



# **Sandusky City Schools 2023-2024**

## **Sandusky Middle School Student Planner & Handbook**



**Sandusky Middle School**  
2130 B Hayes Avenue, Sandusky, Ohio 44870-4740  
419-984-1180

# **Sandusky Middle School**

**7<sup>th</sup> & 8<sup>th</sup> Grades**



**2130 B Hayes Avenue**

**Sandusky, Ohio 44870**

**Main Office: (419) 984-1180**

**Attendance: (419) 984-1183**

**Fax: 419-621-2849**

## **Principal**

Mr. Timothy Kozak

## **Assistant Principals**

Ms. Taylor Hines

Mr. Sean Wolanin

## **School Counselors**

Miss Agenda Bonner

Mrs. Kelly Cremean

## **Administrative Assistants**

Mrs. Terri Williams-Johnson

Mrs. Carly Dahs

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This Student Planner belongs to:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

*The policies and regulations outlined herein were approved by the Sandusky Board of Education and determined by state statute.*

## Table of Contents

|  |       |
|--|-------|
| Mission Statement and Philosophy.....                              | 3     |
| Letter from the Principal.....                                     | 4     |
| Bell Schedules .....   | 5-8   |
| SMS Contact Information.....                                       | 9     |
| Student Attendance.....  | 9     |
| Grades, Grading, Extracurricular Activities, and Eligibility ..... | 10    |
| Locks and Lockers.....   | 11    |
| Textbooks .....  | 11    |
| Media Center and Media Fines.....                                  | 11    |
| School Fees.....   | 11    |
| Lost and Found.....  | 11    |
| Work Permits.....  | 11-12 |
| Campus Wear .....  | 13-14 |
| Safety Practices .....   | 14    |
| Transportation.....  | 15    |
| Conduct and Disciplinary Information Section .....                 | 16    |

### **Forward**

This student handbook was compiled to inform both the student and the parents of the rules, regulations, and policies of the Sandusky City Schools. A thorough review of this booklet will do much to help the student adjust to the daily school routine. It is the wish of the faculty and administration that this booklet will serve to promote a spirit of mutual cooperation between the school and the home, making the student's educational goals more easily attainable.

### **District Mission Statement**

To provide a diverse educational experience where all students will become respected, productive, and valued members of our community.

### **Sandusky Middle School Mission Statement**

We, the students and staff of Sandusky Middle School, will work together to create a positive and safe school climate, which enables everyone to achieve their social and academic potential.

### **Sandusky Middle School Philosophy**

Sandusky Middle School is a community-based school committed to provide quality and diverse educational experiences. Our experienced staff strives to make our students respected, productive, and valued members of our community. Our school provides learning opportunities, emotional growth, and high school preparation in a safe learning environment. Sandusky Middle School is committed to the District's *Building Better Dreams* campaign and the SCS *Transformation Plan*. At SMS, we use the Middle School Teaming Philosophy where teachers are organized based on teams. This model allows students to work in the same groups with students learning at their pace. Teaming also allows teachers to collaborate on cross-curricular activities and work with the same group of students all day. Emphasis on data-driven instruction for all students is a focus at SMS. Students take quarterly reading, writing and math assessments to measure their individual growth. We use our assessment data to provide an individual student, plan meeting the needs of all students at their current learning level.

We promote staff, student, parent, and community satisfaction with our provided services by setting short and long-term goals for school improvement. Collaboration is the key to our growth and success through positive relationships, strong communication, accountability, and commitment. We embrace our district and community, which is rich in pride, tradition, and excellence.

### **District Goals**

#### **Academics**

We will achieve and maintain the highest standards of academic excellence while providing an environment in which students are encouraged to reach their maximum potential.

#### **Financial Resources**

We will maintain and enhance the financial condition of the district so as to provide sufficient resources for our programs and facilities.

#### **Facilities**

We will strive to provide an optimal learning, safe and healthy environment for our students, staff and community so that there will be no physical barriers to learning.

#### **Community**

We will continue to improve communications with our students, families and community members, as well as our staff. We will encourage collaboration with these stakeholders on all fronts, including the recruitment and retention of students.

#### **Staff**

The entire staff of SCS will be held accountable for the success of our students. We will provide and facilitate professional development for our staff so that they will have the ability to challenge every student. We will recruit and retain highly qualified staff members who will be strongly encouraged to participate in all aspects of the SCS community.

# Letter from the Principal

August 2023

Dear Parents/Guardians, and Students,

We are off to another great start to another exciting school year at Sandusky Middle School. Middle School is an important transition between elementary school K-6 and high school 9-12. One of our goals at SMS is to promote a healthy and successful transition into high school. Working closely with our families allows us all to prepare our students for excellence in education and strong community partnerships.

Student attendance is the foundation to Sandusky Middle School success. Being present and being on time each day is seriously important. Research has shown the more days you are tardy and absent decreases your opportunities of success and high school graduation. We are asking for all students and families to work closely with us to keep absenteeism to an absolute minimum.

Inside you will find a lot of useful information to assist you in making your middle school year a successful one. The *Student Planner* and *Student Handbook* serve as tools to inform both students and families of SMS policies, procedures, and services throughout Sandusky Middle School. Students are to keep the *Student Planner* with them throughout the school day and bring it back and forth from home to school. This will assist with knowing school information and student organization. *Student Planners* also have semester hall passes inside which are limited to a number per school semester. Please read and review the *Student Handbook* and *Student Planner* together and be sure to sign the signature page and return to your homeroom teacher. If you have any questions or concerns about the handbook or planner, please feel free to reach out to a member of our administrative team.

At Sandusky Middle School, we collaborate and cooperate closely with a *Team System*. Students are assigned a HomeBase that is a transition between home and school each day. Each student's HomeBase teacher serves as their case manager throughout the school year. All students are assigned to a grade level team where they will have a team of teachers for all subject areas. Our teams strive to collaborate with one another and families to have all students operate to their fullest potential. Our teams meet daily to carry out this goal and build upon student success. We want all of our students to be successful and take full advantage of their educational opportunities. This includes an abundance of extracurricular activities that Sandusky City School has to offer.

Parents and families are important for student support and success at Sandusky Middle School. We ask for parent involvement and communication in a variety of ways. Using the *Student Planner* as a tool to see current student assignments and future due dates assists in communication and organization. Our Parent Teacher Organization (PTO) is always looking for assistance and partnership with volunteer opportunities that fit into parent schedules. Always feel free to contact us with any questions or concerns. I am looking forward to a fantastic school year at Sandusky Middle School. I look forward to an excellent school year with your child.

Sincerely,  
Mr. Timothy Kozak  
Principal



## **Sandusky Middle School Bell Schedule** **Skyhawk**

|                                     |                            |
|-------------------------------------|----------------------------|
| <b>Tardy Bell</b>                   | <b>8:30</b>                |
| <b>HomeBase</b>                     | <b>8:30 am – 9:09 am</b>   |
| <b>1st Period:</b>                  | <b>9:12 am – 9:57 am</b>   |
| <b>2nd Period:</b>                  | <b>10:00 am – 10:45 am</b> |
| <b>3<sup>rd</sup> Period:</b>       | <b>10:48 am – 11:33 am</b> |
| <b>4th Period:</b>                  | <b>11:36 am – 12:21 pm</b> |
| <b>5<sup>th</sup> Period:</b>       | <b>12:24 pm – 1:09 pm</b>  |
| <b>6<sup>th</sup> Period Lunch:</b> | <b>1:12 pm -1:42 pm</b>    |
| <b>Escort Transition:</b>           | <b>1:42 pm-1:51 pm</b>     |
| <b>7<sup>th</sup> Period:</b>       | <b>1:51 pm – 2:33 pm</b>   |
| <b>8th period:</b>                  | <b>2:36 pm – 3:16 pm</b>   |
| <b>Dismissal</b>                    | <b>3:16 pm – 3:25 pm</b>   |



## **Sandusky Middle School Bell Schedule**

### **Raptor**

|                                     |                            |
|-------------------------------------|----------------------------|
| <b>Tardy Bell</b>                   | <b>8:30</b>                |
| <b>HomeBase</b>                     | <b>8:30 am – 9:12 am</b>   |
| <b>1st Period:</b>                  | <b>9:15 am – 10:00 am</b>  |
| <b>2nd Period:</b>                  | <b>10:03 am – 10:48 am</b> |
| <b>3<sup>rd</sup> Period:</b>       | <b>10:51 am – 11:36 am</b> |
| <b>4th Period:</b>                  | <b>11:39 am – 12:24 pm</b> |
| <b>5<sup>th</sup> Period:</b>       | <b>12:27 am – 1:10 am</b>  |
| <b>6<sup>th</sup> Period Lunch:</b> | <b>1:12 pm -1:42 pm</b>    |
| <b>Escort Transition:</b>           | <b>1:42 pm – 1:48 pm</b>   |
| <b>7<sup>th</sup> Period:</b>       | <b>1:51 pm – 2:33 pm</b>   |
| <b>8th period:</b>                  | <b>2:36 pm – 3:18 pm</b>   |
| <b>Dismissal</b>                    | <b>3:18 pm – 3:21 pm</b>   |



## **Sandusky Middle School Bell Schedule GateKeeper**

|                                    |                            |
|------------------------------------|----------------------------|
| <b>Tardy Bell</b>                  | <b>8:30</b>                |
| <b>HomeBase</b>                    | <b>8:30 am – 9:09 am</b>   |
| <b>1st Period:</b>                 | <b>9:12 am – 9:57 am</b>   |
| <b>2nd Period:</b>                 | <b>10:00 am – 10:45 am</b> |
| <b>3<sup>rd</sup> Period:</b>      | <b>10:48 am – 11:33 am</b> |
| <b>4th Period:</b>                 | <b>11:36 am – 12:21 pm</b> |
| <b>5<sup>th</sup> Period Lunch</b> | <b>12:25 pm -12:55 pm</b>  |
| <b>Escort Transition:</b>          | <b>12:55 pm –1:03 pm</b>   |
| <b>6th period:</b>                 | <b>1:03 pm – 1:48 pm</b>   |
| <b>7th period:</b>                 | <b>1:51 pm – 2:33 pm</b>   |
| <b>8<sup>th</sup> Period:</b>      | <b>2:36 pm - 3:17 pm</b>   |
| <b>Dismissal</b>                   | <b>3:17 pm – 3:25 pm</b>   |





