We, the students and staff at Bunsold Middle School, pledge to make our school a SAFE, SUPPORTIVE, RESPECTFUL, community of learners. We strive to always do our best so that we all LEARN, GROW, and REACH OUR FULL POTENTIAL.

1:1 DEVICES

If students are assigned a 1:1 technology device the following rules and guidelines apply.

Protecting Your Data and Files
Students are responsible for the appropriateness of all files, data, and internet history on their device. Although these devices will be logged and filtered on and off campus it is still the responsibility of the student to use good judgement when accessing or transmitting data. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

Cost of Repairs
Marysville School District recognizes that with the implementation of the one-to-one initiative there is a need to protect the investment by both the District and the student/parent. Repairs will be billed at the direct cost of the repair without any markup. Repair costs to the device will be applied to the student's fee account.

Audio & Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds/headphones may be used in the classroom based only upon individual teacher approval.

Device Identification
Student devices will be labeled in the manner specified by the district. Devices can be identified based on serial number. Students may not remove any identifying labels or markings.
Technical Issues/Damage/Loss
Take your device to your school's office or library if you experience any technical problems or damage. If it cannot be fixed at that time, a loaner device may be issued to you, if available. All device policy agreements remain in effect for the loaner device. If your device is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or the appropriate police agency.

Accidental damage is the responsibility of the parent/guardian.

Homeowner's Coverage for Take Home Devices
For devices which are permitted to leave school grounds students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage. However, the student's liability is limited only by MEVSD policies, not the private policy. If the private policy will not cover the full cost of the damage or loss, the student/parent is still responsible for the difference.

MEVSD Accidental Damage Plan
The district will provide an option to enroll in an Accidental Damage Plan (ADP). If paid in full prior to any damage, the ADP will release the parent/guardian from having to pay for loss or damage for the following reasons;

- Damages resulting from normal use and accidents.
- Loss or damages resulting from theft. An official copy of a police report is required.
- Loss or damages resulting from fire. An official fire report from the investigating authority is required.
- Loss or damages resulting from natural disaster.
- Damage resulting from a power surge.
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damage/replacement.
- The plan will cover two incidences per school year.
- The Building Administration will determine if the damages were due to negligence or accident.
- Exclusions (items not covered):
    - Device charger and/or case, unless included in theft or fire

- Intentional damages
- Lying or falsification within any damage report
- Not carrying device in district-approved protective case (if provided)
- Not reporting known damages on the next scheduled school day
- Negligence
- Loss or damages resulting from fraudulent, intentional, or criminal acts

Parents may enroll in the ADP by completing the district ADP application and paying the fee.

Intentional Damage
Students/parents will be held responsible for costs associated with ALL intentional damage to devices. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

Vandalism and Theft
In cases of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent and presented to the building principal.

Check-In
Devices must be returned to the building media center during the final weeks of the school year by the date announced each spring. All devices, cases, cables and accessories distributed to the student must also be returned. Any student who withdraws, terminates enrollment or is expelled must return their device and accessories immediately. If a student fails to return the device and/or accessories when requested the student will be billed for the replacement cost of the device and/or accessory. Any device not returned or immediately paid for in full will be considered stolen property and law enforcement will be notified.

Care of the Device
The device is property of Marysville Exempted Village Schools and all users will follow these rules and the Acceptable Use Policy for Technology. Students are responsible at all times for the care of the device to which they are assigned.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture & liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must remain FREE of any writing, drawing, stickers, or labels that are not the property of MEVSD.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Students will usually not have the opportunity to charge their devices at school, devices are to come to school charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the device.
- Avoid cramming the device in a bag or locker.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
- Do not disassemble or attempt to repair the device. All repairs must be made by the MEVSD Technology Department.

Technology Support
Technology support will be available in the Media Center during the school day. After hours support will not be available.

Transporting Devices
When transporting the device between classes or outside the building you are required to close the lid and keep the device in a padded case. NEVER walk with the device open.
Students who are permitted to take their devices home are encouraged to take their devices home every day after school, regardless of whether or not they are needed.
Personalizing Devices
Students are permitted to change desktop backgrounds and application themes with school appropriate media. The presence of weapons, alcohol, drug or gang related symbols or pictures are not permitted per school/district policies. The presence or access of pornographic materials or inappropriate language is not permitted.

