

**WELCOME TO ORRVILLE MIDDLE SCHOOL**  
**RIDER STRONG!**

**Respect      Prepare      Perform      Persist**

*Welcome to Orrville City Schools. We hope this handbook will help you understand some of the policies and practices of our school. It provides important information concerning school procedures rules and allows for communication between home and school. Please take time to read over the information contained in the handbook.*

*Both the school and home need to work for the best interest of the children, and the better we understand one another the better we are able to provide the best educational opportunities. As partners in education, we encourage your full participation in your child's learning. Parents are encouraged to become involved by helping with homework, volunteering at school and participating in PTO.*

*We extend our best wishes to both parents and students that together we may enjoy a most successful school year. A positive attitude combined with efficient communication practices should help us all achieve our goals and objectives.*

**Mr. Dave Sovacool**  
**Principal**

**Mr. Sly Slaughter**  
**Assistant Principal**

**PHILOSOPHY**

The philosophy of Orrville Middle School centers on the belief that all students have the capacity to learn, grow and develop into knowledgeable and caring citizens of the Orrville community. Our students will be engaged in learning that is relevant, challenging and exploratory. It is our goal that our students develop socially, emotionally, and academically in a trusting and respectful environment in which family and community are actively involved. In order to achieve these goals, it is necessary for the school and family to work closely with each other so that the child is successful at school. During the middle school years, our students may face many important life choices and need the support of both home and school to make wise, healthy decisions.

**MISSION STATEMENT**

The mission of the Orrville City School District, in partnership with the parents and the community, is to inspire all students to become successful and lifelong learners and to be prepared to responsibly contribute to our community and society.

**SCHOOL RULES**

All middle school students follow three basic school rules. These rules are followed in every location of the building. The students pride themselves on following the three R's.

**Respect yourself!**

**Respect others!**

**Respect property!**

**ANTI-BULLY RULES**

Rule 1: We will not bully others.

Rule 2: We will help students who are bullied.

Rule 3: We will include students who are left out.

Rule 4: We will tell an adult at school and an adult at home if we know somebody is being bullied.

**STUDENT EXPECTATIONS**

1. Follow all school rules, policies and procedures.
2. Attend school on a consistent basis and arrive on time.
3. Treat each other and the school staff with respect.
4. Follow all directions the first time given.
5. Dress in an appropriate manner for school.
6. Be prepared for daily assignments by studying for tests and quizzes, completing homework and having all necessary materials.
7. Take pride in your school and your school building.

**STUDENT PLANNER**

This Orrville Middle School Student Planner, which has been provided to you, is designed to give the student a complete look at all policies and procedures, activities, and other general information that is important to be a successful student. The planner also provides a complete calendar to help organize the student's academic life. We encourage all students to make the best possible use of the planner. Teachers have been encouraged to include activities that involve the planner. If a student loses their planner, they will be expected to purchase a new one from the office. The student planner is to be used as a hall pass for students at OMS.

**SCHOOL ARRIVAL AND DEPARTURE**

It is requested that students do not arrive at school before **7:30 am** if they do not ride a school bus. **Car riders and walkers should report to the East end of the building and bus riders will report to the West end of the building. Students will report directly to their homerooms once the doors open at 7:30 and stay in their homerooms for breakfast and the start of the day at 7:47.** All students will be dismissed at 2:40. Students are expected to leave school grounds immediately following dismissal, unless they are involved in a scheduled after-school activity.

**ATTENDANCE**

All students enrolled must be in regular attendance as outlined in Ohio Law. Attendance is the legal responsibility of the parent. When a student is absent:

- 1) The parent/guardian will call the school by 8:35am. The school will notify the parent if not called off.
- 2) The call should state the student’s name and grade, reason for absence and who the caller is. If the absence reason is not obtained via the call or a note, the absence will be assumed unexcused.
- 3) The student will be responsible for all schoolwork missed by checking on their teacher’s Google Classroom. Please do not call the office after 12:30 to request homework being made available by the end of the school day.

**REASONS FOR EXCUSED ABSENCES**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student’s family necessitating the presence of the child;
3. Quarantine for contagious disease, or
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not limited to absences due to documented medical appointments.

Reasons for which students may be non-medically excused include, but are not limited to:

1. Need at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to student over 14 years of age only);
2. Death in the family (applies to absences up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observance of religious holidays consistent with a student’s truly held religious belief;
4. Absences due to a student’s placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
5. Absences due to a student being homeless, or
6. As determined by the Superintendent

**EXCESSIVE ABSENCE**

**HABITUAL TRUANCY**

<p><b>If a student is absent (excused or unexcused):</b></p> <ul style="list-style-type: none"> <li>● 38 or more hours in one school month, or</li> <li>● 65 or more hours in one school year</li> </ul> <p><b>Then the following step is taken:</b></p>	<p><b>Student is absent (unexcused) for:</b></p> <ul style="list-style-type: none"> <li>● 30 or more consecutive hours, or</li> <li>● 42 or more hours in one school month, or</li> <li>● 72 hours in one school year</li> </ul> <p><b>Then the following steps are taken:</b></p>
<p>A written notice is provided to the parent within 7 calendar days of the triggering absence.</p> <p>School staff, in collaboration with the student and parents, will establish appropriate interventions toward improved attendance.</p>	<ol style="list-style-type: none"> <li>1. Students are assigned to an absence intervention team within 7 school days of the triggering absence. At a minimum, the team is made up of a parent, a principal and a guidance counselor.</li> <li>2. School will make 3 good faith attempts to secure participation of the parent. A failure to participate may warrant a report to Children Services.</li> <li>3. Within 14 school days of assignment, the team must develop an absence intervention plan.</li> <li>4. Within 7 school days of the plan’s development, the school will provide written notice of that plan to the parent.</li> </ol> <p>If a student refuses to participate or fails to make satisfactory progress on the absence intervention plan, a complaint will be filed in the juvenile court (within 60 calendar days of plan implementation).</p>

## **FAMILY VACATIONS/PRE-EXCUSED ABSENCES**

Every effort should be made to plan family vacations during a time that will not require a student to miss school. In the event that this is unavoidable, the student/parent must complete a vacation notification form available in the school office prior to the vacation. In order to receive credit for all assignments, the students must turn those in on the day he/she returns to school. Any tests given during this period will be administered to the student upon his/her return. Hunting trips fall under the same classification as family vacations. To be excused, the trip must be considered a family vacation.

