

**McCormick  
Junior High School**



*Student–Parent Handbook  
2021-2022*

2021-2022  
McCormick Junior High School

*“Committed to Academic Excellence”*

McCormick Junior High School  
325 Ohio Street  
Huron, Ohio  
(419) 433-1234 ext. 2

School Office Open.....7:00 A.M. - 3:25 P.M.

Mr. Chad Carter.....PRINCIPAL

Mrs. Kristi Taraschke.....SCHOOL COUNSELOR

**FORWARD**

The staff and administration of McCormick Junior High School extend a warm welcome to each of our new and returning students. It is our intention to work with you and to do everything possible to help you in your educational pursuits. The entire MJHS staff stands ready to help you with quality instruction, encouragement, support, and guidance.

We ask you to put forth your best efforts in learning. When your effort is combined with the best efforts of our staff and your parents, you will gain the knowledge and skills necessary in order for you to create a promising future and to control your own destiny.

We also encourage you to become involved in any of our many school activities. Such involvement will make your time with us more enjoyable.

The purpose of this handbook is to provide you with easily accessible information about the junior high school. If you have any questions, concerns, or problems about the information in this handbook or about any related issue, do not hesitate to contact us.

Chad Carter

## 2021-2022 CALENDAR

August	23	Open House 7-8:30pm
August	25	First Day of School
September	6	Labor Day- No School
September	28	Parent-Teacher Conferences 3-6pm
October	6	Parent-Teacher Conferences 3-7pm
October	8	Teacher In-Service- No School
October	29	End of First Quarter
November	1	First Day of Second Quarter
November	5	Report Cards Send Home
November	24-26	Thanksgiving Break- No School
December	1	2-Hour Delay
December	22	Winter Break Begins- No School
January	3	School Resumes
January	14	End of Second Quarter
January	17	MLK Day- No School
January	18	First Day of Third Quarter
January	21	Report Cards Send Home
February	2	2-Hour Delay
February	18	Conference Comp. Day- No School
February	21	Presidents' Day- No School
February	22	Parent-Teacher Conferences 3-6pm
March	2	2-Hour Delay
March	3	Parent-Teacher Conferences 3-7pm
March	14-18	Spring Break Begins- No School
April	1	End of Third Quarter
April	4	First Day of Fourth Quarter
April	8	Report Cards Send Home
April	15	No School
April	18	No School
May	30	Memorial Day- No School
June	2	Last Student Day
June	10	Report Cards Mailed Home

## DAILY BELL SCHEDULE

Students may enter the building and go to the gym/auditorium.	7:00am - 7:20am
Students may enter the hallways and go to lockers.	7:20am - 7:27am
Morning warning bell will sound.	7:24am
Period 1	7:27am - 8:26am
Period 2	8:29am - 9:10am
Period 3	9:13am - 9:54am
Period 4	9:57am - 10:38am
Period 5	10:41am - 11:22am
Period 6 (Lunches and Study Halls)	11:25am – 12:28pm
Period 7	12:31pm - 1:12pm
Period 8	1:15pm – 1:56pm
Period 9	1:59pm - 2:40pm
Dismissal	2:40pm
All students exit building.	2:45pm

## HANDBOOK GUIDE TABLE OF CONTENTS

A.	Philosophy, Policy, Staff.....	3
B.	Attendance.....	9-12
C.	Student Behavior, Right and Responsibility.....	13-24
D.	Academic & Guidance Information.....	24-30
E.	Miscellaneous.....	30-33
F.	Library Procedure.....	33-34
G.	School Activities.....	34-41

The policies and regulations contained in the Handbook Guide were approved and adopted by the Huron Board of Education and carry legal status as determined by state statute.

### **A. PHILOSOPHY, POLICY, STAFF**

#### **MCCORMICK JUNIOR HIGH SCHOOL'S MISSION STATEMENT**

The mission of McCormick Junior High School, a school committed to academic excellence, is to guarantee that all students will reach their maximum potential, to be lifelong learners who succeed in a global society by ensuring a dedicated staff, an enriched environment, and a comprehensive and innovative curriculum in partnership with our community.

#### **MCCORMICK JUNIOR HIGH SCHOOL PHILOSOPHY**

The junior high school students are unique. This uniqueness is manifested in a diversity of characteristics which can vary to the extreme on a daily basis. Emotionally, the student is insecure because he or she is in the transition period of becoming less dependent upon adults. He or she is becoming better at dealing with the abstract, but is still more comfortable in dealing with the practical and concrete. Physically, his or her body is undergoing rapid changes, which often result in restless or active behavior. Socially, a process is taking place in which he or she is going from self-centered to a socially centered group member. Peer pressure and acceptance by peers are of prime importance at this time.

The junior high school must be flexible enough to meet the wide variations of its students. This is done by providing a program of broadly based exploratory and creative experiences along with ensuring a firm foundation in the basic skills of reading,

composition, mathematics, science, and social studies that are essential for continued success in education. The program must be developmental with a curriculum based on a balance between practical and abstract courses and on continuous progress. The structure of the junior high provides a departmentalized program in the seventh and eighth grades. Emotional and social needs are met through the academics as well as extra- and co-curricular programs. Emphasis is placed upon preparing the students to make accurate judgments and correct decisions with the ever-changing environmental condition.

Some of the most important lessons education should teach are self discipline, self respect, self control, dependability, orderliness and efficiency. While they do not appear as courses in the curriculum or grades on a report card, they underlie the entire educational process.

## **DISCRIMINATION POLICIES**

“The Huron City School District gives notice that it does not discriminate on the basis of sex, race, color, national origin, religion, handicap, or age in its educational programs, activities, admission practices, or employment policies.”

To carry out these policy statements, the following persons and office shall be responsible for compliance within the designated areas:

### **TITLE IX COORDINATOR**

*(non-discrimination on the basis of sex)*

Mr. Mark Dougherty  
Woodlands Intermediate School  
(419) 433-1234 ext. 3002

### **TITLE VI COORDINATOR**

*(non-discrimination on the basis of race)*

Mr. John Ruf  
Huron Board of Education Office  
(419) 433-1234 ext. 5000

### **SECTION 504 COORDINATOR**

*(Non-discrimination on the basis of disability)*

Mrs. Holly Charville  
Huron Board of Education Office  
(419) 433-1234 ext. 5006

Questions or requests for information should be directed to the appropriate person.

## **SEXUAL HARASSMENT POLICY**

McCormick Junior High School recognizes that a student’s right to freedom from discrimination includes the opportunity to learn and participate in an educational environment free of sexual harassment. Sexually offensive speech and/or conduct are wholly inappropriate and will not be tolerated in any form.

## **BULLYING POLICY**

Bullying behavior by any student in the Huron Public Schools is strictly prohibited, and such conduct will result in disciplinary action. This action will be consistent, predictable and escalating with each offense. Suspension and/or expulsion from school may be included. Bullying is defined as being any overt acts by a student or group of students directed against another student/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Bullying means any written, verbal and/or physical act taking place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

Students and parents may file written or verbal reports concerning suspected bullying behavior. These complaints should be directed to the building principal or assistant principal and they will be reviewed in a timely manner. This may also be achieved using a computer utilizing the school district’s web site anonymously or using the anonymous note/letter box located in each building.

A copy of the complete Bullying Policy maybe found on our website, [www.huronhs.com](http://www.huronhs.com), or obtained in any building office.

## **HAZING POLICY**

This policy has been adopted by the Huron City School Board to maintain a safe learning environment for students that is free from hazing. The Huron City Schools shall not tolerate any hazing of students and prohibits hazing at all times.

1. Definition. Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly causes or creates a substantial risk of causing the physical or mental health, harm to any student or another person. Such conduct includes whipping; beating; branding; forces consumption of any food, liquor, beverage, drug, or other substance; or any physical health or safety of any student or other person, or that subjects such student or other person to substantial mental stress, including deprivation of sleep or rest or extended isolations.

2. Staff's responsibilities. Teachers, administrators, volunteers, contractors, and other district employees shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the school principal immediately. Teachers, coaches, administrators, volunteers, contractors, and other district employees shall not plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing.

3. Where and when policy applies. This policy applies to behavior that occurs on or off school property and during and after school hours.

4. Formal reporting procedure. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school principal, or the superintendent.

5. Informal reporting. Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with a principal, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy are required to report the incident to the principal or superintendent. Staff members who have concern about possible hazing behavior are encouraged to talk with a principal, teacher, coach, or advisor. The district intends to use this informal reporting procedure to try to stop hazing, not to determine intent or blame.

6. School district investigation. Upon receipt of a formal complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed as soon as possible and a report will be filed with the superintendent within fifteen (15) days of completion of the investigation.

7. Discipline. The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or their district employee who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

## **FERPA – CONFIDENTIALITY POLICY**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that schools, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from your child's education records. However, schools may disclose appropriately designated "directory information" without written consent, unless the parent has advised the school in writing to the contrary. The

primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- \* A playbill, showing your student's role in a drama or musical production;
- \* The annual yearbook;
- \* Honor and merit rolls or other similar recognition lists;
- \* Graduation, activity, club, and banquet programs;
- \* The morning school announcements; and
- \* Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings, publish yearbooks, or take the school pictures. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless the parent has advised the LEA in writing that the parent does not want the child/student's information disclosed without the parent's written prior consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the school by the end of the first week of classes. The school has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- \* Student's name;
- \* Participation in officially recognized school activities and sports;
- \* Address;
- \* Telephone listings;
- \* Weight, height, and grade of athletic teams;
- \* Electronic mail address;
- \* Degrees, honors, and awards received;
- \* Major field of study;
- \* Dates of attendance;
- \* Grade Level; and
- \* The most recent educational institution attended.

The release of photographs will be addressed via a Minor Photo Release Form, which will be sent home to the parents at the beginning of the school year.

(Legal sources for the above are: Section 9528 of the ESEA (20 USC 7908) as amended by the No Child Left Behind Act of 2001 (PL 107-110), the education bill, and 10 USC 503, as amended.)



## **GIFTED EDUCATION**

Huron City School District follows the March 2008 “Operating Standards for Identifying and Serving Gifted Students” and has an approved plan on file with the Ohio Department of Education.

There are two opportunities each year for assessment to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts. Referrals for assessment are accepted on an on-going basis using the process outlined in the “Information for Parents and Notice to Parents” brochures available at the district offices. This brochure also explains the withdrawal procedures and the process for appeals.

- The *District Policy and Plan for the Identification of Children Who Are Gifted* describes the eligibility criteria, the identification plan, and the appeals process allowable by HB282; and
- The *Notice for Parents - Assessment Instruments Used for Gifted Identification* lists the instruments accepted by the Ohio Department of Education for both screening and identification.

Students identified as gifted need differentiated curriculum and instruction through a continuum of services. Examples of such services may include large group instruction, subject acceleration, early entrance, small group instruction, honors courses, and dual enrollment opportunities. For further information regarding gifted identification, contact the appropriate building principal or the Director of Gifted Education.

## **INTENT TO INFORM NOTICE**

Huron City Schools participates in the Community Alternative Funding System (CAFS). CAFS is a federally funded reimbursement program. We use a third-party billing agency to submit CAFS claims. The agency, WESwurd, LLC, is owned and operated by Susan Bollin and is located at P.O. Box 105, Holland, Ohio 43528. WESwurd is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with WESwurd: Student’s name, date of birth, social security number, district of residence, school of attendance and professional services documentation. Professional services include screenings and assessments to determine eligibility for and provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, work study, case management and psychological evaluations. The provision of services may include: time child is serviced, treatment goals and progress or outcome noted.