## Sandusky Middle School Bell Schedule Maverick

|                                    |                            |
|------------------------------------|----------------------------|
| <b>Tardy Bell</b>                  | <b>8:30</b>                |
| <b>HomeBase</b>                    | <b>8:30 am – 9:12 am</b>   |
| <b>1st Period:</b>                 | <b>9:15 am – 10:00 am</b>  |
| <b>2nd Period:</b>                 | <b>10:03 am – 10:48 am</b> |
| <b>3<sup>rd</sup> Period:</b>      | <b>10:51 am – 11:36 am</b> |
| <b>4th Period:</b>                 | <b>11:39 am – 12:22 pm</b> |
| <b>5<sup>th</sup> Period Lunch</b> | <b>12:25 pm -12:55 pm</b>  |
| <b>Escorted Transition:</b>        | <b>12:50 pm –1:00 pm</b>   |
| <b>6th period:</b>                 | <b>1:03 pm – 1:48 pm</b>   |
| <b>7th period:</b>                 | <b>1:51 pm – 2:33 pm</b>   |
| <b>8<sup>th</sup> period:</b>      | <b>2:36 pm – 3:19 pm</b>   |
| <b>Dismissal</b>                   | <b>3:19 pm – 3:25 pm</b>   |

## SMS Contact Information

### School

Office Secretary  
Office Secretary  
Principal  
Assistant Principal  
Assistant Principal/Dean of Students  
Counselor  
Counselor

### Name

Ms. Terri Williams-Johnson  
Mrs. Carly Dahs  
Mr. Timothy Kozak  
Mr. Sean Wolanin  
Ms. Taylor Hines  
Miss. Agenda Bonner  
Mr. Kelly Cremean

### Telephone

419-984-1180  
419-984-1182  
419-984-1180  
419-984-1148  
419-984-1857  
419-984-1187  
419-984-1113

### Administration Building

Receptionist  
Superintendent/CEO  
Chief of Staff and Transformation Officer

### Name

Ms. Patricia Ruffin  
Mr. Daniel Rambler  
Mr. Dennis Muratori

### Telephone

419-626-6940  
419-984-1000  
419-984-1014

## Student Attendance

When a student is unable to attend school, and prior arrangements were not made, parents/gaurdians should call the middle school (419-984-1180) before **8:20 a.m.** on the day of each absence. **After Forty-Two (42) hours** of absences, wether excused or or unexcused, a doctor's note will be required for any time absent to be considared excused. If the student provides a doctors excuse for their absence, the absence will be considered excused. Students are allowed the number of days equal to the absence to complete all make-up work. Make-up work will be accepted for excused absences that go beyond **Forty-Two (42) hours**.

If a student misses class periods for an absence or school sponsored event, but is in school that day, all assignments that were previously announced are due that day wether or not he or she is in class that period. Previously announced student responsibilities, such as tests and projects, are due on the day orginally scheduled or the first day the student returns to school.

### TRUANCY

Absence of students from school or classes without the permission of a parent/guardian or school authorities is considered truancy.

A “*habitual truant*” is any child of compulsory school age who is absent without a legitimate excuse for:

- 30 or more consecutive school hours
- 42 or more school hours in one month
- 72 or more school hours in a school year.

A “*chronic truant*” is any child of compulsory school age who is absent without legitimate excuse for:

- 42 or more consecutive school hours
- 60 or more school hours in one month
- 90 or more school hours in a school year.

### TARDIES

A child is considered tardy if he/she is not in his/her classroom at the time school is scheduled to begin for the day. In the event the child has been delayed in the building at a location other than his/her classroom (e.g. the office for purchase of a lunch ticket) the classroom teacher will be notified of the delay. Upon receipt of such notification the classroom teacher shall forego recording the tardy.

Parents are expected to contact the school if a child is going to be tardy. A note should accompany the child when he/she reports to school. If a child is going to be tardy due to a scheduled health-related appointment, the parent/guardian should contact the school prior to the appointment. The child should bring a note signed by medical personnel when he/she reports to school following an appointment.

Continued tardiness may result in referral to the Juvenile Court Attendance Officer.

## **GRADES AND GRADING**

Grades given in the Sandusky City Schools represent a relative appraisal of a student's achievement. Achievement is generally represented by the following:

**A (90-100)** An "A" student has mastered at least 90% of the assigned work and has displayed superior ability in the completion of all assignments and classroom recitation.

**B (80-89)** A "B" student has mastered at least 80% of the assigned work and has displayed above average but not superior ability in the completion of all assignments and classroom recitation.

**C (70-79)** A "C" student has mastered at least 70% of the assigned work and has displayed "average" ability in the completion of all assignments and classroom recitation.

**D (60-69)** A "D" student has mastered at least 60% of the assigned work but has not displayed average ability in the completion of assignments and classroom recitation.

**F (59 & below)** An "F" student has mastered less than 60% of the assigned work and has displayed below average ability.

**I (Incomplete)** An "I" on the grade card indicates that required assignments are not completed during the regular grading period due to an illness or other excused reasons. Incomplete work must be made up within two weeks' time unless other arrangements are made by the student, teacher, and principal. If work is not completed within the designated time, the unfinished work becomes a 0/F and the final grade will be reevaluated.

### **INTERIM REPORTS**

Reports will be sent home following the middle of each grading period when necessary.

### **GRADING PERIOD**

The Middle School has a nine-week grading period: October 27th, January 18th, March 22nd, and June 5th

The Middle School uses the letter system for grading: A, B, C, D, F, and I. A number value is assigned to each grade:

**A** = 4.0 **B** = 3.0 **C** = 2.0 **D** = 1.0 **F** = no point value or 0.0 **I** = Incomplete

### **Progress Points**

The Middle School has a student support system in place that prepares students for high school and high school credits. The system monitors student grades closely before and after midterms of each grading period. Students are offered additional academic support if they are in danger of failing any subjects for that quarter. Students must have a minimum of 2 points for each semester in each class to be considered passing. Students who are not passing will attend Academic Recovery.

### **Academic Recovery**

Academic Recovery is offered to students who earned a failing grade and zero points in any subject. Academic Recovery is offered after school, on Saturday's and during summer session. Students cannot make up their letter grade, but can earn the progress points towards promotion.

### **HOMEWORK**

Homework is a recommended practice. It becomes an essential part of the total education of the student when it provides the opportunity for the student to:

- Reinforce learning through the practice, application, integration, and/or extension of knowledge and skills.
- Develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner
- Strengthens the link between school and home
- Develop self-discipline.

Ideally, homework should enhance the intellectual development of a child and create and broaden desirable interests and habits. It should reinforce the pupil's mastery of skills, extend his fund of worthwhile knowledge, encourage creative use of his/her abilities and increase his/her appreciation of the world in which he/she lives.

### **PARTICIPATION REQUIREMENTS FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

Any student who does not report to his/her scheduled classes on the day of a game, contest, performance, or program, without a legitimate excuse, will forfeit the right to participate in that activity or attend the activity as a representative of the school. If the activity is scheduled on a non-school day, the student must attend his/her scheduled classes on the last day prior to the activity. A minimum attendance of one-half day is required for participation in the activity. A half day ends and begins at 11:30 AM for Sandusky Middle School. Students may not participate in a game, contest, performance, or program during the term of a Behavior Intervention Assignment. Only the principal may make an exception to this attendance policy.

If a student terminates participation in a sport after a period of five official practice sessions, he/she may not participate in any other sport during that season, or any school-sponsored activity which is designed as preparation for the next athletic season. For the purposes of this policy, post season play is considered a part of the season. The head coach must receive a verbal acknowledgment from the athlete who has quit the team and shall notify the athlete's parent or guardian.

#### LOCKS AND LOCKERS

Students are issued a locker at the beginning of the school year. Only school locks may be used on school lockers. Each lost lock will cause an assessment of \$5.00. Lock replacements will be made through the principal's office.

Students may not share a locker with any other student. Students must keep their locker locked at all times. Only school-related items and clothing may be kept inside. Lockers are the property of Sandusky City Schools and may be subject to search under the Ohio Revised Code.

#### TEXTBOOKS

Students are issued the following textbooks:

English, Math, Science, Social Studies, Health

If a student loses or destroys a textbook, the parent/guardian will be liable for replacement costs. Your child's final report card will be withheld until payment is received. Charges will be assessed for damaged books.

**STUDENTS ARE RESPONSIBLE FOR BRINGING BOOKS TO CLASS EVERY DAY.** They may not be shared or loaned or kept in other students' lockers. Violation of this will result in disciplinary action.

#### MEDIA CENTER

Before leaving the Media Center, students must show that they have properly charged out all materials in their possession. All students will be held financially responsible, at the replacement rate, for damaged or lost items and materials belonging to the schools and used by the student.

##### MEDIA FINES

Materials that circulate from 1-2 weeks have a fine of five (5) cents a day.

Reference and magazines (overnight circulation) have a fine of ten (10) cents a day.

#### FAILURE TO PAY SCHOOL FEES, FINES, AND/OR COSTS

Failure to pay school fees, fines, or other school costs will result in the withholding of a student's report card, as sanctioned by the Ohio Revised Code 3313.64.2. In the event that a student's report card is withheld, parents/guardians will be notified in writing detailing the student's financial obligation.

#### LOST AND FOUND

Lost articles should be turned in at the principal's office. Students seeking lost articles may find them by making inquiry at the principal's office.