## **LEAVING SCHOOL**

**UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO LEAVE THE BUILDING WITHOUT REPORTING TO THE OFFICE FOR PERMISSION AND SIGNING OUT. SCHOOL OFFICIALS WILL MAKE THE NECESSARY CALL TO PARENTS FOR PERMISSION AND ARRANGEMENTS FOR STUDENTS TO LEAVE. STUDENTS LEAVING THE BUILDING WITHOUT OFFICE APPROVAL WILL BE SUBJECT TO DISCIPLINARY ACTION.**

If a student becomes ill during the school day, he/she **must** report to the office. After a parent has been contacted, the student will be given permission to sign out and go home. Students who must leave during the school day for necessary and reasonable appointments (medical, dental, driver permit, funeral and court dates) must present a written excuse signed by a parent, explaining the nature of the appointment and the time to be excused from school. **The pre-excused note should be presented in the office before school on the day of the appointment or earlier.** Students failing to follow this procedure will have their absence marked unexcused. Students must report to the office and sign-out prior to leaving school. Time in/time out is recorded and the accumulation of time not in school is included in the hours calculation for attendance purposes.

## **TARDINESS TO SCHOOL**

Students who are late to school must report directly to the Main Office and sign-in. Tardiness is defined as any student arriving at school after the start of the school day. Time in (tardies) or time out (early dismissal) is recorded, whether excused or unexcused, and is included in the hours calculation for attendance purposes. In addition, accumulation of tardies in a grading period will result in disciplinary consequences.

### **Tardy Policy:**

**3<sup>rd</sup> offense in 9 weeks-** 15 minute recess detention

**6<sup>th</sup> offense in 9 weeks-** 45 minute recess and lunch detention

**9<sup>th</sup> offense in 9 weeks-** 1 day of ISS

**12<sup>th</sup> offense in 9 weeks-** Administrative review; discipline will be issued

## **TARDINESS TO CLASS**

The classroom teacher handles tardiness to class. If a student is tardy as a result of being detained by a teacher, the student should request a pass from the detaining teacher to explain the tardiness. Habitual tardiness to class will be referred to the office for appropriate action.

## **ACADEMICS**

### **GRADES**

Grades are issued at the end of each grading period. The following grading scale will apply:

%	Letter Grade
100-90	A
89-80	B
79-70	C
69-60	D
59-50	F

It is the student's responsibility to know where he/she stands in a course at any given time. If you fall behind, seek help through scheduled times with your teacher or counselor.

### **ELIGIBILITY STANDARDS FOR STUDENTS IN GRADES 7- 8 (OHSAA BYLAWS)**

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the students received grades.

For students taking just five courses, there will be no margin for error as failing even one course will cause a student to be ineligible for a grading period. Please keep in mind that all subjects in which the student will receive a grade or a P/F or S/U will count. Thus, if a student is taking three electives in a grading period, each of the grades in those subjects would count toward this standard.

Standards for eligibility for the 7<sup>th</sup> and 8<sup>th</sup> grade:

- Pass the equivalent of five classes
- GPA 1.5 or above
- If the GPA is 1.0-1.499, then students must participate in at least two hours per week of a tutoring program

### **TRANSITION TO HIGH SCHOOL**

Beginning with the Class of 2024, to be eligible as valedictorian or salutatorian for graduation purposes, a student must have also met the requirements for an Honors Diploma as defined by Ohio's State Board of Education.

### **RETENTION AND MINIMUM COMPETENCY**

Pupils at Orrville Middle School who receive a yearly average of "F" in two or more of the following subjects (Math, Social Studies, Language Arts or Science) may repeat the grade. The administration reserves the right to promote or assign any student to the next grade, if it is in the student's best interest.

### **ACADEMIC DISHONESTY**

Academic Dishonesty demonstrates a lack of character that is inconsistent with the goals of the Orrville City School District. Cheating and plagiarism are forms of Academic Dishonesty, which are defined as follows:

**Intentional Plagiarism** occurs when writers or researchers are aware that they are using someone else's words or ideas as their own.

**Cheating** is the act of obtaining or attempting to obtain credit for academic work (papers/essays, projects, tests/quizzes) through the use of any dishonest, deceptive or fraudulent means.

Some specific examples of intentional plagiarism and cheating include but are not limited to the following:

- Using pre-written papers from the Internet or other sources.
- Copying an essay or article from the Internet, on-line source or electronic database without quoting or giving credit.
- Cutting and pasting to create a paper without quoting or giving credit.
- Using Cliff's Notes or a similar source without giving credit.
- Borrowing words or ideas from other sources without giving credit.
- Allowing someone else to write the paper.
- Presenting a technology-based foreign language translation as one's own work.
- Copying, in part or in whole, from another's test or other evaluation instrument.
- Submitting work previously presented in another course, if contrary to the rules of either course.
- Using or consulting during an examination sources or materials not authorized by the instructor.
- Altering or interfering with grading.
- Sitting for an examination for someone else or allowing it to happen.
- Stealing a test, quiz.

**Unintentional Plagiarism** occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher or writing lab monitor.

Some specific examples of unintentional plagiarism include but are not limited to the following:

- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
- Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
- Citing poorly: omitting an occasional in-text citation or citing inaccurately.

Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

**CONSEQUENCES:** Before any formal action is taken against the student for the alleged violation, the student will be afforded due process. Parents will be informed at each step of the process.

In cases of **Intentional Plagiarism and Cheating**:

1. For the first offense, the student will receive an F on the assignment. The student will be provided appropriate intervention and a note will be placed in Discipline Tracker.
2. For the second offense, the student will fail the course for the grading period, a notation will be placed in the

permanent record, and the student will be considered insubordinate and receive the appropriate consequences.

3. For the third and subsequent offenses, the student will fail the course for the semester.

In cases of **Unintentional Plagiarism**: The student may opt to choose one of the following:

1. Redo the assignment within teacher guidelines for a reduction of no more than one letter grade for the assignment.
2. Receive an F on the assignment.

Subsequent offenses will constitute insubordination, therefore requiring disciplinary action.