It is your right to deny access to personally identifiable information or to revoke the use of it for purposes of CAFS billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of WESwurd’s privacy policy are available upon request. All requests should be made in writing and mailed to Susan Bollin, CAFS Coordinator, P.O. Box 105, Holland, Ohio 43528.

**SCHOOL DIRECTORY  
BOARD OF EDUCATION.**

**HURON CITY SCHOOL DISTRICT**

Ms. Donna Green	
Mr. John Jones	
Mrs. Jody Mast	Vice-President
Mr. Scott Slocum	
Mr. Paul Ward	President

**CENTRAL OFFICE ADMINISTRATION.**

**HURON CITY SCHOOL DISTRICT**

Mr. John Ruf	Superintendent
Mrs. Holly Charville	Director of Special Education
Mrs. Kathy Knight	Psychologist
Dr. Julie McDonald	Curriculum Director
Ms. Randy Drewyor	Treasurer
Mrs. Zielske	Operation's Director

**ADMINISTRATION & FACULTY MCCORMICK JUNIOR HIGH SCHOOL**

Ms. Amy Brown	Language Arts
Mr. Steve Camella	District Athletic Director
Mr. Chad Carter	Principal
Mr. Scott Demos	Mathematics
Ms. Taylor Dunn	Project Lead The Way
Ms. Candice Fletcher	Intervention Specialist
Mr. Josh Haplea	Art
Ms. Adaliene Jackson	Vocal Music
Mr. Robert James	Physical Education
Mrs. Leah Lacrosse	Science
Mr. Michael Lemponen	Health
Mr. Keith Lobsinger	School Resource Officer
Mr. James Maleksi	Social Studies
Mr. James Roth	Intervention Specialist
Mrs. Sherry Rowen	Language Arts
Mr. Wes Sellers	Science
Mrs. Christine Scherley	Instrumental Music
Mr. Cory Schoenherr	Social Studies
Mrs. Shannon Smith	Language Arts
Mr. Jordan Stutzman	Vocal Music
Mrs. Kristi Taraschke	School Counselor
Mrs. Chesley Tomson	Speech & Hearing Therapist
Mrs. Amy Wennes	Mathematics

**SUPPORT STAFF**

Mrs. Kelly Franks	Secretary
Ms. Laura Havice	Assistant Cook
Mr. Dan Johnson	Head Cook
Mr. Dave Lehrer	Custodian
Mr. Craig Laughlin	Head Custodian
Mrs. Rachel Smith	Library Technician

## **B. ATTENDANCE**

### **ATTENDANCE**

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

### **LEGAL CONSIDERATION**

The law is quite specific in regard to school attendance. Children between six and eighteen years of age are of compulsory school age (O.R.C. 3321.01) and must attend school or a special education program conforming to state minimum standards, unless otherwise instructed or excused (O.R.C. 3321.03).

Civil authorities may hold the parent/guardian or the child liable for violating school attendance laws (O.R.C. 3321.19 or 3321.22).

### **EXCUSED ABSENCE**

Absence is defined as the failure of a student to report to school or to a class when assigned for instruction. Under certain circumstances absences are legal/permissible. Students are expected to attend school every day unless prevented by one of the following reasons.

- Personal illness
- Court of law hearing
- Illness in the family
- Quarantine of the home
- Death of a relative
- Work at home due to absence of parent or guardian
- Observance of religious holiday
- Family emergency or set of circumstances, which, in the judgment of school officials constitute a good and sufficient cause for absence from school.

An absence for any reason other than those cited above is illegal/not permissible and constitutes truancy.

For each day a student is absent the parent/guardian is to telephone the school office (419.433.1234 Ext.3) between the hours of 7:30 A.M. and 9:30 A.M., and give the reason for the absence. If there is no contact by the parent/guardian, the school will attempt to

contact the parent/guardian. If no contact is made, the student will be considered unexcused or truant.

**DEFINITION OF TRUANCY, EXCESSIVE ABSENCES AND ATTENDANCE INTERVENTION TEAM**

1. ‘Chronic truant’ is removed from the law;
2. Definition of ‘habitual truant’ changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse;
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes ‘excessive absences’:
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

**Attendance Intervention Team**

The purpose of the absence intervention team is to establish a student-centered absence intervention plan for the student who has been deemed habitually truant by identifying specific barriers and solutions to attendance. The team will be made up of the building principal, school counselor, classroom teacher(s) student and the student’s parent. This requirement is new and is aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile court.

**Habitual Truant**

Summary of Duties:

Triggering instance	Steps to be taken.
Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year.	Truancy intervention team forms and provides written notice to the parent, within seven days of the triggering absence.

<p>Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year.</p>	<p>District or school must assign the student to a truancy intervention team within seven days of the triggering absence.</p> <p>District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services.</p> <p>Within 14 days of assignment of a team, the team must develop an absence intervention plan.</p> <p>Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent.</p> <p>District or school may contact the court about informal enrollment of the child in an alternative to adjudication.</p>
<p>Student refuses to participate or fails to make satisfactory progress on absence intervention plan.</p>	<p>Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.</p>

**Excessive Absences**

Summary of Duties:

Triggering instance	Steps to be taken.
<p>Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year. (6 days in a month) (10 days in a year)</p>	<p>District or school's new policy must include developing a truancy intervention plan for any student who meets this absence trigger.</p> <p>Written notice to the parent will happen within seven days of the triggering absence.</p> <p>District or school may utilize any other intervention strategies contained in the new policy.</p>

<p>Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year. (5 consecutive days) (6 days in a month) (10 days in a year)</p>	<p>Student assigned to an absence intervention team within seven days of the triggering absence. District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services. Within 14 days of assignment of a team, the team must develop an absence intervention plan. Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent. District or school may contact the court about informal enrollment of the child in an alternative to adjudication.</p>
<p>Student refuses to participate or fails to make satisfactory progress on absence intervention plan.</p>	<p>Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.</p>

**DETERMINATION OF TARDY OR EARLY DISMISSAL**

7:27- 7:59 A.M. arrival = tardy/truant

Early dismissal begins 2:10pm. Students will not be marked absent.

**ARRIVAL AND DEPARTURE TIMES AND PROCEDURES**

Students are to be dropped off in the front of the building only. Students should not arrive at school prior to 7:00 A.M., as there are no persons on duty to supervise the students; students arriving prior to 7:20 A.M. must either wait in the cafeteria or in the gym where there is supervision. When students enter the building in the morning for breakfast, they are to only use the front main entrance. Students must be in their first period class by 7:27.

Students are to leave the school building by 2:45 P.M. each day; students may not re-enter the building unless they are participating in a scheduled school activity / practice and are supervised by a staff member. Once a student arrives at school, permission must be obtained before leaving school and/or school grounds from the administration. This includes before school, during the school day, and prior to assigned Detention, Extended School Day and /or Saturday School. Any student leaving the building must sign-out in the office and sign-in upon returning.

**ABSENCE DUE TO EXTENDED TRAVEL**

Notification of travel/vacation must be made at least five days prior to vacation. The parent must submit a permit for future absence prior to missing school and receive proper approval. Permit forms may be picked up from the intermediate school office. Vacation hours count towards total hourly attendance.

\* The principal reserves the right to approve or reject extended travel requests upon reviewing the students' current attendance and academic record.

## **REQUESTING SCHOOL WORK FOR ABSENT STUDENT**

Students who will be absent from school for an extended period (more than two days) of time can request schoolwork to be sent home. Parents/guardians should contact the office prior to 10:00 A.M. to make arrangements for picking up the work.

\*Please note: Unless there are extenuating circumstances, all pre-arranged school work must be turned in the day the student returns to school.

## **ASSIGNMENTS AND TESTS**

If a student is absent one day or a part of a day, including field trips or other school activities, he/she will, on the day he/she returns to school, submit all assignments due, and take any tests given during the absence at the beginning of each class the day of the student's return.

If a student is absent, he/she will be allowed a like number of days to make up the work. It is the student's responsibility to contact his/her teacher concerning the assignments and due date. Make up tests cannot be taken prior to an absence. All tests must be made up after the absence (for example, extended travel), for permitted and excused absences only.

## **TARDY POLICY**

<b><u>Number of Tardies</u></b>	<b><u>Penalty</u></b>
1-5	No penalty
6th	Notification of parent, no penalty
7th	No penalty
8-10	One detention per tardy (30 minutes for each tardy) (2:45-3:15)
11-12	Two detentions per tardy (30 minutes for each tardy)(2:45-3:15)
13-14	Intent to Suspend/Thursday or Extended School Day detention (2:45-4:15)
15th	Saturday School
16 <sup>+</sup>	One day Suspension and Referral to Attendance Officer

The administration reserves the right to use multiple extended day detentions in lieu of suspension(s) if the circumstances so merit. Accumulation beyond fifteen will result in a more severe action that may include suspension for multiple days. Excessive tardiness may be referred to the Attendance Intervention Team. **NOTE: A student that completes 20 consecutive school days without a tardy will earn one tardy merit.**

## **LEAVING SCHOOL GROUNDS**

If at any time it becomes necessary for a student to leave the school grounds during the day, prior approval is required and must be obtained from the principal's office.

## **APPOINTMENTS AND LEAVING SCHOOL EARLY**

When it is necessary for a student to be excused from school for a medical appointment, dental appointment, or other legitimate excuse, the student should bring a note to the school office before 7:27 A.M. for approval. The student should report to the office and be dismissed once the parent/guardian has signed the student out. The student will be signed in by school personnel upon his return to school. Parents are encouraged to make appointments outside of the school day when possible.

## **CHURCH ATTENDANCE**

A student must bring a note from a parent in advance if he/she wishes to be excused from school or to leave early to attend a church service or church-related activity.

## **TRUANCY**

A student shall not be truant.

1. A student absent without school authorization and parental/custodial consent shall be declared truant. An excuse from school must meet the school's conditions and the provision of the Ohio Revised Code. In cases of prolonged or repeated absences, a doctor's certificate may be required to verify the absences in question.
2. Leaving the school grounds during the regular school day without permission of the principal, shall be considered a form of truancy. A student who leaves the school grounds without administrative approval will be considered truant.
3. Penalties:
  - 1<sup>st</sup> Offense
    - Two detentions and unexcused absence.
    - Parent/Guardian notified of truancy
    - Possible loss of school privileges
  - 2<sup>nd</sup> Offense
    - Two detentions and unexcused absence.
    - Extended School Day Detention
    - Parent/Guardian notified of truancy
    - Attendance Officer notified of truancy
  - 3<sup>rd</sup> Offense
    - Two detentions and unexcused absence.
    - Two Extended School Day Detentions
    - Attendance Officer notified of truancy
    - In-School Restriction
    - Loss of school privileges

## **C. STUDENT BEHAVIOR, RIGHTS AND RESPONSIBILITIES**

### **STUDENT BEHAVIOR CODE**

#### **RIGHTS AND RESPONSIBILITIES**

H.B.421 requires each Board of Education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means be employed on behalf of those who would deny such an environment. The sole objective of this code is to insure fair and equitable handling of disciplinary problems.

Students attend McCormick Junior High School under the direction of state law and with the full benefits of constitutional protection of their rights as citizens. They, therefore, can act, speak, or behave as young citizens. This code, published in conformity with Ohio Revised Code 3313.66, specifies the school's expectations. Students have the right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.



