



WESTGATE MIDDLE SCHOOL

STUDENT HANDBOOK

2019-2020

WESTGATE MIDDLE SCHOOL

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parent(s) 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 your use 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. **It should be noted that not all circumstances can be foreseen in any single document. Unforeseen situations or circumstances not specifically addressed by this handbook will be subject to administrative discretion.** This handbook supersedes all previous handbooks and other written material on the same subjects.

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SCHOOL CALENDAR 2019 – 2020

August 22	Teacher In-Service Day (No School)
August 23	Teacher In-Service Day (No School)
August 26	First Day for Students
September 2	Labor Day (No School)
September 3	Classes Resume
October 3	Parent-Teacher Conferences
October 4	Compensatory Day (No School)
October 7	Classes Resume
October 25	End of First Quarter
October 28.....	Beginning of Second Quarter
November 27 – 29	Thanksgiving Break (No School)
December 2.....	Classes Resume
December 23 – January 3.....	Christmas Break (No School)
January 6	Classes Resume
January 17	End of Second Quarter & First Semester
January 20.....	Martin Luther King Day (No School)
January 21.....	Classes Resume, Start of Third Quarter & Second Semester
February 13.....	Parent-Teacher Conferences
February 14	Compensatory Day (No School)
February 17.....	President’s Day (No School)
February 18.....	Teacher In-Service Day (No School)
February 19.....	Classes Resume
March 27	End of Third Quarter
March 30	Beginning of Fourth Quarter
April 10 – April 13	Spring Break (No School)
April 14	Classes Resume
May 25.....	Memorial Day (No School)
May 26	Classes Resume
May 29.....	Last Day of School

Any required make-up days will be added at the end of the school calendar year.

WESTGATE BELL SCHEDULES

REGULAR BELL SCHEDULE

TRANSITION	8:27 – 8:30
PERIOD 1	8:30 – 9:18
PERIOD 2	9:21 – 10:05
PERIOD 3	10:08 – 10:52
PERIOD 4A*	10:55 – 11:37
PERIOD 4B*	11:40 – 12:22
PERIOD 5	12:25 – 1:09
PERIOD 6	1:12 – 1:56
PERIOD 7	1:59 – 2:43
PERIOD 8	2:46 – 3:30

*** LUNCHESES DURING PERIOD 4**

4(A) 10:55 – 11:37 (5TH Grade Lunch)

4(B) 11:40 – 12:22 (6th Grade Lunch)

TWO-HOUR DELAY SCHEDULE

TRANSITION	10:27 – 10:30
PERIOD 1	10:30 – 10:52
PERIOD 4A*	10:55 – 11:37
PERIOD 4B*	11:40 – 12:22
PERIOD 2	12:27 – 12:54
PERIOD 3	12:57 – 1:24
PERIOD 5	1:27 – 1:56
PERIOD 6	1:59 – 2:27
PERIOD 7	2:30 – 2:59
PERIOD 8	3:02 – 3:30

*** LUNCHESES DURING PERIOD 4**

4(A) 10:55 – 11:37 (5TH Grade Lunch)

4(B) 11:40 – 12:22 (6th Grade Lunch)

SECTION ONE: ACADEMICS

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it must be done through the office of the superintendent.

Students that are new to the district are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (as appropriate)
- Proof of residency
- Proof of immunizations
- Social security number

TRANSFER OUT OF DISTRICT

If a student plans to transfer from the school the parents must notify the office. School records shall be transferred within fourteen days to the new school district. (The limit of fourteen days is required by the missing children's act). Parents must sign a written release to allow us to transfer records to another school district.

COUNSELOR

The counselor is available to assist students in many areas. Students are encouraged to consult with their counselor on class selection, schedule changes, future career and educational plans, or problems relating to school adjustment. Students should inform their teacher(s) if they need to meet with the school counselor. The teacher and/or student should complete a referral form requesting a meeting with the school counselor. Counselor will meet with student once the referral form is received.

GRADING SCALE

1. Each nine weeks grade will be given equal weight.
2. The division point between grades will be $\frac{1}{2}$ or 0.5 points.
3. A one point average is required to pass the course.
4. In order to receive credit for a nine week grading period, students must have completed all course requirements as determined by the teacher and principal. A student can be given an incomplete and failed for the nine weeks if the work is not completed.
5. Students can be failed for the semester or the year if the teacher submits the student's grades and reason for failure to the academic standards board. Reasons for failure might include failure to complete a major class requirement or failure to produce any significant work for nine weeks or more.
6. To calculate the grade, add the quality points for each nine weeks.
7. Individual teachers may give a nine weeks test that may count up to 20% of the nine weeks grade.

Grading Scale

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

Final Grade (Points)

A	14 - 16
B	10 - 13
C	6 – 9
D	4 – 5

SCHEDULING

The school counselor will assign each student to a classroom, teaching team and appropriate program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the counselor.

SCHEDULE CHANGES

The number of classes that will be offered in the school year are based upon the student's choices at scheduling time; therefore, schedules can only be changed for the following reasons:

1. Technical error beyond the student's responsibility.
2. Principal and school counselor feel a change is justified to help with the education, safety and well being of the student(s).