Although daily homework and in-class assignments are not covered under this policy, it does not negate the seriousness of cheating in any circumstance. Each teacher will have a policy about dealing with any other occurrences of cheating. Teachers will keep track of these infractions through the building-wide discipline tracker. Repeat violations may result in further consequences.

## **GUIDANCE DEPARTMENT**

The main emphasis of any school, of course, is on academics. However, things you see as problems, whether they are related to home or school, will from time to time bother each of you throughout the school year. These problems have a way of upsetting us and making it difficult to study or gain peace of mind. The purpose of the Guidance Program at Orrville Middle School is to provide the opportunity for students to discuss their feelings through problem-solving techniques, such as one-on-one counseling and group interaction.

### **Appointment with the Guidance Counselor**

Appointments with the guidance counselor can be made by talking directly to him/her or through contact with a friend, teacher or the principal. All appointments should be made before or after school, during a study hall, or during lunch. Class time should not be used unless it is an emergency.

## **DISCIPLINE PLAN**

The purpose of the OMS Discipline Plan is to ensure that our students attend school in a safe, productive and orderly setting. The purpose of the plan is not to punish, but to teach our students that in order to have a positive school climate, rules and procedures must be followed. There will be positive incentives for the students who conduct themselves in an appropriate manner, as well as firm, fair, and consistent consequences for students who choose not to follow school rules or procedures. The behavioral expectation is that students attend school on a consistent basis, arrive on time, come prepared for class, complete their assignments, treat each other and the staff with respect, follow directions the first time and conduct themselves in an appropriate, orderly manner. Cooperation among staff, students and parents is crucial for a positive school climate.

### **Minor and Major Violations of School Rules and Procedures**

Demerits will be given for students who violate minor school rules or procedures. Students who commit more severe violations of school rules or procedures will immediately receive in or out of school suspension. The chart below provides examples (not an entire list) of school offenses that will be considered either minor or major.

<b>Minor Offenses</b>	<b>Major Offenses</b>
Dress code violations	Insubordination / Disrespect
Not prepared for class	Physical Aggression
Talking out / minor classroom disruption	Destruction of school property / vandalism
Tardiness	Threats / harassing comments
Inappropriate language	Smoking / alcohol / drugs
In the hall without a pass	Cheating
Disruptive hallway behavior	Severe profanity
Electronic devices on person during school day	Truancy

### **Procedures**

For each minor violation, the student will be assigned a demerit by their teacher. Demerits will not be issued for major offenses. To report a major violation of school rules or procedures the staff member will complete a Major Offense form and send the student immediately to the office with the completed form. As previously stated, major violations of school, rules and procedures will likely result in an in school or out of school suspension.

## **DETENTIONS**

Students issued a detention will receive written notification and parents will be contacted by phone when possible. Lunch detentions are served during the students' lunch and recess time. Students may also be assigned either 30 or 60 minute after school detentions which are served at the end of the school day. If school is not in session, or if the student is absent on the day a detention is to be served, the detention will be served the next day school is in session.

## **IN-SCHOOL SUSPENSION (ISS)**

Parents will be notified of ISS assignments by phone when possible. Students assigned to ISS will receive a written notification of the procedures and expectations associated with ISS and must abide by all procedures stated.

## **INCENTIVES: CELEBRATING SUCCESS!**

Students who demonstrate good character and responsibility will be rewarded throughout the year. In addition, throughout the year there will be school parties, dances or activities. Only students who demonstrate appropriate behavior will be able to attend these activities.

## **STUDENT DRESS CODE**

The following dress code includes the modifications initiated by representatives of the students, faculty, parents and administration. All teachers will assist in enforcing the Dress Code as adopted by the Board of Education. **The administration reserves the right to make the final decision on the appropriateness of student dress and grooming.**

Students who are in violation of the dress code will be required to change clothes and will receive a minimum of one demerit. Multiple referrals for dress code violations will be considered insubordination.

1. Students should be clean and neat in person with appropriate clothing at all times. Hair that covers one's eyes is not permitted. No facial jewelry is permitted, including tongue piercings.
2. The student council, or other school organization, may periodically request a theme or spirit day through the administration.
3. Shorts, skirts and skorts must be below the fingertips when arms are resting naturally at the sides.
4. Attire that have alcohol/drug/tobacco related connotations, obscene writing/graphics including racial, sexually explicit or ethnic slurs will not be permitted.
5. Hats, bandanas/head coverings, ear wraps, hoods and sunglasses are not permitted to be worn by male or female students during the school day. Earphones/buds are also prohibited unless specifically directed for a class assignment or test.
6. Tube tops, halter tops, midriffs, tank tops worn alone, shirts revealing cleavage and tight-fitting body shirts are not to be worn to school. Sleeveless tops for girls must be at least a 2-inch shoulder. Pajama pants are not to be worn in school.
7. Shirts and pants must meet at the beltline at all times.
8. Torn or ripped clothing or clothing with holes in it will not be permitted without coverage of the skin.
9. Chains for the purpose of securing wallets or keys to clothing are to be attached and may not exceed 10 inches in length, with chain links no larger than a ¼ inch. The above are the only reasons for students to have chains in school.
10. Colors or other gang related indicators will not be permitted.
11. Outer coats will not be worn in classrooms.
12. Backpacks and briefcases will not be used in the school building during the school day.
13. No tights or tight-fitting yoga pants/leggings are to be worn without a shirt or skirt extending below fingertips for coverage.

**NOTE: Athletic teams may ban facial hair as part of their team rules.**

## **HARASSMENT, INTIMIDATION, BULLYING**

Harassment, intimidation, or bullying behavior by any student in the Orrville City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, intimidation, or bullying", in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Any student or his/her parent who believes that she/he has been subjected to unlawful harassment, intimidation, or bullying on the basis of race, color, religion, national origin gender and/or disability may seek resolution of his/her complaint through the formal complaint procedures provided upon request. All complaints filed with the school district will be investigated in accordance with the complaint procedure. Students and parents should make every effort to file a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available. The formal complaint procedures are established to provide a prompt, impartial and thorough process for effectively and adequately resolving complaints of unlawful harassment.

Orrville City Schools is also committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, and illegal. This policy is implemented to inform both students and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment.

