless otherwise ordered by a physician/licensed prescriber. Please discuss the procedures for medications and treatments with the school nurse or building principals.

Emergency Medical Forms must be completed and submitted through Final Forms at the beginning of the school year. If any changes occur during the year, please update your student's account in Final Forms so information is always current.

The school nurse is on duty daily. When the nurse is not available, students who become ill during the school day shall request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

UNLESS DIRECTED BY SCHOOL PERSONNEL, STUDENTS WHO ARE ILL ARE NOT TO SPEND TIME IN THE RESTROOM, TAKE ANY TYPE OF MEDICATION, OR MAKE CALLS OR TEXT TO GO HOME WITH THEIR PERSONAL CELL PHONE; STUDENTS NEED TO GET PERMISSION TO COME TO THE OFFICE AND USE THE OFFICE PHONE FOR THIS PURPOSE. Failure to comply will result in disciplinary action.

EMERGENCY ALERT - FIRE

At the sound of the fire alarm, each student is to leave the building by following the directions posted in each room. Students shall leave quietly and stay in their own group even when outside the building so that attendance taking is possible. Remain quiet so directions may be heard. **The signal for a blocked primary fire exit route is "raised hands in the air". Upon seeing this signal, students should use the alternative fire exit.**

EMERGENCY ALERT - TORNADO

In case of a tornado warning, you will be alerted by the public address system, public address system warning tone, five blasts on the regular school bell or a warning horn. Quickly leave your area and proceed quietly to your designated area within the building away from glass windows. Upon reaching the designated shelter area, take up safety position (seated position, head and knees drawn together, arms and hands covering head and neck) and remain quiet so directions may be heard.

EMERGENCY NOTIFICATION

In the event of a school emergency or closing due to hazardous weather conditions or any other emergency situation, the *Parent Square* phone messaging system will be used to contact parents/guardians. The message will come to the phone number provided in Final Forms at the beginning of the year. If your phone number changes, please notify the school secretary.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WKNT	Kent	1520 AM	WWWE	Cleveland	1100 AM	WGAR	Akron	99.5 FM
WNIR	Akron	100 FM	WKSU	Kent	89.7 FM	TV	3, 5, 8, 19, 29, 43	
WSLR	Akron	1350 AM	WHLO	Akron-Canton	640 AM			
WKDD	Akron	96.5 FM	WAKR	Akron	1590 AM			

Parents and students are responsible for knowing about emergency closings and delays.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. Since they are an extension of the school program, all school rules are in effect. The "Field Trip Permit" form signed by the student's parent(s) and other materials as needed are required in order to attend the field trip.

GUIDANCE

Guidance is a student-centered service to assist students in self-understanding, educational planning and personal growth and development.

Guidance services for students include individual counseling, group guidance activities, testing, referral to school or community resources and information resources (career education, student records, educational opportunities, scheduling, community groups and agencies).

Students are encouraged to take advantage of guidance services. Appointments to see the counselor can be made at the Guidance Office before or after school or by obtaining a pass to visit the Guidance Office from the student's teacher. Students can also sign up to see their guidance counselor through a Google Form that will be shared with and accessible to all students.

Parents can also make appointments with the counselor for guidance services such as parent-teacher-counselor conferences, student scheduling, and school/community resource information and referral. Parents may call the counselors directly or make an appointment through the secretaries.

HALLS

Failure to have a pass is a Rule #25 violation of the Student Code of Conduct. Students are asked to be courteous at all times, keep to the right when moving in the halls and not block hall traffic. Running, shouting, or congregating in large groups in the halls is never permitted. The use of a book bag or sport bag is not permitted during the school day. Students are afforded the opportunity to go to their lockers before school, between certain classes, and after school. A student assigned gym class is allowed to use a sport bag or other similar type of bag to take their gym supplies to class. Students with bags big enough to fit a textbook will be asked to keep their bags in their lockers.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students shall obtain a pass from their teacher to use the phone if it is an emergency.

Students are not to use classroom or cell phones to call parents to receive permission to leave school.

TELEPHONE SYSTEM

Brown Middle School phone system is equipped with voice mail, which allows callers to leave messages for most staff members. The system is active 24 hours a day. A list of each staff member and his/her voice mail number is available from the Main Office.

To access a staff member's voice mail system, dial (330)296-3849 and then the staff member's voice mail number anytime after

the start of the phone system greeting. Please report any problems with this system to the administrators.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Ravenna School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Educational Improvement Act (I.D.E.I.A.).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the building principal at (330)296-3849.

Parents who believe their child may have a disability that substantially limits major life activities of their child should contact Special Services at (330)297-6708.

LIBRARY MEDIA CENTER

The mission of the school library program is to ensure that all students and staff are effective users of information and ideas by:

- *Collaborating with teachers and staff to create curriculum-based learning experiences that further student achievement*
- *Providing and maintaining strong collections of learning materials matching district curricular needs*
- *Teaching students and staff information literacy skills needed to achieve in school and in daily life*

1. The Brown Middle School Library Media Center (LMC) is a safe space for all learners.
2. Students can check out up to 3 books.
3. Books are checked out for 3 weeks with the option to renew the item or to return it early.
4. Students are responsible for any item(s) checked out.
5. If a student has overdue books, lost books, or damaged books, he/she may not check out again until the items are returned, paid for, or replaced.
6. Visit the BMS Library homepage for access to the online library catalog and for links to educational resources and databases.

LOCKERS

The office will assign lockers and combinations. THE LOCKER OR THE COMBINATION SHOULD NEVER BE PRESET OR SHARED WITH ANOTHER. Students are assigned lockers for their convenience in storing books and coats. **The student locker is property of the school district.** The locker and its contents are subject to search at any time to insure the safe operation of the school. Students will face disciplinary action and/or a fine for defacing or damaging any school locker. Problems with the locker shall be reported to the office.

HOW TO OPEN YOUR LOCKER

1. Start at zero (0), make two (2) complete revolutions to the RIGHT and keep going until you reach _____ (your first number).
2. From the first number, make one (1) complete revolution to the LEFT, passing your first number and keep going until you reach _____ (your second number).
3. From this second number, go RIGHT until you reach _____ (your third number).
4. STOP, OPEN LOCKER.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

"FERPA" gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students". Their rights are:

1. The right to inspect and review the student's educational records within 45 days of the day on which the school receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. Generally, school must have written permission from the parent or eligible student in order to release any information regarding the student's education records. However, FERPA allow schools to disclose those records, without consent, to the following under these circumstances.
 - School officials with legitimate educational interest;
 - Other schools to which the student is transferring;
 - Specified officials for audit and evaluation purposes;
 - Appropriate parties in connection with financial aid to the student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and date of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

TECHNOLOGY USER'S RESPONSIBILITY

The use of computers and access to the Internet in the school setting is ever increasing. The school's computer systems provide a valuable source for information, word processing applications, and an educational aide to instruction. The student-user is always responsible for the computer hardware, software, and its use.