#### WORK PERMITS

When a student obtains a job, the following steps should be followed in order to assure protection for himself/herself and the employer:

1. All Sandusky Schools students must obtain an Application for Minor Work Permit [Form 151] at their building office, at the Sandusky City Schools Administration Building, 407 Decatur Street, Sandusky, or online at [www.scs-k12.net](http://www.scs-k12.net).
2. Students must obtain a current (valid for 1 week) printout of their year-to-date attendance and tardy report from their respective school and present it when making application.
3. Student and Parent/Guardian must complete and sign the Student/Applicant Information section of the Application for Minor Work Permit.
4. Student and Parent/Guardian are responsible to have the Physician's Certificate for Minor Work Permit completed by a physician. A previous Physician's Certificate, current (within one (1) year) and on file at the Administration Building, is valid for use with Work Permits.
5. Employers need to fill out the Pledge of Employer section of the Application for Minor Work Permit. All sections must be completely filled out or the permit will be returned to the student and no work permit will be issued.
6. Age verification must be provided to pick-up application. (Ex: Birth certificate, driver's license, state ID, etc.)
7. The completed application, age verification, and attendance report should be returned to the Administration Building any business day Monday through Friday. **There is a 24 hour wait for a work permit.** The **STUDENT** must return the next day to pick up the work permit between school dismissal and 4 p.m. **No work permit will be issued during school hours.** Non-school day hours may vary. **A parent/guardian need not be present to complete the work permit.**

The STUDENT is to return the completed packet to Sandusky City Schools Administration Building, 407 Decatur Street, Monday – Friday, 3:00 p.m. – 4:00 p.m. or during posted hours. The work permit will be available to be picked up the next day between school dismissal and 4:00 p.m. or during posted hours. *The student must be present to pick up the work permit.*

### **REVOCATION OF WORK PERMIT**

Students who are absent from school without an acceptable excuse will be subject to having a work permit (age and schooling certificate) revoked or denied by the Superintendent or designee of the Sandusky City Schools. Students who are not in regular school attendance and have 10 consecutive unexcused absences from school or 15 days unexcused in a semester or term will be subject to having their work permit revoked or denied. The Sandusky Middle School Principal or designee will attach a school attendance report to all work permit requests. Students who are attending school regularly without excessive unexcused absences will receive work permits.

### **TELEPHONE**

Students may not use a telephone during school hours unless authorized by a school official. **Telephones are for emergency use only.**

### **CAMPUS WEAR POLICY**

The goal of the Campus Wear Policy is to provide a professional dress environment aligning to the District’s goals to assure high achievement for all learners, promote a safe and orderly learning environment, support the character development of each student to become a responsible citizen, and develop a high performing organization that is efficient. *The following guidelines shall be enforced:*

#### **PANT/SHORTS/CAPRIS:**

**Acceptable:** Colors: Tan or Navy (solid)

- Dress style
- Cotton, twill, polyester blend
- Worn at the waist, length may touch the heel
- Appropriate size (one larger than actual)
- Shorts or Capris length: at or below the knee

#### **Underneath shirts: *Unacceptable***

- Lace camisole, cleavage showing, ruffles, pouf sleeves, tuxedo style, baby-doll style, empire waist, or ties in front or back

#### **TIES: OPTIONAL**

**Acceptable:**

- School appropriate
- Standard or bow tie
- Only one worn at a time

#### **Pant/Shorts/Capris: *Unacceptable***

- Pant legs must not be banded or gathered at the ankle
- Pants must not be fringed, frayed, gathered, split hems, or dragging the floor
- Pants must not have obvious holes, tears,

#### **SHIRTS:**

**Acceptable:** Colors: White, Navy Blue, Black or Medium Gray (solid)

- Plain, collared dress shirt with front button placket
- Collared polo shirt with **3 buttons (max)** starting at collar
- Short or long sleeved
- Buttoned up to two buttons from collar
- Athletic or school organization sponsored shirts are permitted within guidelines
- Proper Undergarments must be worn

#### **UNDERNEATH SHIRTS**

**Acceptable:** Colors: White, Navy Blue, Gray, Black or Medium Gray (solid)

- Crew neck or turtle neck
- Thermal style shirts may be worn as an undershirt and must be tucked in
- Underneath print or design may not show through

#### **Shirts: *Unacceptable***

- No see through clothing
- Cleavage may not show

#### **SWEATSHIRTS**

**Acceptable:** Colors: White, Black, Navy, or Medium Gray (solid)

V-neck, crew neck, hooded, and cardigan

- Campus Wear shirts (listed above) must be worn under all sweatshirts
- Hooded sweatshirts must be solid or with SCS logo only. Hoods may not be worn on head.
- Should be worn completely on

#### **SWEATERS**

**Acceptable:** Colors: White, Navy Blue, or Medium Gray (solid)

Knit (with or without collar); no high-pile blends (outerwear)

- V-neck, crew neck, cardigan
- Pull-on, button-up or half zippered
- Collared shirt described above must be worn underneath.

- Should be worn completely on

## SHOES

### *Acceptable:*

- Dress shoes
- Sport shoes of leather, manmade, or canvas
- Style that covers the entire foot
- Crocs Must have back strap
- Closures worn as intended (ties are tied, buckles/Velcro closed, etc.)
- No Slides, flip-flops, open toed shoes, bubble shoes slides, or slippers

## SOCKS

### *Acceptable:*

- Short or tube style socks (must match)
- Tights or hosiery

## BELTS (OPTIONAL)

### *Acceptable:*

- Any color - school appropriate logos or images
- Appropriate size: fits belt loops

## HEAD GEAR

- No head gear (hats) is to be worn inside the school building during school hours
- No handkerchief style head bands are to be worn

## JEWELRY

- No heavy metal or heavy chains allowed (no spiked accessories, dog collars, or hardware considered apparel)
- No oversized jewelry

## BLUE STREAK APPAREL CAN BE WORN DAILY

- Designated by school or district
- No logos other than Blue Streak

## ACCESSORIES

- No gloves, mittens, scarves
- No non-prescription glasses, or sunglasses
- No patches, badges, pins, stickers, puff paint, monograms, anything pinned, sewn, or attached to a campus wear or sponsored shirt
- No added item that personalizes clothing (unless on designated days)
- No accessory that is distracting due to its size, shape, color, or design
- No Outerwear may be worn inside the building
- No large purses – Purses should be large enough to carry student agendas **only**

## PHYSICAL EDUCATION ATTIRE ONLY (SUGGESTED)

- Shorts/Sweatpants:  
Colors: Navy blue or gray; Fabric: Cotton or Mesh material. Shorts must be the proper size (no more than one size too large or small) and worn at the waist.
- Shirts/Sweatshirts:  
Colors: Navy blue, white or gray; Fabric: Cotton T-shirts/sweatshirts.. Shirts must be the proper size (no more than one size too large or small). No hoods on shirts.
- All students will exercise sound hygienic practices – clean body, hair, and clothing.
- The hair will show prideful grooming and cleanliness whenever a student is in school.
- Students enrolled in special career or career-technical courses will comply with any reasonable dress code regulations as they relate to the specific area of work or professional demands of the occupation.
- Hairbrushes, hair picks, and other grooming or hair care products are to be kept in purses or lockers.

Campus Wear Policy applies to all students in the building (including those in Behavioral Intervention Assistance). Any religious or special needs variation to the Campus Wear requirements must be approved by administration, medical, or IEP authorization. Variations may include skirts for religious reasons but skirts must be floor length and must fit the color, fabric, and size requirements of all other apparel. Any breach of the above mentioned guidelines shall be due cause for disciplinary action and/or home referral until self-compliance or a parent conference can bring a satisfactory resolution. The school administration has the authority to make the final interpretation of the dress guidelines.

Sandusky Middle School will offer limited days off no uniform for PBIS incentive.

## **SAFETY PRACTICES AND REGULATIONS**

### **EMERGENCY FIRE EQUIPMENT**

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment is in working condition in the event of an emergency and any student caught disturbing fire equipment will be disciplined accordingly.

### **FIRE DRILLS**

Every room in the building shall have a directional sign conspicuously posted so as to give proper directions to the students in the respective classroom at the time of any emergency.

Any student causing or contributing to a false fire alarm shall have established cause for suspension, expulsion, and/or the filing of a criminal charge.

The following procedures shall be adhered to:

1. Move swiftly - do not run.
2. Follow signs and directions.
3. Move out of the door and away from the building.
4. Return to the building only upon directions from school personnel.

### **EMERGENCY PROCEDURES (TORNADO WARNING, ETC.)**

If an emergency of this nature should be announced, each teacher will direct his/her respective class to the assigned area. Students will follow all safety procedures and remain in the assigned area until dismissed.

### **SCHOOL SECURITY**

Video cameras may be placed in buildings to assist in providing a safe, secure environment for all staff, students, and community. They may be used to monitor student behavior and may be used in student discipline proceedings. Video recordings are student records subject to District confidentiality, Board policy, and administrative regulations.

### **LOCK DOWN PROCEDURES**

Being prepared for scenarios involving school lockdowns is our top safety precaution. All of our teachers and staff have been trained in ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Students will participate in level lockdown drills throughout the school year. Below is the level lockdown system used at Sandusky Middle School and which scenarios they may fall under.

**Level 1 Lockdown:** All classroom and office doors are to be closed and student are to remain seated and quiet. No students shall get out of their seat or go over to a window. Teachers and staff will wait for an “*All Clear*” announcement from the office.

Scenarios for, but not limited to a Level 2 lockdown; *Outside confrontation, serious accident or injury on school grounds, potentially dangerous person(s) outside on school ground, police investigation, threats made by phone/social media.*

**Level 2 Lockdown:** All classroom and office doors are to be locked and secured. Students and staff are to go to barricade the door and go to one location in the classroom. Students and staff are to be silent until given directions and the “*All Clear*” announcement from the office. In the event of an intruder in the classroom, students and staff are to use any means necessary to protect themselves, counter, and evacuate. Scenarios for, but not limited to a Level 2 lockdown; *threatening school intruder*

## **TRANSPORTATION**

Appropriate conduct in or around school buses is vital to the safety of all concerned. The following information serves to inform students and parents/guardians of the guidelines, rules, and regulations regarding the transportation of Sandusky City Schools students.

### **BUS CONDUCT**

Students shall conduct themselves properly when riding the bus. Reasonable conversation is permitted. In the event a student does not conduct him/herself properly, the driver shall inform the transportation supervisor and complete a bus report that will be forwarded to the appropriate administrator. Upon receipt of a bus conduct report, the administrator shall take such action as he/she deems appropriate to correct the problem. Continued disorderly conduct may result in refusing transportation to a student.

