

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



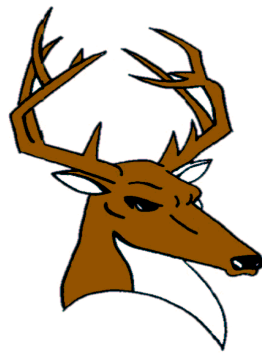
**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



**BUCKEYE JUNIOR HIGH SCHOOL**  
**2011-2012**  
**Student Handbook**

**3024 Columbia Road**  
**Medina, OH 44256**  
**(330) 722-8257**



## MISSION STATEMENT

The mission of the **Buckeye Local Schools**, a premier educational system, is to empower students to be life-long learners and productive citizens. Our highly qualified staff will provide a well-balanced, diversified education, utilizing current technology and a rigorous curriculum. We will accomplish this in a safe and nurturing environment through collaboration within a unified community.

## SCHOOL CALENDAR

August 24	First Day of School
August 25	Open House (6:30 p.m. - 8:00 p.m.)
September 5	Labor Day
September 21	Early Release Day
September 30	Interims go home with students
October 6	Parent Teacher Conferences (3:00-6:30 p.m.)
October 11	Student Pictures
October 12	Parent Teacher Conferences (3:00-6:30 p.m.)
October 14	Staff Development (No School)
October 28	Close of 1st Grading Period
November 4	Report Cards go home with students
November 15	Picture Retake Day
November 23	Conf. Make-Up Day (no school)
November 24-25	Thanksgiving break
December 9	Interims go home with students
Dec. 21-Jan. 2	Winter Break
January 12	Close of 2nd Grading Period
January 13	½ Day Teacher Workday (no school for students)
January 16	Martin Luther King Day (no school)
January 20	Report Cards go home with students
February 2	Parent Teacher Conferences (3:00-6:30 p.m.)
February 8	Parent Teacher Conferences (3:00-6:30 p.m.)
February 20	Presidents Day (no school)
February 24	Interims go home with students
March 2	Teacher In-Service Day
March 21	Early Release Day
March 30	Report Cards go home with students
April 2-6	Spring Break
April 9	Conference Make-up Day (no school)
May 4	Interims go home with students
May 28	Memorial Day
May 30	End of 4th Grading Period (Last Day)
May 30	Last day for schedule changes for 11-12
June 4	Report Cards mailed home



## BELL SCHEDULE

7:15	Staff Reports
7:20	Doors Open/Buses Unload
7:30 - 7:40	Homeroom
7:43 - 8:30	1st Period
8:33 - 9:20	2nd Period
9:23 - 10:10	3rd Period
10:13 - 11:00	4th Period
11:03 - 11:51	Period 5-A
11:00 - 11:30	8th Grade Lunch
11:33 - 12:21	Period 5-B
11:51 - 12:21	7th Grade Lunch
12:24 - 1:11	6th Period
1:14 - 2:01	7th Period

**“In the event of any conflict between the provisions of this handbook and Ohio Revised Code Section 3301.60, the statute shall prevail.”**

# **STUDENT OPERATING PROCEDURES**

## **ACADEMIC AND CO-CURRICULAR ELIGIBILITY**

Academic/Co-curricular eligibility for students is checked on a nine week basis. In order to participate, a student must have a 2.0 grade point average and pass 5 academic classes the preceding grading period. If a student has between a 1.999 and 1.00 grade point average the student is conditionally eligible. The student that is conditionally eligible must follow the procedure outlined in Board Policy IGDK and cannot participate in the first ten percent of the sport's competitions. In addition, the conditionally eligible student must circulate a weekly progress report in all of the subjects in which the student failed to indicate whether progress is being made.

## **ACADEMIC INTEGRITY**

Faculty members are expected to give complete supervision during tests and examinations. Instances of cheating on a test, homework, or any teacher assigned task will result in a zero for that activity. A report will be filed to the principal and further disciplinary action will be taken. Some examples of inappropriate actions include:

- plagiarism
- looking at someone else's test or other materials
- copying work from another when the work is not intended to be group work
- obtaining a copy of tests or scoring devices
- unauthorized use of materials not permitted during a test
- allowing another student to copy your work
- putting your name on someone else's work
- talking during a test

## **ACCIDENTS**

Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school, must be reported immediately to the person in charge and to the school office. Accident report forms should be completed when an accident occurs during school hours.