## **CODE OF CONDUCT**

All students are expected to:

- Accept the leadership and authority of teachers, principal, and other staff members.
- Practice good citizenship.
- Cooperate with all staff members and other students.
- Demonstrate respect toward all people and their property.
- Be regular and punctual in attendance.
- Practice good health habits and cleanliness.
- Dress appropriately and neatly.
- Students will demonstrate appropriate behaviors at all school events and performances, both curricular and extra curricular.
- Be honest and courteous at all times.
- Use acceptable language - NO profanity or obscenity.
- Refrain from chewing gum, drinking, eating candy or food in corridors or classrooms.
- Obtain authorization from school officials before using the telephone.
- Remain on school grounds until dismissal or given permission to leave by school authorities.
- Walk your bike/scooter/rollerblades/skateboards onto/off school property.
- Walk and speak quietly in the corridors.
- Assist in keeping the school and grounds free of litter.
- Behave in an acceptable manner on the way to and from school.
- Refrain from all forms of fighting, menacing, assault and harassment.
- Represent themselves and their school in a positive manner.
- Students are not permitted to play or trade cards or gamble while on school property.
- Students should cross Ohio Street only at the crosswalks while in the vicinity of the school.
- Read and become familiar with the rules, guidelines and policies established in this handbook.
- Students must keep away from parked vehicles.

## **METHODS FOR CORRECTING STUDENT BEHAVIOR**

The building principal is responsible for proper enforcement of discipline in the school. He has the discretionary authority to use or authorize other certificated personnel to use the following measures to modify pupil behavior (including but not limited to the following examples):

- ❖ Communication with Student and Parent
- ❖ Refer to Guidance Department
- ❖ Denial of Privileges
- ❖ Assign Detentions
- ❖ Assign Extended School Day Detentions
- ❖ Assign Saturday School
- ❖ Assign In-School-Restriction (ISR)
- ❖ Suspend from School
- ❖ Recommend to the Superintendent for Expulsion
- ❖ Cite to Juvenile Court
- ❖ Suspend Bus Privileges
- ❖ Restitution

## **DETENTION**

Detentions given by the office and/or teacher will be served on the day(s) assigned. If a student misses a detention, another detention will be added. If a student misses a detention for the second time, an Extended School Day Detention will be assigned and a formal notice will be issued stating that another unauthorized miss will result in suspension from school. Detention will run from 2:45 to 3:15 Monday through Friday. A detention will take precedence over any and all student activities. Students will be given 24-hour advance notice for all Detentions. If a student feels there is a valid reason for missing an assigned Detention the parent/guardian must contact the principal prior to missing the assigned Detention. If absent from school, the principal will reschedule your Detention. Sleeping in detention is not allowed. Students are to study or casually read. Students not following these requests will be dismissed from detention and referred to the principal. Students will receive a copy of the Disciplinary Referral. The referral will serve as the notification for the student and parent.

## **EXTENDED SCHOOL DAY DETENTIONS**

A supervised Extended School Day Detention Program will be operated for students who have accumulated regular detentions or for those who have committed more serious rule violations. The Extended School Day Detention Program will be on Thursday and/or Friday from 2:45 to 4:15 P.M. Students attending the Extended School Day Detention shall bring a sufficient quantity of schoolwork during the detention period. Only the administration will assign Extended School Day Detention. Failing to attend or being removed from the assigned Extended School Day Detention will result in a more serious penalty including additional Extended School Day Detentions and/or Out of School Suspensions. Any student who does not cooperate with school rules will be removed from the Extended School Day Detention and further disciplinary action will be taken.

## **SATURDAY SCHOOL**

Saturday School is an administrative option for students who have skipped/been removed from extended Thursday Detention, accumulated discipline infractions or serious rule violations. Only the building principal or assistant principal will assign Saturday School. The hours for Saturday School are 8:00 am to 11:00 am. A 10-minute break will be given midmorning however, lunch will not be provided. Students must report on time and bring textbooks, homework, and enough school related materials to keep their attention for the entire session. School officials may exercise their option to involve students in group activities, proficiency remediation, and other structural educational activities. A student will only be assigned a maximum of 5 Saturday Schools per semester. Failure to attend a Saturday School or removal for inappropriate behavior could result in an Out of School Suspension. Saturday Schools will be held in either Huron High School or McCormick Junior High School.

## **PROCEDURES FOR IMPLEMENTATION OF IN-SCHOOL RESTRICTION, SUSPENSIONS, EXPULSIONS, AND REMOVALS**

School administrators shall be responsible for the implementation of the policy. Any student removed, suspended, or expelled from school may not participate in, or attend extracurricular activities during the period of removal, suspension or expulsion. Those students are not permitted on school property at any time and should remain home during school hours.

## **IN-SCHOOL RESTRICTION**

In-School Restriction (ISR) provides the school the opportunity to administer corrective discipline and allows the student to serve his / her penalty without major disruption to their education. Students are to get their assignments ahead of time from their teachers and take this list, along with all needed materials and a sack lunch to the ISR room on the day(s) assigned.

The Principal will give the student a complete list of rules for ISR when it is assigned.

ISR does NOT count towards a student's total number of the days absent and students may participate in activities that evening.

## **SUSPENSIONS**

In the case of a student's intended removal from school for purposes of suspension, the following procedures shall be enacted.

1. The student shall be informed in writing of the intended suspension, and reasons for the proposed action.
2. The student shall be provided an opportunity for an informal hearing to present his views and/or otherwise explain his actions.
3. An attempt shall be made to notify his/her parent, guardian or custodian of the impending action and the reasons for it.
4. Within twenty-four (24) hours a letter shall be sent and/or verbal notice given to the parent, guardian or custodian stating the specific reasons for the suspension and include notice of their rights to appeal such action to the superintendent or his designee, to be represented in appeal proceedings, to be granted a hearing before the superintendent or his designee, and to request such hearing to be held in executive session. If an appeal is requested, it must be made to the superintendent or his designee within five (5) days after the notice is sent.
5. Simultaneous written notice of the suspension shall be sent to:
  - a. Superintendent of Schools
  - b. Treasurer of the Board of Education
  - c. Pupil's School Record
  - d. Board President

Suspensions may not be longer than ten days beginning with the first day of removal from school.

## **OUT-OF-SCHOOL SUSPENSION**

A student who is suspended under the Student Code of Conduct will serve the suspension out of school. When a student is suspended, he/she will have the right to make up tests or assignments. However, it is the responsibility of the student to collect the work prior to the days of suspension. Work must be completed the day the student returns from suspension. **STUDENTS RECEIVING TWO SUSPENSIONS WITHIN A SCHOOL YEAR MAY BE REFERRED TO ERIE COUNTY COURTS.**

## **EXPULSION**

A pupil may be expelled by the superintendent of school in accordance with procedures outlined by Ohio Statutes. Due Process shall be afforded the student by the building administrator before such administrator recommends expulsions to the superintendent.

Prior to the expulsion, the superintendent must enact the following procedures:

1. Give the pupil and his parent, guardian or custodian written notice of the intention to expel. That notice must advise the student and his/her parent, guardian, custodian or other representative of their right to appear in person before the superintendent or his designee to challenge the reasons for the expulsion. That notification must carry the place and time of the hearing which must take place no earlier than three (3) days and not later than five (5) days after the notice is sent.

2. Conduct a hearing when practical under appropriate guidelines of hearing procedures within the above stated period.

Within twenty-four (24) hours of the expulsion, the superintendent must notify the parent, guardian, or custodian, and treasurer of the board of the action to expel the student. The notice must include the reasons for the expulsion, the right of the parent or guardian to appeal to the Board of Education or its designee, and the right to be represented at the appeal and to request the hearing be held in executive session.

**EMERGENCY REMOVAL (BY ADMINISTRATOR)**

If a student’s presence and behavior pose a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the superintendent/principal, may remove the student from the school premises, curricular, or extracurricular activity.

1. If it is intended that the pupil be removed from a curricular or extracurricular activity for more than twenty-four (24) hours after a removal is ordered:
  - a. An attempt should be made to notify his/her parent or guardian as soon as possible by telephone of the pending action and reasons for it.
  - b. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as possible prior to the hearing.
  - c. The person who ordered the request for removal must be at the hearing.
  - d. If suspension or expulsion is intended, the due process requirements, outlined in this policy, do not apply.
2. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than twenty-four (24) hours, due process requirements, outlined in this policy, do not apply.

**INTERVIEWING STUDENTS**

Caseworkers of Erie County/Huron County Children Services, any Probation Officer of Family Court, and Custody Investigator of Family Court, with proper identification, have the right to contact and interview any child at any school in Erie County privately and without consent of parent. This is pursuant to the responsibility given Erie County/Huron County Children Services for the investigation of abuse and neglect charges under the authority of the juvenile laws of the State of Ohio.

Other law enforcement officers may talk with a child at school or take other necessary measure regulated by the judicial laws of the local, county, state, and federal government agencies. The principal shall exercise appropriate “duty of care” and act in place of the parent where necessary.

**RULES OF THE BEHAVIOR CODE**

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action as outlined in the preceding section (Methods of Discipline). The code applies to all McCormick students during the school day anytime on school

property and at all after school events. A violation of any rule may result in disciplinary action, including suspension and expulsion.

NOTE: Examples given under the following rules are NOT to be exhaustive.

**RULE #1 - DISRUPTION OF SCHOOL**

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 a disruption or obstruction of any lawful mission, process, activity, or function of the school.

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:

- A. Occupying any school building, school grounds or part thereof.
- B. Blocking the entrance or exit of any school building or corridor or room therein.
- C. 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.
- D. Making, by telephone call, letter or other means a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds.
- E. Activating or attempting to activate any emergency alarm system in the absence of an emergency.
- F. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing function of any school, class, or any lawful meeting or assembly on or off the school property.
- G. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event.
- H. Except under the direct instruction of the principal or any other authorized school personnel, block pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.
- I. Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct class or any extracurricular activity.
- J. Possession of electronic devices such as pagers, laser pointers, cellular phones, cellular camera phones, all MP3 players, all recording audio/visual devices, iPods, walkmans, radios, electronic games or possession of any other electronic device that may cause a disruption.

**RULE #2 - DAMAGE, DESTRUCTION, DEFACEMENT, THEFT, OR UNAUTHORIZED REMOVAL OF SCHOOL PROPERTY / PRIVATE PROPERTY**

Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property.

Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate in the unauthorized removal of private property.

Painting or decorating of school grounds or property must be completed during daytime hours, and with approval of school administration. Such property includes, but is not limited to trees, landscape, fences, athletic facilities, buildings, chairs, tables, doors, walls, ceilings, windows, plumbing facilities, desks, lockers, lighting fixtures, heating and

air conditioning fixtures, instructional materials, transportation vehicles, or other school facilities.

**RULE #3 FIGHTING/ ASSAULT/ HAZING/ MENACING/ HARASSMENT/ BULLYING/ DATING VIOLENCE**

A student shall not, intentionally or unintentionally, cause physical injury to another person in the school building, on school grounds, on school transportation or at school activity or function. No student shall knowingly cause another person to believe that he (the offender) will cause serious physical harm to the person or property of such other person through his words or actions. No student shall cause or by his words or actions provoke, either directly or indirectly, an altercation between other people, or between himself/herself and another person. Cyber-bullying, racial, ethnic or gender biased language, writing, symbols, gestures, which frightens, degrades, disgraces or humiliates any person by words (written or verbal) or gestures will not be tolerated. The practice of these acts is considered harassment/bullying.