Any behavior on a bus that may be detrimental to the safe operation of a bus shall cause immediate emergency removal of the offender or offenders. This act may be cause for a suspension and/or recommended expulsion of the offender(s) from school.

### **WAITING FOR STUDENTS**

A bus driver is not required to wait for late students. Students are to be ready to board the bus five minutes before the scheduled time of the stop.

### **BOARDING OR LOADING THE BUS**

Upon entering the bus, students are to walk directly to their seats, be seated, and remain in their seats until the bus arrives at their designated stop. Students shall exit the bus in an orderly manner. If it is necessary for a student to cross a highway after leaving the bus, he/she shall stop, look in both directions, listen for oncoming vehicles, and wait for the driver's signal before crossing. Upon crossing, the student must remain 10 feet in front of the bus, clearly in view of the driver at all times.

### **BUS STOPS**

Students will be released from the bus only at their designated bus stop. If extenuating circumstances require a student to be released at a place other than his/her designated bus stop, a note from the parent/guardian must be submitted to the building administrator or his/her designee for approval. The note must include the name of the student, requested drop-off point, the reason for the request, and the parent/guardian signature. If approval is granted, the note containing the building administrator's or his/her designee's signature shall be presented to the driver upon entering the bus. In the event the school administrator or his/her designee is unable to grant permission, parents will be contacted to allow for alternate arrangements. Verbal approval may be granted by the school administrator in emergency circumstances only.

### **SEATING ASSIGNMENTS**

Students may be assigned seats according to physical size, stop location, and ease of loading and unloading.

### **DEFACING OR DESTROYING SCHOOL PROPERTY**

Ohio Law (Ohio Revised Code Section 3109.09) provides that a parent/guardian is liable up to \$10,000 plus court costs for the willful damage, theft, or destruction of property by a minor in their custody or control. Parents/Guardians will be required to pay for all damages done by a student who is apprehended for writing on, defacing, or destroying school buses.

### **TRANSPORTATION OF STUDENTS**

Only assigned bus students will be transported to and from school. All other students will be prohibited from riding the bus. Riding or attempting to ride a school bus by non-assigned students shall be considered an act of insubordination.

### **TRANSPORTATION OF PERSONS OTHER THAN STUDENTS**

It is unlawful to transport a parent, smaller brother or sister, or any visitor on a school bus (Ohio Revised Code Section 3327.01). The only exception shall be for persons serving as volunteer chaperones.

### **VIDEO CAMERAS ON TRANSPORTATION VEHICLES**

To ensure the health, welfare, and safety of all students riding in school transportation vehicles, the District shall utilize video cameras and recorders on all school vehicles transporting students to and from curricular and extra-curricular activities. Video cameras and recordings will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. Video recordings are student records, subject to District confidentiality, Board policy, and administrative regulations. The Superintendent or his designee is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and this policy.



## **STUDENT CODE OF CONDUCT**

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include:

- Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school
- The right to due process of law with respect to suspension and expulsion
- The right to free inquiry and expression and the responsibility to observe rules regarding these rights
- The right to privacy, which includes privacy with respect to the student's school records

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office. (Ref: Policy JF)

### **DISCIPLINARY RULES AND REGULATIONS**

The following code sets forth rules prohibiting certain types of conduct of students of the Sandusky City School District. This code specifies the activities which may subject a student to various disciplinary penalties and the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed is outlined.

This code shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school or the school grounds are being used by a school-related group; off school grounds at a school sponsored or endorsed activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.

### **STUDENT BEHAVIOR AND DISCIPLINE**

When considering discipline of a student for violation of one or more of the offenses listed in the Student Code of Conduct, all procedures for suspension and expulsion must be followed. Students shall also be informed that the specific offense may result in these forms of discipline.

This section identifies four levels of offense and the most severe disciplinary actions that may be taken in response to each level of offense. The most severe disciplinary action permissible may not necessarily be used in all instances. Persistent violation of offenses under any level may result in movement to the next level of corrective action. Any offense may be moved to a higher level, depending on the severity of the offense.

Some behavior prohibited by the District's Student Code of Conduct is also prohibited by Ohio Criminal Law. Consequently, violation of the District's policy may result in the student being referred to the appropriate court of law. This reporting may be taken in addition to the discipline imposed by local school authorities.

### **LEVEL I OFFENSES**

Offenses may include but not limited to:

- Tardiness
- Littering
- Violation of school dress code policy (includes purses, book bags, lotions, etc.)
- Inappropriate use of cell phone and/or electronic device
- Horseplay (rough or boisterous conduct or pranks)
- Computer/Technology misconduct
- Inappropriate/threatening/bullying behavior via electronic/social media off school property (may be reviewed to determine if conduct will disrupt student learning and function in the school, per administrator and Superintendent/designee and may be escalated to a Level II, III, IV)

### **CORRECTIVE ACTION**

- Disciplinary measures other than suspension may be used by the teacher/administrator to correct Level I offenses providing it's a first-time offense. Continuous violations of Level I offenses may warrant a suspension/expulsion.
- Level I offenses will result in disciplinary responses that may include:
  - Teacher Conference [with student alone or with parent(s) and/or guardian(s)]
  - Principal Conference [with student alone or with parent(s) and/or guardian(s)]
  - Team Meeting with Student
  - Parent contact by phone
  - Teacher Detention
  - Team Detention
  - Extended Detention
  - Behavioral Contract

### **LEVEL II OFFENSES**

Offenses may include but not limited to:

- Cheating and plagiarism including test security breach and online academic dishonesty.
- Falsifying information or signatures
- Mild to Moderate Insubordination
- Disruption of school programs(s) in/out of class, (assemblies, hallways) student learning
- Persistent disregard of the student dress code/campus wear policy
- Being truant from school and/or leaving school grounds without permission
- Continuous usage of profane language either verbal or written
- Non-approved postings and poster exhibits
- Continued disregard of Level I offenses

### **CORRECTIVE ACTION**

- Any disciplinary options suggested under Level I may be applied for offenses under Level II
- The principal may utilize a school based agency or mediation programs for conflicts between student as appropriate
- The principal or Superintendent may suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66. Continuous violations of Level II offenses may warrant a suspension/expulsion

### **LEVEL III OFFENSES**

Offenses may include but not limited to:

- Threatening, instigating, fighting and/or unprovoked attack, physically striking another student intending to do harm
- Filming and/or distributing a video-recorded fight/attack.
- Bullying, Hazing, Harassment, Intimidation, Dating Violence including the use of technology
- Severe and Continuous Insubordination
- Threat or physical assault on another pupil to obtain valuables, property, or to inflict bodily and/or emotional harm
- Use, sale, or possession of marijuana, narcotics, drug paraphernalia, intoxication liquors, look-alike or any mind altering substances, etc., or improper use of glue or other chemicals (May rise to a Level 4 Offense)
- False alarms and inducing panic in the school setting/failure to report
- Intentional damage to school property
- Arson or attempted arson
- Continuous Technology Misconduct
- Theft or stealing
- Sexual, racial, ethnic and/or religious harassment including with technology use
- Computer Hacking
- Gambling on school grounds or events
- Indecent exposure, sexual misconduct
- Usage of tobacco/vaping in any area under control of the District or at any activity supervised by district personnel
- Misconduct by student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee
- Profanity directed toward a school employee
- Organized Gang related activity
- Continuous disregard for Level II offenses

#### **CORRECTIVE ACTION**

- The principal or Superintendent shall suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66
- The student may be recommended by the proper administrator for expulsion
- Parents will be notified immediately of any possible Level III offense
- Students receiving special education services require a manifestation team review for this type of behavior
- If the actions giving rise to expulsion for any misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3316.66 (A) based on such actions, the student may be permanently excluded from the district. The procedures for permanent exclusion are set forth in this handbook.

#### **LEVEL IV OFFENSES**

Commissions of these offenses shall result in expulsion up to a period of one year and/or permanent exclusion from the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy of student discipline.

Matters which might lead to a reduction of the expulsion period include: The student's mental and or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator. Offenses may include but are not limited to:

- Possession of firearms, weapons or weapon look-alike
- Selling and/or delivery of drugs or carrying controlled substance (ORC 2425.01) at school functions
- Improper selling of any kind is prohibited (unless noted as school a fundraiser sponsored by school district)
- Assault of any kind on student or school personnel off school property will be reviewed to determine if conduct will disrupt student learning and function in the school. (per administrator and Superintendent)
- Rape and gross sexual imposition on or at a school function
- Threat or physical assault on school employees

#### **CORRECTIVE ACTION**

- The principal and Superintendent shall suspend a student for a period not to exceed ten (10) days, following appropriate due process as specified in ORC 3316.66
- The student will be recommended by the proper administrator for the expulsion
- Parents will be informed of any Level IV offense immediately by the administrator of the school
- Students receiving special education services require a manifestation team review for this type of behavior
- Students are required due process as specified in ORC 3313.16; found to have violated this section shall be expelled by the Superintendent. However, the Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy on School Discipline
- If actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3313.66 (A) based upon such actions, the student may be permanently excluded from the district. The procedures for permanent exclusion are set forth in this code of conduct.
- The Superintendent shall initiate expulsion proceedings for any student who has committed an act warranting expulsion under the district's policy on expulsion even if the student has withdrawn from school, for any reason, after occurrence of the incident that gives rise to the expulsion hearing but prior to the expulsion hearing or decision.

#### **AIDING AND ABETTING**

Students who aid or abet another student who violates any rules, guidelines, regulations, or policies of the Sandusky City Schools will be subject to the same disciplinary action as the student committing that violation.

#### **ASSAULT OR THREAT ON A STUDENT OR AUTHORIZED VISITOR**

Striking or assaulting another student or authorized visitor will cause an immediate suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

#### **ASSAULT OR THREAT ON A TEACHER OR SCHOOL EMPLOYEE**

Students shall not strike or assault, or threaten to strike or assault any school employee on or off school property. Any violation of this section will cause an immediate ten (10) day suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

## **ASSEMBLY PROCEDURES AND CONDUCT**

Students must sit in the assigned seats. All students must attend assembly programs unless designated otherwise by the Principal/Assistant Principal. Conduct in the assembly will be appropriate to the type of program being observed. Sandusky City Schools will be judged by your conduct.