Students are permitted to install school appropriate personal apps on their devices. If storage on the device becomes an issue all school required application have a priority over student downloads and may require the student to uninstall personal apps.

Passwords
Students will be required to maintain an updated password on their device. Students may NEVER share, distribute, or otherwise allow other students access to their password. At anytime a parent, teacher, or school administrator may request and obtain the password and access to the device.

Devices Left At Home
If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present. If a student repeatedly leaves his/her device at home, he/she will be subject to appropriate disciplinary action.

AGENDA BOOKS

Middle School students will receive a student agenda book to use for recording assignments and class information. Teachers will encourage students to bring this agenda book to class and record assignments regularly; however, it is the students' responsibility to maintain this record of assignments.

ATTENDANCE AND TARDINESS

Regular attendance is important for the continuity of instruction, connection with the school community, and academic success. Our attendance policies are designed to help with communication and encourage regular and timely attendance for the benefit of students.

EXCUSED ABSENCES

The following reasons for excused absence are established by state law and by regulations of the Ohio Department of Education and adhered to by the Marysville Exempted Village School District (MEVSD).

1. Personal illness of the student. (see medical absences for more information)
2. Illness in the home (student must be 14 years of age or older)
3. Quarantine of the home by local health officials
4. Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence)
5. Observance of a religious holiday consistent with the student's established creed or belief
6. Alternate Learning Experiences. ALE's must be approved by the building principal(s) at least two weeks (or ten school days) before the absence is incurred.

Medical Absences

The most common reason for absence is personal illness. The following are MEVSD policies governing the excuse of absence for medical reasons.

1. Personal Illness.
    a. Parents may excuse an absence due to personal illness by following the building procedures for submitting an excuse via phone, email, or letter. A parent or guardian may excuse up to 6 (SIX) absences in this way grades K-8 and up to 12 (TWELVE) absences grades 9-12. Tardies and Half days count partially toward this total. Doctor's excused absences, field trips, and other forms of excused absence do not count toward this total. When that limit is reached, building administration has the discretion to require supporting medical documentation (doctor's notes) to excuse absences beyond that limit.
    b. Absences will be marked as unexcused for the year if a parent excuse or required doctor's note is not received within 3 weeks of the child's first day back.

2. Recurring Medical Absences
    a. Some students suffer from persistent medical issues that may result in occasional absences throughout the year. For their convenience, parents or guardians may complete a Recurring Medical Absence form available through the school nurse. Recurring Medical Absence forms require a doctor's signature confirming the diagnosis and a reasonable estimate of the frequency of absence related to that diagnosis. Parents may then excuse absences related to that illness by following normal procedures for submitting parent excuses, even if absences go beyond the building limit for parent excused absences.
3. Head lice
    a. Head lice is a rare but expected issue in school. If your child is found to have lice, the school nurse or their designee will contact parents will the procedures for dealing with lice at home. Students must be cleared by the school nurse before they can return to school.

UNEXCUSED ABSENCES, MEDIATION AND TRUANCY

Absences not covered under the excused absence policy are marked unexcused. The accumulation of multiple unexcused absences may result in the following actions in alignment with district policy and Ohio Revised Code.

1. Mediation
    a. Students who accrue more than 5 unexcused absences, have an overall attendance rate of 90% or below, or have an incidence of truancy (purposeful act of not attending classes and/or leaving school property without permission) may be referred to the Union County Mediation Program. The purpose of the mediation program is to serve as an intermediate step to address attendance issues before it becomes necessary to file in court.
2. Filing a Complaint of Truancy
    a. According to Ohio Revised Code, when a student accrues 5 consecutive unexcused absences, 7 unexcused absences in a month, or 12 unexcused absences in a school year, the school may file a Complaint of Truancy in Juvenile Court. Consequences of a truancy filing can include a fine or probation.

TARDINESS TO SCHOOL

These policies refer to a student being tardy to school. Please refer to building level policy concerning tardiness to class.

Students who arrive to school within two hours of the start of school or leaving within two hours of the end of school may be counted tardy. Students who are more than two hours late or leave sooner than two hours before the end of the school day will be counted as a half day absence.

Excused tardiness requires a custodial parent note listing an excused reason (see reasons previously listed for "excused absences") and should be submitted according to building procedures.