**RULE #4 - POSSESSION AND/OR USE OF RESTRICTED OBJECTS**

A student shall not possess, handle, conceal, transport or use or threaten to use any object that can be classified as a weapon or dangerous instrument. A weapon or dangerous instrument shall include any object that can be used to inflict bodily harm or property damage or to threaten to inflict such harm or damage on another person. This includes but is not limited to firearms, knives, explosives, fireworks, maces, and chemicals. Students shall not possess, handle, conceal, transport or use or threaten to use any look-a-like weapons.

**RULE #5 - TOBACCO, ALCOHOL, NARCOTICS, DRUGS, COUNTERFEIT SUBSTANCES, ELECTRONIC CIGARETTES, DRUG PARAPHERNALIA**

A student shall not possess, use, transmit, conceal, or show evidence of consuming or using tobacco, narcotics, alcoholic beverages or drugs. Narcotics and drugs are defined as follows: any narcotic, drug, medicine or pill, chemical preparation, plant, seed or derivative thereof, of a hallucinogen, barbiturate or amphetamine nature. Students are not permitted to have matches or lighters in their possession.

It is important to note that beverages described as non-alcoholic and/or de-alcoholized representation of alcohol products also contain small amounts of alcohol and are prohibited.

Possessing, using, selling, offer to sell, giving, packaging or delivering any “counterfeit controlled substance” or “look-alike drug” as defined in Ohio Revised Code in amended sections 2925.01(P) and 2925.37 is a crime in the state of Ohio with various penalties. Look-alike drugs or counterfeit controlled substances are defined as:

- A. Any drug that bears, or whose container bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark;
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance that manufactured, processed, packed or distributed it;
- C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;

- D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

The use of the above is strictly prohibited, except that possession of a medication together with evidence that a duly licensed physician has ordered such medication for medical purposes shall not constitute violation.

A student shall not use or possess (includes lockers and cars) tobacco in any form in, on, or near school property during the school day or at any school grounds. ORC 2151 - 87CBI states it is illegal for minors to possess tobacco and any tobacco product or paraphernalia.

Since tobacco products are known to cause health problems and the possession of tobacco products by a minor is illegal, the Huron City School District takes the position that using and/or possession of tobacco products in the school may be cause for suspension and/or expulsion.

Using and/or possessing a tobacco product or electronic cigarette in the school building or on school property during school hours or at any school related activities are prohibited.

A student possessing a tobacco product, or apprehended in the act of using, or within the realm of reasonable evidence that use was taking place, or had taken place, will be suspended for three days.

The second offense will result in a five-day suspension.

The third offense will result in a ten-day suspension and a recommendation for expulsion by the superintendent. Staff members are to indicate the facts of observation or apprehension to the principal.

### **NARCOTICS, COUNTERFEIT SUBSTANCES, ALCOHOL/DRUG PARAPHERNALIA**

Considering the health of the student and in keeping with the laws of the State of Ohio involving the use and possession of narcotics, counterfeit drugs, steroids, and alcohol beverages by minors, the regulation prohibiting such possession or use is adopted. A student involved for the first time in the use of, or possession of, narcotics, counterfeit drugs, steroids, or alcoholic beverages (of any percentage of alcohol) at school related activities, on off school premises, may be suspended or expelled by the superintendent upon recommendation of the principal or follow the assessment

If the assessment option is followed, the student must comply with recommendations from the assessment process upon administration approval. Assessments must be provided by personnel credentialed by the Ohio Chemical Dependency Counselors credentialing board.

A second time offender within a 365-day period may be recommended for expulsion.

The parent/guardian will be notified in each case concerning the situation and the action taken. Local law enforcement agencies will be notified of all offenses. Any refusal or failure to abide by the above guidelines and recommendations will result in the loss of the alternative and imposition of the above-mentioned expulsion.

### **RULE #6 - INSUBORDINATION**

A student(s) shall not fail to identify themselves or to comply with the directions

of authorized school personnel during the period of time when the student(s) are under the proper authority of school personnel. This includes during the school day and all school activities. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination. Failure to leave room when directed by teacher or substitute is considered insubordination.

**RULE #7 - INAPPROPRIATE LANGUAGE**

A student shall not use profanity or obscene language, demeaning or derogatory language, either written or verbal, in communicating with any school personnel, other student(s), visitors, or any other party while the student is under school jurisdiction. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications. This would also include actions by students directed at school personnel outside the school setting.

**RULE #8 - CLASS REMOVAL - accumulation of all classes for the year (classes also include lunch, assemblies, study hall, etc.)**

Students shall not passively or overtly disrupt the educational process in a classroom. If a student’s presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the teacher may remove a student. Students who are removed will be subject to the following tiered disciplinary system.

- 1st occurrence - TWO detentions
- 2nd occurrence - ONE Extended School Day Detention
- 3rd occurrence - Saturday School, Intent to Suspend
- 4th occurrence - TWO day out of school suspension
- 5th occurrence - THREE day out of school suspension
- 6th occurrence - FIVE day out of school suspension
- 7th occurrence - TEN day out of school suspension, Recommendation for Expulsion

**RULE #9 - ACTIONS DIRECTED TOWARD SCHOOL EMPLOYEES ON/OFF SCHOOL PROPERTY**

A student shall not show disrespect for school employees, including substitutes, by the use of obscene gestures or language, profanity, or similar forms of disrespect or commit acts of vandalism against the school employee’s personal and private property. A student will not confront a school employee in a disrespectful way at any time.

**RULE #10 - CHEATING**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty to achieve a higher grade including but not limited to: copying academic work from another student; by using “cheat sheets” or other mechanical or electronic devices; by submitting reports/papers/projects written by or copied/created from another person; or by use of electronic disc taken from another source. Teachers will notify the student’s counselor in cases of cheating. The counselor shall notify the home and determine whether counseling or psychological assistance may be in order.

- 1st occurrence - Parent contacted, Zero (0) points on work and TWO detentions
- 2nd occurrence - Failure for the immediate grading period

**RULE #11 - TRESPASSING**

A student shall not be on school grounds, in any school building, or use any school facilities to which the student is not assigned, during or outside the school day



unless a school employee is present to supervise the student activity and/or the student has the employee's permission to be in the building.

Students under suspension or emergency removal are not permitted on school grounds without the express permission of the principal.

**RULE #12 - UNAUTHORIZED FIRES**

A student shall not set or attempt to set fire to the building or any property in or around the building or to any property, public or private, in or near school grounds. Students are not permitted to have matches or lighters in their possession.

**RULE #13 - FALSIFICATION OR MISREPRESENTATION OF FACTS OR OTHER INFORMATION**

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

**RULE #14 - OBTAINING PROPERTY OR THINGS OF VALUE BY USE OF COERCION AND RELATED MISCONDUCT**

Students shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion to intimidation to obtain money or other type of property belonging to another student, a school employee or other person.

**RULE #15 - WITHHOLDING INFORMATION FROM SCHOOL AUTHORITIES**

Any student who has knowledge about specific incidents of code of conduct violations, and deliberately withholds information from school authorities, will be subject to disciplinary action.

**RULE #16 - SEXUAL HARASSMENT**

A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances which may be verbal, visual or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person. NOTE: This definition is "in the eyes of the beholder." That is, it is the recipient of the harassment who decides when the actions become harassment.

**RULE #17 - IMMUNIZATION AND HEALTH POLICY**

Failure to comply with Section 3313.671 and 3701.13 of the Ohio Revised Code or the health policies of the Huron City School District may result in exclusion from school.

**RULE #18 - UNAUTHORIZED SALES PROMOTIONS AND PUBLICATIONS**

No student shall sell or cause to sell anything nor publish or distribute any printed material or promote organizations during school hours, anytime on school property, or at school sponsored events without the prior approval of the building administrator.

**RULE #19 - THEFT**

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

## **RULE #20 – INAPPROPRIATE DRESS**

Students and their parents are responsible for students' appropriate dress and personal appearance while at school. A student shall not dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student's cleanliness, health, welfare, and safety or that of other students; or (2) causes disruption or directly interferes with the educational process by being distracting, indecent, or inappropriate. The principal, in conjunction with other administrators and teachers, are responsible for administrating the dress code. The principal's decision about dress code issues is final. Students attending McCormick Junior High School will adhere to the following:

- 1) Attire such as shorts, pants, capris, shirts, and/or skirts that expose or show an excessive amount of body are not to be worn.
- 2) Shoes are to be worn at all times. Shoes must have backs or straps. Thongs, slippers or flip flops are not permitted. Shoes are to be worn as the shoe was designed to be worn.
- 3) Students shall not wear clothing or jewelry which promotes alcohol, drugs, tobacco, weapons or other harmful substances.
- 4) Students shall not wear clothing which is adorned with sexually suggestive or implied slogans, profanity, lewd pictures, see-through clothing, or that which may be offensive to a student's religion, race or national origin.
- 5) Students shall not wear hats, bandannas, head bands, head coverings, and sun glasses in the building during the school day. Hats may be approved by the building administration for special school events.
- 6) Pajama pants, flannel pants, sanitaries or spandex shorts, boxer shorts, clothing that has been torn, altered, or cut off, mesh or net shirts are not to be worn in the building or on school grounds during school hours.
- 7) Outer jackets and coats will not be worn in the building during school hours, unless approved by staff. All jackets are to be placed in the student's locker.
- 8) Shorts should be no shorter than 3 inches above kneecap.
- 9) Pants are not to be worn below the hipbone. Pants are not to be excessively long. Torn, ripped or frayed clothing will not be permitted even if material is behind the ripped or torn pants unless approved by staff.
- 10) Bibs are to be worn with both straps fastened/buttoned.
- 11) Skorts/Skirts/Capris/Dresses may be worn all year long, providing they are not excessively short (no shorter than 3 inches above knee cap).
- 12) Chains should not be worn or brought to school. This includes bike chains, chokers, dog chains, wallet chains etc.
- 13) Shirts must have sleeves. Tank tops, bare midriffs, halter tops, fishnet shirts, tops with low necklines or spaghetti straps are not acceptable.
- 14) Body piercings in and around the mouth are not permitted. Nose and eyebrow rings are prohibited.
- 15) Sponsors and teachers of elective classes or activities may require standards that are stricter regarding dress and appearance for participation in their programs or activities.
- 16) The administration shall have the right to modify specific items in these regulations as school situations and activities merit.

Students required to change clothing because of dress code violation may be required to call parents, serve an Extended School Day detention, or if deemed more appropriate, another disciplinary measure may be used.

Special dress days scheduled through the student council and principal may be excluded from the above guidelines.

**RULE #21 – REPEATED VIOLATION OF DIRECTIONS, POLICIES, AND RULES**

A student shall not repeatedly fail to comply with the directions of authorized school personnel or repeatedly violate the policies and/or rules set forth by school administration. This includes failure to serve assigned detentions.

**RULE #22 – PUBLIC DISPLAY OF AFFECTION**

Students shall not engage in any type of display of affection in, on, or around school grounds or at any school function. Students shall not engage in any public acts of indecency as defined in the Ohio Revised Code.

**RULE #23 – HALL PASS MISUSAGE**

All students must have a pass/agenda book to be in the hallways while school is in session. Under no circumstances should a student leave the classroom/office without a hall pass issued by the teacher/school personnel. Students should pass quietly without running, shoving, yelling or general horseplay.