## **ATTENDANCE AT SCHOOL DANCES**

School dances will be open to Sandusky students and his/her guest. Sandusky High guests are to be of high school age and/or not exceed the age of 20 for high school dances. Middle School guests are to be of Middle School age and/or not exceed the age of 15 for Middle School dances. In order to be admitted to Sandusky High School dances, each Sandusky High School student is required to produce a current Sandusky High School identification card. Each guest will be required to have a guest registration form on file. The guest must be accompanied by a Sandusky student and produce a form of picture identification. A new guest form is required for each dance and must be completed and turned in by school closing on the last school day prior to the dance. The style or type of dress shall be indicated at the time the dance is officially announced. All regulations and exceptions will be announced at that time.

## **BOOK BAGS**

Book bags, backpacks and purses will not be permitted to be used during the school day. Upon arriving to school, students shall store these items in their locker. Students needing to carry such an item for medical reasons will be issued a permission slip by his/her principal/assistant principal. Purses should be large enough to carry student handbooks only. District issued laptop bags are permissible.

## **CLASSROOM/HALLWAY BEHAVIOR**

Disruption of the classroom instruction due to yelling, loud noises, abusive language, etc. in the hallways or classroom will be subjected to discipline. Concern for oneself and others will be displayed by all students, when moving about the building, between classes and at lunch time. Students must walk and may not impede the normal flow of traffic in the halls or on the stairwells.

## **COERCION/OBTAINING PROPERTY OR THINGS OF VALUE BY USE OF COERCION AND RELATED MISCONDUCT**

Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee, or other person. Failure to comply may be due cause for suspension.

## **COMPUTER ACCESS**

Computer use is encouraged and made available to students for educational purposes. Computer labs plus the Library Media Center are equipped with computers and printers for school assignments, projects and homework. Students are provided with internet access by completing the Acceptable Use Policy and Internet Safety Agreement portion of the Student Authorization Forms Combined [Form 19]. This contract is a binding agreement between the student, parent, and school district that describes the fair use and privileges of computer usage. Student accounts are necessary for assignments and grades. Student accounts are password protected. It is the student's responsibility to create and maintain their password. Individual student accounts are created and maintained by the school district. All accounts are the property of the school district and follow the signed, one-year, limited contract between the parent/guardian, students, and school. The school retains the ownership of all hardware and software. The school reserves the right to inspect, monitor, copy, and/or delete all files and records created or stored on school owned computers. Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

- Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
- Network password security is the responsibility of the student. A student's account may be disabled as a disciplinary measure.
- Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
- Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
- Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator.
- No student shall attempt to establish computer contact into school district restricted computer nets or any other unauthorized databases.
- School computers are restricted to school assignments. Computer privileges may be revoked for misconduct.

## **DEMONSTRATIONS & DISSENT**

Any actions by either an individual or group which in any way are disruptive to the educational processes or in any way infringes upon the rights of another individual or group by overt demonstration or dissent, shall not be tolerated and shall be due cause for suspension or, if of an extreme nature, civil intercession or expulsion from school. (Ref: Policy JFI)

## **DISRUPTION OF THE SCHOOL PROGRAM**

No student has the right to infringe on the educational opportunity of any other student or the rights of a teacher to provide the educational opportunity to every student. The behaviors outlined should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. These acts of misconduct are not inclusive.

## **DRUGS AND ALCOHOL ABUSE POLICY**

Students of the Sandusky City School District shall not knowingly possess, use, sell, give, or otherwise transmit, or be under the influence of any intoxicant or drug or counterfeit (look-alike) controlled substance or drug paraphernalia, the possession of which is prohibited by law:

- On property owned, leased by, or under the control of the Sandusky Board of Education, including vehicles used for the transportation of students.
- On any public or private property during normal school hours including lunch and class changes.
- At any school sponsored or sanctioned activity or event within or away from the school district.
- Drugs prohibited by this policy includes any stimulant, depressant, narcotic or hallucinogenic drugs or alcohol or intoxicants of any kind, but does not include medication as defined in this policy.
- Drug paraphernalia is prohibited under this policy. Drug paraphernalia will be subject to confiscation.
- In accordance with state law (O.R.C. 2925.01), a counterfeit controlled substance is defined as follows:
- Any drug that bears, or whose container or label bears a trade mark, trade name or other identifying mark used without authorization of the owner or rights to such trade mark, trade name, or identifying mark;
- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- 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, color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year, including summer school sessions.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

- The student will be brought to the school official and informed of the alleged offense, the evidence to support the allegations, and the disciplinary penalty which may apply.
- A student reasonably suspected of consuming or being under the influence of alcohol will be subject to a student sobriety test. This test will be administered by a school official in the presence of a witness.
- Test results indicating consumption of alcohol will serve as conclusive evidence for disciplinary action. Refusal to submit to the student sobriety test will be considered equivalent to an admission of guilt.

## **PERSONAL SEARCHES**

When there is reasonable suspicion that a student is in possession of illegal or dangerous items, or substances or paraphernalia prohibited by this policy, a school official may ask the student to reveal the item suspected to be on his/her person. If the student refuses, the school official may do any of the following:

- Detain the student and call the police
- If there is probable cause to believe that the student is in possession of items which constitute a danger to him/herself or other persons, or property, the student may be searched to the extent necessary under the circumstances to eliminate the danger.
- A written report will be completed and shared with parents for all searches.

In determining whether reasonable suspicion to search exists, the following factors are to be considered: the relative seriousness of the suspected violation, the potential danger to the health and safety of students and staff, the reliability of information used as justification for a search, the value of the items involved, the possible consequences of delaying the decision to search, and the prior experience with the student. In determining whether individualized probable cause to search exists, the above factors are considered, but to a greater degree of certainty than reasonable suspicion, and that evidence exists which tends to indicate that this particular student has possession of the item sought. The school official making the decision to search shall bear in mind that the more intrusive the proposed search, the clearer the individualized probable cause should be.

## **OFFENSES AND DISCIPLINARY ACTION (DRUGS AND ALCOHOL)**

Possession and/or use of intoxicants, illegal drugs, controlled substances, counterfeit controlled substances, drug paraphernalia and or/instruments on school property or at school sponsored events will result in:

### **FIRST OFFENSE**

- Parents will be notified immediately and the student will be removed from school for the remainder of the day.
- The police and/or juvenile court may be notified of the incident and may conduct an investigation.
- Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
- The nurse or designated school official will be notified and the emergency medical rescue squad called, if necessary.
- The student shall be suspended five (5) days if the student seeks and receives within such five (5) day period an evaluation by a certified alcoholism counselor (CAC), licensed prescriber trained in chemical dependency or a person recommended by the Drug Education Services Coordinator. A written copy from the evaluator will be sent to the school officials including findings and recommendations for the student.

**OR**

- The student shall be suspended for ten (10) days.
- Student and parent(s) will have a readmission conference.
- Education plans and placement will be recommended.

**SECOND AND SUBSEQUENT OFFENSES**

- Parents will be notified immediately and the student will be removed from the school for the remainder of the day.
- The police and/or juvenile court may be notified of the incident and, at their discretion may conduct an investigation.
- Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
- The nurse or designated school official will be notified and the emergency medical rescue squad may be called, if necessary.
- The student shall be suspended for ten (10) days and recommended for expulsion.
- If brought back on an expulsion contract, students will go through an evaluation by a certified alcoholism counselor (CAC), licensed prescriber trained in chemical dependency or a person recommended by the Drug Evaluation Services Coordinator. A written copy from the evaluator will be sent to the school officials including findings and recommendations for the student.
- Student and parent(s) will have a readmission conference.
- Student will attend in-school student support group sessions or attend an equivalent out-of-school program of assistance.
- Parent(s) will be recommended to attend parent support group meetings.

**ELECTRONIC DEVICES**

The possession of cell phones, electronic games, laser pointers, MP3 players, iPads, messaging devices, ear buds, headphones, and other hand-held electronics are not permitted during school hours. All electronic devices must be kept in a student's locker, pocket, or book bag and may not make any noise during the day. Any device, or its carrying case, may not be readily seen on a person, including through clothing. Student use of all electronic devices must be before and after the scheduled school day. Confiscation of the device may occur for violations of this policy. Students may be contacted in an emergency situation through the school's office at 419-984-1180.

**FIRST OFFENSE**

- Electronics confiscated until the end of the day

**SECOND AND SUBSEQUENT OFFENSES**

- Parent pick up of confiscated electronics

Refusal to turn electronics in results in office referral and other consequences. (Extended Detention, BIA Behavior Intervention Assignment, Saturday Detention, OSS Out-of-School Suspension)

- The possession or use of laser pointers is prohibited at any time while on school property. Students are never to bring personal laptop computers into the building because of district systems security and protection concerns.
- Possession may result in the confiscation of the device in its entirety, disciplinary action and parent retrieval of the item at the sole discretion of the administration. The use of electronic devices for illicit or harassing purposes is a serious violation of school rules and state laws and may be handled accordingly.
- Sandusky Middle School does not assume any responsibility for any electronic devices, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged or stolen.

**FIGHTING (IN OR NEAR SCHOOL BUILDING OR AT SCHOOL SPONSORED FUNCTIONS)**

Any student involved in a fight will receive up to ten (10) days suspension from school with a recommendation for expulsion or manifest determination. Parents shall be contacted by phone (when possible) and by letter.

**FIRE EQUIPMENT**

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency. Students caught disturbing any fire equipment will be subject to disciplinary action.

**FOREIGN SUBSTANCES**

Students shall not cause a disruption or obstruction to the school's operation by threat or the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstances of the threat. Parents will be notified immediately and the student will be subject to suspension, expulsion, or manifest determination.

**FORGERY, FALSIFICATION, OR MISSTATEMENT OF FACTS OR OTHER INFORMATION**

Students shall not forge the writing of another or falsely use the name of another person, falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.

### **FRATERNITIES AND SORORITIES**

The words fraternity and sorority should be held to mean only such organizations whose deliberations and activities are secret and discriminatory. According to the Ohio law no pupil in the public schools shall organize, join, or belong to a fraternity or sorority composed or made up of pupils in the public schools.