ACADEMIC HONESTY

Westgate Middle School will strive to help each student attain the academic skills necessary to function independently upon graduation. As such, each student will be graded upon "his/her" achievement in all courses. This can reflect an honest report of your achievement only if you submit work which is your own. Aiding another student or receiving aid from another student during an exam or quiz, or submitting written assignments which are not in fact your own work cause an inaccurate report of your achievement. Hence, any confirmed act of academic dishonesty (cheating) will result in no credit for that particular assignment with a parental contact, and a written report filed with the principal for disciplinary action. **Additional incidences may result in a failing grade for the course, and appropriate disciplinary action(s) will be administered.**

SECTION 2: STUDENT SAFETY AND WELL BEING

EMERGENCY MEDICAL FORMS

State law requires that all students must have an emergency medical form completed, signed by a parent and filed in the school office. **A STUDENT MAY RECEIVE DISCIPLINARY ACTION OR MAY BE EXCLUDED FROM SCHOOL UNTIL THIS REQUIREMENT IS MET.**

Students with specific health care needs should submit those needs, in writing and with the proper documentation by a physician to the school nurse and secretary.

USE OF MEDICATION

The use of medicine prescribed by your doctor or over the counter drugs will not be permitted until the student has registered his/her medication with the office. Unless otherwise prescribed, medication is dispensed by the school nurse or authorized personnel in a private location. All medication will be locked and stored in a secure location. The student will initial the form when medication is administered. (Students who must carry an inhaler will register with the school nurse.)

A Student Medication Form (obtain a form in the office) must be completed by the parents and doctor and presented to the school nurse for approval. Students possessing or using "prescriptive medication" without proper documentation will be considered in violation of ELCS D drug policies.

ACCIDENTS

In case of an accident, report the accident immediately to the teacher or coach if the injury occurred in the classroom or athletic program. If medical attention is required, parents will be notified as soon as possible. Staff members are to fill out an accident report the day an accident occurs. The school cannot assume any liability for injuries.

FIRE AND TORNADO DRILLS

Fire and tornado drill instructions are posted in every room. Students are to familiarize themselves with these instructions in each classroom. General guidelines for evacuation are as follows.

1. At all times quiet is to be observed so that teacher instructions can be heard.
2. Pupils are not to break their lines.
3. Walk rapidly. Do not run.
4. Stay with your class so that the teachers may take attendance once the building has been evacuated.

SECTION 3: ATTENDANCE

School Attendance Policy

It is imperative that all students be in attendance each school day in order not to miss a significant portion of their education. Learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Compulsory education in Ohio has been established by law for many years (ORC 3321.03) and each parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school attended is in session.

During the course of a school year, the district will accept ten (10) parental excuses for **approved valid reasons**. After the acceptance of the ten parental excuses, a physician's excuse is required. **An original physician note is REQUIRED. Photocopies will NOT be accepted.**

Truancy

All children under the age of eighteen are required to attend school. Truancy is willful absence from school.

Excused and Unexcused Absences

When no written excuse for an absence is provided, the absence will be unexcused. **After 10 parental excuses, parents will need to provide to the school office with an explanation of the reason for the student's absence from a registered physician. If there is no physician excuse, the absence will be considered an unexcused absence.**

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the Principal, a student may be given missed work but may not receive credit for make-up work.

The skipping of classes or any part of the school day is considered an unexcused absence and the student may not receive credit for graded work that is missed. Disciplinary action will follow.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests.

- Personal illness (a note from the doctor may be required and verified) – It is expected that all medical and dental appointments will be scheduled at times other than during the school day. When that is not possible, time out of school for such appointments is considered an excused absence if accompanied by a signed note from the parent as well as a verified and signed note from the professional. All notes signed by the professional must be current and not postdated
- Death in the family
- Illness in the student's family
- Quarantine for contagious disease
- Religious reasons

- Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over age 14 only)
- Traveling out of state to attend a Board approved enrichment activity or extracurricular activities (applies to absences up to 24 school hours)
- Vacations: Vacation days must be pre-approved using the required form five (5) days prior to the vacation beginning. Vacation days scheduled during state mandated testing will **NOT** be approved. Vacation days count toward the 10(ten) allowed absences per year.
- As determined by the building principal

In situations with extenuating circumstances, the Building Administrator will make the final determination.

Notification of Absence

By 9:00 AM, on the day of the child's absence, parents should notify the school's call off line at 330-386-1079. The message should identify the day of absence and a brief explanation for the absence. Parents will receive a telephone message for any absent student. **If phone numbers change during the year, please contact the school with the corrected information.**

If the absence can be foreseen, the parent(s) should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up missed school work.

Returning from an Absence

When a student returns from any absence, they must bring a written note from the parent that must contain **the name of the student, all dates of absences, reason for the absence, and signature of the parent.** If the student visited a doctor, dentist, and/or was in the hospital, notes verifying this must be on the stationery of the doctor or dentist. Parent phone calls are not sufficient to record an absence as excused. Students have two (2) school days in which to submit valid excuses. Any excuse brought in after two (2) school days will be filed, but absence will be noted as **unexcused.**

When returning after an absence all students are to stop at the following areas in the building with their notes.

- Students will report to the main office and provide their excuse to the secretary.

Make up Work

Students will have the same number of absent days, plus one (1) extra day, to return make-up work assigned during their absence to each teacher. When the absence is unexcused any graded work that was missed will be recorded into the grade for that grading period as a zero (0). **It is the responsibility of the student to request, complete, and return the makeup work on time.** If a student is absent more than 2 consecutive days, parents may phone in a request for makeup work to be picked up or sent home. Work will be prepared and will be available by the end of the next school day of the request. It is the responsibility of the student to make arrangements with the teacher(s) as soon as the student returns to make up quizzes, tests, and exams missed while absent.

Students are responsible for getting assignments from their teachers **PRIOR** to leaving for an approved vacation. A form must be picked up in the main office for this purpose and must be returned at least five school days before departure. Make-up work for an approved vacation is due upon the student's return. Vacation requests may not be honored during state testing.