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

- 1) Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
- 2) Making or threatening reprisals after a negative response to sexual advances.
- 3) Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
- 4) Verbal conduct: making or using derogatory comments, epithets, slurs, jokes, or making sexually based remarks about another person's or one's own body.
- 5) Verbal abuse of 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.
- 6) Physical conduct: touching, assault, impeding or blocking movement.
- 7) This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current as well as legal usage.

When unwelcome activities previously described occur of a milder nature, the best thing to do is say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, students should notify a teacher, school counselor or principal.

The constitutional rights of individuals assure the protection of due process of law. Therefore, the system of constitutionally and legally sound procedures is developed with regard to administration of discipline. A student must be given an opportunity for a hearing if either his/her parents or guardians indicate the desire for one. A hearing shall be held to allow the student and his/her parents or guardians to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parents or guardians allege prejudice or unfairness on the part of the school district official responsible for the discipline. Every effort will be made on the part of the administration to apply the proper discipline to the infraction, keeping in mind that the administrator, through utilizing cooperation of school resources, parents and students, will handle each case with the student's welfare foremost.

## **STUDENT CONDUCT CODE**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Orrville City School District Board of Education will not tolerate violent, disruptive or inappropriate behavior by its students.

A student's conduct while attending Orrville City Schools is expected to be of such a nature to contribute positively to the learning climate of the school. For this reason, certain rules and regulations are established so that each student in the Orrville City Schools will have the maximum opportunity for an education - both curricular and extracurricular. A violation of the following rules may result in disciplinary action including detention, in-school suspension, out-of-school suspension (one to ten days), expulsion or other disciplinary action to be determined by the administration (corporal punishment shall not be used as disciplinary alternative). No student shall be admitted during the period of his/her expulsion from another school.

During an out-of-school suspension, the student will be responsible for all work missed. It is the responsibility of the student to acquire all homework assignments and complete them. It may not be possible to make up class participation activities. All missed assignments are due the day the student returns to school from OSS. Upon returning, the student must make arrangements with their teachers to complete any tests or quizzes. During the suspension/expulsion, the student shall not be permitted on school grounds or to attend home or away events sponsored by the Orrville School District.

- **Rule 1. Violation of federal or state statutes on school premises or involving school activities. This includes a mandatory one-year expulsion under the Gun-Free Schools Act for possession (or bring) of a firearm or knife on school property, in a school vehicle, or to any school sponsored event (also see Rule 20 regarding possession and/or use of, or threatened use of, any weapon). The superintendent has the authority to reduce the expulsion requirement on a case-by-case basis in accordance with the law if, in the judgment of the superintendent, the presence of extenuating circumstances rendering the violation harmless exists.**
- **Rule 2. Possession and/or use of narcotics, counterfeit drugs and related tools, alcoholic beverages, and other dangerous or illegal drugs.**
- **Rule 3. Contributing to and encouraging disruptive behavior, including, but not limited to fighting.**
- **Rule 4. Creating a disturbance.**
- **Rule 5. Disobedience, disrespect, insubordination; and/or incorrigibility to faculty, staff; visitors, and other employees of the district.**
- **Rule 6. Intentional, negligent or careless defacing, damaging or desecration of school or private property.**
- **Rule 7. Intentionally giving incorrect information to faculty, staff or other employees of the district.**
- **Rule 8. Gambling.**
- **Rule 9. Use and/or possession of tobacco in any form including alternative nicotine devices.**
- **Rule 10. Intimidation of faculty, staff, employees, visitors or students of the district.**
- **Rule 11. Use of profane or vulgar language or gesture to faculty, staff, employees, visitors or other students of the district.**
- **Rule 12. Theft**
- **Rule 13. Cheating.**
- **Rule 14. Truancy.**
- **Rule 15. Tardiness.**
- **Rule 16 Leaving school property or any assigned educational location prior to specified dismissal time without official permission.**
- **Rule 17. Inattention in class, study halls or assemblies.**
- **Rule 18. Throwing food, liquids, or any article in the cafeteria.**
- **Rule 19. The unauthorized throwing of any object, including snowballs.**
- **Rule 20. Possession and/or use of, or threatened use of, any weapon (firearms, knives and other dangerous weapons) on school property, in a school vehicle, or at any school-sponsored activity as also addressed in Rule 1. The definition of a firearm shall include any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any fireman muffler or firearm; silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to, any explosive, incendiary, or poisonous gas; bomb, grenade, or 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. Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. The superintendent is also authorized to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or community members, may be subject to expulsion.**
- **Rule 21. Commission of an immoral act.**
- **Rule 22. Willful violation of the student responsibilities as established by the Orrville Board of Education.**
- **Rule 23. Wrongly discharging an alarm system.**
- **Rule 24. Failure to pay tuition or other approved charges.**
- **Rule 25. Loitering, littering, or causing a disturbance on public or private property adjacent to or across from a school site, while either coming to or from school or school activities, during the school day, or during school activities.**
- **Rule 26. Failure to serve assigned detentions.**
- **Rule 27. Hazing and/or sexual harassment.**
- **Rule 28. Public display of affection.**
- **Rule 29. Being in an unauthorized school area.**
- **Rule 30. Lack of preparation and materials.**
- **Rule 31 Unauthorized uses, or use other than the specific assigned or approved purpose, of school voice, video and technology.**



## **Suspensions**

1. The principal, assistant principal or superintendent will administer suspensions and in-school suspensions.
2. No suspensions are to exceed ten school days.
3. The principal, assistant principal, or superintendent will give written notice of intention to suspend and the reasons why to the pupil.
4. The pupil will have an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
5. Written notice of a suspension will be mailed or otherwise presented to the parent, guardian or custodian of the pupil and treasurer of the board within 24 hours of the suspension.

## **Removals**

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:

1. The superintendent, principal or assistant principal may remove the student from the premises, curricular, or co-curricular activity.
2. A teacher may remove the student from the curricular or co-curricular activities under his/her supervision, but not from the premises.

## **Expulsions**

1. The superintendent will administer expulsions.
2. The superintendent will give the pupil and his/her parent or guardian written notice of the intended expulsion.
3. The notice is to include reasons for the intended expulsion.
4. The pupil and parent or representative has the opportunity to appear on request before the superintendent or his/her designee to challenge his/her action or to otherwise explain the pupil's actions.
5. The notice is to state the time and place to appear which will not be less than three days or later than five days after the notice is given.
6. The superintendent may grant an extension of time; if granted, he/she must notify all parties of the new time and place.
7. Written notice of an expulsion will be mailed or otherwise presented to the parent, guardian and treasurer of the board within 24 hours of the expulsion.