### **GAMBLING**

Students shall not engage in or promote games of chance by placing of bets, or risk of anything of value.

### **GANGS**

Any student wearing, carrying, or displaying identified gang paraphernalia or exhibiting behavior or gestures which symbolize identified gang membership or causing and/or participating in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student, staff member, or other individual will be due cause for suspension, expulsion or manifest determination. (Ref: Policy JFCEA)

### **HARASSING, HAZING, INTIMIDATING, VIOLENCE WITHIN A DATING RELATIONSHIP, AND/OR BULLYING BEHAVIOR**

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

### **INAPPROPRIATE CONDUCT**

Students shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Violations of this section are subject to disciplinary actions. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

- Occupying any school building or grounds
- Blocking the entrance or exit of any school building or corridor or room
- Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property
- Threats or menacing actions by phone, letter, e-mail, electronic messaging, or other means
- Damaging or destroying any school property
- Disrupting any school-sponsored or related activity, function, or event, on or off school grounds
- Activating or attempting to activate an emergency alarm system in the absence of an emergency
- Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school class, or activity or any lawful meeting or assembly on or off the school property
- Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity
- Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.
- Disrupting a teacher's ability to conduct a class or an extra-curricular or co-curricular by any means
- Use of any electronic device such as: cell phones or similar device. Similar devices may include but not be limited to CD players, MP3 players, laser pointers, radios, DVD players, tape players, electronic games or any device that can interrupt the educational process or that is deemed inappropriate

### **INAPPROPRIATE PHYSICAL AND/OR VERBAL CONDUCT**

Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student, staff member, or other individual.

### **LINE OF SIGHT**

A student's behavior on or off school property will be covered by the Student Code of Conduct as long as the line of sight starts on school property or at a school-sponsored or endorsed event.

### **LOCKERS**

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building. (Ref; Policy JFG)

### **MILD TO MODERATE INSUBORDINATION**

Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, and other appropriate school personnel. Students will be given opportunity to comply with school rules and staff directives. Students who fail to comply will face disciplinary action.

### **MISCONDUCT AWAY FROM SCHOOL**

Students who engage in a physical or verbal assault upon a school employee or other student off school property, including any e-media, at a non-school-sponsored or related activity, function or event, or on school property before or after school hours may be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others. Violations will be due cause for disciplinary actions.

### **PROFANE, VULGAR OR IMPROPER LANGUAGE OR GESTURES**

Students shall not speak or write profane, vulgar, derogatory, demeaning, or other improper or inappropriate gestures or signs. Inappropriate language or gestures directed toward a teacher, other school personnel, or a visitor at any time school related activity will be due cause for disciplinary actions.

### **PUBLIC DISPLAY OF AFFECTION**

Students shall not engage in kissing, embracing or any sexual acts not appropriate to the educational environment. Failure to comply will be due cause for disciplinary action.

### **REMOVAL FROM CLASS**

A student removed from class and referred to the Principal/Assistant Principal's Office for disciplinary reasons shall cause enactment of the following procedures and penalties. Class removal is viewed as a serious disciplinary problem. Every class removal from any staff member will be included in the student's removal total.

### **REPEATED VIOLATIONS**

Students who acquire three (3) suspensions for serious breaches of school policy may have their names submitted to the Superintendent of Schools with the recommendation for review of the case for expulsion. If a severe violation of the school policy occurs, a student may be referred for expulsion following the first or second suspension.

### **REVOCATION OF WORK PERMIT**

Students will be subject to having a work permit (age and schooling certificate) revoked or denied by the Superintendent of the Sandusky City Schools who are absent from school without an acceptable excuse. Students who are not in regular school attendance and have 10 consecutive unexcused absences from school or 15 days unexcused in a semester or term will be subject to having their work permit revoked or denied. The Principal or designee will attach a school attendance report to all work permit requests. Students who are attending school regularly without excessive unexcused absences will receive work permits.

### **SCHOOL BUS CONDUCT**

Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus, including, but not limited to:

- Failing to remain seated
- Throwing objects out of the windows
- Shouting
- Any disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.
- Any behavior that may be detrimental to the safe operation of the bus shall cause immediate removal of the offender.
- Police and/or juvenile court may be notified of any serious incidents and at their discretion, may conduct an investigation.
- Any incidents will be subject to discipline and could include being denied bus riding privileges.
- Student identification cards must be presented upon request for admission to the school bus.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed. The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. (Ref. policy JFCC)

### **SEXUAL HARASSMENT**

Sexual harassment is improper, immoral, illegal, and will not be tolerated. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behaviors include, but are not limited to the following:

- Unwanted sexual advances, including propositioning, repeatedly asking someone for a date after it is clear that the person is not interested.
- Making or threatening reprisal after a negative response to sexual advances.
- Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.



- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.

### **SMOKING, E-CIGARETTES, JUULING, VAPING, OR USE OF TOBACCO PRODUCTS**

The use or possession of tobacco, vaping, or tobacco and other vaping/smoking products, lighters, matches, or other forms of ignition devices in the school building, on the school campus, or at a school-sponsored event is prohibited. Any student who aides or abets smokers, or who withholds information relative to smokers will also be due cause for disciplinary action.

Parents will be notified and a parent conference arranged if so desired. Police and/or juvenile court may be notified of the incident, and the student may be charged with use or possession of tobacco products.

### **SNOWBALLS**

Because of possible physical harm from a misdirected snowball, students shall not throw snowballs on school property. Failure to observe this regulation shall be due cause for disciplinary action.

### **SOCIAL MEDIA**

Inappropriate remarks, texts, posts, pictures, videos, etc. that are directed at or about school personnel, students, parents, community members are subject to our code of conduct regardless of when and where the online commentary was created and disseminated. Additionally, all social media postings are subject to possible criminal charges as pursuant to established law.

### **TARDINESS**

A student is tardy (T) to school if not in his/her homeroom seat when the 8:25 a.m. bell rings. A student is tardy for class (CT) if he/she is not in his/her classroom seat at the ringing of the tardy bell. The teacher will note this on the official tardy notice. Any class tardy exceeding 10 minutes will be considered class truancy.

If a child is tardy due to a scheduled health related appointment, his/her tardiness will be considered excused if the school is contacted by the parent prior to the appointment and the child returns with a signed excuse provided by medical personnel following the appointment. No penalties will be given for excused tardies.

### **PENALTIES FOR SCHOOL TARDIES**

|     |         |  |
|-----|---------|--|
| 1-4 | Tardies | No penalty – (These may be given to cover those cases of power failure, car trouble, etc.) |
| 5   | Tardies | Administrative Detention   |
| 10  | Tardies | Extended Detention and letter home   |
| 15+ | Tardies | Saturday School - Notification to Juvenile Court Attendance Officer                        |

### **PENALTIES FOR CLASS TARDIES**

|       |         |  |
|-------|---------|--|
| 5-10  | Tardies | Team Detention Team Phone call                                     |
| 11-15 | Tardies | Saturday School –Team meeting with parent                          |
| 15-20 | Tardies | 2 days BIA   |
| 20+   | Tardies | Parent meeting with administration and class escort plan developed |

Continued school tardiness will be cause for administrative review and further action on an individual basis. Tardies to school could include further court contact and possible filing of criminal charges. (Ohio Revised Code Sections 3321.19, 3321.30) Continued class tardiness will be cause for administrative review and further action on an individual basis. If a student is significantly late with no pass, he/she will be given a UA for the period and penalized accordingly. **Penalty for infractions will be applied as determined by the principal, teacher, and/or network administrator. Penalties may include suspension or expulsion.** Students receiving the loss of privileges penalty will have their account/computer privileges revoked during the penalty period. Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times. Notification to parents may be made for any penalty.

### **THEFT, UNAUTHORIZED REMOVAL, DAMAGE, OR DESTRUCTION OF SCHOOL PROPERTY OR PRIVATE PROPERTY**

Students shall not cause or attempt to cause damage to school property or private property of students, teachers, school personnel or other persons. Students shall not steal or attempt to steal school property or private property or engage or attempt to engage in or participate in the unauthorized removal of school property or private property. Failure to comply will be due cause for discipline and criminal charges may also be filed.

### **TRESPASSING**

Students shall not enter upon school grounds or premise of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate. Students already under suspension, expulsion, or emergency removal shall not enter the grounds or premises of the students' regularly assigned or other school buildings without the express permission of the principal. Violation will be due cause for suspension or expulsion. Criminal charges may also be filed.

## **TRUANCY**

Truancy shall be considered any unauthorized absence from school, homeroom, class, or lunch period. Any unauthorized absence (UA) shall be due cause for discipline. A student who is truant and/or left the building during any period is subject to disciplinary action. Continual truancy will result in further disciplinary action. **Please refer to Page 37 for Truancy policies.**

## **WEAPONS, LOOK-ALIKE WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES**

Students shall not use, possess, handle, transmit, purchase, attempt to purchase, sell, attempt to sell, or conceal any object that can be classified as a weapon, look-alike weapon, or dangerous instrument.

Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions. Any violation of this section will cause an immediate suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

## **CORRECTIVE ACTIONS**

### **DETENTION**

Detention assigned by the Principal, Assistant Principal, or Dean of Students for any infraction of school policy will be served at the rate of one detention per day. Failure to appear for an assigned detention will be cause for parental notification. On the second failure to report to detention, a student shall receive a B.I.A. (Behavior Intervention Assignment), Saturday School or extended detention. Detention assigned by a teacher will be served in the teacher's respective classroom or study hall with the amount of time to be determined by the teacher. Detention not served with the teacher will be sent to the assistant principal and doubled.

### **SATURDAY SCHOOL**

Saturday School may be assigned as an alternative to a Behavior Intervention Assignment for the following policy violations: truancy, tardiness, smoking, detention misses, profanity towards students, and inappropriate behavior. Saturday School assigned by the principal, assistant principal, or Dean of Students for infraction of school policies will be served at the rate of three and one-half hours per day (8:00 a.m. - 11:30 a.m.). There will be a limit of five occasions per semester upon which a Saturday School may be assigned. Students are to be prepared with assignments prior to entering each session.