A pattern of unexcused tardiness may cause the school to make a referral to the Union County Mediation Program. **For each five times that a student arrives late to school (without an authorized excuse) a day of unexcused absence will be added to the student's total number of absences.**

VACATIONS, TRIPS

Absences associated with family vacations or trips may be excused if written notice had been given to and approved by the building principal two weeks (or ten school days) PRIOR to the start of the vacation. Principals have the discretion to excuse these absences by classifying them as an Alternate Learning Experience. Individual teachers will give students the work missed and determine the time limit for makeup work.

It is the responsibility of the student to request and make up all schoolwork missed.

When a child will be attending school, yet the parents/guardians will be away on vacation or for other reasons, then the school should be notified prior to this in writing. The duration of the trip and the temporary caretaker's name and phone number should be included in the note.

Parent Excused Absences

Parents are asked to call the middle school absence reporting phone line, **(937)578-6415**, if your student will be absent from school. Please call before 9:00 am on the day of the absence. This answering service is available before and after school hours. When calling, parents should **identify themselves, their relationship to the student a**nd give the student's **name, grade, and reason for the absence**. Parents are also asked to submit written documentation of the absence when their child returns to school either by submitting a letter to the office or by emailing an excuse to bmsattendance@marysville.k12.oh.us

ASSIGNMENTS FOR ABSENT STUDENTS

When a student is absent from school for two or more consecutive days, parents may call the school office in the morning to request student assignments. Teachers will be notified and assignments can be picked up in the office between 2:30 and 3:00 pm that

day. Each academic team has a system for communicating assignments home to parents that can also help in these instances.

MAKE UP WORK

Students are responsible for securing assignments and making up all schoolwork they miss. As a general rule, for each day absent, students will have 2 school days in which to complete and turn in all missed work but teachers and administrators have the discretion to adjust these deadlines to support the learning needs of students. All assignments, including tests, quizzes, etc., must be made up as directed by the individual teacher. It may be necessary for students who have been absent to make up tests, etc., after school or to make other arrangements with the teachers.

EARLY DISMISSALS and Appointments

Students needing to leave during the school day for appointments must present a written note from their parent or guardian to their first period teacher the morning of the appointment. The teacher will then write an "appointment slip" for the student and forward the written note to the main office (south office). Before the student leaves the middle school grounds, he/she must "sign out" in the main office. If the student returns to school the same day, he/she must "sign in" in the main office and receive a re-entry slip. If the student had an emergency appointment and no parent note was given to the first period teacher, then a parent note is to be submitted the following school day.

Students leaving school for any reason should sign out in the main office and will be marked absent for each period that is missed. If the student is sent home early by the school nurse, then a parent or guardian note will not be necessary for that day only.

STUDENT ABSENCE AND ATTENDANCE AT AFTER SCHOOL EVENTS

Students are to be present at school at least ½ day (4 class periods) in order to participate in any after school program, contest, activity, or athletic practice.

AWARDS AND RECOGNITION ASSEMBLIES

Bunsold Middle School strives to recognize student accomplishments such as excellent academic work, participation in extracurricular activities and outstanding individual performance and talent. At the end of each of the first three nine week grading periods, students will be recognized on their team with honor roll and names will be published in the paper.

Each spring a special evening awards program is held to honor those students who make the end of year academic honor roll. Various other student academic accomplishments and honors are also recognized at this annual awards program.

BELL SCHEDULE

Bells will ring at:

-- 10 minutes prior to first period (students dismissed to lockers)

-- 3 minutes prior to first period (warning bell)—students should be in first period or at least moving to first period)

-- At the official start of the school day (first period)

-- At dismissal.

BICYCLES, SKATEBOARDS, and HEELIES

The following items should not be ridden to school or brought onto school property without permission: bicycles, motorized bicycles, scooters, skateboards, hoverboards, or rollerblades.

Heelies may not be used while on school property.

BAGS and COATS

Bags, coats, or similar items may be used or worn on the way to and from school. Both should be placed in the student's locker when they arrive and should remain there for the day. Students may visit their lockers between classes to minimize the materials students have to carry. The mesh bags that may be used for PE classes to hold a change of clothes are to be used for that purpose only when going to and returning from PE. Students must clear any exception to this rule with a teacher or administrator. Teachers and administrators determine what constitutes a bag or coat.

BUS PASSES

Bus passes are only granted in emergency situations with a building administrators prior approval.