## **ARRIVAL/DISMISSAL**

The arrival bell rings at 7:20 a.m. Anyone arriving to school prior to 7:20 a.m. must go directly to the gym and remain there until the arrival bell. School officially begins at 7:30 a.m. At that time students are expected to be in their assigned homeroom seats.

Students are not permitted to leave school property once they have arrived. Students leaving school property will be given consequences for their actions.

The dismissal bell for students rings at 2:01 p.m. Students are to gather their belongings and proceed promptly to the bus area. Students are not permitted to loiter inside the building, near the exit doors, or go to any other schools on the Buckeye campus after school.

Students participating in after school activities that begin immediately after school should report directly to that activity. Students are not permitted to wander the building or begin dressing in locker rooms until the supervisor of that activity arrives. **Students must be in attendance 4 full periods to be eligible for competition, performances or dances.**

## **ASSEMBLIES**

Assemblies are held during the school year for a variety of reasons. During the assemblies, students are expected to be attentive and courteous at all times. Students are to sit in their proper section as directed by the teachers, and not move around to visit friends. At the conclusion of the assembly, students will be dismissed by the principal and will be led from the bleachers by the teachers. Students may lose assembly privileges if they have behavioral or disciplinary issues at school.

## ATTENDANCE

Punctual and regular school attendance is important in order to receive a good quality education. Students are expected to arrive to school on time and stay the entire day. If there are circumstances that do not permit this, the student will be marked absent for the time missed.

Absences will be charged to students for signing in or out as follows: If a student is absent from school for more than (4) periods it will be counted as a full day absence. Any number of missed periods under (4) will be considered a ½ day absence. Once in school, students are encouraged to complete the day.

1. **ABSENCE** – If students are absent from school, their parents or guardian should call the school between 7:00 a.m. and 9:00 a.m. to report their child’s absence.
2. **TARDY** – Students that are tardy to school (7:30-8:29 a.m.) should report immediately to the office with a note explaining their reason for being late. Three unexcused tardies will result in the student being assigned a lunch detention.
3. **EARLY DISMISSAL** – Students that need to leave early for a doctor or dentist appointment should bring a note to the office from their parents before school. Parents must come into the office and sign their child out at dismissal time. Parents are not permitted to get students from classrooms.
4. **VACATIONS** – Students that will miss school due to a family vacation should bring a note from their parents to the office **two weeks** prior to the vacation. The student will be given a form to take to all his/her teachers to get the assignments that he/she will miss. The assignments will be due upon the return to school.

## BOOK BAGS & PURSES

Students are permitted to carry book bags and purses to and from school. Both items are to remain in the lockers from before home room until after school is dismissed.

## BULLETINS AND ANNOUNCEMENTS

All announcements for the public address system must be written in advance and signed by an activity advisor. During announcements, students are to be seated and silent. Morning announcements are very important, and talking during announcements is not permitted.

## BUS TRANSPORTATION

Students will ride on assigned buses only. The school’s Behavior Code of Conduct applies to students riding the bus. In addition, the following rules also apply:

1. Students will only be permitted to ride their assigned bus.
2. Students should be at the curb ready for the arrival of the bus. Pupils should maintain proper behavior while waiting for the bus.
3. Students are not allowed to litter, eat or drink on the bus.
4. Noise shall be kept to a minimum at all times, and it should be absolutely quiet at railroad crossings.
5. Nothing shall be thrown out of the bus or held out of the window
6. All parts of students’ bodies shall remain inside the bus.
7. Students are not permitted to use the emergency door except in the case of an emergency.
8. The driver has the authority to enforce the above regulations.
9. Penalties:
  - a. **First Bus Report:** Student will be issued at least a Wednesday detention
  - b. **Second Bus Report:** Student may be denied bus transportation for three days.
  - c. **Third Bus Report:** Student may be denied transportation for five days.
  - d. **Fourth Report:** Student may be denied transportation for the remainder of the semester.