**RULE #24 – LUNCHROOM MISCONDUCT**

Students are expected to observe proper lunchroom etiquette. This would include not running to the lunchroom, not cutting ahead of another student in line, not littering, not shouting and not throwing food or other objects. All students are expected to return all trays and utensils to designated areas. Food and beverages are not permitted outside of the cafeteria unless permission has been granted by the principal. (Please see Lunchroom Guidelines on Page 25)

**RULE #25 – TECHNOLOGY MISUSAGE**

A student shall not use or attempt to use or steal any electronic school media, such as computer hardware and software, either at school or from home, phones, calculators, etc. in any fashion in an unauthorized manner, to access school information, use another student's or the school's software or information not exclusively belonging to the student. Students shall not use school electronic equipment, nor access such equipment, in any manner contrary to the district's or providers Acceptable Use Policy. Students are required to sign technology use agreements.

**RULE #26 - AIDING AND ABETTING**

Any student, who actively or passively aids, abets and/or encourages others to violate any rules, guidelines, regulations, or policies of the McCormick Junior High School Student Handbook will be subject to disciplinary action.

**RULE #27 – INAPPROPRIATE CONDUCT**

At no time shall a student exhibit any behavior deemed inappropriate in the school environment.

**RULE #28 – CELL PHONES**

It is necessary for students to learn how to responsibly self-regulate and manage their electronic devices. Our goal is to model and teach all students the proper, professional and respectful use of electronic devices in a public and/or work setting. Cell phone use is strictly prohibited during school hours. Cell phones must put away, out of sight, during school hours, unless approved by school staff. Students may NOT use their personal electronic devices during instructional class time without explicit permission from the teacher. Permission will only be granted if the use of the electronic device is for

educational purposes. Ear buds and headphones are prohibited during class time. Students observed using a cell phone, in any manner, during school hours will be required to immediately surrender their phone to the appropriate staff member. Failure to comply will be considered insubordination and will be subject to discipline additional to that listed below.

1<sup>st</sup> occurrence- One Extended Day Detention; Phone turned in to the office daily for 4 weeks; Phone released to parent at time of surrender.

2<sup>nd</sup> occurrence -Saturday School Day Detention; Phone turned in to the office daily for 9 weeks; Phone released to parent at time of surrender.

3<sup>rd</sup> or more occurrences could lead to an Out of School Suspension in addition to other measures.

Any person using a cell phone for the purpose of violating any rule of the code of conduct will be subject to appropriate school discipline. The district assumes no liability for lost, broken or stolen cell phones. School officials reserve the right to search any cell phone confiscated during school hours.

## **GUIDELINES AND EXPECTATIONS**

### **CLASSROOM AND STUDY HALL GUIDELINES**

1. Students should arrive to class on time and go directly to their assigned seats.
2. Students are not permitted to sit on desks, tables or windowsills.
3. Students are to arrive at class with necessary materials such as paper, pencils, books, etc. Students should come to study hall with reading, writing and all other necessary study materials.
4. Book bags must remain in lockers during the school day.
5. Students are to remain quiet and to be reading or completing studies while in study hall.
6. Restroom permission is granted on an emergency basis.
7. Students are not to disrupt classes or prevent other students from gaining the full intended benefit from classes or study hall.

### **DISRUPTION OF CLASS**

Continual class disruptions will not be permitted at McCormick Junior High School. Such disruptions interfere with the rights of the other students to learn and teachers to teach. After reprimands for minor disruptions, detentions will be assigned, and/or parents will be notified for a conference.

The following behaviors will be considered class disruptions.

1. Speaking out in class without permission.
2. Rudeness to the teacher or other students.
3. Arguing with the teacher.
4. Making inappropriate noises.
5. Touching or hitting another student.
6. Being out of one's seat.
7. Throwing or pushing anything.
8. Any action or actions which distract other students.
9. Using electronic devices that are not permitted at McCormick Junior High School.

## **LOCKERS**

1. Each student is assigned a locker for the storage of books and supplies. Students are to use only the locker assigned to them and should not share or change lockers. It is the responsibility of each student to keep his/her locker neat and clean.
2. Lockers are the property of the Huron City Schools Board of Education. THEREFORE, THE LOCKERS AND THE CONTENTS THEREOF ARE SUBJECT TO RANDOM SEARCHES AT ANY TIME WITHOUT REGARD TO ANY REASONABLE SUSPICION. ORC 3313.20
3. It is the student's responsibility to see that his/her locker is secured at all times. Students should not reveal their combination to any other student. Whenever a locker is not working properly or if a student has reason to believe that another student knows their combination, they should report it to the office immediately.
4. If the locker you are assigned does not have a built-in lock, locks may be placed on lockers if a copy of the combination or key is given to a secretary in the office. The school is not responsible for any losses which may occur. However, report any losses to school authorities promptly.
5. Students are responsible for any damage to their lockers. **Please Note:** Students may only use magnets to hold pictures or posters on the inside of their lockers. No tape, glue or other adhesive may be used.
6. All decorations for outside of lockers must have prior approval of principal.

## **EXPECTATION OF PRIVACY**

The Board of Education recognizes that the privacy of students and his/her belongings may not be violated by unreasonable search and seizure and directs that no students be searched without reasonable suspicion or in an unreasonable manner.

The board acknowledges the need for in-school storage of student possessions and shall provide storage places including desks and lockers for that purpose. Such spaces remain the property of the Board and in accordance with law, may be the subject of random search. Where locks are provided for such places, students are encouraged to use them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of a law or of school rules. Canine searches of the facility (especially lockers) may also be conducted periodically.

## **CANINE SEARCHES**

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds in junior and high schools. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

## **SCHOOL BUS POLICY**

School bus rules for students of McCormick Junior High School:

- Observe same conduct as in the classroom
- Be courteous, use no profane language
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the driver
- Do not be destructive
- Stay in your seat
- Keep head, hands and feet inside bus
- Bus driver is authorized to assign seats
- Remain on bus once boarded

Discipline: The Bus Driver has authority to enforce the regulations outlined and shall report to the respective building principal any student who refuses to obey appropriate regulations or requests.

- A) Students who do not respond to the requests of the driver to improve their behavior while a passenger on the bus will be given a “Bus Misconduct Report.” The matter will then be handled by the respective building principal. Generally, a warning and a contact with the student’s parents is made explaining the nature of the misconduct and requesting the parents’ assistance and cooperation in achieving this improved bus behavior.
- B) If a repetition occurs and a second report is issued for bus conduct, the student and the parents are contacted and the student is suspended from riding the bus for THREE school days.
- C) The third misconduct report will result in FIVE days suspension of bus privileges after communication with respective parents.
- D) A fourth misconduct will result in a suspension of bus privileges for the remainder of the semester or at least TEN days, whichever is greater.

**Rider and walker policy:** The new policy beginning the 2008-09 school year is on file at the main office. It is also posted on the Huron City website.

## **CAFETERIA**

McCormick Junior High School operates “closed” lunch periods. Students are required to remain at school and in the cafeteria during lunch periods unless excused. All students will eat in the cafeteria during their assigned lunch period. Food and drinks are not to be taken from the cafeteria area.

## **GUIDELINES FOR LUNCHROOM CONDUCT**

1. No shouting or screaming is permitted.
2. Students should be seated to eat.
3. No aimless wandering is permitted.
4. Students are not to loiter around the food line.
5. Students are not to throw food or other objects.
6. Students are not to leave the cafeteria unless permitted by staff.
7. Place food scraps, disposable trays, and eating utensils in the proper containers.
8. Students are responsible for keeping their eating area clean.
9. Students are to enter according to the direction of the supervising teacher.
10. During the lunch period, permission to use the restroom should only be

given for an emergency.

11. No students are to be excused before the bell or dismissed by staff.
12. No fast foods are to be ordered, to be delivered, or eaten during school time unless approved by staff.
13. All school rules including gum chewing apply during lunch periods.
14. Students cannot charge to their lunch account.

All school penalties, including removal from the room and assigned seating, can be used as deemed necessary by the cafeteria monitors in order to assure proper cafeteria behavior.

### **DANGEROUS WEAPONS IN THE SCHOOL**

Students are prohibited from using or possessing any dangerous weapons on school property or at any school sponsored activity. Students who violate the policy will be subject to expulsion for a period of not less than one year. The superintendent shall have the authority to modify the expulsion requirements on a case-by-case basis in order to address the individual circumstances of the incident.

The definition of a weapon shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious irritants or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or members of the school community.

### **SMOKING/TOBACCO**

Health professionals have determined the use of tobacco products can be detrimental to one's health and the Board of Education wishes to encourage good health practices among the students of this district. Therefore, the Board of Education prohibits the smoking, use or possession of tobacco in any form, including, but not limited to cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, any other tobacco, by any student in any area under the control of the school district or at any activity supervised by any school within the district. Violations will result in the following:

- |                 |   |
|-----------------|---|
| First offense:  | three-day out of school suspension  |
| Second offense: | five-day out of school suspension   |
| Third offense:  | ten-day out of school suspension and recommendation to the superintendent for expulsion |

Board approved interpretation: Toilet stalls accommodate one person; therefore, only one person is to be in a toilet stall at a time. If there is evidence of smoking coming from a stall and the stall is occupied by more than one person, then everyone in the stall will be considered in violation of Rule #5 of the Student Conduct Code.

The Board of Education prohibits the use of all tobacco products 24 hours a day in all district owned, leased or contracted buildings where routine or regular preschool, kindergarten, elementary, secondary or library services are offered to children. In addition, the board prohibits the use of tobacco products 24 hours a day in all district owned or leased vehicles.

## **ALCOHOL**

The use or possession of alcohol or alcoholic representations is not permitted in the school building, on school property, on buses, or school trips to any school function whether at home or away. For any student who has possession of alcohol, or shows evidence of having consumed alcohol, the following procedures will be in effect:

First offense: Referred to Juvenile Court; ten-day suspension. Recommendation to superintendent for expulsion. Expulsion may be avoided by having student and parent/guardian seek an assessment at a recognized treatment facility to determine if an alcohol problem is present. If the student complies with the recommendation of the assessment, no expulsion will be recommended and the student may return to school and make up work missed. The assessment should be done during the ten-day suspension period if possible and must be done within 30 days of the issuance of the suspension.

Second offense: Referred to Juvenile Court; ten-day suspension. Recommendation to the superintendent for expulsion.

## **ALCOHOL USE/STUDENT DRUG ABUSE/DRUG FREE SCHOOLS**

The Board of Education recognizes its share of the responsibility for the health, welfare, and safety of all the students who attend the district's schools. The board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants, or other controlled substance is wrong and harmful, and constitutes a hazard to the positive development of all students.

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

## **D. ACADEMIC & GUIDANCE INFORMATION**

### **SCHOOL COUNSELOR**

The counselor is at the school to help you with any academic and personal problems you may have. She can help you with problems in classes, with grades, with other students, or with other personal problems.

Mrs. Taraschke is the school counselor for McCormick Junior High School. Her office located in room 104. If you wish to see Mrs. Taraschke and cannot locate her, please inform the school secretary and she will have Mrs. Taraschke contact you.

Any request to change a student's schedule should be initiated through the principal. Once the school year begins, schedule changes will be made only when extreme circumstances dictate and the final decision will rest with the building principal.

### **PHYSICAL EDUCATION**

Our program places emphasis on physical fitness, individual and some team activities, which promote greater self-esteem, confidence, and cooperation. The dress requirements for students are:

1. All participants must dress for every activity.



2. All participants must have proper clothing.
  - Gym shorts, T-shirt, and Socks
  - All clothing must follow school rules and guidelines
  - Shoes designed for running, general training, or court use
  - No jewelry will be permitted during gym class.
3. Everyone is responsible for his/her gym equipment. Mark all your belongings with permanent ink and keep track of them. **MARK GYM BAGS ON THE BOTTOM WITH PERMANENT INK.**
4. Everyone is to keep his/her equipment in his/her locker or carry it to and from school on physical education days.