CALENDAR

A district school calendar is included at the back of this handbook.

DUAL ENROLLMENT and COLLEGE CREDIT PLUS

Dual Enrollment enables a student to earn high school and college credit concurrently. Ohio's new College Credit Plus can help you earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a College Credit Plus course from a public college or university is free, which means no cost for tuition, books, or fees. If you choose to attend a private college or university, you may have limited costs.

Ohio's new College Credit Plus can help you earn college and high school credits at the same time .If you are a student in grades 7-12 you can apply for College Credit Plus admission to a public or participating private college. The college will admit you based on your college-readiness in one or more subject areas. Your school counselor can help you understand your options, deadlines, and how to proceed. You may not participate in the College Credit Plus program beyond your anticipated high school graduation date.

How Can College Credit Plus Benefit Me? College Credit Plus provides more options for you to pursue rigorous academic coursework beyond the high school classroom. Under College Credit Plus, you can complete your freshman year of college or more, or explore college content that interests you. Earning college credits while you're in high school can reduce your time and costs of attending college after high school.

Does College Credit Plus Differ from the Previous PSEO Program? College Credit Plus is a student-directed program. Students and their families can explore courses offered at all Ohio public colleges and participating private colleges for possible participation in College Credit Plus. Unlike PSEO, College Credit Plus is open to students beginning in the seventh grade and districts are not permitted to restrict an otherwise qualified student's participation in any way. College Credit Plus (CCP) does not replace the requirements to earn a high school diploma. This includes earning 18 points or more on the graduation tests. Even if you are enrolled in college courses, you must take the end-of-course exams in English I, English II, Algebra I and Geometry. You do not have to take the end-of course exams in Physical Science, American Government, and American History if you are enrolled in College Credit Plus courses that substitute. A CCP student's end of-course grades in Physical Science, American Government, and American History will correspond with a point scale used for graduation requirements.

How Do College Courses Earn Me High School Credit? College Credit Plus allows high school students to earn college credit and apply that credit toward their high school graduation requirements. Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit-hour college course will earn students 2/3 of a high school credit and a one credit-hour college course will convert to 1/3 of a high school credit.

How Are High School Graduation Requirements Affected? High school graduation requirements will not be waived as a result of participation in College Credit Plus. You will not receive a diploma until after the course is successfully completed and the graduation requirement is met. However, you may participate in the graduation ceremony if proof is presented that you are progressing satisfactorily one week prior to graduation.

Where Can I Take College Classes? Some college courses under College Credit Plus may be offered at your high school. You may also travel to the college where you have been admitted or enroll in one or more online courses offered by that college.

My High School Has a Formal Arrangement With a Local College to Offer College Credit Plus. Are Those the Only Courses I Can Take? No. After you are admitted to a college, you can take any courses offered by that college that you are college-ready to take. Also, each Ohio high school has developed two sample pathways – one leading to 15 credits and another to 30 credits. These should

be included in your high school's course offerings. However, students have no obligation to take courses identified on a pathway or to complete a pathway. Students can take courses offered in person or online by any public or participating private college in Ohio.

Will College Credit Plus Grades Appear on My High School Transcript? Yes. High school credit awarded for courses successfully completed under College Credit Plus will satisfy or exceed the graduation requirements and subject area requirements of the school district. Courses successfully completed under College Credit Plus must be listed by course title on the high school transcript. College Credit Plus courses will be computed into the GPA using the same scale as Advanced Placement and International Baccalaureate classes in your district.

How Does College Credit Plus Impact Athletic Eligibility? If you are a student athlete, you must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing five, one credit courses or the equivalent per grading period with the high school and college courses combined. Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic eligibility. Please check with your counselor to ensure that the coursework you are taking is compliant with the OHSAA.

What Are My Academic and Social Responsibilities? You will be expected to follow the rules and regulations set by the college/university. You will also be expected to follow the rules and regulations set for high school students detailed in the student handbook. Once enrolled, you are eligible to receive advising from campus-based support services of that institution. Additionally, you will continue to have access to your school counselor and all other resources available to high school students. Participation in College Credit Plus does not guarantee you admission to college after high school. You should follow the regular undergraduate application process for whatever college you plan to attend after high school.

What Courses Are Available through College Credit Plus? Once you are admitted to a college for College Credit Plus, you may take any course in the college's course catalogue that is not remedial or religious, and that applies toward a degree or professional certificate, in a subject area in which you are college-ready.