## CLINIC

The secretary is available in the office to help students who become ill during the school day. The procedures for ill students to abide by are the following:

1. Unless it is an emergency, go to class to first get a pass from your teacher.
2. If necessary, the secretary will make arrangements for you to go home. Students are not to use the office phone without permission to make arrangements to go home. Attempts will be made to contact parents. While waiting for parents, students may wait in the clinic. If a parent cannot be reached, the student must return to class at the beginning of the next period unless they are actively displaying a serious illness.
3. Students must have an Emergency Medical Authorization form on file and they must keep the school's office updated on any changes to medical concerns, phone numbers, or addresses. These forms will be sent home with your child on the first day of school and must be returned within the first week of school.

## USE OF MEDICATIONS

Students with specific healthcare needs should submit those needs in writing, with the proper documentation from their physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the junior high office by the parent/guardian and are to be taken only with adult supervision. Medical action plans must be submitted each year and are available in the office.

In those circumstances where a student must take a prescribed medication during the school day, the following guidelines are to be observed:

- a. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- b. The ADMINISTERING MEDICATION FORMS must be completed and filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- c. All medications must be registered with the office.
- d. Medication must be brought to the office in the **original container** and will be properly secured. Medication must be **delivered to school directly by the parent**. This should be arranged in advance. A two to four week supply of medication is recommended. **Medication MAY NOT be sent to school in a student's lunch box, pocket, or any other means on or about his/her person.**
- e. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- f. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- g. A log for each prescribed medication shall be maintained which will note the personnel giving the medication and the date. This log will be maintained along with the physician's written request and the parent's written release.
- h. Asthma inhalers and EpiPen devices may be self-carried by students with specific medical conditions. All related paperwork must be completed & submitted to the office.

## COMPUTERS

Policies governing the use and/or misuse of computers are spelled out in the Buckeye Local Schools Code for Computers. School computers may only be used upon receipt of a technology use form that has been signed by a parent or guardian and the payment of a ten dollar usage fee.

## DANCES

Students attending the school dances must stay the entire time and should make prior arrangements with their parents for a prompt pick-up at the conclusion of the dance. Any violations of school rules at dances, including dress code will result in disciplinary action including suspension from future dances.

Detention rule: Two weeks prior to each dance, the detention rules take effect. Any student receiving two lunch detentions, a Wednesday detention, a Saturday detention, or a suspension within the ten school days prior to the dance, will not be permitted to attend the dance.

## DETENTIONS

- **Lunch Detentions** may be assigned to students daily during their lunch period. Students who are absent on the assigned day are responsible for making up their detention on their day of return to school. Students receiving four lunch detentions in one grading period are automatically assigned a Wednesday after school detention. Students receiving 8 lunch detentions in one grading period will receive a Saturday detention.

- **Wednesday Detentions** are held bi-weekly from 2:05 to 3:05 p.m. Students must report to detention on time, work on school assignments, and be quiet during detention. Failure to promptly comply with the rules or failure to serve a detention on the assigned day will result in additional disciplinary action.

- **Saturday Detention** guidelines are as follows:

1. Enter Buckeye High School at the entrance door nearest the loading dock. Students should report to Room 39 no later than 8:30 a.m. If you are late, you will not be permitted to enter.
2. Bring all books and other materials with you. Access to student lockers will not be possible. Leisure reading (newspapers, novels, school appropriate magazines) may be included as part of the students activities at Saturday detention.
3. Complete all assignments.
4. Saturday detention is held from 8:30 a.m. to 11:30 a.m. on Saturday mornings.
5. Students are not permitted to sleep.
6. No radios, cards, tape players, i-pods or other recreational items will be allowed in the detention room. Students are not permitted to talk.
7. No food, gum, or beverages may be consumed during Saturday detention except during the break.
8. Students must stay in the Saturday detention room except when permission is given by the supervisor to leave.
9. All school rules apply. Violations will result in the student being sent home and further disciplinary action taken.
10. Non-attendance will result in further disciplinary action unless excused by the principal.
11. Students should make transportation arrangements in advance for pickup at 11:30 a.m. Access to a telephone may not be possible.