Unexcused Absences

Any student who is absent from school for all or any part of a day without a legitimate excuse shall be considered truant and the student and his/her parent(s) shall be subject to the truancy laws of the State of Ohio. (HB181)

After 10 parental excuses, parents will need to provide to the school office with an explanation of the reason for the student's absence from a registered physician. A physician's note **MUST** be submitted within TWO school days to be honored; physician notes cannot be post dated or photocopied.

If the absence is unexcused or unauthorized by the Principal, a student may be given additional work to replace lost classroom time, instruction, and experience.

Students must be present in school for the entire day to participate in an extracurricular event. This includes, but is not limited to, performances, dances, banquets, etc. Medical or dental appointments are exceptions to this policy; however, students are expected to be in school before and/or after such an appointment with a written note from the medical professional. Other exceptions may be approved by a building administrator for compelling reasons.

Tardiness

A student who **reports to** his/her assigned location **after the beginning of first period and before the end of first period** shall be considered tardy. **A half – day absence will be recorded for students who arrive after the beginning of second period.** Any student arriving late to school is to report to the school office before going to class.

Consequences for excessive tardiness to school or class will be administered as follows:

- 1st Offense Warning
- 2nd Offense Warning and conference with building administrator
- 3rd Offense Detention
- 4th Offense Detention
- 5th Offense Detention
- 6th Offense & Beyond Administrative Action

Habitually Truant

Westgate Middle School endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines about tardiness and unexcused absences. When the school determines a student has been truant, and that the parent, guardian or other person having care has failed to ensure a child's attendance at school, state law and board policy will require the parent to attend a specified educational program. A **habitually truant child** is any child of compulsory age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 hours in a month or 72 hours in one school year. The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the

attendance officer or school official will send notification requiring the parent or guardian to attend a parental educational program. Parents/guardians will be notified of the number of absences and/or tardies through written communication, phone calls, report cards, progress reports and parent conferences. Intervention strategies include the following if applicable:

1. Provide a truancy intervention plan that meets state law requirements for any student who is excessively absent from school
2. Provide counseling for students who are habitually truant under state law
3. Requesting or requiring a parent of a habitually truant student to attend parental involvement meetings
4. Requesting or requiring a student to attend truancy mediation programs
5. Taking appropriate legal action

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one month or 65 or more hours in one school year within seven days after the date of the absence triggering the notice

Absence Intervention Plan

When a student's absences surpass the threshold for a habitual truant, the attendance office or principal will assign the student to an absence intervention team within 10 days of the triggering event. The team will include a building representative and may include a school psychologist, counselor, social worker or representative from an agency designed to assist students and their families in reducing absences. If the student's parent/guardian is unresponsive the school will investigate whether the failure to respond triggers mandatory reporting to children's services and proceed with developing a plan. A complaint will be filed with the Columbiana County Juvenile Court for any student who fails to make reasonable progress on the absence intervention plan.

Early Dismissals

Students must have written authority from their parent or guardian. Early dismissals may be issued for the following reasons:

1. Doctor appointment
2. Dentist appointment
3. Funerals

Written verification from your doctor or dentist is required in advance or upon return. Otherwise, this absence from class(es) will be unexcused. All early dismissal requests must contain a telephone number where your parents can be reached, as all requests may be verified. **Students must bring a note from a medical professional for an approved early dismissal (from missed classes) to be excused as a medical absence.**

All "Early Dismissal" requests must be presented to the office prior to first period. Early dismissals for other legitimate purposes may be granted on a limited basis with administrative approval.

Parents should not call in early dismissal requests. They may not be honored.

A half – day absence will be recorded for approved early dismissals after the beginning of fourth period.

Obtaining a false early dismissal is subject to disciplinary action. Excessive use of early dismissal privileges will be considered the same as excessive absences and could result in a citation before the attendance officer and/or juvenile court officer.

CALLING HOME FOR ILLNESS

Students who become ill during the school day should ask their teacher for a pass to the main office. No student should report to the office without a hall pass. If you are ill, don't report to the office between classes, but report to your next class and obtain a pass to the office. STUDENTS MAY NOT USE A CELL PHONE TO CALL HOME WHEN THEY ARE ILL. SUCH AN INFRACTION MAY RESULT IN DISCIPLINARY ACTION IN ACCORDANCE WITH THE CELL PHONE POLICY.

Students must check in with the secretary or nurse and sign the list upon entering the office. If you fail to follow this procedure, it can result in your being marked truant from your class.

If it is necessary for you to go home, the secretary/nurse will contact your parents and make arrangements for your dismissal. No student is permitted to leave school grounds or go home without obtaining an early dismissal permit through the office.

SECTION 4: DRESS CODE

General Statement: The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, the Board establishes guidelines for dress in order to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. In all cases, the building principal is the final arbiter in making decisions regarding compliance with the Board's policy on dress. **IN GENERAL, ANY TYPE OF ATTIRE OR ADORNMENT WHICH ATTRACTS UNDUE ATTENTION IS NOT ACCEPTABLE.**