## **Expulsion and Suspension Appeal to Board**

1. A pupil, or his/her parent or custodian, may appeal his/her expulsion or suspension by a superintendent or principal to the board of education or to its designee. Each pupil or his/her guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board for its designee in order to be heard against suspension or expulsion.
2. A verbatim, word for word, record is required.
3. Procedures for the hearing to follow will be set by the board of education.
4. Formal action to affirm, vacate, or modify the disciplinary action on the appeal will be taken in "public" session.
5. The decision of the board is further appealable to the Court of Common Pleas under O.R.C. 2506.

## **CRIMINAL ACTS**

Parents will be notified if students commit criminal acts on school property. The school reserves the right to contact the proper legal agency (police, fire, Children's Services, Juvenile Court, etc.) for any crime committed on its property.

## **ALCOHOL/DRUG ABUSE AND DEPENDENCY**

The Orrville City Schools Board of Education recognizes the serious social problem of alcohol/drug abuse and dependency, and that the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. This problem is the joint responsibility of home, community and school.

Alcohol and drug abuse problems in school often interfere with behavior, learning and the development of each student's potential. Our schools share an important role with parents in the early detection of alcohol/drug abuse and dependency. A parent-school-community team effort is necessary to protect students from the promotion and sale of alcohol and non-prescribed drugs.

Chemical abuse and dependency are seen as progressive diseases; therefore, possession and/or use of, narcotics/counterfeit drugs and related tools, alcoholic beverages, and other dangerous or illicit drugs will be disciplined up to and including expulsion. When appropriate, referral for prosecution will be imposed on students who violate the standards of conduct. When students are found to have violated rules pertaining to chemical use/abuse, students and their parents/guardians will be provided information about drug and alcohol counseling, rehabilitation, and re-entry programs that are available. Our school must work together with families, outside agencies, and the courts to provide support, assistance and follow-up services for

students.

The Orrville Board of Education is committed to achieving a school environment free of chemical abuse and dependency. The board, administration, staff, students, parents, community health agencies, churches, police, and the balance of the entire community must share the responsibility for such a school setting if our goal is to be accomplished. Compliance with this policy is mandatory.

### **SMOKING**

According to State law, the selling of cigarettes to children less than eighteen years of age is illegal. With this in mind, as well as recommendations from physicians that smoking can injure your health, smoking is not allowed by students in school or on the school grounds. The rule is upheld at school activities as well as during the school day. Any student found smoking, in possession of a lighted cigarette, or in the process of ridding himself/herself of a lighted cigarette to avoid disciplinary action, will be suspended from school.

### **INTOXICANTS**

Any student found using, being under the influence of, possessing, or transmitting intoxicant substances on or in school premises will be subject to suspension from school. Intoxicant substances include alcohol, narcotic drugs, over-the-counter drugs which have not been used in accordance with the prescribed directions and/or a physician's recommendation, or any other mind-altering substance.

Orrville school authorities maintain the right to request a search of students or of students' lockers and seizure of items, which can be used to disrupt or endanger the health and welfare of other students within the school. Parents will be contacted in situations where students are believed or found to be in possession of such items.

### **COUNTERFEIT DRUGS**

"Counterfeit controlled substance" is defined in the following ways: (1) any drug or drug container or label that bears a trademark, trade name, or other identifying mark used without the owner of the .rights to such trademark's authorization; (2) any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed, or distributed by a person other than the person with legal rights to manufacture, process, pack, or distribute it; (3) any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance; and (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. The following penalties relate to the making, selling and possession of counterfeit drugs:

1. possession of a counterfeit controlled substance - misdemeanor of the first degree; if second offense, a felony of the fourth degree.
2. making, selling, offering to sell, or delivering any known counterfeit controlled substance; making, possessing, selling, offering to sell, or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking a counterfeit controlled substance) - a felony of the fourth degree for a first offense, and a felony of the third degree for subsequent offenses.
3. selling offering to sell, giving, or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) a felony of the third degree, and a felony of the second degree for subsequent offenses.
4. representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse) - a felony of the third degree, and a felony of the second degree for subsequent offenses.
5. falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising) - a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

A controlled substance is defined as a drug, compound or mixture of substance included in Schedule I, II, m, IV or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

### **CONCEALED WEAPONS**

Section 2923.126 of the Ohio Revised Code prohibits the carrying of a handgun in "a school safety zone." Visitors are notified that having a permit to carry a concealed weapon does not apply to school or school safety zones.

## **COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY**

This document constitutes the Orrville City Schools Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. **Definitions.** For purposes of this Policy,

- the term “Network” shall mean the District’s group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the “Network” and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.
  - the term “Use” of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with a Building Principal to be informed whether or not a use is appropriate.
  3. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.
  4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a Building Principal immediately. Any improper use of your account, even if you are not the User, is your responsibility.
  5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to a Building Principal. “Misuse” means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person’s property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
  6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
  7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.
  8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
  9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by email, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage

in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.

10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a Building Principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Assistant Superintendent. You may be held financially responsible for the expense of any equipment repair or replacement.
11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
  - **OFFENSIVE OR HARASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
  - **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information. Recording, transmitting or posting photographic images or video of a person, or persons on school grounds during school activities and/or school hours, regardless of whether the User uses the Network or a personal or District-owned device, without the permission of a teacher, instructor, or school administrator, or unless assigned by a teacher or instructor as part of graded coursework.
  - **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
  - **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage through the Network is prohibited.
  - **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
  - **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
  - **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
  - **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.

- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Orrville City Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.
12. **Specific Limits on Communication Over the District Network:**
- **Expressing Opinion:** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
  - **Large Group Mailings:** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
  - **Electronic Signatures:** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to a Building Principal.
13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.
14. **Filters:** The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:
- a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
  - b. Procedures or guidelines that provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.
- Such procedures or guidelines will be designed to:
- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.
15. **Training Related to On-line Behavior:** Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.
16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss

or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

17. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify a Building Principal or other person designated by the School District to receive this information.