Each user prior to any use of the school computer systems must sign a 'Computer Use' contract. Guidelines have been established which include:

1. Use language appropriate for school situations. Profanity, obscenity or personal attacks are not tolerated.
2. Respect copyright issues regarding software, information, and attributions of authorship. Personal software from home for use on the school computer is not allowed.
3. Avoid illegal activities such as tampering with the hardware or software or programming, unauthorized entry into the computer network, spreading computer viruses, vandalism, or destruction of computer files or equipment.
4. Network users must use real names and their valid passwords. Sharing passwords with others is prohibited.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT – 7540.03F1

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

Unauthorized or improper use of personal or of the District's Education Technology is strictly prohibited. Use of the District's Education Technology, including its computers, laptops, tablets, personal communication devices, network and Internet connection and online educational services must comply with the District's Education Technology Acceptable Use and Safety Policy/Agreement. This Education Technology is provided only for communication, processing, and storage of school/education-related information and/or for authorized School District use. The Education Technology is subject to monitoring for all lawful purposes (e.g. to ensure its proper functioning and management, to protect against improper or unauthorized use or access, and to verify the presence or performance of applicable security features or procedures and operational security) and individual users have no expectation of privacy.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or

sent using the Board's Education Technology Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

As parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

**RAVENNA SCHOOL DISTRICT
REVISED GUIDELINE - VOL. 33, NO. 1
STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Students are authorized to use the Board's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech") for educational purposes. Use of the Education Technology is a privilege, not a right. When using the Ed-Tech, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed-Tech, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Education Technology students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Ed-Tech that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Board's Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive, but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication using the Ed-Tech. All use of the Education Technology must be consistent with the educational mission and goals of the District.
- B. Students may only access and use the Education Technology by using their assigned account and may only send school-related electronic communications using their District-assigned email addresses. Use of another person's account/email address/password is prohibited. Students may not allow other users to utilize their account/email address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Network. Students may not intentionally disable any security features of the Ed-Tech.
- D. Students may not use the Education Technology to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; including sexting; fraud; sale of illegal substances and goods).
 1. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act of an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 2. Students shall not use the Education Technology to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Ed-Tech for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Ed-Tech by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Education Technology to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites,) to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey <http://www.cyberbullying.ca>]
- Cyberbullying includes, but is not limited to the following:
1. posting slurs or rumors or other disparaging remarks about a student on a website or on a weblog;
 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 4. posting misleading or fake photographs of students on websites.
- H. Students are expected to abide by the following generally-accepted rules of online etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Education Technology. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Ed-Tech (including, but not limited to, public messages, private messages, and material posted on web pages).
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" online without parental approval and participation.
 8. Check e-mail frequently, and delete e-mail promptly.
 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g., pornography). Students should not delete such messages until instructed to do so by a staff member.
- I. Students shall not use the Education Technology to access, process, distribute, display or print Prohibited Material at any time, for any purpose. Students may only access, process, distribute, display or print Restricted Material and/or Limited Access Material as authorized below.
1. Prohibited Material includes material that constitutes child pornography and material that is obscene, objectionable, inappropriate and/or harmful to minors, as defined by the Children's Internet Protection Act. As such, the following material is prohibited; material that appeals to a prurient or unhealthy interest in nudity, sex, and excretion; material that 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 lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Prohibited material also includes material that appeals to a prurient or unhealthy interest in, or depicts, describes, or represents in a patently offensive way, violence, death, or bodily functions; material designated as for "adults" only; and material that promotes or advocates illegal activities.
 2. Restricted Material may not be accessed by elementary or middle school students at any time, for any purpose. Restricted Material may be accessed by high school students in the context of specific learning activities that have been approved by a teacher or staff member for legitimate research purposes. Materials that may arguably fall within the description provided for Prohibited Material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be Restricted. In addition, Restricted Material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other

people are Restricted.

3. Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as "open access" time. Limited Access Material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investment.

If a student inadvertently accesses material that is considered Prohibited or Restricted, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the student against an allegation that s/he intentionally violated the provision.

The determination of whether material is Prohibited, Restricted, or Limited Access shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. The fact that the technology protection measures have not protected against access to certain material shall not create the presumption that such material is appropriate for students to access. The fact that the technology protection measures have blocked access to certain material shall not create the presumption that the material is inappropriate for students to access.

- J. Malicious use of the Education Technology to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Ed-Tech in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building principal, or Director of Technology if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- L. Downloading of information onto school-owned equipment or contracted online educational services is prohibited, without prior approval from the Director of Technology. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects the District's Ed-Tech with a virus and causes damage, the student will be liable for any and all repair costs to make the Education Technology once again fully operational.
- M. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or Listservs.
- N. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines. Students may only use their school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.
- O. Users have no right or expectation to privacy when using the Education Technology. The District reserves the right to access and inspect any facet of the Ed-Tech, including, but not limited to, computers, laptops, tablets, personal communication devices, networks, or Internet connections or online educational services, e-mail or other messaging or communication systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of the Ed-Tech constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Ed-Tech and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

The following notice will be included as part of the Educational Technology Acceptable Use and Safety Agreement:

"NOTICE AND CONSENT FOR MONITORING"

Unauthorized or improper use of personal or the District's Education Technology is strictly prohibited. Use of the District's Education Technology, including its computers, laptops, tablets, personal communication devices, network and Internet connection and online educational services must comply with the District's Education Technology Acceptable Use and Safety Policy/Agreement. This Education Technology is provided only for communication, processing, and storage of school/education-related information and/or for authorized School District use. The Education Technology is subject to

monitoring for all lawful purposes (e.g., to ensure its proper functioning and management, to protect against improper or unauthorized use of access, and to verify the presence or performance of applicable security features or procedures and operational security) and individual users have no expectation of privacy.

Monitoring includes active attacks by authorized employees and/or agents of the School District to test or verify the security of the system. During monitoring, information may be examined, recorded, copied, and/or used for authorized purposes. All information, including personal information, placed on or sent over the system may be monitored. Such monitoring may result in the acquisition, recording, and/or analysis of all data communicated, transmitted, processed, or stored in this system by a user. Unauthorized use may subject you to disciplinary action and/or criminal prosecution. Evidence of unauthorized or improper use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring for these purposes.