DRESS CODE

1. Wearing apparel (including T-shirts, Sweat shirts, blouses, jackets and sweaters) with objectionable writing, pictures and patches are not acceptable for school wear. Objectionable writing includes, but is not limited to, language referring to tobacco, alcohol, drug use, or to language determined to be obscene, profane, pornographic, frightening, disgraceful, or degrading.
2. Loose-fitting shorts will be acceptable so long as they are mid-thigh or longer and not form fitting.
 - a. acceptable shorts: walking, golf, dress, jeans shorts, and "skorts."
 - b. unacceptable shorts: hiker, boxer, swim trunks, cut off sweat pants, gym or sanitary shorts, physical education class shorts, layer and spandex pants worn as outer garments are not permitted.
3. While sleeveless tops will be permitted, no tank tops or muscle shirts are acceptable. Also exposed midribs are not permitted. This restriction also applies to "fish net" garments worn without an undergarment. No cleavage is to be exposed and tops must cover the back, shoulder, and entire chest area.
4. Hair should be clean and well groomed so as not to impair vision or present a health or safety hazard to anyone.
5. Hair cannot be completely dyed with multiple colors or distracting colors. Hair may be LIGHTLY HIGHLIGHTED with other colors, but the predominately visible and apparent hair color is limited to natural colors typical of human beings.
6. Shoes or sandals must be worn at all times.
7. Sunglasses or colored spectacles are not to be worn in the school building unless prescribed by a physician. A physician's statement must be on file in the principal's office.
8. Bandannas, hats, "beanies," and other head wear cannot be worn indoors. (This includes the hood on hooded shirts.)
9. No "dog collars", spiked bracelets or chains that could be dangerous to persons or destructive to school property.
10. Gang dress or unauthorized club symbols or colors which denote affiliation is prohibited.
11. Sweatpants and yoga pants will be permitted so long as they are appropriately fitted. Pajama pants are not permitted.
12. In no way shall undergarments be permitted to be exposed. **All pants are to be worn above the hips. No sagging pants will be permitted.**
13. Other ornamentation that attracts undue attention or is distracting or disruptive to classes is prohibited.
14. Book bags are permitted, however they are subject to established search policy.
15. Slacks, shorts, and skirts may be worn so long as they are mid-thigh or longer and not form fitting.

16. No body piercing jewelry other than earrings, one small stud in one nostril, one small lip ring, and/or a tongue ring will be permitted to be worn. Also spikes, sharp objects, or industrial earrings are not permitted in the ears.
17. Tattoos displaying objectionable material must be covered. Objectionable material includes, but is not limited to, material determined to be obscene, profane, pornographic, frightening, disgraceful, or degrading.
18. Holes in jeans are permitted; however, any holes above the mid-thigh are to be covered with no skin visible.
19. Dress Code for Physical Education: Students are required to wear tennis shoes to participate. These shoes **MUST BE** brought into class and cannot be worn outside of class during the regular school day. Soles must be clean and free of dirt and grime that might be carried onto the newly renovated surface in the field house. **STREET SHOES OF ANY TYPE WILL NOT BE PERMITTED ON THE PLAYING SURFACE.**

Disciplinary actions will be taken with students not complying with the above restrictions.

RELAXED POLICIES

Planned in-school or after-school events may call for relaxed policies in terms of dress code and the use of technology. By way of example, such events include various field trips, formal and informal dances, etc. Students will be informed when these policies are relaxed.

RELAXED DRESS CODE

*Guiding Principle: Everything that should be covered **MUST** be covered.*

- Athletic wear may be permissible.
- Undershirts must be worn with athletic shirts or vests.
- Spaghetti straps or strapless tops may be permissible for formal wear.
- Side cut-outs of shirts are permitted if the shirt covers the shoulders and the cut-outs are not revealing.
- Sports bras may not be visible.
- Shorts, dresses, and skirts should be mid-thigh length.
- No face painting
- No body paint
- Clothes should be relatively loose-fitting and not revealing.
- Wild hair styling may be permissible, but hair may not be painted/dyed.

RELAXED TECHNOLOGY CODE

- Cell phone use is permissible.
- Photographs and audio/video recording may be permissible.
- Texting is permissible.
- Phone calls may be permissible.
- Head phones may be permissible.
- No audible music

SECTION 5: STUDENT CONDUCT AND DISCIPLINE

PART I - Rights and Responsibilities: Students attend East Liverpool Schools under the direction of state law and with full benefits or constitutional protection for their rights as citizens. They therefore can act, speak or behave as young citizens within a large scope of options. This code, published in conformity with Ohio Revised Code 3313.661 specifies the school's expectations. Schools have a right to reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

PART II - Conduct Code: A violation of any rule may result in disciplinary action:

Rule 1-Disruption of School: A student shall not by use of violence, force, coercion or threat cause or **induce/incite** material disruption or obstruction to the carrying on of a normal school day, including all curricular and extracurricular activities. Students also will not advocate nor incite others to cause disruption of the educational process or to violate school rules. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion. **This includes acts which are committed through electronic media.**

Rule 2 -Damage and/or Theft of Property: A student shall not vandalize, cause or attempt damage and/or theft to school or private property on school premises at any time. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 3-Assault or Aggressive Behavior (Physical and/or menacing): A student shall not act or behave in such a way as could cause, threaten to cause, **or incite situations that could cause** physical/emotional injury or **trauma** to another person. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 4-Dangerous Weapons and Instruments: A student shall not possess, handle, transmit, or conceal any object which might be considered a weapon or instrument of violence capable of harming another person. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 5-Tobacco and Alcohol: A student shall not possess, use, transmit, distribute, conceal, or be under the influence of tobacco, alcohol or **related products. This includes electronic cigarettes, vapor products and hookahs.** Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 6-Narcotics and Drugs: A student shall not possess, use, transmit, conceal or be under the influence of narcotics, drugs, or look-alike substances. **Likewise, drug paraphernalia and "look-alike" items are prohibited.** Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 7- Insubordination: A student shall not disregard or refuse to obey reasonable directions or commands given by school personnel or those individuals vested with school authority. Violations are subject to the Discipline Profile

Rule 8-Frightening, Degrading or Disgraceful Acts: A student shall not engage in any act which frightens, degrades or disgraces other persons by written, verbal, or gesture means. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion. **This is includes acts which are committed through electronic media.**

Rule 9-Profanity and/or Obscene Language: A student shall not use profanity or obscene language. This includes written, verbal gestures, signs, pictures, or publications. Violations are subject to the Discipline Profile.