## SCHOOL HEALTH SERVICES

The school clinic is not to be used as an alternative to health care. It is intended to provide first aid care and Ohio Department of Health wellness checks to students while they are in the school building. Parents are not to ask staff if the RN can look at their child and diagnose what is wrong. The RN can only make nursing assessments and not diagnose or render treatment beyond their scope of practice.

### **Immunizations:**

The Ohio Revised Code (ORC 3313.671 and 3323.05) requires no pupil shall be admitted, at the time of his initial entry of each school year to an elementary, middle school, or high school or shall be permitted to remain in school for more than fourteen (14) days, unless such pupil has presented written evidence, that he has received or in the process of receiving immunizations by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code. A pupil whose parents/guardian presents a written statement and files the school exemption form declining to have the pupil immunized for reasons of conscience, including religious convictions, or medically contraindicated is not required to be immunized.

**The State Department of Education and the Ohio Department of Health requires each child before entering school to have the following immunizations:**

**DPT:** 4 doses or more (a 5<sup>th</sup> dose will be required if the 4<sup>th</sup> dose was administered prior to 4<sup>th</sup> birthday)

**Tdap:** 1 dose prior to entering 7<sup>th</sup> grade

**POLIO:** 3 doses or more (the final dose must be administered after the 4<sup>th</sup> birthday)

**MMR:** 2 doses

**HEP B:** 3 doses

**VARICELLA:** 2 doses (Grades K-6) & 1 dose (Grades 7-10)

**MENINGOCOCCAL (MCV4)**

Grade 7- 1 dose prior to entry

Grade 12- 2 doses prior to entry (if first dose was given after the 16<sup>th</sup> birthday a 2<sup>nd</sup> dose is not required)

### **Lice Policy:**

Students with live lice found will be excluded from school and required to receive suitable treatment at home immediately. The school nurse or designated personnel has the responsibility to communicate to other schools where siblings or other close contacts of the infested person attend.

The student must remain out of school for a minimum of 12 hours to allow for treatment. They will be checked by the school nurse or other designated personnel the next school morning following treatment. The student may return to school the morning after initial treatment if the following conditions are met:

1. A parent must accompany the student- NO BUS RIDE to school the next day.
2. The parent must wait until the head check is completed.
3. The student is free from live lice.
4. The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than 10 minutes to remove nits from hair, the student will be sent home to remove excessive nits.
5. If the student has missed a significant number of school days because of lice infestation and does not have live lice, the student may return to class as long as monitoring of the progress of nit removal is made by the school nurse or designated personnel.
6. All students that have live lice will be checked in 7-10 days from initial treatment. In case of chronic, repeated infestations, the student may be rechecked as often as needed at the discretion of the school nurse or building administrator.

### **Communicable Diseases:**

Any student suspected of or reported to have a communicable disease is to be examined by a school nurse or public health nurse. Upon the recommendation of the school nurse or public health nurse, the student may be excluded from school. Orrville City Schools follows the most up-to-date information of communicable diseases as set by the Ohio Department of Health. Readmission is dependent upon a decision by a physician, and with their written documentation stating a return date.

1. **Chickenpox:** Excluded from school until 6th day of rash appearing or until sores are dry.
2. **Common cold:** Feels well and has not had a fever for 24 hours
3. **Conjunctivitis (Pink Eye):** Physician's note required. Return 24 hours from the start of treatment.
4. **Cough:** Cough is not severe or persistent; other symptoms of illness have stopped.
5. **Diarrhea:** 24 hours after the last occurrence without taking diarrhea medication
6. **Fever:** No fever greater than 100.4°F for 24 hours without taking fever medication
7. **Fifth Disease:** Physicians note required. Only excluded from school if currently having a fever; may still have a rash.
8. **Hand/Foot/Mouth:** Physician's note required. Excluded if sores present in mouth, drooling weeping blisters on hands
9. **Head Lice:** Excluded from school until after treatment is applied & no live lice found
10. **Impetigo:** Physician's note required. Excluded from school until 24 hours after treatment has begun & all sores are dry.
11. **Pinworms:** Physician's note required. Excluded from school until after treatment is given
12. **Rash:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
13. **Ringworm:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
14. **Scabies:** Physician's note required. Excluded from school until 24 hours after application of scabicide.
15. **Strep Throat/Scarlet fever:** Physician's note required. Excluded from school until on antibiotics for 24 hours; no fever for 24 hours
16. **Vomiting:** 24 hours after the last occurrence without taking medication

### **Medication Administration:**

Students needing medication are encouraged to receive the medication at home, if possible. If this is not possible and it is necessary for the student's attendance, administration of any medication will be done in compliance with the following:

Prior to dispensing any type of medication (to include natural/herbal & over-the-counter), written permission must be received from the parent(s) and physician of the student and shall include:

- a. Medication Administration form filled out & signed by the physician indicating the exact dispensing instructions. The dispensing instructions cannot exceed the recommended dosage on the manufacturer's labeled package.
- b. Medication Administration forms must be completed for **each school year** regardless of life-long medication usage.
- c. New Medication Administration forms must be completed & signed when there is a change in any of the information originally provided by the physician, licensed individual, or parent (i.e. dosage, dispensing).
- d. Each medication must have their own Medication Administration form. Medication **cannot be** combined on the same Medication Administration form.
- e. The medication must be received from an adult (students can not carry in medication) in the container in which it was manufactured or dispensed by the prescribing physician or others licensed to prescribe medication. The label on the prescription container must state the child's name and dispensing instructions. All medication tablets that must be split, needs to be done prior to the school receiving the medication.
- f. The school nurse or authorized trained designee has the right to refuse the dispensing of any medication based on questionable dosage and/or drug interactions. The student's physician may be contacted to verify dispensing of any medication.

### **Metered dose inhalers & epi-pens (grades 3-12 allowed to self-carry)**

- a. Students have the right to possess and use a metered-dose inhaler or dry-powder inhaler to prevent or alleviate asthmatic symptoms. Students have the right to possess and use only in an emergency an epinephrine auto injector to prevent the anaphylactic response to a severe allergy.
- b. The right applies at school or at any activity, event or program sponsored by or in which student's school is a participant.
- c. The Authorization for Student Possession form **must be on file in office** in order for a student to possess an inhaler or epi-pen. This is a state law from the Ohio Revised Code.
- d. Any student that has an inhaler or epi-pen at school must have an action plan on file with the school nurse. **A second epi-pen must be stored in the clinic for that student.**

## **SCHOOL OPERATING POLICIES & PROCEDURES**

### **ACCIDENTS!**

All students are required to have an Emergency Medical Form completed by the parents or guardians that will be on file in the school office. In the case of serious injury or illness, the student's parents or guardians will be notified. If the parents cannot be contacted, the school will refer to the medical form, and proper attention will be given to the child.