Who Pays for College Admission, Textbooks, Fees, and Transportation? Students attending a public college will not be charged for tuition, books, or fees. Students attending a private college may be charged based on the particular private college and where the course is delivered, in accordance with law. Although the amount students can be charged may vary, in 2014 the maximum would have been up to $153 per credit hour. Responsibility for transportation rests with the student. Students who qualify for the free and reduced lunch program may not have to pay any fees to a private college. Please talk with your counselor for details.

What If I Fail a Class? Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. If you do not receive a passing grade, the district may, in some instances, seek reimbursement for the amount of state funds paid to the college on your behalf for that college course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

CONFERENCES

Four parent-teacher conference days are scheduled during the school year. Dates for these conferences are listed on the district calendar. Information about these conference times is mailed or given to students several weeks prior to conferences. Parents wishing to schedule a conference with a teacher or team may arrange this at any time throughout the school year by calling the middle school office. Individual teachers may also be contacted by note, phone call, or email.

CONFLICT RESOLUTION TOOLS

Conflicts can be caused by inappropriate behavior or simply by a disagreement about facts or feelings. While we must accept conflict as a natural and inevitable part of living, we need not accept violence as a response to conflict. Conflicts can be solved peacefully without fighting, name-calling or hurting the feelings of others.

A school environment conducive for all students to learn must be free of all forms of violent and disruptive behavior, including physical

and verbal abuse, sexual harassment and all forms of discrimination. Creating safe environments for students and staff requires schools, students, parents and communities to work together using prevention strategies.

SUCCESSFUL WAYS TO DEAL WITH CONFLICT AT SCHOOL

1. Calm down before reacting or retaliating – temporarily remove yourself from the problem so you can think clearly.
2. Regroup – state the problem – be specific at what's bothering you. Don't listen to hearsay.
3. Get advice – preferably from a parent or other adult.
4. Get a game plan – and consider all the consequences.
5. Handle the problem privately, not publicly.

POSSIBLE STEPS FOR HANDLING CONFLICT

1. Let the person be aware of your feelings but do this in an appropriate manner. Be assertive when necessary – but don't lower your standard of behavior.
2. If conflict continues then let a staff member be aware. Do this privately and appropriately.
3. Get a game plan with the staff member – feel free to offer constructive solutions in an appropriate manner – and continue to report the conflict if it should continue.
4. See a counselor and/or administrator if the problem continues.

CUSTODY

Parents need to inform the school office any time the custody of a student changes. School officials must be provided with a copy of the court orders pertaining to a student's custody.

DANCES

School dances may be held during the school year. Dances are open to currently enrolled Bunsold Middle School students only. These events are chaperoned by school administrators and teachers. Specific policies for each dance will be communicated to parents prior to the event.

DISCIPLINE AND BEHAVIOR

The following are behavior guidelines which all middle school students are expected to follow:

1. Obey all school and classroom rules. Gum chewing and candy in classrooms will be permitted at teacher discretion.
2. Respect school and personal property.
3. Respect teachers and fellow students.

Disciplinary actions may include, but are not limited to: detention (s), conference with parent, In-School Study Program, Extended School, Saturday Schools, Emergency Removal, Out of School Suspension, Expulsion, Court Charges, and referral to outside agency.

In-School Study may be assigned as a positive alternative to suspension when students are assigned to this program for an entire school day. Students may also be assigned to In-School Study for lunch or select classes only. While in In-School Study students are under the direction of a coordinator and will receive credit for any schoolwork completed. In-School Study Program assignments do not require notice, hearing and appeal rights, etc.

Please refer to the STUDENT CODE OF CONDUCT and other discipline-related policies in the back of this handbook.

BEHAVIOR AT AFTER SCHOOL EVENTS

Students are expected to follow all school rules when attending any school sponsored activity (including athletic contests, concerts, musical, variety show, or any other performance). Any student attending a school sponsored activity should not arrive more than 15 minutes prior to the start of the activity, should sit or remain in designated areas, applaud or react appropriately to performances, and follow the directives of any staff member present. Failure to abide by these procedures could result in removal from the activity without refund. Additional discipline will also be considered for severe misbehavior.

BEHAVIOR AT ASSEMBLIES, PEP RALLIES, ETC.