Rule 10-Inappropriate Dress: A student shall not dress or appear in a fashion deemed inappropriate under Board of Education policy. Violations are subject to the Discipline Profile.

Rule 11-Truancy/Absences without Permission: Students shall not be permitted to leave school or assigned classes without consent of the building principal and in accordance with Board of Education policy. Students and parents have the responsibility to cooperate in such cases with school officials. Excessive absence is also considered a parental responsibility without documentation from a doctor. Violations are subject to the Discipline Profile.

Rule 12-Excessive Tardiness: Students and parents have the responsibility to cooperate in such cases with school officials. Excessive tardiness absence is also considered a parental responsibility without documentation from a doctor. Violations are subject to the Discipline Profile.

PART III - Scope: The above Rules of Conduct apply to all students attending the East Liverpool City Schools and involved in activities of the regular school day, all school-related activities, and during that portion of the school day when transportation is provided to and from school.

PART IV - The East Liverpool Board of Education established these Rules of Conduct as its intent to comply with the Ohio Revised Code 3313.661 and designated the Superintendent of Schools or his designee as the hearing officer for suspension appeals. The hearing officer shall establish the ground rules for appeal hearings, determine procedures, decide who shall be present, and other details.

Adopted: May 22, 1998

Revised: July 27, 1998

Revised: August 9, 1999

BULLYING AND HAZING

Bullying, harassment, and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical intimidating, threatening, or abusive educational environment for the other student. This behavior is prohibited on school property or at a school sponsored activity.

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into and a student organization that causes or creates substantial risk of causing mental or physical harm to any person. Throughout this policy the term bullying is used inclusively for harassment, intimidation, and bullying.

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

Prohibited activities of any type, including these activities engaged in via computer and/or electronic communication devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone, or tolerate, any bullying and/or hazing activities. No students including leaders of student organizations are permitted to plan, encourage, or engage in any bullying and/or hazing.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances, or events that might include bullying, hazing, and/or dating violence. If any of the prohibited are planned or discovered, involved students are informed by the District discovering employee of the prohibition contained in this policy and are required to end all **such activities** immediately. All bullying, hazing, and/or dating violence incidents are reported immediately to the Superintendent /designee and appropriate discipline is administered.

Procedural requirements related to this policy are included as Appendix I of this handbook. (Board Policy JFCF-R)

PROGRESSIVE DISCIPLINE PROFILE GUIDELINES

A Discipline Profile will be maintained to document student misconduct for various offenses of the Student Conduct Rules. Infractions are cumulative for one (1) school year. The following consequences will serve as guidelines at each level of the Discipline Profile:

INFRACTIONS	CONSEQUENCE GUIDELINES
First referral	Detention or Friday Night School
Second referral	Detention or Friday Night School
Third referral	1-day suspension or Friday Night School or ISS
Fourth referral	3-day suspension or ISS
Fifth referral	5-day suspension or ISS
Sixth referral	10-day suspension or ISS
Seventh referral	10-day suspension & recommendation for expulsion

ISS – In School Suspension

Students sent to the office as a discipline referral will receive disciplinary action according to the above table. For example, a student sent to the office for the fourth time will receive a 3-day suspension, either internal or external at the discretion of the administration. **Student will work the school counselor and/or administrator on the behavior issues resulting in the student’s referral to the office.** The above Discipline Profile will apply to disciplinary referrals to the office. Infractions which are subject to removal, suspension, expulsion, or permanent exclusion are outlined in the Student Conduct Rules.

NOTE: ALL DISCIPLINARY ACTIONS ARE SUBJECT TO ADMINISTRATOR DISCRETION.

TEACHER OFFICE REFERRALS

The following examples of classroom problems may result in an office discipline referral:

- *Profanity, **inappropriate, obscene or abusive language** toward a teacher or classmate.
- ***Dress code violations**
- ***Truancy, skipping classes or entering restricted areas**
- *Death/bomb threats.
- *Drug or **alcohol** related infractions.
- *Possession of tobacco products.
- ***Public displays of affection**

***Insubordination or non-compliant behavior**

*Assaulting, fighting or **aggressive behavior** with or directed at other students or staff

*Intimidation/Harassment/**Bullying**

*Property Damage/Theft

*Unacceptable use of technology (including cell phone/personal electronic devices)

Infractions will be turned into the office on a referral form. 3 individual classroom infractions will constitute one (1) discipline referral on the student's Discipline Profile.

However, any/all student behavior deemed inappropriate by persons with school authority may be sent to the office for immediate action.

TOBACCO POLICY

In accordance with Board Policy JFCG, students are not permitted to smoke or to be in possession of any tobacco products at school or at any school activity. **This includes chewing tobacco, snuff, electronic cigarettes and vapor products.** Students who do not comply with the above restrictions may be issued a \$125.00 fine written through Juvenile Court and will be suspended from school in accordance with the discipline profile. Underage possession or use of tobacco is against municipal and state law. Students using or in possession of tobacco may be referred to law enforcement authorities.

FIGHTING

Fighting shall be prohibited on school grounds or at school activities due to the potential for serious injury. This is a "no-fault" fighting regulation, meaning if two or more students are engaged in fighting they will all be disciplined according to the terms of the Student Conduct Rules, (5 day suspension for the first offense; 10 day suspense with a recommendation for expulsion from school for the second offense in any school year) regardless of how the fight started or who was responsible for starting the fight.