### **ACTIVITY ELIGIBILITY**

Each student participating in a school activity will be informed of the proper behavior, both in and out of school, expected by the particular advisor or coach. Students that fail to follow the advisor's standards may not be allowed to participate. Parents will be informed of dismissal from a school activity.

### **ANNOUNCEMENTS**

Announcements for the day will be made over the public address system each morning and at the end of the school day.

### **BICYCLES**

Bicycles are to be parked, upon your arrival, in the space provided located near the main entrance and should remain parked until the close of the school day. It is recommended that you use a bicycle lock on a daily basis to secure your property.

### **BUSES**

Riding the bus is a privilege, not a guaranteed right. Continued participation in our transportation program carries the responsibility of each student to conduct himself/herself in a manner that follows the laws of the state as well as the rules of the school. Students will:

- Be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure the highway is clear both ways before crossing.
- Be on time at the bus stop in order to permit the bus to follow the time schedule.
- Sit in the assigned seat. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in the classroom.
- Reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
- Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
- Keep our buses clean - do not bring food or drink on the bus.
- Refrain from loud talking or laughing.
- Keep your head, arms, and hands in the bus at all times.
- Be courteous to fellow students and to the driver.
- Treat bus equipment as one would treat valuable furniture in his/her home.
- Remain seated until the bus stops, wait for the signal from the driver, and cross in front of the bus.

Failure of a student to follow these regulations will result in consequences.

### **CAFETERIA**

We strongly urge your child to purchase the school lunch, or he/she may bring his/her lunch to school. Students who purchase school lunches will have a food service receivable account, which permits lunches to be paid in advance. Students will carry less money, lines will move faster, and those students receiving free or reduced lunches will be confidential. Students are not permitted to leave the school grounds for lunch unless they receive special permission from the principal. Students should go quietly to the cafeteria, deposit trash in wastebaskets and return all trays and utensils to the proper area. Food must remain in the lunchroom. Leave the tables and floor in clean condition.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

If during the school year your family moves or a phone number changes, please notify the school and make changes in FinalForms <https://orrville-oh.finalforms.com/> immediately. It is also important that the emergency medical form be updated in FinalForms. We need to be able to contact someone in case of an emergency.

### **CONFERENCES PARENT-TEACHER**

It is the philosophy of Orrville Middle School that conferences between parents and school personnel, to discuss academic and behavioral concerns, be encouraged. To arrange a conference, simply call the school office for an appointment. In addition, two days are set aside in the fall and one day in the spring specifically for parent-teacher conferences. These are announced at the appropriate times.

### **CUMULATIVE RECORDS**

All records of middle school students are kept in the principal's office. Authorized personnel will make these records available to you upon request.



## **DISASTER DRILLS**

### **Fire Drills:**

Each classroom has a planned fire escape route. Listen carefully to the classroom teacher, read the posted signs and become familiar with the exit you will be expected to use in case of an emergency or a fire drill. During a fire drill, students are expected to remain calm and exit the building by **walking** as quickly as possible. There should be **no talking** while exiting the building. Remain in a group outside with your classroom teacher while attendance is taken. Wait until the signal to enter the building, and **return to your room without talking**.

### **Tornado Drills:**

A tornado drill has a certain procedure to be followed. Your classroom teacher will explain this procedure. Things to remember during a tornado drill:

1. Know the designated area for each classroom (posted in each room).
2. Move to that area quickly and efficiently.
3. No talking at any time during the drill.

## **ELECTRONIC DEVICES**

Any electronic communication or entertainment device not required for classrooms are prohibited during the school day. Students will not be permitted to carry electronic devices during the school day. School personnel will confiscate electronic devices immediately and turn them into the main office. On the first offense, the student may pick up the device after school and a warning will be issued. Second offense, a parent must pick up the electronic device and the student will be given a detention. Third, and subsequent violations will result in after-school detention or in-school suspension.

## **FEES**

Fees are necessary, in some instances, to defray the cost of art supplies, workbooks, additional publications, etc. Unless special arrangements are made with the principal, all fees should be paid as soon as possible. All fees must be paid before grade cards are released.

## **FINES**

Throughout the school year certain activities or acts can result in the student being assessed a fine. Fines are assessed for overdue or damaged library books, damaged or lost textbooks (students are to have a book cover for each text), and for acts of vandalism.

## **HALLWAYS AND HALL PASSES**

1. Students must have a pass when in the hallway during class. A staff member must assign the pass.
2. Teachers may refuse to assign a hall pass. The student planner will be used for passes.
3. Students should remain to the right when walking down the hall.
4. Running is not allowed!

## **INCLEMENT WEATHER**

**PLEASE DO NOT CALL THE SCHOOL OR SCHOOL PERSONNEL!**

When weather appears to be severe enough that there is a possibility of a delay or closing of school, please listen to one of the major local radio or television stations.

### Two-Hour Delay Procedures

- The Orrville City School district will use a two-hour opening delay in the event of inclement weather.
- Under a two-hour delay scenario, all schools will begin the day two hours later than the normal starting time. For example, under a two-hour delay, the middle school will start at 9:45 am rather than 7:45 am. All other buildings will begin the school day two hours after their regular start time.
- All morning pick-up times from our transportation department will be two hours later than normal.

## **INTERIM REPORTS**

Interim reports are sent home with students who have D's or F's each quarter. Interim reports with two or more F's in a core subject will be mailed home to parents.

## **LIBRARY PROCEDURES**

1. At the beginning of the school year, you will be issued a library card. You must have a card to enter the library.
2. The library is a reading room, which must be QUIET and ORDERLY.
3. Books may be signed out for *two-week* periods of time. Reserve books are overnight.
4. Since library materials belong to the school, you have a responsibility in caring for them. You will be expected to pay for any materials you damage or lose.
5. Books must be returned on or before the date due. You may renew them if you need more time.