The physical education classes will often be conducted outside during the school year. There will be times when it gets quite cold for some students. At those times the students are permitted to wear sweatshirts, sweatpants, warm-ups, coats, jackets, etc. over the required gym uniform.

If a student is unable to participate in physical education class, then he/she can not participate in extracurricular activities unless directed differently in writing by a doctor.

### **PERMISSION TO BE EXCUSED FROM PHYSICAL EDUCATION**

A note from a student's parent or guardian will excuse a student for no more than two class periods of physical education. After the initial parent or guardian note, a note from a doctor is necessary to be excused from class.

### **TEXTBOOKS**

All textbooks belong to the Huron City Board of Education. They are purchased from tax funds and are only loaned to the students. Students must sign a Book Loan List for every textbook issued to them. All textbooks must be returned in good condition. If a textbook is missing, students should check in the school office. If a book is lost, stolen, or misplaced, it must be paid for by the student. Another textbook will be issued to the student upon payment for the cost of the book. The care of textbooks is the responsibility of each student. It is suggested that students cover their books to help protect their textbooks. Fines will be assessed for books damaged in excess of normal wear.

### **1:1 CHROMEBOOKS/ DEVICES**

All students at MJHS will be issued a school owned Chromebook/device for their daily use. This device should be brought to/from home daily and to each class. Students should make sure that their device is charged daily and is ready to be used during the entire school day. Students are responsible for the device that is assigned to them; all devices that will be issued to students will be in good working condition. Students/families will be responsible for the cost of repairs, and/or replacement, up to the entire cost of the device (approximately \$250).

### **STUDENT SCHEDULE CHANGES**

If a student wishes to change their schedule (music class or electives), this request must be made within the first 7 school days of the beginning of that particular class.

### **STUDENT FEES**

The fees for each junior high school student for the 2021-2022 school year will be \$80. General Fees will again be \$55 this year. Each student will also be assessed a \$25 Technology Fee this year. The treasure will send out fee statements to all parents in

October, fees will not be collected until this time. The school office will collect all Student Fees. Payment may be in cash or check made out to McCormick Junior High School. Fees may be waived or a payment schedule established in situations where there is financial hardship. Contact the principal for more information on these issues.

### **PAY TO PARTICIPATE FEE**

Students participating in extra-curricular and/or co-curricular activities will be assessed a one-time fee. A student will only be assessed the fee once and then can participate in multiple activities. The maximum fee is \$125/student. There will be no family cap. After being confirmed as a member of an athletic team roster, marching band, extra-curricular academic activity and/or member of a student club the fee will be assessed on the student in ProgressBook. The schedule is as follows:

High School Athletics/Band \$125

Jr. High Athletics \$75

Academic/Student Club \$50

### **REPORT CARDS**

McCormick Junior High School operates with a nine-week grading period. At the end of each grading period each student will receive a grade card. It is the responsibility of each student to take the report card home to share with parents or guardian.

### **INTERIM REPORTS**

Approximately halfway through each of the four grading periods, the teachers will send parents a progress report for students experiencing difficulty in academic or behavioral areas. This is done to keep parents informed and to encourage parent-teacher communication. Parents are to sign and return the interim to the teacher.

### **HONOR ROLL**

To be eligible for the Honor Roll, a student must attain a point average of 3.5 or higher, with no grade lower than a "B." The Honor Roll will be figured at the end of each nine-week grading period. If a student has a grade of "Incomplete" he is not eligible for the Honor Roll until it is removed. All subjects in which the student receives a letter grade counts in determining the Honor Roll. Any student enrolled in a blocked language arts class will have that grade counted twice in determining their grade point average. In determining grade point average, pluses (+) and minuses (-) are used in the calculations.

### **MERIT ROLL**

To be eligible for the Merit Roll, a student must attain a grade point average of 3.00 with no grade lower than a "C." The basic requirements for the Merit Roll are the same as those for the Honor Roll. Any student enrolled in a blocked language arts class will have that grade counted twice in determining their grade point average.

## **GRADING**

Letter grades will be issued every nine weeks. The basis for grading is as follows.

<u>Letter Grade</u>	<u>Grading Scale</u>	<u>Grade Point</u>
A+ = Excellent	100% - 98%	4.0
A	97% - 93%	4.0
A-	92% - 90%	3.7
B+ = Good	89% - 87%	3.3
B	86% - 83%	3.0
B-	82% - 80%	2.7
C+ = Average	79% - 77%	2.3
C	76% - 73%	2.0
C-	72% - 70%	1.7
D+ = Below Av.	69% - 67%	1.3
D	66% - 63%	1.0
D-	62% - 60%	0.7
F = Not Passing	59% - 0%	0.0

## **STUDENT OBLIGATIONS**

A student who does not fulfill obligations (books not returned, money owed, equipment damaged, etc.) will have his/her report card held in the principal's office and will not receive the report card until the obligation is fulfilled.

## **FAILURE AND PROMOTION**

In order to be promoted to the next grade, a student must receive passing final grades in three of the four major subjects. The major subjects are language arts, mathematics, science, and social studies. Passing grades are any grades other than "F". Retention in a grade may result when a student receives failing grades in two or more of the major subjects. When this occurs, each student's record will be reviewed by the student's teachers and the principal; a recommendation will be made for the following year's grade placement. Students enrolled in a blocked (2 class period) language arts class, that grade will count as one class.

## **E. MISCELLANEOUS INFORMATION**

### **LUNCH CARDS & PRICES**

The cafeteria has adopted a sale system that requires the use of either a lunch card or entering a student's I.D. number. The first card is supplied by the school, replacement cards are \$5.00. The price for a school breakfast is \$1.80, and the price for a school lunch is \$3.10 for students. A single milk (\$0.55) or an extra milk may be purchased as well as other extras. These prices are subject to change. Prepayment on the student's account is made in the morning, before lunch. Students are not permitted to charge to their lunch account.

### **FREE AND REDUCED-PRICE LUNCHES**

Each student will receive an application for free or reduced price lunches at the beginning of the school year. It will be the parent's responsibility to complete and return the application to the principal's office. Any questions regarding eligibility for this program should be directed to the principal's office.

## **ASSEMBLIES**

Assemblies are periodically presented for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Unless otherwise announced, attendance at assemblies is required of all students.

At all assemblies students are expected to sit with their respective classes, give courteous attention, and show proper respect for other individuals. When the speaker goes to the podium, students should become attentive.

Students, who do not show proper respect for others will be removed from the assembly, denied the opportunity of attending future assemblies, and face appropriate disciplinary action, the minimum of which will be a class removal.

## **VISITORS**

All visitors to McCormick Junior High School, adult or child, must immediately report to the principal's office upon entering the building to sign in and receive a visitor's name tag. School-age visitors are not permitted in the building unless they are accompanied by a parent and are contemplating enrolling as a student in McCormick Junior High School. Visiting relatives, friends of students, or past students will not be allowed to visit classrooms or be in the building with McCormick students without permission from the principal. Ohio Revised Code 2911.21.

## **SCHOOL OFFICE**

The school office is the nerve center of the school. In the office you will find the principal's office, the school secretary, the health clinic, and the school counselor. They are there to help you. If you have any problems and do not know where to go for help, you can go to the office. The office is located on the first floor of the McCormick building in the front hallway. The office is open each school day from 7:00 A.M. until 3:30 P.M.

Any change of guardian, address or telephone number during the school year should be reported to the school office as soon as possible.

## **LOST AND FOUND**

The lost and found center is located in the auditorium next to the office. When you find someone else's property, please turn it into the office. You can claim any lost articles by describing them to the secretary. Please put your name on items brought to school (books, lunches, purses, shoes, etc.)

## **TELEPHONE USE**

A student will not be called to the telephone except in the case of an emergency. The school secretary will take and deliver any emergency messages. Students may only use the office phone during the school day if he or she has a pass from a teacher stating permission to use the telephone. The student must get permission from the secretary or principal prior to using the phone. **Students are not to permitted to use classroom phones.**

## **HEALTH CLINIC**

The health clinic is located in the main office area and is available for students who become ill or are injured during the school day. If the school nurse or another person in charge is not in the health clinic, an ill or injured person should go to the school office before going to the health clinic. All students must get a pass from their teacher before going to the clinic. (See Medication Policy)

## **MEDICATION POLICY**

The adopted Ohio Law (3313.713 O.R.C. and 3313.716 O.R.C.) strictly regulates the administration of prescription medication at school. If under exceptional circumstances a child requires medication which a parent or guardian cannot be at school to give, the following procedure must be followed:

1. All medication must be brought to the school office in the container in which it was dispensed by the prescribing physician or pharmacist.
2. Inhalers for relief of asthma symptoms may be carried and self-administered by students. A “Request for Student’s Medication in School” Form must be completed and submitted to the school before a student carries his/her inhaler.
3. Container must be labeled with student’s name, name of drug, time, dosage, and method of administration.
4. Prescription and non-prescription medication must be accompanied by a completed Physician’s Order Form. These are available at the school office as well as doctors’ offices.
5. Any changes in a medication order must be accompanied by a completed Parent Request Form. These forms are available in the school office.
6. It is the child’s responsibility to come to the office at the appropriate time for any medication needed.
7. Medications are to be taken home at the end of the school year or they will be disposed of.

## **FIRE DRILLS**

McCormick Junior High School will conduct fire drills on a regular basis as outlined by Ohio Revised Code. These are held so that in any emergency the building may be orderly and quickly emptied. Since the signal for a real fire would be the same as the one for a fire drill, it is imperative that all pupils move quickly and quietly out and away from the building at the specified exits. Students will be under the supervision of a staff member at all times during drills. Instructions giving directions are posted in a conspicuous location in each classroom. Ohio Revised Code 3737.29.

## **TORNADO INFORMATION**

If a severe storm is approaching the school, a tornado warning signal will be sounded. When the warning signal is given all students are to go to their assigned area, be quiet and follow the directions of the faculty member in charge of your area.

## **F. LIBRARY PROCEDURES**

### **THE LIBRARY MEDIA CENTER (LMC)**

The Library Media Center is located next to the cafeteria on the second floor of the McCormick building. The library staff (media specialist and library technician) is available to help students learn to use the library resources and to locate materials.

The LMC is open each school day between 7:20 A.M. and 2:45 P.M. Special activities in the LMC may limit access during study halls. However, if any student has a problem completing reference work he/she should talk to the library staff so special arrangements can be made.

All students come to the LMC with a teacher to select reading materials. They may also come at other times.

It is the intention of the LMC staff to provide a pleasant atmosphere in which library materials may be used. Absolute silence is not required; however, it is important to respect the rights of others. Homework not requiring the use of the LMC materials should be done in study hall. Students who cause disruptions and do not cooperate will be asked to leave the LMC for the period or for an extended period of time.

Students may check out and return books at any time. Students may borrow books for two weeks and renew them for an additional two weeks by bringing the books to an LMC staff member. Students should return materials as soon as possible as there may be another student waiting to use them. If borrowed materials are lost or damaged, the student and parents/guardians are financially responsible for lost or damaged books. If a student cannot find the item(s) that they borrowed, two options are available for clearing the student's library account.