Assignments must be lengthy enough to keep the student engaged in study for three and one-half hours. Resources and information packets will also be available for students, based on the type of infraction that caused the student to be in violation of school policy. Failure to attend or removal from Saturday School will result in a three day Behavior Intervention Assignment. In the event that BIA is at capacity, a three day out-of-school intervention may be assigned, with the appropriate information packet provided. All requests to delay Saturday School must be granted by the principal or assistant principal prior to 3:00 p.m. on the Friday before the designated starting date.

When the alleged misconduct becomes known, the student shall be given written notice of the intention of Saturday School Assignment as an option to a Behavior Intervention Assignment and the reasons for such action by the superintendent or principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible Saturday School Assignment or otherwise explain his/her actions.

Within twenty-four (24) hours after the time of a student's Saturday School Assignment, the superintendent or principal shall send written notice of the Saturday School Assignment to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall specify the Saturday School Assignment and the reasons. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the Saturday School Assignment to the Board of Education or its designee within 10 calendar days of the Saturday School Assignment in order to be heard against the assignment, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the Saturday School Assignment and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or for removal from extra-curricular or co-curricular activities. The following rules and regulations will be in effect regarding Saturday School:

- Students will be given the opportunity to complete regular class work while assigned to the Saturday School room. Credit for completed assignments will be issued by a regular classroom teacher.
- Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the Saturday School.
- Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the Saturday School.
- Students assigned to the Saturday School program are expected to bring all items necessary for the entire morning including textbooks and materials.

- Students serving Saturday School will be expected to show complete respect for all school personnel and school rules and regulations. Failure to do so will be due cause for removal.
- The supervisor will permit a restroom break at 9:45 a.m.
- There will be no sleeping, laying of head on desk, talking, passing notes, noisemaking (verbally, tapping feet, humming, gestures), eating or drinking.
- Students must finish their assignments.

### **BEHAVIOR INTERVENTION ASSIGNMENT (B.I.A.)**

Behavior Intervention Assignment will be the temporary placement of a student to a special temporary placement outside of the classroom within the school for disciplinary purposes. Students will be assigned to a Behavior Intervention Assignment for excessive tardiness, truancy, smoking, not attending Saturday School, and some forms of insubordination, other than those listed elsewhere in the handbook. The following rules and regulations will be in effect regarding Behavior Intervention Assignments:

- Behavior Intervention Assignment will be held for Sandusky Middle School at regular school hours. Students are to remain in the B.I.A. room all day. Students may not participate in any regular, extra-curricular or co-curricular school activities before, during, or after school. **They must leave the school property immediately upon dismissal.**
- Students will be given the opportunity to complete regular class work while assigned to the B.I.A. room. Credit for completed assignments will be issued by a regular classroom teacher.
- Refusal to accept any academic, supplemental or remedial work will be grounds for further consequences.
- Any work assigned during the B.I.A. program and not finished during the placement will not be considered for credit.
- Students assigned for the B.I.A. program are expected to bring all items necessary for the entire school day including textbooks and materials for respective classes.
- Restroom and lunchroom privileges will be given by the B.I.A. supervisor and will not be during the regular change of classes.
- Students must be present in the B.I.A. room for the number of days assigned before they will be re-admitted to the regular school program. Absence does not count as a day of B.I.A. Absent days will be made up in the B.I.A. room upon return of the student.
- Students serving a B.I.A. will be expected to show complete respect for all school personnel and school rules and regulations. Failure to do so will be due cause for removal of the B.I.A. privilege.
- Any student unwilling to serve a Behavior Intervention Assignment will receive double the days as an out of school suspension. There will be no make-up privilege in these cases.
- Any student removed from the B.I.A. program will have the remaining days doubled and be sent home.
- There will be no sleeping, laying of head on desk, talking, passing notes, noisemaking (verbally, tapping feet, humming, gestures), eating or drinking.
- The school dress code applies in B.I.A. If not in dress code, your days in B.I.A. will not be counted toward the original consequence for the infraction of the Student Code of Conduct.
- Inclement weather/calamity days do not count as days served in B.I.A.
- Students will be allowed to makeup tests during a period equal to the number of days of a B.I.A.
- Repeat offenders of B.I.A, meaning more than 3 times assigned B.I.A, will be suspended out of school upon your first removal from B.I.A.

### **DISCIPLINARY REMOVAL**

A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or school rules and regulations. A student may be removed from an extra-curricular or co-curricular activity in which he/she has been accepted or qualified for membership where the student engages in conduct which tends to interfere with or disrupt the extra-curricular or co-curricular activity or where the student violates the rules or regulations which govern participation in the extra-curricular or co-curricular activity.

This action is less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or from participation in an extra-curricular or co-curricular activity. No disciplinary removal may extend beyond five (5) school days

### **EMERGENCY REMOVAL**

This is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding twenty-four (24) hours, of permission to attend school and to take part in any school function.

When circumstances are such that a student's continuing presence in school pending completion of the procedures set forth under Suspensions and Expulsions is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classrooms or elsewhere, on the school premises or at school-sponsored or related activities or events, the superintendent or principal or assistant principal may remove a student from curricular, extra-curricular or co-curricular activities or from the school premises, without complying with the notice and hearing requirements of Suspensions and curricular activities or from the school premises, without complying with the notice and hearing requirements of Suspensions and

Expulsions. In like circumstances, a teacher may remove a pupil from curricular, extra-curricular or co-curricular activities under his/her supervision, without complying with the notice and hearing requirements of Suspensions and Expulsions. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the principal

If a student is removed under Emergency Removals, written notice of the reasons for the removal shall be given to the student in a timely manner. The hearing must be held within twenty-four (24) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedures set forth under Suspensions, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth under Expulsions, except that the hearing shall be held within twenty-four (24) hours of the initial removal. The school official, who ordered, caused or requested the student's removal under this article shall be present at the hearing. This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension, expulsion, or for removal from extra-curricular or co-curricular activities.

### **HOME REFERRAL**

A student may be sent home as a result of a breach of school policy. The home will be contacted and the student will remain in the home until the parent(s) confer with the school and the problem is satisfactorily resolved.

### **SUSPENSION**

A suspension is defined as the denial to a student for a school period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function. A suspension will be the temporary assignment of a student to his/her home for disciplinary purposes. While on suspension the student may not be on any school property without prior permission. Participation in any regular, extra-curricular or co-curricular school activity before, during, or after school is prohibited.

When the alleged misconduct becomes known, the student shall be given written notice of the intention of suspension and the reasons for such action by the superintendent or principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible suspension or otherwise explain his/her actions.

Within twenty-four (24) hours after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the suspension and the reasons. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the suspension to the Board of Education or its designee within 10 calendar days of the suspension in order to be heard against the suspension, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or for removal from extra-curricular or co-curricular activities. Students may be assigned a suspension for directing profanity at visitors or school personnel, fighting, theft, intoxication, possession of alcohol or drugs, sale of drugs, possession of a weapon, extreme acts of vandalism, some forms of insubordination, and any act which threatens the well-being of students or staff.

To receive credit for assignments given during suspension, students will be given a time frame not to exceed 3 days upon return to complete make-up work. This includes all tests and quizzes. Students are obligated to contact their teachers and/or guidance office to obtain assignments to complete during out-of-school-suspension (OSS.)

### **EXPULSION**

Expulsion is defined as the denial to the student to attend school and school-sponsored activities, for a period exceeding ten (10) school days. Permission to attend school and to take part in any school function or the denial of permission to attend a particular class or classes or to take part in any activity for such a period. The Superintendent of Schools may expel a pupil from school for a period up to 80 days or one semester (Senate Bill 51, October 29, 1991). If, at the time an expulsion is imposed, there are fewer than 80 days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

Prior to any expulsion, the superintendent or his designee shall give the student and his/her parent, guardian, or custodian written notice of intention to expel and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the superintendent or his designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, notification of the time and place to appear.

The time to appear should not be earlier than three (3) nor later than five (5) school days after the notice is given unless the superintendent grants an extension of time at the request of the student or his/her parent, guardian, custodian, or representative of the new time and place to appear.

Within twenty-four (24) hours after the time of any expulsion, the superintendent shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the

reasons therefore. It also shall include notification of the right of the pupil, or his/her parent, guardian, or custodian to appeal expulsion to the Board of Education or its designee within 10 calendar days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to expulsion or for removal from extra-curricular or co-curricular activities.

### **CONDUCT RULES FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

If extra-curricular and co-curricular activities are to be a valuable part of the educational process, then as in the operation of the school, there must be rules and regulations to govern the conduct of the students participating in these activities. The Sandusky City Schools regard extra-curricular and co-curricular activities as a **privilege**, not a right; therefore certain rules must be followed.

The students who represent Sandusky City Schools have chosen to make a commitment to their respective programs and they have a responsibility to meet these commitments. In order to aid our students in maintaining an optimum performance level and so that there can be consistency throughout the many programs; the following policies have been developed. These rules are to be in effect and enforced the entire year (12 months).

#### **USE OF DRUGS OR ALCOHOL**

No student will possess, transmit or use drugs or alcohol, in any form, or have them in his/her possession. This shall include "look-alike drugs" and drug paraphernalia.

- The first violation will result in a denial of participation from 20% of the regularly scheduled contests or length of program for that activity. Where a fraction results, the number will be moved up to the next whole number. The denial of participation will begin the day the violation becomes a matter of record. If less than 20% of the contests or program remain, the percentage shall be recalculated and applied toward the next program or sports season in which the student participates. The principal shall determine the extent of participation in regard to practices, meetings, or post-season activities, after considering input from the athletic director or advisor for extra-curricular or co-curricular activities.
- The second violation will result in a complete denial of participation for a period of 90 school days. The denial of participation will begin the day the violation becomes a matter of record. The student may not return to any extra-curricular or co-curricular activity until he/she completes a certified drug and alcohol assessment and follows the assessment recommendations. Failure to follow the assessment recommendations will result in further denial of participation until the recommendations are followed.
- The third violation will result in a complete denial of participation through graduation.

#### **USE OF TOBACCO PRODUCTS**

No student will possess, transmit or use tobacco, in any form, or have it in his/her possession.