WEAPONS IN THE SCHOOLS (BOARD POLICY JFCJ)

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

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

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or on to any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this

policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

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

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

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

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

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

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

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

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

ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE (BOARD POLICY JFCH/JFCI)

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District’s schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic

drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

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

The Board wishes to emphasize the following.

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

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

SUSPENSION

While it is required that all children attend school until the age of 18, it is necessary at times to suspend students from school because of their inability to conform to the rules and regulations of the school. These rules and regulations are set up for what is best for the majority of the student body.

Suspension from school is used by the administration when other ways of developing "self discipline" in our students have failed. While under suspension a student will not be permitted on school grounds, allowed to participate in, nor attend any curricular or extra-curricular activities of the school. **Furthermore, such students are not permitted to make up or receive credit for class work that is missed during the period of suspension.**

Students are placed on external suspension up to 10 days for serious violation of school policy, as outlined by the Student Conduct Rules and in compliance and accordance with the Ohio Revised Code Sections 3313.66, 3313.661, and 3313.664. Students are placed on internal suspension up to 10 days as outlined above.

EXPULSION

As per the state code and Board of Education Policy JGE, a school age child can be excluded from school for up to 80 school days by the superintendent of schools. The 80 days may carry over into the next semester or even the next school year. A recommendation for expulsion can result from an extremely serious violation of school disciplinary policy or when the student reaches his/her 7th referral on their annual Progressive Discipline Profile.

PLEASE NOTE: An expulsion due to having a weapon on school grounds may be for One (1) full year. See Weapon's Policy JFCJ.

DUE PROCESS

A student and his/her parent must be given written notice of the intention to expel and the reasons for the intended expulsion. The student will be afforded the opportunity to appear with a representative before the Board to answer the charges. The student and his/her parent or guardian shall be provided a brief description of the student's rights and of the hearing procedure. The hearing before the Board of Education may be private, but the Board must act on the appeal publicly.

PERMANENT EXPULSION

As authorized by law, the Board of Education (Policy JEGA) 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, which are considered to be crimes when committed by an adult, while on school grounds:

- 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 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

DETENTION

Students may be assigned detention periods due to tardiness or misbehavior. Detentions at Westgate Middle School may take place before, during and after school. The detentions can last for a minimum of fifteen minutes to a maximum of one hour. Any student who is removed from detention due to behavior or other disciplinary issues will be subject to more severe disciplinary action. It is the student's/parent's responsibility to see that detentions are completed. All students in detention will be doing assigned written work, either assigned by the classroom teachers, or the detention monitor. Students must be on time for detentions; latecomers will not be admitted to detention.

School administration will assign office disciplinary detentions. Teachers will assign detentions for classroom infractions. Students will be given 24 hour notice before detentions must be served in order to arrange for transportation. It is the student's/parent's responsibility to provide transportation.

A doctor's excuse will be the only acceptable reason for not completing assigned office or teacher detentions on time.

Failure to complete assigned office or teacher detentions will result in the student being subject to further disciplinary action.

FRIDAY NIGHT SCHOOL

In some cases, Westgate Middle School students may be assigned Friday Night School. Friday Night School will be held from 3:30 pm until 6:00 pm at East Liverpool Jr./Sr. High School. Students will have a restroom break. Students and parents will be informed when a student will serve Friday Night School. Friday Night School is **NOT** a suspension.

RULES FOR FRIDAY NIGHT SCHOOL:

1. No talking.
2. Students are to be working on an educational activity, studying, reading, or doing homework at all times.
3. Students will not be permitted to sleep or put their heads down.
4. **NO FOOD OR DRINK.**
5. Students will not be permitted to use their lockers.
6. Students failing to report to Friday Night School will result in additional disciplinary action: Failure to serve an assigned FNS will result in a three-day assignment to BIP with reassignment to FNS on the following Friday. Failure to report on the rescheduled Friday will result in a one-day suspension from school and reassignment to FNS on the following Friday. Successive failures to report to FNS will result in increasing days of suspension until the FNS is served.
7. Students asked to leave Friday Night School for misbehavior will be subject to additional disciplinary action.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass.

Being anywhere outside your assigned classroom without a pass during the class period will be considered being TRUANT.

GAMBLING

Playing cards, flipping or matching coins, rolling dice, or any form or appearance of gambling will not be permitted.

HAZING

In accordance with Board policy JFCF, hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. Administrators, faculty members and all other district employees are particularly alert to possible conditions, circumstances, or events which might include hazing. If hazing or planned hazing is discovered involved students will be required to stop all hazing. All incidents of hazing are to be reported to the Superintendent. Failure to abide by the hazing policy may result in disciplinary action and liability for civil and criminal penalties.

PUBLIC DISPLAY OF AFFECTION

Students should recognize that public display of affection (kissing, embracing, holding hands and other displays of affection) are not appropriate for a school setting and are not to be permitted. Failure to abide by this policy will result in disciplinary actions by the administration.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices (**including head phones**) are permitted in school. However, devices must be turned off and not visible after 8:30. Devices may be used as an instructional tool for educational purposes as directed by the classroom teacher.