1. The parents/student can pay for the lost or damaged book; or
2. The parents/student can replace the book that was lost or damaged with the same title. If a student loses a hardcover book then the replacement book must also be a hardcover book. The same hold for paperbacks. The replacement copy must be in good condition.

The Media Center does not charge fines for overdue books, but if a student has a book that is a month or more overdue, he/she won't be able to borrow more books until the overdue book is returned, renewed, or the replacement cost is paid. If a student pays for a lost book but finds and returns the book later in the school year, the Media Center will refund the lost book fee. It is important for students to return or pay for overdue books before the end of each quarter.

Some reference books as well as encyclopedias may be borrowed overnight. These books must be returned before the end of school the following day.

The library collection can be searched from any computer with internet access. The web address is:

[http://web2.noeca.org/html/english\\_unicorn/login/MCCO/welcome.html](http://web2.noeca.org/html/english_unicorn/login/MCCO/welcome.html) or you can choose McCormick Library from the Huron City School Library Media Center webpage at [http://www.huronhs.com/Library/library\\_info.html](http://www.huronhs.com/Library/library_info.html). Students and parents are also able to check their library account from the above address by clicking on the "My Account" button in the CAT. For any parent interested in this feature, please contact the library.

All K-12 students in the State of Ohio have access to a wealth of electronic resources (ex. World Book Encyclopedia Online, Wilson's Biography Online, Facts on File Online, and EBSCO Online) through INFOhio. The resources are accessible via the internet at <http://www.InfoOhio.org>. Student will need to enter the following information when accessing these resources outside of school:

USERNAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

### **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Huron City School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Huron City School District to be able to continue to make its computer and distance learning networks and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand

that one student’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School’s teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Students will receive copies of the Acceptable Use and Internet and Distance Learning Safety Policy (“Policy”) of the Huron City School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. Any misuse by a student may result in disciplinary action as well as possible loss of technology privileges.

## **G. SCHOOL ACTIVITIES**

### **ACTIVITY TICKET PRICES**

All athletic events and student productions, unless announced otherwise, are open to the public. Prices for tickets to McCormick athletic events are \$3.00 for adults and students. (Subject to change).

### **ATTENDANCE AT DANCES, ETC.**

Unless otherwise announced, all club meetings, intramural activities, dances, and so forth, with the exception of interscholastic athletic events, are closed to students who are not enrolled in McCormick Junior High School.

### **ACADEMIC CHALLENGE TEAM**

Students may try out for a position on the McCormick Junior High School Academic Challenge Team. Students selected will compete as a team against other schools.

### **ART CLUB**

The Art Club will permit the students to further enrich the classroom art experience. The club will feature guest speakers, field trips, demonstrations, and student projects. The club will decorate the school for holidays, arrange displays, make pep posters, and make items to sell. The profit from the sale items such as printed shirts, posters, buttons, and cards will be used to purchase supplies for the club and pay field trip expenses.

### **ATHLETIC PROGRAMS**

The athletic program is open to all seventh and eighth grade students who have met the eligibility requirements. Evidence of a satisfactory physical examination by a licensed physician is required. The purpose of the athletic program is to encourage participation in healthful exercise. The goals of this participation are to build healthy bodies, develop individual and team skills, and instill pride in achievement, teamwork, and sportsmanship. McCormick athletic programs are:

Fall:	Football, Volleyball, Cross Country, Cheerleading
Winter:	Wrestling, Basketball, Swimming, Cheerleading
Spring:	Track

## **JR. NATIONAL HONOR SOCIETY**

The McCormick National Junior Honor Society (NJHS) is a nationally chartered organization that honors student scholarship, leadership, service, character, and citizenship. In order to be considered for membership, a student must have completed at least one semester in junior high with a 3.5 Grade Point Average.

NJHS members are expected to serve as models of those five qualities that earned them membership, and also provide service to the school for various events, Red Cross Blood Drive, and other events at the invitation of the Principal.

## **POWER OF THE PEN**

Power of the Pen is a club that meets over the lunch /study hall hour usually once a week. Both 7<sup>th</sup> and 8<sup>th</sup> graders bring their lunches to the Art Room and share lunch time during the first half hour, then move into advisor's classroom for the second half hour to get some quick writing tips and then spend about 15 – 20 minutes writing to a prompt, then share their stories in small groups. Ultimately, this group is preparing to send their 12 best story-from-a-prompt writers to a tournament, usually on a Saturday in January, competing against 7<sup>th</sup> and 8<sup>th</sup> grade writers from about 16 schools in our Northwest, Ohio district. Beyond the competition aspect, the students who join this creative writing club have fun together creating stories.

## **SCIENCE CLUB**

Science Club provides an opportunity for the student interested in science to expand his/her knowledge in science. The club serves as a feeder organization for the Huron High School Science Club and provides members with experience in committee work and parliamentary procedure.

Depending on member interest and enthusiasm, any or all of the following topics will be dealt with: astronomy, geology, botany, zoology, electronics, photography, chemistry and physical science. Most activities are conducted after school hours and on weekends.

## **SPECIAL CHOIR**

Special Choir is composed of seventh and eighth grade students who have auditioned and been selected to perform for local community and service organizations. These performances may occur outside the school day. All eligibility rules apply.

## **STUDENT COUNCIL**

Student Council is composed of students elected each year who join together the ideas of all classes, to improve conditions and to solve the problems presented before them. Council promotes school activities, school spirit, and offers a reasonable opportunity to give personal views and ideas in order to achieve a desirable atmosphere for their fellow classmates. Those elected are expected to abide by the Student Council Constitution which lists guidelines for membership duties and internal procedures.

## **YEARBOOK STAFF**

The yearbook staff exists for the purpose of providing students with a memory book of the student body, faculty and activities throughout their school year. It also provides interested students with actual experience in developing a format for the memory book and the opportunity to use their artistic and creative talents. Most of the work is divided into two vital functions during the months of January, February and March: (1) yearbook sales, and (2) the actual design and layout of the book. The staff consists of



between 20 and 30 students selected from those who show a desire and competency in this area.

**SBC SPORTSMANSHIP – ETHICS AND INTEGRITY POLICY**

The following are ACCEPTABLE BEHAVIORS at an athletic contest in the Sandusky Bay Conference:

- Applauding during introductions.
- Cheerleaders leading fans in positive cheers in a positive manner.
- Treating the game as a game and not war.
- Applauding the efforts of both teams at games end.
- Showing concern for an injured player regardless of team.
- Encouraging, in fact, demanding sportsmanlike behavior from those fans near you.
- Departing the game venue in a dignified and ethical manner.
- Face painting and spirited costumes when not offensive or suggestive.
- Loud positive noise in support of your own team.

The following are **CONSIDERED UNACCEPTABLE BEHAVIORS** and **SUBJECT TO SANCTION** ranging from **WARNINGS** to **SUBSEQUENT SUSPENSION FROM ATTENDANCE**:

- Using an opponent’s name or number in a cheer or chant.
- Profanity, Taunting, Trash Talking, or Heckling
- Wearing derogatory or offensive attire.
- Standing on seats or excessive bouncing up and down on the bleachers.

**CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES CODE**

**PART I RIGHTS AND RESPONSIBILITIES**

A student who attends Huron City Schools has the opportunity to belong to and participate in a wide variety of extracurricular organizations, clubs, and athletic programs. The co-curricular and extracurricular code applies to students who are members of any athletic team or involved in any extracurricular activity. Participation in these organizations, clubs and programs is a privilege. A student is expected to obey school rules and the rules of the organization, club, athletic program in which he/she is a participant. Students not willing to abide by these rules, regulations and guidelines will forfeit their privilege to participate.

**PART II RULES AND REGULATIONS**

A violation of any of the following rules may result in the denial of participation in the extracurricular activity for the duration of the season or semester:

Extracurricular rules commence from date of enrollment and/or date of participation in extracurricular, for example, weight lifting programs, open gyms, summer camps, etc. All school rules apply as stated in the school conduct code. Students who engage in violations of the school conduct code and /or extracurricular rules will be subject to school disciplinary procedures. Students who have not previously participated in extracurriculars and have violated school conduct code and/or extracurricular code may be subject to similar penalty as involved student.

A student:

1. shall comply with all eligibility requirements of the Huron City School system and any governing agency such as the OHSAA, including but not exclusive to those requirements pertaining to age, scholarship, residency and attendance.
2. shall not engage in any criminal activity or violation of civil law. Any student charged by any law enforcement agency is obligated to inform their coach/advisor of such charge.
3. shall not use and/or possess tobacco in any form (i.e. cigarettes, cigars, snuff, chewing tobacco, etc.)
4. shall not sell, distribute, use, and/or possess narcotics, steroids, hallucinogens, intoxicants, or counterfeit drugs, controlled substances, alcohol or other intoxicants at any time.
5. shall behave in a manner which reflects positively on the school and the student's activity.
6. shall comply with all additional training rules or other requirements set by the coach/advisor of the activity and shall complete a physical examination form signed by a physician and parent/guardian for all activities that require a physical. That paper, plus an insurance statement, residency statement, and emergency medical form must be returned to the coach/advisor before a student can participate in any activity.
7. must attend school the entire day in order to participate in any extracurricular activity that day. If the student arrives 30 (thirty) minutes after the beginning of their school day, the student cannot participate in any extracurricular activity that day unless they have a medical appointment, attend a funeral, taking a test for driver licensing or appear in court or arrangements are made with the principal or assistant principal.
8. shall meet obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balances from sale projects, prior to participation in any present or future extracurricular activity.
9. Coaches/advisors are responsible for the administration of the program to which they are assigned. In this capacity, they also have the option to make judgments and decisions on items and procedures not specifically designated in these guidelines which they believe necessary to insure the continue high ideals of the athletic programs, clubs and extracurricular activities of Huron High School.
10. Suspension or exclusion from school includes denial of participation for the duration of the suspension or exclusion.
11. Any student who violates any of the rules of behavior that are published in the McCormick Junior High School Student Handbook could be subject to additional disciplinary action by the appropriate coach/advisor/director and may be denied the privilege to participate.
12. Curfews may be established by coaches/advisors/directors for program participants. All participants must adhere to established curfew.
13. Bus behavior for activity trips:
  - No walking around on bus.

- No food on the bus.
  - All passengers must be quiet while crossing railroad tracks.
  - Respect is to be shown to the driver and other school's property and equipment.
  - Behavior at away activities is expected to be of a high standard.
14. Student-athletes are responsible for information contained in written or electronic transmissions (email) and any information posted on a public domain (internet, chatroom, Facebook, You Tube, MySpace, Twitter etc.). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social network sites; however, student-athletes should be reminded that they serve as representatives of the Huron City School District. Any individual that is identified on a social networking site which depicts illegal or inappropriate behavior will be considered a violation and is subject to athletic discipline, suspension, or expulsion.

### **PART III PROCEDURES**

All head coaches, or activity advisors, shall publish specific rules unique to their programs that are not covered by these general rules. This published set of rules shall be filed with the athletic director.

The Head Coach, advisor, or administrator may deny participation in the activity which he or she oversees.

Head coaches and advisors must follow due process procedures when denying participation from their organizations.

- A. All participants must be given notice of the rules under which they are operating at the beginning of the program or season.
- B. The coach or advisor shall hold a conference with a student who violates the rules and give them a Notice of Intent to Deny Participation. A conference will be held to discuss the problem.
- C. A student shall be given a written notice of the reason(s) for denying his/her participation in the activity and "right to appeal" information. A copy of the notice shall be given to the principal and athletic director. (The building administrator(s) may initiate the "intent to deny participation" with just cause, in any extracurricular or co-curricular activity.)
- D. The student and/or parent/guardian have the right to appeal the decision of the coach or advisor to the principal or designee.
- E. The principal or designee makes the final decision upon the appeal board's recommendation.
- F. A student shall not be permitted to participate in the activity during the appeal process.