- P. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Ed-Tech will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Ed-Tech. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Ed-Tech by the student.
- Q. Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Education Technology Acceptable Use and Safety Agreement Form."
- R. Proprietary rights in the design of websites hosted on the Board-owned or leased servers remains at all times with the Board.
- S. Students are prohibited from downloading and/or installing file-sharing software or programs on the Ed-Tech.
- T. Students may not establish or access web-based e-mail accounts on commercial services through the Ed-Tech (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- U. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- V. Preservation of Resources and Priorities of Use: Computer resources are limited. Because of space on disk drives and bandwidth across the lines which connect the District's Ed-Tech (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Director of Technology. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Education Technology for class- or instruction-related activities have priority over other users. Students not using the Education Technology for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purposes. Game playing is not permitted unless under the supervision of a teacher.

STUDENT TESTING

All students will be participating in state testing in the spring.

VISITORS

Visitors are welcome at Brown Middle School. However, to ensure the safety of the students and staff, the following procedures must be followed:

1. Entry to the building is only permitted through the doors under the canopy at the rear of the building.(Door #18)
2. Visitors must report to the main office upon entering the building to sign in.
3. Once signed in, each visitor will receive a visitor's pass. We ask that visitors sign out in the office upon leaving.

Anyone wishing to confer with a staff member should call for an appointment prior to coming to school. This will avoid any inconvenience.

Students may not bring visitors to the building.

SECTION II - ATTENDANCE GUIDELINES

ATTENDANCE

Regular attendance and punctuality are necessary for success in school. Developing admirable attendance and punctuality habits will enhance future success. Law regulates student attendance in Ohio schools. Students, who do not maintain good

attendance frequently do not succeed, may lose certain privileges and/or have their parents taken to court. Chronic absenteeism, skipping class, truancy, and excessive tardiness are often causes for academic failure. Promoting and fostering good student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can successfully accomplish this task by himself or herself.

EXCUSABLE, APPROVED ABSENCES

The following are legitimate reasons for not being in school:

- A. Personal illness (The principal may require a doctor's confirmation.)
- B. Illness in the family
- C. Quarantine of the Home
- D. Death of a Relative
- E. Observance of Religious Holidays

NOTIFICATION OF ABSENCE

On the day the child is absent, parents are to call the school ((330)296-3849) by 8:30 a.m. to report the reason for the absence. When the student returns to school, a written parent excuse or medical excuse outlining the absence is to be given to the Attendance secretary. If a dentist or doctor was consulted, the homeroom teacher sends the medical excuse to the office.

Medical notes must show the exact number of days under medical care and the exact number of days the student was to remain home. When no contact by the home has been made about the student's absence, the school calls the student's home. If phone contact is not made, the school sends an absence notice. **Students who accumulated 15 or more absences in the previous school year, will be required to submit a doctor's note for each absence. If a doctor's note is not submitted to the school, the absence will be recorded as an unexcused absence.**

WHEN NO EXCUSE FOR ABSENCES OR TARDINESS IS PROVIDED, THE ABSENCE OR TARDY WILL BE CONSIDERED UNEXCUSED AND THE STUDENT CONSIDERED TRUANT.

UNEXCUSED ABSENCES/DAILY TRUANCY

Any student who is absent from school for all or any part of the day without a valid excuse as outlined above, shall be considered truant and the student and his/her parent(s)/guardian(s) shall be subject to the truancy laws of the State of Ohio. The law does not excuse absence from school for such things as music lessons, dance lessons, shopping trips, visits to other schools (unless in connection with a student council exchange), movies, trips to beauty or barber shops, photo sessions, hunting, picnics, babysitting or work, etc.

State law defines habitual truancy as absent 30 or more consecutive hours without a legitimate excuse; Absent 42 or more hours in one month without a legitimate excuse; Absent 72 or more hours in one year without a legitimate excuse. Includes 'excessive absences': Absent 38 or more hours in one school month with or without a legitimate excuse; Absent 65 or more hours in one school year with or without a legitimate excuse. Parent/Guardians shall be notified in writing as each of these levels of truancy is reached. In applicable cases, this will be reported to the Juvenile Court for possible action. The student will also be reported to the proper authorities as well as the Bureau of Motor Vehicles for suspension of his/her driver's license.

TARDINESS

Students not in their scheduled location when the late bell rings are tardy.

Students arriving late to school after the start of first period will report directly, without delay, to the Main Office. A student arriving late is *required* to have a written parental excuse or a medical excuse. **Students without written excuses for tardiness to school will be considered truant or tardy unexcused.**

The Main Office maintains a record of tardies to school while each teacher records the tardies to his/her class.

A student will receive a detention when the student records five or more unexcused tardies. The consequences for tardiness will be determined on a **full year** basis. After three detentions, ISR can be assigned.

ABSENCE DURING THE SCHOOL DAY FOR PROFESSIONAL APPOINTMENTS

Parents are encouraged to schedule medical, dental, legal and other appointments other than during the school day. If not possible, a student who is to be absent for part of the day shall:

1. Give the office a written parent note explaining the details of the appointment and must *sign out* at the main office to avoid disciplinary action.
2. Return to school (if in session) after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc. to give to the office when the student *signs in* at the main office.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. Students may receive certain assignments that are to be completed during the trip.

TAKE YOUR CHILD TO WORK DAY

We recommend that you make arrangements to take your child to work during June, July, or August, or any day that school is not scheduled, as school districts are accountable for student attendance and it is reported on the State Report Card.

MAKE-UP OF SCHOOL WORK

Students are given the opportunity to make up work missed due to absences. Students are given the same number of days of absences plus one within which to make up work. It is the students' responsibility to obtain all make-up work from their teachers immediately upon return to school. A day's absence does not excuse a student from responsibility for all previously scheduled lessons, assignments, tests, etc., on the day of return.

Students Grades 5-8 with any missing assignments/tests/quizzes who have passed the allotted number of make-up days and would otherwise be issued a "zero" may be reassigned from their normal lunch period to the Catch-Up Cafe'. Students will continue to be assigned to the Catch-Up Cafe' during their lunch period daily until all assignments/tests/quizzes have been completed with a "good faith" attempt. Students with missing assignments may also be issued 1 hour academic detentions on Tuesdays and/or Thursdays from 3-4pm until their incomplete work is completed. Failure to report to Catch-Up Cafe' when assigned will lead to a discipline referral for insubordination. Credit earned for assignments turned in after the due date shall be based on building-wide policy.

Students assigned to the in-school restriction room are permitted to make up work. Any learning activities that cannot be made up such as labs, field trips, skill-practices, presentations, and the like or any learning activities that the student chooses not to make up will not earn credit and will be reflected in the grades earned.