- The first violation will result in a denial of participation from 10% of the regularly scheduled contests or length of program for that activity. Where a fraction results, the number will be moved up to the next whole number. The denial of participation will begin the day the violation becomes a matter of record. If less than 10% of the contests or program remain, the percentage shall be recalculated and applied toward the next program or sports season in which the student participates. The principal shall determine the extent of participation in regard to practices, meetings, or post-season activities, after considering input from the athletic director or advisor for extra-curricular or co-curricular activities.
- The second violation will result in a complete denial of participation for a period of 45 school days. The denial of participation will begin the day the violation becomes a matter of record. The student may not return to any extra-curricular or co-curricular activity until he/she attends meetings (minimum of four hours total time) dealing with the dangers of the use of tobacco. The principal shall determine the acceptability of the program.
- The third violation will result in a complete denial of participation for one full calendar year.

**All other behavior unbecoming of a Sandusky student** such as insubordination toward the coach(s), director(s), advisor(s), and official(s), unsportsmanlike conduct, profane/inappropriate language, obscene gestures, etc., may result in a denial of participation in all activities or a specific activity for a portion of the year/season, as determined by the building principal.

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

- The Sandusky Schools provide students with the opportunity to broaden their learning through co-curricular (curricular related) activities. A co-curricular activity may be for credit, required for a particular course, and/or contain school subject matter.
- The school has many authorized student groups. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.
- Participation in extra-curricular activities is a privilege, not a right. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.
- All students are permitted to participate in the activities of their choosing, as long as they meet the academic eligibility requirements. These requirements are not less than the requirements for student athletes as passed by the Ohio High School Athletic Association and are adopted by the Sandusky Board of Education.

### **MIDDLE SCHOOL ATHLETIC ELIGIBILITY**

A student is not eligible to participate in interscholastic athletics if he or she receives more than one failing grade for any class or course in the school district's graded course of study for the previous grading period. In addition to academic eligibility, a student must be in good standing as to conduct and discipline to be able to participate in athletics.

### **ATHLETIC EQUIPMENT**

All athletes will be responsible for the care of and return of any equipment issued in the student's name during a sport season. Failure to return all equipment issued at the conclusion of a sport season shall cause the termination of any athletic practice or participation in a school-sponsored activity until the equipment is returned or paid in full.

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and the non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Youth gangs are not permitted. Gangs are characterized by secret or exclusive membership and unlawful or anti-social behavior that threatens the welfare of others. If a student is suspected of being a member of a gang, his/her parents will be contacted, proper authorities will be notified, parents will be held liable for any damages or vandalism and disciplinary measures including suspension and expulsion may be applied.

Non-district-sponsored organizations may not use the name of the school or school mascot.

### **NON-SCHOOL-SPONSORED PUBLICATIONS**

The distribution of such publications as to when and where, does come under the jurisdiction of the principal and must have his prior approval. It is appropriate to mention that slanderous articles or statements could be due cause for legal and/or school disciplinary action against the authors or editors.

### **CONDUCT OF STUDENTS REPRESENTING THE SCHOOL**

The Sandusky Board of Education recognizes the value of extra-curricular and co-curricular activities in the education process and the values that young people develop when they have an opportunity to participate in an organized activity outside of the traditional classroom. The Board of Education regards the participation in any extra-curricular or co-curricular activity as a privilege. Students involved in board approved activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom.

The board further expects each student who chooses to participate in extra-curricular or co-curricular activities to demonstrate a high level of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of their involvement in the community.

Therefore, as provided for in Ohio Revised Code Section 3313.664, the Board of Education authorizes the building principal to deny a student from participating in all extra-curricular or co-curricular activities for the following:

- Violations of the Student Code of Conduct.
- Violations of established athletic training rules or rules of the school organization that the student is a member.
- Failure to meet academic standards as established by the Board of Education.
- For conduct that demonstrates lack of character, integrity, or ethics and/or conduct that may bring discredit to the school or its programs. (i.e. criminal charges for any felony or serious misdemeanor)
- For behavior which indicates that a student's further participation in any activity that may represent a threat to the safety and/or well-being of other students and/or staff.

A denial of participation may be invoked for student conduct that occurs at school and/or a school related activity and/or for conduct outside the school day and/or off school property during the entire year (**12 months**). The length of denial of participation from extra-curricular or co-curricular activities may be from (1) one day to a full calendar year. The exact length of the denial of participation shall be determined by the building principal.

This determination shall be based upon such factors as the severity of the misconduct, the frequency of a student's involvement in other situations involving misconduct, concern for the safety of other students and/or staff members, concern for the reputation of the school and or the extra-curricular or co-curricular program(s) the student is associated with, and/or other factors that may be deemed relevant by the principal. A denial of participation, as used in this policy, relates only to extra-curricular or co-curricular activities and does not relate to the removal of a student from the school district's educational program.

**NOTICE OF NON-DISCRIMINATION**

**Title VI, Title IX, Section 504, Ohio Department of Education**

The Sandusky City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's nondiscrimination policies:

Chief of Staff & District Transformation Officer  
407 Decatur Street, Sandusky, OH 44870-2442  
419-626-6940 or dmuratori@scsbluestreaks.net.

Chief of Staff & District Transformation Officer may refer some matters related to students with disabilities to the Director of Student Services, 407 Decatur Street, Sandusky, Ohio 44870, who can also provide information concerning placement and services for students with disabilities under Ohio Department of Education, Section 504.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

# Sandusky Middle School PBIS Expectations

## Positive Behavior Intervention Supports



**Earning Points:** Every student at Sandusky Middle School will have an opportunity to earn PBIS Reward points each day. Students can earn points for completing the appropriate and assigned tasks throughout the school day.

**Voice Levels:** At Sandusky Middle School, we want students to use the appropriate voice level in the right setting. There are five voice levels used at Sandusky Middle School.

**Level 0:** Level zero means absolutely **NO Talking** at any time for any reason unless given permission by a SMS staff member.

**Level 1:** This is a **Soft Voice** or whisper.

**Level 2:** **Table Talk** or conversation only to be heard by the people around you.

**Level 3:** **A Strong Presentation Voice**, but not a screaming or yelling. Only to be used when directed.

**Level 4:** **Outside Only Voice**, never used in the school building or during an outside drill.



# Sandusky Middle School PBIS Expectations Matrix

| Expectations<br>Steps to<br>Blue Streak<br>Success | Classroom<br><b>Level 0-3</b>  | Breakfast/<br>Lunch<br><b>Level 0-2</b>  | Restroom<br><b>Level 0-1</b>   | Hallways<br><b>Level 0-2</b>  | Buses<br><b>Level 0-1</b>   | Arrival/<br>Dismissal<br><b>Level 0-2</b>   | Assembly<br><b>Level 0-2</b>  | Office<br><b>Level 0-1</b>   |
|--|--|--|--|---|---|---|---|--|
| <b>Be<br/>Ready</b>                                | Go to your assigned location.<br><br>Bring all your materials for class.<br><br>Be on-time to class.<br><br>Come to class with materials organized                                       | Wait for your turn.<br><br>Get what you need the first time.<br><br>Raise Hand and wait for adult                      | Report any incidents.<br><br>Ask an adult to use restroom.<br><br>Use your team/class restroom pass.   | Use walking feet only.<br><br>Walk on the right side of the hallway.<br><br>Get to your class on-time.  | Enter and exit safely.<br><br>Go to assigned seat.<br><br>Report any incidents.   | Enter and exit safely.<br><br>Report to assigned area and use appropriate door.<br><br>Report any incidents.  | Watch for school signal.<br><br>Stay in assigned area and in your seat.<br><br>Get to level <b>ZERO</b> after school signal.                                  | Have a pass.<br><br>Complete assigned tasks.   |
| <b>Be<br/>Responsible</b>                          | Participate in class.<br><br>Listen actively.<br><br>Stay in your assigned location.<br><br>Complete assignments and tasks.  | Stay in assigned area.<br><br>Clean up after yourself. Place garbage in cans.<br><br>Keep food in the cafeteria.       | Do your business.<br><br>Flush toilet<br><br>Wash hands.<br><br>Place trash in appropriate receptacles.  | Go straight to your destination.<br><br>Keep lockers organized<br><br>Help keep hallways clear of garbage.                                    | Sit in seat properly.<br><br>Keep your body & belongings inside the bus.<br><br>Report emergencies to bus driver.                     | Stay in assigned area.<br><br>Get to class on time.<br><br>Bring all your belongings to class and home.   | Keep floors clear.<br><br>Listen and watch speaker.<br><br>Feet on the floor.   | Stay in assigned area quietly.<br><br>Go directly to the office.<br><br>Follow correct procedures.   |
| <b>Be<br/>Respectful</b>                           | Follow adult directions.<br><br>Raise your hand and wait to be called on.<br><br>Use school appropriate language.<br><br>Keep hands, feet & objects to yourself and off others property. | Follow adult directions.<br><br>Be polite to everyone.<br><br>Keep food on your tray.<br><br>Keep the cafeteria clear. | Respect the privacy of others.<br><br>Keep the facilities clean and clear.<br><br>Wait your turn.<br><br>Keep hands and feet to yourself.<br><br>Respect the property of the bathroom. | Keep hands & feet to yourself and others property.<br><br>Maintain your personal space.<br><br>Listen to adults in hallway.<br><br>Be patient | Follow adult directions.<br><br>Wait in line.<br><br>Stay in seat<br><br>Use school appropriate language.<br><br>Be polite to driver. | Follow adult directions.<br><br>Start and end your day with a positive attitude.<br><br>Keep hands and feet to yourself and off others property.<br><br>Ask an adult for permission to to be excused. | Follow adult directions.<br><br>Use school appropriate language.<br><br>Keep hands and feet to yourself and others property.<br><br>Be an attentive audience. | Waiting patiently for your turn.<br><br>Following adult directions.<br><br>Listen to the adult<br><br>Sit quietly.<br><br>Keep hands and feet to yourself and others property. |

**Sandusky Middle School Hall Passes 1<sup>st</sup> Semester**

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**Sandusky Middle School Hall Passes 2nd Semester**

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