Students attending school assemblies, programs, etc. are expected to behave in a courteous manner. Inappropriate behavior may result in the student not being permitted to attend such events and/or other disciplinary action.

BEHAVIOR AT ATHLETIC EVENTS

Most middle school events take place during the school week. Students attending school events should be at the event to watch and support the teams in an appropriate manner. While in attendance, students should remember the following:

1. Do not arrive on school property more than 15 minutes prior to the game/contest.
2. All school rules apply.
3. Stay in the bleachers and not loiter in other areas.
4. Sportsmanship and proper language is expected at all times.
5. Focus energy on "cheering" for our school team.
6. Follow all guidelines set-up by the athletic director.

Students who fail to follow the above may result in removal from the event and other school consequences as well.

BEHAVIOR ON BUSES

The following is a list of rules for behavior on school buses:

1. Students are required to obey rules set forth by the school and bus driver.
2. Stay in your seat and sit properly.
3. Keep all parts of your body and all objects in the bus.
4. No yelling, loud and/or startling types of noises, or horseplay.
5. No eating, drinking, or chewing gum (gum only with driver permission).
6. Students should refrain from using/spraying cologne, hairspray, perfume, air fresheners, or other type of chemicals.
7. Students should remain quiet at all railroad tracks.
8. Students should exit the bus using the correct "place of safety" procedures.
9. After school, students are expected to immediately board buses located on the west side of the building. Students who miss boarding a bus should report to the office. Students should use exits B/C or E/F when leaving the building to board a bus.
10. Pupils must leave or board the bus at locations to which they have been assigned unless they have authorization from the Transportation Department to do otherwise (ORC 3301-83-80). This type of authorization should be secured prior to the end of the school day, and written notes from parents which students submit to drivers as they board the bus will not suffice.

When students are referred to the school office for misbehavior on the school bus, the following disciplinary actions may be taken in addition to other school related consequences if necessary: warning, bus removal, bus probation, bus suspension, and community service.

Day(s) of assigned bus suspension which fall on days cancelled due to inclement weather or for other reasons will be postponed to the next school day when classes are in session.

BEHAVIOR IN CAFETERIA

Students should follow all procedures and rules as outlined by cafeteria and gymnasium supervisors:

1. Students should sit immediately at their assigned tables upon entering the cafeteria.
2. Students will be dismissed to the food lines by tables after remaining seated.
3. Students must remain seated unless given permission by a staff member to do otherwise.
4. Supervisors will establish procedures for table clean-up by students.
5. Students will be dismissed by tables after their table has been properly cleaned.
6. Students should not bring books, materials, or any other belongings to the cafeteria with the exception of purses, and lunch boxes without permission.
7. Students should not ask for or receive money from other students without first bringing these types of inquiries to the adult lunchroom staff for approval. Students should not lend money, borrow money, or ask for food "donations".
8. Students while in the lunch line should keep all food and beverage in open view or on their trays and should refrain from any eating or drinking prior to paying the cashier.
9. Students should not leave the cafeteria with possession of any school food and/or beverage and or open containers of any type.
10. Students should use hallways 1 and 2 when entering the South Commons and hallway 3 when entering the North Commons.

BEHAVIOR IN HALLWAY

1. Students should not have open containers of food and/or drink. For safety reasons, items such as suckers should not be consumed.
2. Students should speak at reasonable levels.
3. Students should refrain from running or participating in physical contact/horseplay.
4. Students should refrain from inappropriate public displays of affection, including but not limited to: hand holding, kissing, and embracing.
5. Students should refrain from wearing coats and carrying book bags other than when entering or exiting the building. (see COAT AND BOOKBAG SECTION).
6. Students should use the right side of the stairways and should only use the stairways located by Entrances A and G with the exception of before and after school.
7. Students should avoid leaning on the second floor railing and should refrain from dropping and /or throwing any type of object over the railing.
8. Students may use the ELEVATOR only if they have prior permission from the school nurse or administration.

DETENTIONS

After school detentions are usually scheduled for 25 minutes following school dismissal. A copy of the detention notice is to be given by the staff member to the student, which serves as official notice. This detention notice lists the date of assignment, the name of the staff member assigning the detention, the location of the detention, and the behavior which resulted in the detention being issued.