Students who are suspended at-home can make up work that is normally completed at home. Tests can be made up upon their return to school. However, in-class learning activities that cannot be made up include: labs, field trips, skill practices, presentations, etc. Any learning activities that cannot be made up or those that the student chooses not to make up will not earn credit and will be reflected in the grades earned.

For extended absences, a parent can call the school to request home practice assignments. Please allow 24 hours before picking up the requested work at the main office.

STUDENT ATTENDANCE AND SCHOOL ACTIVITIES

No student who has been absent, suspended or placed in In-School Restriction may participate in or attend any extra/co-curricular activity scheduled for the afternoon or evening of that school day. Students who have been issued after school detentions shall be required to complete the detention prior to participating in any after school activity on that day. Any student who does not serve an after school detention will not be permitted to attend any after school activities that day, this includes attendance and/or participation in activities such as athletics, concerts, meetings, dances, field trips, clubs/organizations, etc.

For absences due to unusual circumstances, the principal has the right to review each situation on an individual basis.

SECTION III - ACADEMICS

GRADES

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. Formal Assessments, or the Product Grade, such as tests, quizzes, projects, and presentations shall count for 70% of the student's grade. Informal Assessments, or the Process Grade, such as classwork and home practice shall count for 30% of the student's grade.

The School uses the following grading system:

A	=	Excellent Achievement	(90 - 100%)
B	=	Good Achievement	(80 - 89%)
C	=	Satisfactory Achievement	(70 - 79%)
D	=	Minimum Acceptable Achievement	(60 - 69%)
F	=	Below Passing	
P	=	Passing	
I	=	Incomplete (An incomplete grade changes to an "F" if the work is not completed two weeks after the issuance of the report card)	

ACADEMIC PROGRESS REPORTS

The school issues a total of eight (8) reports to outline a student's academic progress during the school year. An interim progress report is issued to each student at the mid-point of each of the four nine-week grading periods. A report card is then

issued at the end of each grading period. A student's grades can be viewed using an online parent viewing program. Information about this program is sent home with your child.

HOME PRACTICE

Home Practice is a necessary part of each pupil's educational program. Each student is expected to spend extra time in addition to class instruction to achieve satisfactory work. Some assignments are long range in nature and planned study eliminates the need of spending too much time in completing an assignment the day before it is due. **As stated previously, students may be issued 1 hour academic detentions on Tuesdays and Thursdays from 3-4pm for incomplete assignments.**

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. The teams, other teachers and other staff members initiate recognition for such activities.

At the end of each grading period, the students will be recognized for the following achievements:

Academic Honor Roll: There are three categories of Honor Roll status: MERIT: those students whose point average for all subjects is between 3.0 and 3.59 out of a possible 4.0, HONORS: those students whose point average is between 3.6 and 3.99 and EXCELLENCE: those students whose point average is 4.00.

Perfect attendance: Students who have not recorded a tardy or absence to school shall be recognized at the end of the year.

SECTION IV - DISTRICT-WIDE STUDENT CODE OF CONDUCT

The Ravenna School District recognizes that an orderly, safe learning environment is essential for all students. We believe that parents/guardians, community and schools working together play a key role in preparing our students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws/rules and Board policies/Administrative Guidelines that respect the rights and safety of others.

Our comprehensive district-wide code of conduct is designed to promote the safety and well being of all students by providing prompt, reasonable student consequences that are fair, firm and consistent for all students in the school. All rules may not be applicable to each respective school building.

A student's violation of any one or more of the following rules may result in disciplinary action(s) as deemed appropriate by building administrators. Each of the behaviors and/or types of misconduct described are subject to consequences that may include, but not limited to: student conference, parent/guardian notification, parent/guardian conference, timeout, extended class removal, detention, in-school restriction, emergency removal, referral to legal authorities, suspension, and or expulsion from school. Furthermore, certain criminal acts may result in permanent exclusion from school.

BROWN MIDDLE SCHOOL PLEDGE

The Brown Middle School Pledge guides our expectations in each area of the building - hallway, classroom, cafeteria, office, restroom, on the way to and from school, as well as the conduct on the bus. The staff at Brown Middle School share a common belief that all students will strive to be "Respectful, Responsible, and In Control" during their middle school experience. Positive behavior supports such as Good Character Office Referrals, Incentives, and students of the month lunches are used building-wide to encourage these beliefs. As a daily reminder of these expectations, this pledge is stated on the morning announcements.

I am a proud middle school Raven, and I am ready to be all that I can be. I will be respectful, responsible, and in control. I will treat others the way I would like to be treated. I will be a positive leader who all students look up to.

We believe that the Brown Middle School Pledge encourages students to use good manners in middle school. Use of good manners in middle school can lower tensions and help to avoid unpleasant situations by being Respectful, Responsible, and In Control. Examples of good manners include:

- * A sincere use of: 'Thank You,' 'Excuse or Pardon Me,' 'You Are Welcome,' and 'I'm Sorry'
- * Being honest, cooperative, helpful and friendly
- * Avoiding rumors, put downs, cuts, rude remarks
- * A happy smile and greeting to all you see
- * Being kind and accepting of others no matter how different they are

We also believe that the Brown Middle School Pledge encourages students to be good neighbors in our community. Students are expected to be Respectful, Responsible, and In Control on their way to and from school. Some examples of being a good neighbor on their way to and from school include:

- * Showing respect for private property

- * Being orderly and avoiding profane language
- * Not littering
- * Using the sidewalks to and from school (walking in the street is both dangerous and against the law)
- * Crossing the street at the corners only
- * Obeying all traffic laws especially when riding your bike
- * Avoid using the back yards as shortcuts

EXPECTED STUDENT BEHAVIORS

Each student is expected to:

- * Abide by national, state, and local laws as well as the rules of the school
- * Respect the civil rights of others
- * Act courteously to adults and fellow students
- * Help maintain a school environment that is safe, friendly, and productive
- * Act at all times in a manner that reflects pride in self, family, and in the school
- * Be prompt to school and attentive in class
- * Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- * Complete assigned tasks on time and as directed.

A student shall not:

- * Cheat - Cheating involves one or more of the following actions: presenting another person's work as your own; copying information from another student's test, quiz, theme, home practice, book report, term paper, or computer disk
- * Plagiarize – Plagiarizing means using another person's ideas, expressions, or words without giving the author credit; this includes information found on the internet
- * Prepare for cheating in advance, such as having in your possession a copy of the test to be given by a teacher; using unauthorized notes or reference during a test, exam, or quiz; supplying others with any unauthorized information that contributes to a grade.
- * Fail to follow test procedures or instructions announced by the teacher (such as "no talking," "no turning around in the seat," keeping eyes on own paper," "raising a hand to ask a question," etc.