## DRESS AND GROOMING GUIDELINES

The Buckeye Junior High School dress code is a result of ongoing evaluation of year-to-year experiences. The objective of the dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of Buckeye Junior High School:

Student Dress Code infractions will be addressed in the following manner:

- . **First Infraction:** Referral to an administrator. (Student must change clothes)
- . **Second Infraction:** Same as first, with lunch detention.
- . **Third Infraction:** Same as first, with Wednesday detention assigned

Further infractions will result in progressive disciplinary steps.

### I. TOPS/SHIRTS

- A. All shirts/tops should cover the shoulders and waist at all times and be long enough to be tucked in. (No midriffs showing)
- B. No fishnet or mesh tops will be permitted.
- C. **Girls necklines must be near the collarbone. (No cleavage)**

### II. SHORTS/SKIRTS

- A. Shorts need to be mid-thigh in length (fingertip rule for length).

- B. Skirts and dresses must extend 3” beyond the fingertips.
- C. No fishnet stockings will be permitted.
- D. All shorts/sweatpants must have a drawstring or button.

### **III. HAIR AND HATS**

- A. Hats, sweatbands and other head apparel cannot be worn in the building.
- B. Hair for both boys and girls must be neat, clean and well groomed and in a traditional style.
- C. Only natural hair colors are acceptable.

### **IV. COATS/JACKETS**

- A. Coats are not to be worn during the school day.
- B. Hoodies (sweatshirts with hoods) are not considered coats.

### **V. PANTS/JEANS**

- A. Pants are to be worn at the waist, without sagging, at all times.
- B. Pajamas are not permitted.

### **VI. GENERAL**

- A. No undergarments should show at any time.
- B. Students will not wear clothing that has suggestive or inappropriate words or symbols or items displaying/endorsing drugs, alcohol, or tobacco products.
- C. No student shall display or wear anything that signifies gang affiliation.
- D. Appropriate attire may be required in some classes for the safety and health of the student as specified by the teacher. Examples: physical education (must be different from the clothes worn to school), science and art.
- E. Standard footwear is to be worn at all times.
- F. Sunglasses are not to be worn in the building.
- G. Chains, safety pins, nails or other sharp objects are not permitted.
- H. Shorts/Capri’s and flip flops are only permitted during the months of August, September, October, April, May and June.
- I. **Pants, skirts or tops cannot have any holes or other frayed material. (Exception: Hem)**

## **ELECTRONIC ACT**

“Electronic act’ means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic means.” Any harassment, intimidation, or bullying of any student on school property or a school bus, or at school-sponsored events through any of the items listed above is strictly prohibited and is subject to suspension. If this type of harassment, intimidation, or bullying takes place off school property and disrupts the educational environment and discipline of the school, the act will also be subject to suspension. School publications are protected by copyright and the use of such photos without written permission is strictly prohibited. Also, cyber speech which is found to be defamation of another can result in civil liability for damages.

## **ELECTRONIC DEVICES**

Because radios, tape and CD players, i-pods, electronic games, pagers, laser pens, cell phones, cameras etc. may distract others, these items are not permitted to be used during the school day. School personnel are authorized to confiscate these items and to turn them in to the office. If this occurs, the item in question will be released only one time to a parent or guardian. In addition, disciplinary action may occur. These items, if brought to school, must be kept in the students’ locker the entire day.

# EMERGENCY DRILLS & PROCEDURES

## Fire Drills:

Each classroom has a planned fire escape route. Listen carefully to your classroom teacher, read the posted signs, and become familiar with the exit you will be expected to use in the case of a fire drill **or any emergency**. During a fire drill, students are to:

- Remain calm while exiting.
- WALK while exiting.
- REMAIN SILENT (NO TALKING) while exiting.
- Remain with the classroom teacher while outside.
- Wait until a signal is given to re-enter the building in an orderly and quiet fashion.

## Tornado Drills

A Tornado drill has a certain procedure to follow. This procedure will be explained by your classroom teacher. Things to remember during a tornado drill:

- Know the designated safe area for each classroom.
- Move quickly and efficiently to that area.
- **REMAIN SILENT (NO TALKING)** at any time during the drill.