WITHOUT EXPRESS PERMISSION FROM BUILDING ADMINISTRATORS, RECORDING AND/OR VIDEO DEVICES MAY NOT BE USED DURING THE SCHOOL DAY. These devices often promote or encourage undesirable behaviors that would otherwise not occur in the absence of such equipment. Students whose unauthorized use of audio/video recording equipment serves to promote, encourage or contribute to undesirable behaviors among students will be subject to the same disciplinary measures as those who are featured in the recording. The building administrator will determine the extent to which the recording devices contribute to the undesirable behaviors. A STUDENT VIOLATING THIS POLICY WILL BE DENIED THE PRIVILEGE OF POSSESSING SUCH PERSONAL ELECTRONIC DEVICES IN SCHOOL DURING SCHOOL HOURS.

CELL PHONES

The use of cell phones during the school day is not permitted. Phones must be silenced from 8:30am until 3:30pm and should not be visible, or they will be confiscated. Students who are observed using with cell phones without permission of building staff will face the following disciplinary measures:

	CONSEQUENCE
1	Confiscated – Returned to the student at the end of the period
2	Confiscated – Returned to the student at the end of the period
3	Confiscated and submitted to the office – Returned to the student at the end of the day
4	Confiscated and submitted to the office – Returned to parent at school (by appointment)
5	Confiscated – One detention assigned and returned to parent (by appointment)
6	Confiscated – Two detentions assigned and returned to parent (by appointment)
7	Confiscated – Friday Night School and returned to parent at school (by appointment)
8	Confiscated – ISS (3 Days) and returned to parent at school (by appointment)
9	Confiscated – ISS (5 Days) and returned to parent at school (by appointment)
10	Confiscated – OSS (1 Day) and returned to parent at school (by appointment)
11+	Confiscated – OSS (3 Days) and returned to parent at school (by appointment)

PLEASE NOTE:

- **Cell phones may be used in class for educational purposes as directed by classroom teacher.**
- **The content of any electronic device used in violation of this section may be examined by school administrators and may result in additional disciplinary measures.**
- **Students refusing to surrender a cell phone (including the battery) upon request of a staff member will be suspended from school for a minimum of three days. Cell phone violations are independent of the student’s status on the discipline profile.**
- **Students who use personal electronic devices for inappropriate or abusive purposes will be treated in accordance with terms of the Student Conduct Code.**
- **Cell phones used as audio/visual recording devices will be addressed in accordance with the preceding section, “Personal Electronic Devices.”**

SECTION 6: STUDENT TRANSPORTATION

BUS TRANSPORTATION

Students who ride to school will be expected to ride the same bus to which they are assigned to and from Westgate Middle School every day. STUDENTS WILL NOT BE ISSUED TEMPORARY DAY-PASS FOR ANY REASON. While on the bus, the student is directly responsible to the bus driver. Pupils shall conduct themselves in an orderly fashion while on the bus. Reasonable conversation is permitted. **The bus driver may assign seats for individual or all students for any reason.** Disorderly conduct shall be sufficient reason for **the temporary or permanent suspension of** bus transportation to a student. Missing your bus in the morning will be considered as an unexcused absence. It will be the responsibility of the student/parent to get to the school if he/she misses the bus.

Any pupil persistently violating essential rules of conduct will be refused the privilege of riding the bus and will be required to walk to school or furnish his/her own transportation. The above rules of conduct are for your own safety, as well as that of other students.

SECTION 7: GENERAL REGULATIONS AND PROCEDURES

FUND RAISING/SALES OF PRODUCTS

Students may only sell candy or other items for school organizations for which the Principal has approved the specific sale. The selling of candy or other products for a student's personal profit or that of an outside group will be strictly forbidden.

FLOWERS, BALLOONS, and GIFTS

No flowers, balloons, or gifts will be delivered to students during the school day; students will be notified at the end of the day to pick these up in the main office.

MEAL SERVICE

The School participates in the National School Lunch and Breakfast Program and makes breakfasts and lunches available to students. Ala Carte items are available. Students may also bring their own lunches to school to be eaten in the school's cafeteria.

Applications for the School's Free and Reduced -Priced Meal program will be provided to every student on the first day of school. If parent(s) wish to review the requirements, they should contact the school office. As an added convenience, parent may prepay student lunches in the Cafeteria

CAFETERIA

Lunches may be purchased in the school cafeteria, which is located in the first floor rotunda. All students must eat their lunch in the cafeteria and remain in the cafeteria. A closed lunch period is in effect. This means students may not leave the school grounds at this time. **Lunches may not be delivered to students on a routine or regular basis, as this presents an unnecessary burden upon the office staff.** It is expected that each student clean the area in which he was eating when finished with lunch before leaving this area. By district policy, lunches are no longer permitted to be charged. Students who do not have money for lunch will be given an alternative lunch of a sandwich and drink.

CARE OF SCHOOL PROPERTY

A good citizen respects school property as if it was his own and is anxious that his school present a pleasing appearance to the public. It is up to us to let the tax-paying public know that we are appreciative of the facilities provided for us.

A few suggestions for the care of school property are:

- **Put all waste paper in the waste basket**
- **Keep the drinking fountains free from chewing gum and other waste**
- **Keep the school walls and furniture free from writing**
- **Keep the restrooms as clean and sanitary as you would in your own home**
- **Keep the lawn and other outside areas free from rubbish and paper**
- **Keep the locker rooms clean and lockers orderly and neat**

CARE OF BOOKS

Schoolbooks must not be marked upon and must be kept clean. If a person loses or damages a book he must pay the full replacement price.

CLASSROOM FEES & DEFICIENCIES

SCHOOL FEES – All necessary fees for various subjects must be paid to the classroom teacher by the end of the 1st 9-week grading period. Teachers **MUST GIVE** a receipt to each student who pays, either with cash or by check. Parents are encouraged to keep these receipts for future reference in case a student becomes listed on the office "Deficiency List".