DRESS AND GROOMING

Goal: The Ravenna School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a pride in self, school, and the community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing shall be worn that distracts from the educational process. The Ravenna School District views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing, accessories, and hairstyles.

The Ravenna School Board believes that the responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. Therefore, the Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code shall be gender neutral and consistent. This policy applies to all individual schools. Schools may not enact more restrictive or less restrictive dress and grooming codes.

Minimum Safe Attire

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and footwear.

When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit to mid-thigh. Tops must have a strap and at no time may any part of a student's buttocks be exposed.

Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing may not be see through.

Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, field trips and other activities where unique hazards or specialized attire or safety gear is required. Bare feet are not permitted at any time.

Attire and/or grooming depicting or advocating violence, weapons, criminal activity, gang-related activity, use of tobacco, alcohol or drugs, pornography, foul language, hate speech, or clothing that could be considered dangerous or that could be used as a weapon are prohibited.

Dress Code Enforcement

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at that time, and when necessary, contact will be made seeking parental cooperation and assistance. The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories and/or appearance meet acceptable standards. All school certificated and classified personnel shall be responsible for reporting violations of this dress code. When a dress code violation occurs, the student will be required to change into proper attire. Continued violations of the dress code will be considered defiance and will be referred to administration for disciplinary action.

Students who are representing Brown Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, chorus, band and other such groups.

Consequences

If a student is sent to the office for a dress code violation, he/she will be given the opportunity to change. The student will be permitted to call a parent to bring clothes, however, the student will remain in the ISR room while they wait for their parent to arrive. If a student does not have a change of clothes, or if parental arrangements can't be made, the student will spend the remainder of the school day in the ISR room or be sent home. Repeated violations of the BMS dress code policy may result in school consequences.

Specific cases not included in this list are at the discretion of the Principal or Assistant Principal

CRIMINAL ACTS

Any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined by the school. Double jeopardy (being tried twice for the same crime) is not considered when school rules and the law are violated. Certain criminal acts may result in permanent expulsion.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. Students should clearly understand that this equipment is the property of the school and may be searched at any time. The Ravenna Board of Education policy allows the use of canines in searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items that have been confiscated.

PERSONAL PROPERTY AND STUDENT RESPONSIBILITY

Each student is totally responsible for all things found in his/her locker, on his/her person, in his/her bags, clothing, purses, books, outerwear or any other possessions or in those items a student borrows from another.

When an item not permitted at school (buses included) is found by the student, the student must immediately turn in that item to a staff member or employee. If a student fails to do so immediately, the penalties listed by law or the Student Code of Conduct may be imposed.

ELECTRONIC DEVICES

The policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to a phone and other electronic devices. We acknowledge that this is the age of instant communication, however, we need to maintain a proper environment for students, faculty, and the educational process. All students have access to a phone in the main office and receive daily access to technology through the curriculum offered at BMS. Cell phones, ipads, video game devices, ipods, mp3s, or other electronic devices are not to be possessed by students inside classrooms unless special permission has been authorized through school administration by the classroom teacher. Cell phones and all other electronic devices are to be placed on silent/vibrate mode, and kept in the student's locker, or turned in to teachers when students enter a classroom throughout the school day. Students may not possess personal electronic devices inside classrooms. Students may not possess or use electronic devices in hallways or other common areas when classes are in session. Violation of this rule will result in disciplinary action and confiscation of the electronic device. Unauthorized use of these devices in school is a violation of this policy.

The use of camera phones or devices that record videos are strictly forbidden across the building, especially in private areas such as locker rooms and restrooms. Such use may also be a violation of the criminal code. Filming or recording students without their knowledge is strictly prohibited. Consequence is under the discretion of the school administrator.

Repeated violations of this rule may result in the forfeiture of the right to possess a cell phone for the rest of the year. If a device is confiscated, any stored media may be searched by the administration. Students shall not remove the battery as a means of preventing the administrator from fulfilling this obligation. Any student who refuses to relinquish his/her cell phone or electronic device shall have an additional notation in their discipline record and shall receive the appropriate consequence for insubordination. The student who possesses an electronic device is responsible for its care. Brown Middle School is not responsible for any lost or stolen electronic devices.

No administrative time will be taken to search for lost or stolen electronic devices.

BUS TRANSPORTATION

Riding a bus is a privilege. Bus conduct rules are posted and students are responsible for proper behavior while being transported.

STUDENTS WITH UNACCEPTABLE BUS BEHAVIOR CAN BE DENIED TRANSPORTATION PRIVILEGES IN ADDITION TO BEING DISCIPLINED IN ACCORDANCE WITH THE STUDENT CODE OF CONDUCT.

STUDENTS WILL NOT BE PERMITTED TO RIDE A BUS OTHER THAN THEIR OWN.

VIDEO SURVEILLANCE/ELECTRONIC MONITORING

The buildings, grounds, and vehicles of the Ravenna School District may be under video surveillance at any time. The purpose of video surveillance is to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. Questions about surveillance can be addressed by the building principal or Mr. Steven York, Director of Business Operations at 330-296-7159.

SECTION V - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Brown Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

CO-CURRICULAR

EXTRA-CURRICULAR (including Athletics)

Band	7 th /8 th Basketball	Science Club
Choir	7 th /8 th Wrestling	Science Olympiad
Music Ensembles/Contests	7 th /8 th Volleyball	Builder's Club
	7 th /8 th Cross Country	Yearbook Club
	7 th /8 th Football	Student Council
	7 th /8 th Soccer	
	7 th /8 th Track	
	7 th /8 th Cheerleading	

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. 7th and 8th grade students are permitted to participate in athletics extra-curricular activities. 6th, 7th and 8th graders may participate in all clubs and co-curricular activities. Note: 5th graders may participate in all Clubs and Band as well.

ELIGIBILITY REQUIREMENTS

A student participating in a co-curricular or extra-curricular activity must pass 5 classes in which enrolled the preceding grading period. Each group or organization may have other eligibility requirements.

Summer school may not be used to substitute for failing grades in the final grading period of the regular school year or for lack of enough courses taken in conjunction with OHSA by-laws.

No student who has been absent for half or more of a school day may participate in an extra/co-curricular activity scheduled for the afternoon or evening of that school day.

For an absence due to unusual circumstances, the administration has the right to review each situation on an individual basis.

A violation of the Student Code of Conduct, the Athletic Code of Conduct or the rules of a co- or extra-curricular activity may result in a denial of participation or removal.

ATHLETICS

Athletes must comply with both OHSA and school district athletic rules. Each student must present proof of medical insurance and must have a completed OHSA Participation/Physical Card on file in Final Forms with his/her coach **prior** to participating in any athletic practice/contest. Athletic Code of Conduct must also be signed and returned by the parent. 7th and 8th grade students are permitted to participate in athletics. Students must be in attendance at least half a school day to participate in athletic activities.