In the event of an emergency, Buckeye Local Schools will take specific procedures and precautions determined by the superintendent and responding emergency management agencies to ensure the safety of our children and staff members. Responding agencies such as the Police, Fire and HAZMAT will act accordingly to the level of threat imposed by the incident. Our crisis teams and administrators have a plan to ensure student safety. The following is a list of basic procedures that your student may be involved in during our safety drills and/or an emergency:

1. If there is a situation prior to the start of school, it **may be cancelled** via our Buckeye Broadcast system. (Also, check local radio and television stations for announcements as you would for inclement weather cancellations).
2. During the school day, students **may be dismissed early**. Normal procedures will be used and parents/guardians will be notified via our Buckeye Broadcast system.
3. **Shelter-In-Place** refers to keeping all persons within the building for a period of time (i.e. medical emergency, chemical spill, terrorist threat, dog search, etc.) The building principal or designee will give instruction to staff and students at the time of the incident. If it is deemed appropriate he or his designee will call parents/guardians via Buckeye Broadcast system with more information.
4. A **Lockdown** is used when there is an immediate threat of violence in or immediately around the school. Everyone will be secured internally. There will be no movement of anyone inside the building. No one is allowed to enter or leave the building. Normal operations will resume when the sheriff's department and administration deem it is safe to do so. The superintendent or his designee will notify parents/guardians of the situation as deemed appropriate.
5. **Evacuation** is used when there is an immediate danger with the building (i.e. fire, bomb threat, explosion, etc.) In this procedure, all students and staff are removed from the facility to a designated safe area. The superintendent or his designee will notify parents/guardians of the situation and give further instruction as deemed appropriate.

For safety of all students, staff and community members, we ask that parents/guardians not come to their child's building during an emergency until they are given instructions via the Buckeye Broadcast system and/or local radio and television stations. If you are already on the property, please follow the instructions of all law enforcement and staff when you see that an emergency is happening.

It is important to remain calm and try to prevent panic. In some emergencies, roads and phones may be inoperative. Know that we have the capability to house and feed your children during a crisis. Our staff members are prepared to act in the best interest of your children in the event of an emergency. All parents/guardians should be sure that their child's **Medical Emergency Card** is updated and accurate at the beginning of the school year. The number you indicate on that form will be the phone number used on our Buckeye Broadcast system. In an emergency, **only authorized persons** with a **photo ID** that are indicated on the emergency medical card may pick up your children.

Under certain circumstance, it may be necessary to provide crisis intervention to students via a school crisis intervention team. Crisis intervention may be appropriate during events such as death or injury of a student or staff member or a natural disaster. Services

may included one-on-one intervention, diffusing, debriefing, crisis management, or family support. **If you do not want your child to participate in crisis interventions, please notify us in writing at the beginning of the school year.**

## **EQUAL EDUCATIONAL OPPORTUNITY (TITLE IX)**

It is the policy of this district to provide equal educational opportunities to all. No student in Buckeye Junior High School shall be excluded from or denied enrollment in any academic activities or course offerings on the basis of race, gender, disability, religion, ancestry, national origin, social/economic background or marital/parent status. Any person who believes he has been discriminated against has the right to file a complaint. A formal complaint can be made in writing to the Superintendent. The complaint will be investigated and a response, in writing will be given to the concerned person within 10 days. The Superintendent can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

## **FEES**

Student fees are collected for technology, consumable workbooks, calculators and lab fees. Appropriate fees will be indicated on the student's fees due letter which will be attached to their first interim report. Fees must be paid before the students will be able to receive report cards, future interim reports and to be eligible for field trips.

## **FIELD TRIPS**

If a school field trip is planned, students can help defray the cost, and in some cases pay for the entire trip by participating in the school's fund raiser. Students will be excluded from attending school field trips due to poor school behavior, repeated offenses, or progressive disciplinary actions. In addition, any deposit or fee paid will not be refunded.

## **FOOD AND BEVERAGES**

All food and beverages must be consumed in the Cafeteria. Food and drinks must not leave the Cafeteria and are not to be consumed in the hallways or classrooms. Open beverage containers are not permitted in the lockers. Vending machines can only be used at lunchtime, or during study hall with teacher permission.

## **FUND RAISERS**

Each year the junior high has school fund raisers. The proceeds from the fund raisers help pay for assemblies, school dances, special activities, academic rewards, and other activities not covered by the general fund.