DEFICIENCIES – Students who do not pay their fees or return textbooks in a timely manner will have their names turned in by the classroom teacher each school year in early May to be listed on the office "Deficiency List." In order to be taken off this list, students must show a receipt to the office secretary (from the teacher) that the deficiency has been paid to the teacher. Deficiencies for PAST school years may be paid to the principal's secretary. Your name will then be removed from the deficiency list.

TEXTBOOKS & LIBRARY BOOKS – All assigned textbooks and loaned library books not turned in near the end of the school year will also cause a student to be listed on the deficiency list.

LOCKERS

Students are assigned lockers by their homeroom teacher. Do not allow your locker to be cluttered by unwanted papers and other things you do not need. Remember that the locker is furnished for you to provide a safe place in which to keep your property while you are in school. It does not belong to you, so treat it accordingly.

The school is not responsible for lost articles. Lockers are school property and are subject to search by school officials. **Unannounced visits by the drug dogs may be scheduled.**

CHANGE OF ADDRESS

If your address or telephone number changes during the school year, please contact the Main Office so your records can be corrected.

LOST AND FOUND

Lost articles are to be reported to the school counselor's office. All found articles are to be taken to the school counselor where the owners may claim them.

TELEPHONES

Emergency calls may be made from the main office or guidance office with permission. The office will not accept an early dismissal from a parent who was called on a cell phone. A student who is ill must call from the office.

ACCEPTABLE USE POLICY

Students should have a completed acceptable use form on file in the office, with all necessary signatures. Failure to return this form with all necessary signatures will be interpreted as permission for the school (1) to use student images on district websites or to be distributed via email/internet for appropriate purpose and (2) to permit students to be interviewed and/or photographed for television and/or newspaper. Consent is implied.

FIELD TRIPS

Field trips are planned to enhance our academic program and to enrich the educational experiences of our students.

Criteria

- Grades: Students must have passing grades in all subjects.
- Attendance: Students must have an overall attendance rate of 93% at the time of the field trip.
 - This calculates as no more than 6 absences per semester.
 - Each tardy to school and early dismissal is also taken into account. Three instances of tardy to school and/or early dismissal equate to one day of absence.

Appeal Process

In the event that a student is not eligible for a field trip under these guidelines, he/she has the right to appeal. The sponsor/advisor, three committee members, and one administrator will be present to review the appeal.

Permission slips

The sponsor/advisor must file all necessary documents and a list of chaperones at least three (3) weeks prior to the date of the planned field trip. Once the field trip has been requested, the sponsor/advisor must distribute permission slips that must be returned [to the sponsor/advisor] at least two (2) weeks prior to the date of the trip.

STUDENT RECORDS

Many student records are kept by school personnel. There are two basic kinds of records - directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless parents of the student restrict the information, in writing, to the principal. Directory information includes a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance, date of graduation, awards received, honor rolls, and scholarships.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the District to provide an equal educational opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or place of residence within the boundaries of the school district. The complaint procedure is described below.

ALLEGED DISCRIMINATION GRIEVANCE PROCEDURE

In accordance with Federal and State ORD (Office for Civil Rights) Guidelines, any student who believes the East Liverpool City School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance with the above-mentioned administrators does not require parent/guardians to be present.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504

grievance procedures shall commence as follows:

Step 1 – An alleged formal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten school days of date incident occurred.

Step 2 – If not resolved at Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator within five school days.

Step 3 – If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

Title IX/Section 504 Coordinator
East Liverpool City Schools
810 West Eighth Street
East Liverpool, OH 43920 (330) 385-7132

Step 4 - If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, OH 44114-1816

Note:

Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the alleged discrimination process.

INDIVIDUALS WITH DISABILITIES

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

The East Liverpool City School District provides a variety of Special Education programs and services for students identified as having a disability defined by the individuals with disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parental involvement in this procedure is required. More importantly, the school wants the parents to be active participants. To inquire about procedure or programs, parents should contact the Office of Special Education at 330-385-7132.

Students with disabilities will be entitled to the rights and procedures afforded by Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.C.T.) or Section 504 of the Rehabilitation Act of 1973. For a disabled student to be expelled or suspended for more than 10 days a review committee must meet and determine certain conditions related to the student's disability.

SEXUAL HARASSMENT

Westgate Middle School is committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, illegal, and will not be tolerated.

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, and physical contact of a sexual nature. Such offensive behavior includes, but is not limited to the following

- Unwanted sexual advances, including propositioning, repeatedly asking someone out

for date after it is clear that the person is not interested

- Explicitly or implicitly offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, impeding or blocking movement

When unwelcome activities described above, or even of a milder nature, the best thing to do is say that you are uncomfortable with the behavior and ask that it stop immediately. If the behavior does not stop immediately, students should report such unwelcome behavior to their counselor or a school administrator.

APPENDIX I: Board Policy JFCF-R

BULLYING AND HAZING (Harassment, Intimidation and Dating Violence)

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

School Personnel Responsibilities and Complaint Procedures

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

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

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, website postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

Teachers and Other School Staff

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

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

Complaints

1. Formal Complaints

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

2. Informal Complaints

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

3. Anonymous Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, intimidation, bullying or hazing. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of bullying, hazing and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Nondisciplinary Interventions

When verified acts of bullying, hazing and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating, bullying and/or hazing.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

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

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

Reports to the Victim and His/Her Parent or Guardian

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

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

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

Police and Child Protective Services

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

The District must also investigate incidents of bullying, hazing and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

(Approval date: June 27, 2011)

THIS IS A REQUIRED REGULATION