AFTER-SCHOOL ACTIVITIES

Students who remain after school must be under the direct supervision of a staff member/supervisor or in an approved activity. Students are not permitted to wait for others who may be in supervised programs (tutoring, practices, meetings, detention, etc.). In addition, students cannot wait for the start of an after-school activity (athletic contest, meeting) that does not start immediately after school.

SCHOOL DANCES

School dances are held during the school year. **ONLY** Brown Middle School students can attend the dance. A student may not attend if he/she was absent from school the day of the dance. Students cannot leave dances early unless they have written parent permission approved by an administrator. All school rules apply at dances. Casual dress is encouraged at all dances. Under no circumstances are high school students allowed to attend dances. Brown Middle students are not permitted to attend Ravenna High School dances. Students on Social Probation are prohibited from attending school dances.

FUND-RAISING ACTIVITIES

Throughout the year, school groups sponsor fundraisers. A student who participates in the fund-raiser is responsible for the goods to be sold and/or the money received from the sale of the goods.

STUDENT AND PARENT RIGHTS

1. *The Right to an Education*

Every citizen in the State of Ohio has a right to a free, public education, regardless of religion, race, color, national origin, sex, disability, military status, ancestry, or age.

2. *The Right to Due Process of Law*

Students and parents have the right to be fully informed about alleged misbehavior and provided an opportunity to respond to such a charge. Students and parents have the right to due process in disciplinary actions that deny the right to an education. These disciplinary actions are suspension, expulsion, and/or permanent exclusion. Procedural due process in cases of suspension, expulsion or permanent exclusion includes a notice of charges, a hearing, and an opportunity to challenge or otherwise explain conduct.

3. *The Right to Free Speech and Expression*

All citizens are guaranteed self-expression by the First and Fourteenth Amendments of the United States Constitution.

4. *The Right to Privacy - Property of Students*

Students shall have privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material that is prohibited by law or school policy. Guarantees of freedom from unreasonable search and seizure of property are not unlimited, and must be balanced by the responsibility of the school to protect the safety and welfare of students. Lockers are the property of the school system on temporary loan and are subject to examination by school personnel at any time.

STUDENT RESPONSIBILITIES

Students also have certain responsibilities, both as citizens and as members of the school community. These responsibilities

are present whether the student is in the school building or traveling to or from school via transportation provided by the school system. In order to guarantee these rights, students must assume responsibility for their own behavior, and refrain from interfering with the rights of others.

1. *Active Participation*

Students have the responsibility of actively engaging in the serious business of learning. For example, they must attend school regularly and be on time. They must remain in class until excused, pay attention to instructions, complete assignments to the best of their ability, and make every effort to achieve mastery of the lessons.

2. *Obedience to Laws and Rules*

The laws of society and school rules have been created to guarantee every person's rights. Students must assume personal responsibility for obedience to these laws and rules.

3. *Responsible Exercise of Free Speech and Expression*

Students must express opinions in a manner that is not offensive, illegal, obscene, or inconsistent with the educational goals of the school. The rights of others must be respected, and there can be no interference with the orderly educational process.

4. *Avoidance of Illegal or Dangerous Items*

Students must not bring materials or objects prohibited by law or school policy to school or school activities.

HARASSMENT/BULLYING POLICY

Harassment, intimidation, or bullying behavior by any student/school personnel in the Ravenna School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant, or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in the reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

HAZING

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into a student (or other) organization that causes fear in or creates a substantial risk of mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

REPORT AGGRESSIVE FORMS OF BEHAVIOR

Allegations of bullying, hazing, and harassment should be communicated to an appropriate staff member including teachers, secretaries, counselors, or building administrators. The persons responsible for reporting bullying are:

- The victim of bullying
- Anyone who witnessed the bullying
- Anyone with credible information that an act of bullying has taken place.

PARENT/GUARDIAN RESPONSIBILITIES

1. Support school officials in their effort to develop and maintain well-disciplined schools.
2. Teach the child socially acceptable standards of behavior.
3. Teach the child to have respect for law, authority, and the rights and property of others.
4. Teach the child to be accountable for his/her own actions and help the child to grow and develop into a self-controlled, self-disciplined citizen.
5. Share the responsibility for student conduct with the school.
6. Maintain an active interest in the student's schoolwork and activities.
7. Require prompt and regular attendance at school.

RESTORATIVE PRACTICES

The goal of discipline will always be to address the underlying reasons for students' behavior and nurture their intrinsic desire to treat others with care and respect. Administration will work with students, parents, and teachers to have discussions about what led to the inappropriate behavior to occur and why the student made that choice. From these discussions, the hope is that there will be less instruction time missed, students will learn from their mistakes, and a healthy school climate will emerge.

There will be times that these restorative conferences will not be appropriate based on the behavior.

ADMINISTRATIVE ACTIONS

Progressive Discipline

Brown Middle School employs a progressive discipline plan. Students are expected to mature and learn from their mistakes over time. Students with chronic behavior problems, who do not improve during the course of the year, will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive a different consequence based on the individual's discipline history. School administration will involve the parent/guardian of the student and the school counselors in the attempt to rectify the situation and start an action plan to correct the behavior.

Administrative Conference

Informational meeting between administrator and student, fact-finding involved; often results in verbal warning with no formal notice to parents. Parents, school counselors, and other staff members may be involved in this process as well.

Time Out

A student is removed from a class for the duration of the period due to a violation of the student conduct code.

Extended Class Removal

A student is removed from a class for a period of 2 to 5 days for repeated acts of misbehavior. This will be done only after the teacher documents that he/she has contacted the parent and has made a guidance referral. During the time out of class, the students shall report to the ISR room to work on his/her class assignment.

Lunch Detention

Lunch Detention requires that the student report to the teacher's room at the beginning of the lunch period. The student remains there until the staff member escorts him/her to the cafeteria to purchase lunch. The student returns to the room where a quiet atmosphere is maintained. Failure to attend lunch detention or misconduct during this time may result in In-School Restriction. Under certain circumstances, students may be reassigned to ISR for their lunch period only due to misbehavior or disruption of the cafeteria. This reassignment to ISR for lunch only can range from one day to the end of a current school year.

Detention/Academic Detention/Extended Detention

Detention requires a student to remain after school. A detention/academic detention is 1 hour in length, 3:00p.m.-4:00p.m. An extended detention is 2 hours in length. Failure to attend a detention may result in In-School-Restriction. Parents are responsible for transportation home afterwards. Students are not excused from detention to attend extra/co-curricular activities. Detentions are held Tuesdays and Thursdays.