**Class field trip: If a class field trip is planned, students will be able to receive credit toward the fee if they participate in the fundraiser and sell a certain dollar amount. Details will be announced at the fundraiser assembly in the fall.**

## **HALL PASSES**

Students in the halls during class periods are to have an authorized hall pass. Passes are to be used to go to the specified destination by the shortest possible route. Students are not to be outside of the building nor are they to disrupt classes in session.

## **IMMUNIZATIONS**

All immunizations must be updated and completed by the 14th day after school starts. Each dose of vaccine should be denoted by a complete Month/Day/Year in the school immunization record. Students who do not meet or exceed minimum immunization requirements will be excluded from school unless a medical contradiction exists and a physician's statement is submitted. Objection on religious or philosophical grounds is valid only when written to this effect-these exempt forms are available in the school office and must be signed by a parent/guardian. Students who are exempt will be required to stay home at the notification of a related communicable disease.

## **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 to all individuals who have access to the district's program and facilities.

The Buckeye Local School District provides a variety of Special Education programs and services. The Individuals with Disabilities Education Act (IDEA) Amendments of 1997 gives each eligible student with a disability the right to a free, appropriate public education with an individualized education plan developed with a parent(s) as part of the I.E.P. team.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in the procedure is required. More importantly, Buckeye Junior High wants the parent to be an active participant in the process.

To inquire about the procedure or programs, a parent should contact the school counselor or the Director of Special Education, at (330) 722-8257, ext. 1004. An Intervention Assistance Team (I.A.T.) can be assembled to discuss options and possibly provide accommodations for a student who is struggling with his/her academic program.

## **INTERIM REPORTS**

Report cards are issued quarterly. If at any time parents wish to confer with their child's teachers, they are encouraged to call the school for an appointment.

Interim reports are distributed to all students at the midpoint of each grading period. Interim reports are sent home as an attempt to alert parents when students are failing or in danger of failing.

Another convenient way to work with your child and stay informed of his/her academic performance is to utilize Progress Book. Progress Book can be accessed by clicking the Parent Access link on the [www.buckeyeschools.org](http://www.buckeyeschools.org) web site homepage and submitting your username and password. If you have questions regarding connecting to Progress Book, please contact our district technology department at ext. 4343.

## **INTRAMURALS**

The junior high intramural program is run during the lunch periods. There is daily competition among the homerooms in kickball, volleyball, foul shooting, football, as well as other school sports.

## **LOCKERS**

The lockers are for the students' convenience. They are the property of and remain under the control of the Board of Education. The administration reserves the right to search any locker which may contain illegal materials or items which may constitute a danger to the health and safety of the student body. Students should keep the lockers clean and not put any stickers or tape on the lockers. Students should not share their locker combinations with anyone. Defective lockers should be reported immediately to the custodian.

## **LOST ARTICLES**

All articles found should be turned in to the office immediately. Failure to turn in a found item is considered theft. The lost and found is a large orange crate located in the cafeteria. If you lose something, please check with your teachers as well as the office to see if the possessions have been found.

## **MAKE-UP WORK**

When students are absent **due to illness**, they should make arrangements to make up missed work as soon as possible. Students have the same number of days to make up the work as the days they were absent. It is the students' responsibility to work this out with their teacher. Assignments may be collected by the office (per a parent's request) after two days of absence for students who are ill. Students who have an unexcused absence will receive a zero for each assignment missed.

## **PHOTO DISCLAIMER**

Occasions may arise throughout the school year in which school personnel, photographers, or news media might photograph your child. Such photos, slides, or videotapes might be used at the building level, such as in a memory book or newsletter; at the district level, such as in Buckeye Pride; or in local media, such as an article for the *Gazette* or *Rural Urban*, or for a television feature.

If you have any objection to your child's identified photo or name being used in this way, it is your responsibility to contact the principal in writing.