### **PART IV EXTRACURRICULAR ELIGIBILITY REQUIREMENTS**

Participation in extra-curricular activities, whether athletic or non-athletic, is a privilege available to students of the Huron City School District who meet or exceed minimum academic standards as established by the Ohio High School Athletic Association and the Huron City School District Board of Education.

For purposes of definition, the term “quarter” as used throughout this policy shall mean a standard, nine-week grading period.

### **STANDARDS FOR MCCORMICK JUNIOR HIGH SCHOOL ACTIVITIES**

1. Incoming seventh grade students will be eligible for first quarter activities.
2. After the first quarter of the seventh grade, to be academically eligible to participate in extracurricular activities, a student must achieve a minimum of a 1.600 grade point average on a 4.000 grade scale for the preceding nine weeks grading period. The student, further, must have passed (A, B, C, or D) 75% of the courses in which they earned a letter grade.
3. An academically ineligible student is not permitted to attend practices, contests as a participant, activities or meetings of the team or organization.
4. Eligibility is based on a nine-week grading period.
5. A student may regain academic eligibility at the conclusion of a nine weeks grading period if he or she meets the academic standards in #2.

PLEASE NOTE THE FOLLOWING:

1. To be eligible a student does not have to maintain a 1.6 accumulative grade point average. The 1.6 applies separately to each nine weeks grading period.
2. A student may pass every subject and not be eligible because of the 1.6 GPA.
3. A student may exceed the 1.6 requirement and not be eligible because of failure to meet the five credit requirements.
4. Eligibility is based on the previous nine week grading period.
5. A student declared ineligible at the end of the fourth nine weeks in a school year will be ineligible for the first nine weeks in the next school year.

These standards apply to all extracurricular activities.

### **AGE LIMITATION**

Bylaw 4-2-2 of the Ohio High School Athletic Association states: If a student enrolled in grades seven or eight attains the age of 15 before August first of a given school year, the student shall be ineligible to participate in the junior high or middle school interscholastic athletic program.

### **PART V EXTRACURRICULAR BEHAVIOR CODE CONSEQUENCES**

**A. Sale, distribution, use, and/or possession of narcotics, steroids, hallucinogens, intoxicants, counterfeit drugs, controlled substances, alcohol or other intoxicants**

#### **1. FIRST OFFENSE ONLY - SELF REFERRAL (one time grades 7-12)**

If a student or his/her parent/guardian without prior knowledge of usage by coaches, advisors, directors, police authorities or other school authorities, voluntarily refers himself/herself to an assessment program and follows through with the assessment recommendations there will be no Denial of Privilege to Participate (review assessment option below). Failure to follow through with the assessment program and/or program recommendations will result in the Denial of Privilege to Participate in all extracurricular programs for 90 (ninety) school days.

### **FIRST OFFENSE**

Student is denied all privileges from extracurricular activities for ninety (90) days - As an alternative for the first offense only, if the student completes an assessment and complies with its recommendation(s), the first-time offending student will be denied the privilege of participation in one contest/event in the activity in which the student is participating, or if not presently in an activity, the first activity following the discovery of the incident.

**If choosing the assessment option**, the student is required to work in conjunction with the athletic director or designee. The student will be provided 7 (seven) calendar days to either complete the assessment or provide official documentation that the assessment program has been scheduled. The student is also responsible for scheduling periodic meeting(s) with the athletic director or designee to review assessment program recommendations. Should the student not perform in accordance with the reduction criteria the 90 (ninety) day denial will be enforced beginning with the date the student stopped the reduction criteria.

Assessments must be provided by personnel credentialed by the Ohio Chemical Dependency Counselors credential board.

Refer to Extracurricular Rules in the Student Handbook as activity participants are subject to these rules throughout the season and school year.

### **SECOND OFFENSE**

Student is denied all privileges for one (1) calendar year from all extracurricular activities if the second offense occurs within 365 days of the first offense.

Student is denied all privileges for ninety (90) days from all extracurricular activities if the second offense occurs after 365 days of the offense.

### **THIRD OFFENSE**

Student is denied all privileges from all extracurricular activities during the student's attendance at Huron City Schools.

The parent / guardian will be notified in writing in each case concerning the situation and the action taken. Local law enforcement agencies will be notified of all offenses.

Denial of privileges pertains to competition, meetings, field trips, attendance at banquets and recognition at assemblies. Practice with the team and accompanying the team to interscholastic competition as a spectator (civilian dress) on the bench or sidelines is left to the discretion of the coach.

Denial of all privileges includes all facets of team membership. The student will have no access to the team at any time.

If a student loses privileges of participation in a sport or extracurricular activity, and the student is currently not invoked in a sport or extracurricular activity, the sport or extracurricular activity in which the student loses privileges of participation must be a sport or extracurricular activity in which the student has been a participant. The student cannot simply choose to go out for a sport or elect another extracurricular activity in order to satisfy the loss of the privileges rule. Therefore, the sport or extracurricular activity must be one in which the student has a past history of participation.

## **B. SMOKING OR POSSESSION OF ANY TOBACCO**

1. First Offense – Denial of privileges for seven (7) calendar days. If not a participant, denial of privileges for the first seven (7) calendar days of the first activity(ies) in which the student participates.

2. Second Offense – Denial of privileges for the remainder of the season. If not a participant, denial of privileges for the first fourteen (14) calendar days of the first activity(ies) in which the student participates.
3. Third Offense or Subsequent Offense – Denial of all privileges for one (1) calendar year from all activities.
  - A participant must complete a season in order for it to satisfy the seven (7) or fourteen (14) days denial of privileges penalties. If the season ends prior to satisfaction of the time requirements, the penalty carries over into the next extracurricular season in which the student participates.

### **C. SALE OR PROVIDING OF DRUGS OR ALCOHOL BEVERAGES**

Student is denied all privileges for one (1) calendar year from all activities.

### **D. CONDUCT UNBECOMING OF A HURON ATHLETE**

1. Police report and/or charges are filed. Misdemeanor charges are filed: The athletic director and/or principal, head coach/advisor will meet and render judgment.
2. \*Felony – Denial of all privileges for up to one (1) calendar year in all activities
  - \*If this act had been committed by an adult - as defined by the Ohio Revised Code
  - \*Crimes committed by a juvenile are not normally classified as felonies and misdemeanors. These sanctions apply if the offense would be so classified if committed by an adult.

### **E. STEALING (equipment, uniforms, money) OR VANDALIZING SCHOOL EQUIPMENT OR FACILITIES (Home or Away)**

Student is denied all privileges for up to one (1) calendar year in all activities.

### **F. UNSPORTSMANLIKE CONDUCT**

The Athletic Director, head coach / advisor, and another member of the Extracurricular / Athletic Council will meet and render judgment.

### **G. WEIGHTROOM**

1. Students are prohibited from using the weightroom/locker-room after school hours except when they are under the direct supervision of a coach or staff member.
2. Students found in the weightroom/locker-room will be subject to school discipline which could include, but is not limited to, being prohibited from using the weightroom.

### **H. DURATION**

A CONSEQUENCE FOR VIOLATIONS OF ANY EXTRACURRICULAR RULE CARRY OVER FROM YEAR TO YEAR FROM 7TH THROUGH 12TH GRADES UNTIL THE STUDENT GRADUATES, PERMANENTLY LEAVES THE HURON CITY SCHOOLS, OR IS NO LONGER ELIGIBLE.

## INDEX

### ACTIVITIES

Activity Ticket Prices .....	34
Attendance at Intramurals, Dances, etc.....	34
Academic Challenge Team .....	35
Art Club.....	35
Athletic Programs .....	35
Jr. National Honor Society.....	35
Power of the Pen .....	35
Science Club .....	35
Special Choir .....	36
Student Council.....	36
Yearbook Staff.....	36
Extra-Curricular Eligibility Requirements .....	39
Co-Curricular and Extracurricular Activities Code .....	37
Age Limitation.....	40

### APPEARANCE AND DRESS.....22

### ATHLETIC TRAINING RULES

Part I – Rights and Responsibilities.....	37
Part II – Rules and Regulations .....	37
Part III – Procedures.....	38
Part IV – Eligibility .....	39
Part V – Behavior Code of Consequences .....	40
Smoking or Possession of Any Tobacco.....	41
Sale/Providing of Drugs/Alcoholic Beverages .....	41

### ATTENDANCE

Legal Consideration .....	9
Absence Policy .....	9
Excused Absence .....	9
Calculations of Absences.....	10
Absence Due to Extended Travel .....	10
Requesting School Work for Absent Student .....	11
Assignments and Tests .....	11
Tardy Policy .....	11
Leaving School Grounds .....	12
Appointments and Leaving School Early.....	12
Church Attendance.....	12
Truancy .....	12

### BULLYING POLICY .....

### CAFETERIA

Guidelines for Lunchroom Conduct .....	27
Lunch Prices .....	31
Free and Reduced-Price Lunches .....	31

### CONFIDENTIALITY POLICY .....

### DAILY BELL SCHEDULE.....

### DISCRIMINATION POLICY .....

### FIRE AND TORNADO DRILLS

Fire Drills .....	33
Tornado Information .....	33

### GRADES AND CURRICULUM

Physical Education .....	29
--------------------------	----

Textbooks .....	29
Student Fees.....	29
Report Cards .....	29
Interim Reports .....	29
Honor Roll .....	29
Merit Roll .....	29
Grading.....	30
Student Obligations .....	30
Failure and Promotion .....	31
<b>GUIDELINES AND EXPECTATIONS</b>	
Classroom and Studyhall Guidelines .....	24
Disruption of Class.....	25
<b>HAZING POLICY .....</b>	<b>5</b>
<b>IDENTIFICATION OF GIFTED .....</b>	<b>7</b>
<b>INTENT TO INFORM.....</b>	<b>7</b>
<b>METHODS OF DISCIPLINE</b>	
Detention .....	14
Extended School Day Detentions .....	14
Saturday School .....	14
Suspension.....	15
Expulsion.....	15
Dangerous Weapons in the School .....	27
Emergency Removal (by Administrator) .....	16
Classroom Removal (by Teacher) .....	20
<b>MISSION STATEMENT .....</b>	<b>3</b>
<b>OTHER ITEMS OF INFORMATION</b>	
Locker .....	25
Expectation of Privacy .....	25
Assemblies.....	31
Visitors .....	31
Medication Policy .....	32
Acceptable Use Policy.....	34
<b>PHILOSOPHY .....</b>	<b>3</b>
<b>PLACES YOU SHOULD KNOW</b>	
School Office .....	31
Health Clinic.....	32
School counselor .....	28
Lost and Found .....	32
Telephone Use .....	32
The Library Media Center .....	33
<b>SCHOOL DIRECTORY.....</b>	<b>8</b>
<b>SCHOOL BUS POLICY .....</b>	<b>26</b>
<b>SEXUAL HARASSMENT POLICY .....</b>	<b>4</b>
<b>STUDENT DISCIPLINE CODE</b>	
Rights and Responsibilities.....	13
Methods of Discipline .....	14
Code of Conduct .....	13
Rules of the Behavior Code .....	17
Interviewing Students.....	17
Smoking/Tobacco .....	27
Alcohol.....	28
Alcohol Use/Student Drug Abuse .....	28