6. FAILURE TO COMPLY WITH PROCEDURES WILL RESULT IN LOSS OF LIBRARY PRIVILEGES.
7. The reading you do is a very important part of your education. Make the very best use of your school library, as there are many interesting materials *for* you to explore.

### **LOCKERS AND LOCKS**

All lockers are property of the Orrville Board of Education. Lockers are provided to the student for storage of school supplies and coats. Following are rules applying to lockers:

1. All books and valuables should be kept in your lockers when not in use.
2. Students who participate in after-school activities are reminded to take all books and belongings with them at the end of the school day.
3. Do not divulge your locker combination, to other students. Keep your locker locked at all times.
4. It is recommended that students not go to their lockers when changing periods. All morning books and materials should be gathered before the first period and returned at lunchtime. All afternoon materials should be gathered following their lunch period.
5. Members of the school staff may conduct general search of school property at any time.
6. Items, which can be used to disrupt or interfere with the educational process, may be temporarily removed from student possession.
7. Illegal items (weapons, explosives, etc.) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities.
8. Students found tampering with other pupils' lockers or having possession of others' belongings could be subject' to suspension from school.
9. The administration reserves the right to hold periodic locker inspections for cleanliness, for lost/stolen/misplaced books or other school property.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the owner through identification can claim them.

### **SAFETY CONDITIONS**

1. Children should be encouraged to use crosswalks that have been provided for their safety by the city and to obey the school safety patrol.
2. We practice safe evacuation of the building six times per school year for fire drills.
3. We hold tornado drills monthly during severe storm season.

### **SCHOOL PROPERTY/CARE**

This is your school building and you should appreciate it and take pride in its appearance. Writing on desks, walls, textbooks, etc., is not allowed. Students are expected to restore damaged property and equipment and will be held responsible for undue damage or loss of school property. The school will contact the student's parents and/or proper legal agency if necessary.

### **STUDENT COUNCIL**

The Orrville Middle School's student council is an educational instrument designed to provide actual learning experiences in leadership and opportunities for practice in the qualities of good citizenship necessary for an effective membership in a democratic society. It also sponsors and participates in activities that promote the welfare of the school community, promotes better understanding between students and faculty, stimulates school spirit, considers problems brought to council by students, and encourages communication with all in the student council community. Student council representatives are elected by their homerooms at the beginning of each year.

### **STUDY HALL**

Study halls are to help you complete your daily assignments. You are to sit in your assigned seat. You must have a pass to leave the room at any time. Students must take schoolwork to study hall.

### **TELEPHONE**

Classroom telephones are to be used by staff members. The office phone may be used for EMERGENCIES ONLY and only during the school day.

### **TEXTBOOKS**

Students are responsible for the care of all books. They must be covered. Pupils will be fined for lost or damaged textbooks. All books should be stored in your own locker only.

### **TOYS AND NOVELTIES**

A student shall not bring personal property items to school without specific permission from the teacher or principal. This includes, but shall not be limited to, the following items: **Toys, radio/music players, electronic games, trading cards,**

**skateboards, animals or any special items to be shared or brought for display purposes (unless prior approval is received from the school).**

### **VISITORS**

All visitors must report directly to the main office when entering the building. Students will not be permitted to bring guests to attend classes during the school day. This pertains to both family guests and friends. If you believe you have a special circumstance, present it to the principal.

### **WITHDRAWAL**

If you are withdrawing from the Orrville City School District for any reason, please notify the office as soon as possible.

## **MEAL CHARGE POLICY**

The purpose of this policy is to address the need for school food service authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which includes the availability of an alternate meal. Such a policy ensures that the school food services department, school administrators, parents, and students have a shared understanding of expectations in these situations.

The goal of the Orrville City Schools is to provide students with healthy meals each day. However, unpaid meal charges place a financial strain on the food services department and the district. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment (charged meal), the Orrville City Schools provide this policy as a courtesy to those students who forget or lose their lunch money or parents/guardians with a temporary financial issue.

### **Meal Charge Policy Goals:**

- To establish a consistent district policy regarding meal charges and collection of charges
- To treat all students with dignity and respect in the serving line regarding meal accounts
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student with regards to their lunch account

### **Meal Charge Limits:**

- When a student has reached the charge limit they will be given an **alternative** lunch until the negative balance is paid in full. They will not be served breakfast.
- An **alternative** lunch will consist of a sandwich, vegetable or fruit, and milk.
- Students with a negative lunch account balance will not be permitted to purchase ala carte items.
- Parents/guardians will be notified of negative balances by letters sent home with the students (elementary school) or mailed home. Phone calls will be made to parents/guardians as students near the maximum limit for negative balances.
- End of the Year unpaid meal charges for underclassmen will be carried over to the next school year. Unpaid meal charges for Seniors will be added to any unpaid fees that they may have and will need to be paid prior to graduation.

### **Middle School Meal Charge Limits:**

- Paid lunch status students may charge up to \$28.00 (equivalent of 7 lunches and 7 breakfasts)
- Reduced lunch status students may charge up to \$7.00 (equivalent of 10 lunches and 10 breakfasts)
- Student Lunches are \$2.75 (\$0.40 reduced), Breakfasts are \$1.25 (\$0.30 reduced). Milk is \$0.50.

### **Payment Options:**

- Parents/Guardians may pay in advance by sending in a check or money to be put on their child's lunch account.
- Parents/guardians may also use an on-line payment service made available to you called MySchoolBucks. This user-friendly system offers various options for parents/guardians to make on-line payments for lunch and breakfast purchases. For more information go to [myschoolbucks.com](http://myschoolbucks.com).

### **Free/Reduced School Meal Applications**

- If your family has a financial hardship or change of income your child/children may qualify for free or reduced lunch status.
- Applications are available on-line or in the main office of your child's school. Applications can be turned in any time after July 1<sup>st</sup> prior to the new school year or during the course of the school year.

### **Lunch Account Refunds:**

- A written request for refunds for a withdrawn or graduating student must be sent to the following:  
Orrville City Schools  
Director of Operations  
815 North Ella Street  
Orrville, OH 44667
- Parents/guardians may request that remaining funds from a senior's account be transferred to a siblings account.  
\*This institution is an equal opportunity provider.