## **PROMOTION/RETENTION POLICIES**

- \* A child receiving passing grades in Language Arts/Reading, (note: Language Arts counts as two) social studies, math and science shall be promoted.
- \* If a student fails one of the above subjects, he/she will be promoted. It is strongly suggested that the student remediate the failed subject via summer school.
- \* If a student fails two of the above subjects, he/she must successfully complete, via summer school, at least one of the two failures. It is strongly suggested that the second failure also be remediated.
- \* If a student fails three subjects, he/she will not be promoted.
- \* All summer educational remediation programs are the financial responsibility of the parent.

## **REQUEST FORMS**

Need help? Students who need to speak to the principal or the counselor should fill out a “Request to See” form. Students will be seen as soon as possible by the requested individual. Request forms are available in the office.

## **SCHEDULE CHANGES**

Students’ schedules are printed and distributed to the students prior to the start of the school year. All schedules are final. Changes in schedules will only be considered if there is a conflict or for one of the following scenarios:

1. If a student does not have a study hall, attempts to make a change to allow for one may be considered.
2. If a student wants to add a class in place of a study hall, attempts to make a change to allow for one will be made if requested.
3. Changes in levels (advanced to regular) will only be made if the parents, student, teacher, guidance counselor, and principal are in agreement.

Students wishing to drop a class must have a parent/counselor conference. Should a student decide to drop a class after the first two weeks of school, the student will receive an “F” in the dropped class.

## **SCHOLAR/HONOR/MERIT ROLL**

At the end of each nine weeks, students have the opportunity to make the scholar, honor or merit roll. Students that earn a grade point average of 4.00 or above will make the scholar roll. A grade point average from 3.5 to 3.99 will earn honor roll status, and a grade point average from 3.00 to 3.499 will qualify a student for the merit roll.

## **SCHOLASTIC ACHIEVEMENT**

At the conclusion of the 8<sup>th</sup> grade year, students having had two very successful years the Buckeye Junior High School can be included in our Academic Scholastic Achievement Society. At the end of the 7<sup>th</sup> grade year, students must have had an overall G.P.A. of 3.5. For the first three grading periods in the 8<sup>th</sup> grade, members must have also had a 3.5 G.P.A. each quarter. Students inducted into the Scholastic Achievement Society are acknowledged for their academic successes at the year end student awards assembly as well as at a special luncheon during the school day.

## **SCHOOL STORE**

The school store, located across from Room 1, is open daily during homeroom. Students may purchase a variety of school supplies such as pencils, paper or folders at the store.

## **STUDENT CODE OF CONDUCT**

The Buckeye Board of Education has adopted the following policy of student conduct. Our ultimate goal is to provide a safe and secure atmosphere that is conducive to the educational process. This code of conduct applies to all school activities on or off school grounds and transportation. A Progressive Discipline structure will be used. Progressive Discipline entails levels of penalties for reoccurrence of the same or similar infractions. Consistent application of the rules and communication with those involved is essential for appropriate behavior to be maintained.

The Buckeye Board of Education has adopted a zero tolerance policy. Zero tolerance shall be applied to any misconduct that is connected to activities or incidents that have occurred on property owned or controlled by the Board of Education. Misconduct, regardless of where it occurs, shall not be tolerated. This shall also include any misconduct directed at a district official or employee, or the property of such official or employee.

The following types of offenses by students of the Buckeye Local School District may lead to disciplinary action which may include, but is not limited to, detention; Saturday detention; out-of-school suspension; referral to local law enforcement; expulsion; or permanent exclusion. Please note that students suspended out-of-school are considered as unexcused and are not permitted to make up work missed while on suspension.