Restricted Movement List

Students, who display a history of tardiness to class, loitering in the hallway, or being off limits or out of area, may be placed on the Restricted Movement List. The minimum assignment to the list shall be for ten school days. Students assigned to the list may only go to the restroom, locker, or other locations in the building during class time when accompanied by a staff member. Removal from the list will only take place as the student exhibits the necessary improvements in their deficient areas.

Removal From An Activity

This action is normally related to a violation of the student code of conduct after school hours or while involved in an approved student activity. Parents/guardians are notified either by letter and/or telephone.

Removal From Participation in Extra-Curricular Activities

Participation in extra-curricular activities such as, but not limited to, clubs and sports, may be denied as a penalty for violation of the student code of conduct or in conjunction with another penalty.

Social Probation

Brown Middle School enforces Social Probation for students that violate the student code of conduct. Students may be placed on Social Probation for a period of 30 days, 60 days, or for the remainder of a school year. Students may be placed on Social Probation due to chronic rule violations at the discretion of BMS administrators. When a student is placed on Social Probation, he or she may not attend any extracurricular activities across the Ravenna School District outside of normal school day hours unless he or she is a direct participant in the activity. Activities include athletic contests at BMS or RHS, as well as school dances, or any other after school function. Parents and Students will be notified of Social Probation through disciplinary documentation. Failure to abide by Social Probation may result in further consequences for the student, including, but not limited to, Out-of-School Suspension and the possibility of Trespassing charges being filed.

In-School Restriction (ISR)

Students are re-assigned from the classroom to the ISR center. The recommended period of assignment shall be from one to ten days (depending on infraction). The ISR center will provide opportunities to continue the educational process for academic credit and to receive behavioral assessment. Student behavior may result in the forfeiture of the right to attend school, after-school functions, and/or to be on school property for one to ten days. This includes any weekend school activity that falls between the starting and ending dates of the in-school restriction. Failure to report to the ISR center or misconduct in the In-School Restriction center may result in an out-of-school suspension. There are no formal appeals for In-School Restriction.

Out-of-School Suspension

Students are removed from school for a period of one to ten days. While the student is suspended from school, home practice assignments may be completed for credit. Student behavior may result in the forfeiture of the right to attend school, after-school functions, and/or to be on school property for one to ten days. This includes any weekend school activity that falls between the starting and ending dates of the out-of-school school suspension. Any suspension lasting more than 5 days will require a reintegration meeting. Personnel at the meeting may include administrators, counselors, staff members directly involved in the students education, parent/guardian, and student.

Expulsion

Students are removed from school for a period of up to eighty school days. (Violations involving an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property or involves a knife or firearm may result in an expulsion for one year.) It is issued by the Office of the Superintendent of Schools upon the recommendation of the school administration.

Emergency Removal

A student may be removed from school property for up to 72 hours if the student's continued presence poses a risk to the safety or security of others or their property or a disruption of the educational process.

Juvenile Court/Ravenna Police Department

The Juvenile Court System and/or the Ravenna Police Department may be involved in a student's attendance problems or chronic misbehavior. This may include the filing of charges against the student and/or parent.

Permanent Exclusion

As authorized by Ohio law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses while on school grounds which are considered to be crimes when committed by an adult:

- A. Possession or involvement with a deadly weapon
- B. Trafficking in drugs
- C. Murder, involuntary manslaughter, assault or aggravated assault
- D. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or when the victim is an employee of the District
- E. Complicity, regardless of where the complicity occurs, of any of the above crimes

Expulsion for Firearms, Destructive Devices, and/or Knives

In accordance with federal law, any student who brings a firearm or knife on school property may be expelled from school for a period of one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

STUDENT CODE OF CONDUCT

Rule #1: Truancy Unexcused or unauthorized absence from school or class. A referral to the Bureau of Motor Vehicles will be made.

Rule #2: Tardiness Late arrival to school in the morning.

Rule #3: Fighting/Violence Participation in an incident involving physical violence.

Rule #4: Vandalism (Damage to school or personal property) The willful or negligent destruction or defacement of school or personal property. A student, parent, or legal guardian shall be held responsible to pay for damages committed intentionally or through negligence. **Consideration for Expulsion.**

Rule #5: Theft/Possession of Stolen Property The unlawful taking of property belonging to another or the school. Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent(s)/guardian(s). If a student does damage to or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the *Student Discipline Code* and a possible civil suit.

Rule #6: Use, possession, sale or distribution of a firearm A firearm is any weapon which will, 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 machine gun. This includes zip guns, starter guns, and flare guns. Firearm “look-alikes” are not included in this rule. A referral to the Bureau of Motor Vehicles will be made. **Consideration for Expulsion.**

Rule #7: Use, possession, sale, or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. This includes, but is not limited to, any fixed blade, pocket knife, razor, razor blade, razor knife, or any other dangerous instrument that could readily stab or cause wounds. (18 U.S.C. section 930) **Consideration for Expulsion.**

Rule #8: Use, possession, sale, or distribution of any explosive, incendiary, or poison gas Any destructive device, which would include a bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce and a mine or similar device. The definition would also include any weapon that will, or may be readily converted to expel a projectile by the action of any explosive or other propellant, and that has any barrel with a bore of more than one-half (1/2) inch in diameter. **Consideration for Expulsion.**

Rule #9: Tobacco Students, regardless of age, may not possess, use, sell or offer to sell, or distribute any tobacco product, including smokeless tobacco. This includes any look-alike products containing no tobacco. The possession of matches or cigarette lighters is also prohibited.

Rule #10: Alcohol Students, regardless of age, may not be under the influence of, use, possess, sell or offer to sell, or distribute any intoxicating beverage. This also includes non-alcoholic or low alcohol beers and wines. A referral to the Bureau of Motor Vehicles will be made which could result in the loss of a driver’s license until the age of eighteen years. **Consideration for Expulsion.**

Rule #11: Drugs Students, regardless of age, may not be under the influence of, use, possess, sell or offer to sell, or distribute any controlled drug (other than prescription medication that has been administered in accordance with the district’s policies). The possession of drug paraphernalia is also prohibited. Also, students may not use, possess, distribute, sell or offer to sell, any fake or look alike drugs. A referral to the Bureau of Motor Vehicles will be made which could result in the loss of a driver’s license until the age of eighteen years. **Consideration for Expulsion.**

Rule #12: Arson Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Rule #13: Assault/Battery A student shall not intentionally cause or attempt to cause physical injury or to intentionally behave in such a manner that could reasonably cause injury to a student, staff member, or any other person. **Consideration for Expulsion.**

Rule #14: False Alarm, Bomb Threats, Inciting Panic Any threat, (verbal, written, or electronic) by a person to bomb or use of other substances for the purpose of exploding, burning, or to harm students or staff. **Consideration for Expulsion.**

Rule #15: Aiding /Abetting Assisting other students in the violation of any school rule.