## **SUSPENSION AND EXPULSION OFFENSES**

1. Disruption of School - A student shall not by his/her actions, dress or appearances disrupt the normal operation of the school. The student shall not engage in any act that may be harmful to the health, welfare, and safety of him/her and others.
2. Vandalism and/or Destruction of Property - At no time shall students cause or attempt to cause damage to school property or to private property on school grounds.
3. Physical Violence or Harassment - No student shall harass, fight, cause harm or threaten to cause harm to another person. This includes intimidation, humiliation and tormenting of others.
4. Dangerous Objects - No student shall bring, have, give, throw, or hide any dangerous objects capable of injuring himself/herself or others. Knives, guns, matches, lighters, firecrackers, stones, snowballs, and other similar items are included.
5. Smoking - No student shall have, use or chew tobacco on school property.
6. Drugs, Alcohol and Narcotics - Students in violation of this code will be counseled about the availability of services through the Chemical Dependency Program. Students shall not have, use or be under the influence of alcoholic beverages, illegal drugs, narcotics, or drug paraphernalia on school property or at any school sponsored activity. This also includes "look-alikes" or counterfeit drugs.
7. School Buses - A student shall not violate the rules and regulations for student conduct on the school buses.
8. Profanity - No student shall swear, use profane, abusive, or vulgar language and gestures.
9. Insubordination - No student shall refuse to comply with a reasonable request or follow the directions of a teacher, student teacher, substitute teacher, teacher aide, principal, assistant principal, or other authorized personnel during any period of time when the student is properly under the authority of school personnel.
10. Extracurricular Activities - No student participating in an extracurricular activity shall violate the rules and regulations of that activity or of the school. Choir, Student Council, and other similar activities are included.
11. Disrespect - No student shall insult or in any other manner abuse verbally or in writing any member of the school staff or student body.
12. Theft - No student shall take or acquire the property of others without consent.
13. Distribution and Sale of Unauthorized Material - No student shall distribute or sell unauthorized material on school property.
14. False Alarms - No student shall give a false alarm of fire, bomb, or other emergency.
15. Truancy and Repeated Tardiness - No student shall be truant or repeatedly tardy to school.
16. Extortion - No student shall request money or other articles of value with the threat of force.
17. Arson - No student shall be involved in the unauthorized setting of a fire while on Board of Education property.
18. Leaving School Property - No student shall leave school during the school day for any reason without permission from the school office.
19. Dress and Grooming - The student shall present himself/herself in attire that is neat and clean. No student shall wear any item of attire which is offensive, distracting, or disruptive to the educational process. Students shall not wear clothing with words or symbols that advocate illegal activities. The rules for student dress and grooming shall be outlined specifically in the individual building handbooks.
20. Complicity - No student shall encourage others to violate the Buckeye Local Schools Code of Conduct.

21. Field Trips - No student shall violate the Buckeye Local Schools Code of Conduct while participating in any school-sponsored activity off school grounds. This would include all field trips.
22. Excessive and/or Repeated Display of Affection - No student shall engage in excessive and/or repeated displays of affection in any Buckeye School District building or school sponsored activity.
23. Loitering - A student shall not loiter or delay in a way that will cause disruption to some activity or function.
24. Misuse of Vehicles on School Property - A student shall not violate the prescribed rules and regulations for the use of vehicles on school property.
25. Repeated Violations - A student shall not repeatedly fail to comply with any of the items stated in the disciplinary code.
26. Hazing - No student may coerce another to do any act of initiation 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.
27. Cheating - Cheating is defined as giving or receiving any information on any work meant for individual completion or preparation regardless of the time or place of exchange of information. Violations will result in lowering of one's grades and disciplinary action.
28. Falsification or Misstatement of Facts or Other Information - Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.
29. Progressive Discipline - A progressive discipline structure will be developed in each building level. Progressive Discipline is discipline whereupon there are levels of penalties for reoccurrence of the same or similar infractions. The key of success in a Progressive Discipline system is to have penalties clearly explained before the fact. Consistent application and communication with parents, staff, and students is essential for the discipline to have the desired effect.

Note: The Buckeye Local School District agrees to work in conjunction with local, state, and federal authorities when any outside misconduct occurs.

## **TELEPHONES**

Students are permitted to use the school phone to call home if it is a necessity but must receive permission from staff first. Telephone use is restricted to before and after school and during the lunch periods. Cell phones are not permitted (see electronic devices).

## **TEXTBOOKS**

Textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. It is recommended that students use book covers to prevent damage to their books. Students will be required to pay for lost or damaged books.

## **TITLE I**

The Buckeye Elementary Schools and Buckeye Junior High are schools that receive Title I funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving title I funds must notify parents that they may ask about professional qualifications of their child's classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may request this information by contacting your building principal in writing.

## **DISCLAIMER**

Because a handbook of this nature can not cover every possible item or incident that may arise, final resolution of each of these situations will be made by the school administration. The administration has the right to adjust disciplinary action as deemed appropriate.