Rule #16: Extortion Any act of extortion or borrowing or attempting to borrow anything of value from a person in the school or at a school activity is not permitted, unless both parties enter into an agreement freely and without the presence of either an implied or expressed threat. **Students may not solicit funds from other students in the cafeteria or in any other part of the building.**

Rule #17: Insubordination/Defiance Students are expected to comply with the reasonable directions and expectations of the staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member- or acting in defiance of staff is unacceptable.

Rule #18: Disruption of School Unwillingness to submit to authority, refusal to respond to a reasonable request, failure to comply, or any act that disrupts the orderly conduct of a school function; failure to accept or acknowledge an assigned disciplinary action, behavior that substantially disrupts the learning environment (i.e. inappropriate language, cursing, repeated violations of the dress code, inappropriate or obscene gestures).

Rule #19: Harassment/Intimidation Repeatedly annoying or attacking another individual using physical, verbal, written, sexual, gender/ethnic/religious/disability harassment, or an electronic action (cyberbullying) that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to an actual physical attack (i.e. bullying, hazing, threat of harm). **Bullying is a specific type of harassment that includes a variety of intentional behaviors that are meant to harm someone else.**

Rule #20: Firearm Look-A-Likes Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a

spring-loaded device or air-pressure to propel an object or substance. (i.e. BB guns, toy guns, cap guns, pellet guns, paintball guns).
Consideration for Expulsion.

Rule #21: Unwelcome Sexual Conduct Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment.

Rule #22: Public Displays of Affection The demonstration of affection for another is personal and not meant for public display. Students demonstrating affection for one another includes touching, fondling, kissing, hugging or any other conduct that may be considered sexual in nature will be subject to disciplinary action.

Rule #23: Dress Code Students shall abide by the school policies for dress code and appearance as outlined in the student handbook.

Rule #24: Peer Conflict Students shall refrain from verbal exchanges and minor physical contact that might lead to assault or disruptive behaviors. Students shall not promote conflicts by gossiping and spreading rumors about any potentially volatile situation.

Rule #25: Loitering/Trespassing or Unauthorized Entry A student shall be in his/her assigned area throughout the school day. A student shall not loiter or wander through the hallways, parking lot, off school property or other areas unless so assigned at that particular time. Students shall not be on school property at an unauthorized time or without specific permission from a staff member.

Rule #26: Use of Profanity or Obscene Language A student shall not use profanity or obscene language, including written, verbal, or electronically transmitted, in communicating with other persons. This also includes obscene gestures, signs, pictures, and publications.

Rule #27: Disrespect of Students, Staff, and Others Students shall not taunt, challenge, threaten or disrespect any student or staff member. Actions may be verbal or nonverbal, physical or nonphysical (including unauthorized touching). Disrespect may also include the use of profane or abusive language, signs, written or electronic communication.

Rule #28: Bus Violation Students who are being transported to and from school and school related events on District provided transportation, must follow all rules of safety and behavior. This applies to school-owned buses as well as any contracted transportation that may be provided.

Rule #29: Academic Fraud, Dishonesty, and Forgery A student shall not cheat, commit any act of plagiarism, or otherwise misrepresent the schoolwork that he/she is submitting for a grade. A student shall not knowingly give false information to any staff member when appropriately questioned. A student shall not present any document that requires a parent or guardian's signature that is signed by anyone but that person. Parents/guardians shall not permit their child to sign for them.

Rule #30: Electronic Devices Students are permitted the privilege of possessing electronic devices, including but not limited to cellular telephones, electronic notebooks, other electronic communication devices (ECD), and personal listening devices. In addition to the aforementioned items, video cameras, tape and digital voice recorders, traditional cameras, digital cameras, and cell phones with photo capabilities are not to be used during the school day **in any classroom unless otherwise specified by the teacher**. The student who possesses an electronic device is responsible for its care. No administrative time will be spent investigating any issues with lost/stolen electronic devices.

- **First Offense:** Device confiscated and turned into an administrator. Student loses the device for 24 hours. On a Friday, the device will be returned on Monday.
- **Second Offense:** Device confiscated and turned into an administrator. Student loses the device for 48 hours (through the weekend if time requirement is not met by Friday.)
- **Third Offense:** Device confiscated and turned into an administrator. Student loses the device for 72 hours (through the weekend if time requirement is not met by Friday.) A parent must physically appear in school to pick up the device after the three days. After a third offense, the student will no longer be permitted to possess an electronic device while on school property for the remainder of a current school year.

Any student who refuses to relinquish his/her electronic device shall have an additional notation in their discipline record and shall receive the appropriate consequence for insubordination. This consequence will include ISR at a minimum up to possible OSS.

Rule #31: Inappropriate Use of Technology All students must comply with the District's Acceptable Use Policy (AUP). The Acceptable Use Policy is to be reviewed and signed by students and parents/guardian annually. Please refer to the student parent handbook/folder regarding the district's Acceptable Use Policy. Students may be held monetarily responsible for any repair or replacement costs.

Rule #32: Gambling A student shall not play a game for money or other considerations. Gambling includes casual betting, betting pools, organized sports betting, and all other forms of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. In addition, card playing or dice throwing in school will not be tolerated.

Rule #33: Safety and Security Acting in a manner that compromises the safety and well-being of the individual, students and staff. **This includes entering and exiting the building at unauthorized locations during the school day; opening secured doors during the day to permit others to enter.**

Rule #34: Other Illegal Conduct A student shall not commit any other offense that constitutes criminal conduct under federal, state, or city laws and/or that are life or health threatening. Any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined by the school. Double jeopardy (being tried twice for the same crime) is not considered when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

Rule #35: Repeated or Chronic Rules Violations A student shall not repeatedly fail to comply with any existing rule previously mentioned in this section.

SCOPE OF RULES

All rules and guidelines with regard to student behavior are set forth by state law or district policy. These are in effect while the student is at school before, during, or after the regular school day. It also is in effect at all school sponsored activities, both home and away, on school buses, and on other school property per *ORC 3313.661* specifically “Policy regarding suspension, expulsion, removal and permanent exclusion.”

All staff members have the complete authority to direct the activities and behavior of the student. Staff includes teachers, administrators, support personnel (cafeteria, coaches, custodians, volunteers, aides, etc.), substitutes, bus drivers, secretaries, invited guests, and all others employed by the Ravenna Board of Education.