If a student fails to serve a detention, then a 50-minute detention will be assigned and the student and parent notified. Failure to serve a longer detention will result in the student being assigned Extended School. Failure to attend an Extended School may result in an out of school suspension.

Students may also be assigned detention by the administration. These detentions may initially be scheduled for an hour or longer. Failure to attend any administrative detention may result in Extended School being assigned.

DISMISSAL AT END OF SCHOOL DAY

All students are required to exit the building within 10 minutes of dismissal and should leave school property as soon as possible unless under the direct supervision of a staff member or coach.

In addition, students should not remain on or return to school property with the purpose of watching athletic team practices and other extracurricular events. Students found after hours in the building without prior consent and direct supervision of staff may face disciplinary consequences.

STUDENT PICK-UP/DROP-OFF PROCEDURE: Please use the north entrance to the grounds and pick up your child outside Entrance A. The desired and safest traffic pattern is to stay in single file until you reach the one-way drive area. At that time it is ok to pass other vehicles providing this is done in a safe manner. When doing this, please pull up as far as possible past Entrance A so that as many cars as possible can pick-up at one time. This procedure applies as well to the morning when dropping off students. Students should use Entrance M when entering in the morning and should exit at M or A when being picked up in the afternoon.

DISRUPTIVE/DANGEROUS ITEMS

Students are not to bring any item to school that is determined by the school to be disruptive to the educational process and/or is considered potentially dangerous. Students found in possession of these items may have the item confiscated, as well as face possible disciplinary consequences.

ELECTRONIC DEVICES

Students are permitted but not required to bring electronic devices to school and are expected to use these devices responsibly. Students may use electronic devices during lunch. Students may not take any type of picture, audio, or video recording without explicit prior approval from a staff member at any time, even if students included in this picture or recording have given consent. This includes "selfies." Classroom teachers will indicate whether or not electronic devices are permissible on a day by day basis. When not permitted for use in class, devices need to be put away or placed face down on a desk. Teachers may also require students to place their device in a designated area.

We request that if a student wants to contact their parents that they first get permission from an adult so the school is aware when a parent has been contacted. For example, if a student is feeling ill and wants to go home, we request students come to the office and ask to call home so our office staff is aware that a parent is coming to pick up a child.

We cannot guarantee the safety or security of personal devices so parents and students assume sole responsibility for lost or damaged items.

If violation of this policy occurs then the electronic device may be confiscated until a parent picks it up and the storage/contents may be reviewed as necessary.

DRESS

Student dress is to be appropriate to the school setting as determined by the school administrators. Student dress is defined as what is worn (clothing, make-up, tattoos, body piercing), and how it may be perceived by students, staff, and administration. Student dress should be safe, healthy, and not deemed to be a distraction. It should also not be offensive, intimidating, or worn in a **revealing manner**.

Student dress associated with alcoholic beverages, tobacco products, or drugs will not be permitted. In addition, no article of clothing or tattoos shall contain obscene, profane, or sex-related words, messages, symbols, or pictures. Styles of hair, make-up, or clothing that might cause a distraction will not be permitted.

More specifically, in regard to student dress:

- Shorts and skirts should be no shorter than mid-thigh.
- No see through clothing (thin tights as pants, sheer shirts)
- Clothing with holes (or frayed cloth) above the knees should not be worn.
- All shirts must have sleeves the width of two fingers (no spaghetti straps)
- Open midriffs, backless shirts, or halter tops are not permitted.
- Shoes must be worn at all times (Slippers are not permitted).
- All hats, hoods, and sunglasses should be removed immediately upon entering the building.
- Bandannas, scarves, and headbands (not an inclusive list) are prohibited.
- Students should refrain from drawing on themselves or other students. Students should also refrain from putting stickers or decals on faces.
    - The Principal/Assistant Principal will have final say on all dress apparel.
    - Any student whose clothing is deemed inappropriate will be asked to change his/her clothing or contact a parent to make arrangements for more appropriate clothing to be brought to school.

EMERGENCY DRILLS

During the school year emergency and safety drills are practiced periodically including: fire drills, tornado drills, and student safety drills. Students should know exit routes and tornado drill locations. Fire exit routes and tornado drill location signs are posted in classrooms. During drills, students are to move quietly to the proper location and follow the directions of the supervising staff members.

EMERGENCY INFORMATION

In case of emergency each student is required to have on file in the school office the following information:

1. Parent or guardian name(s)
2. Complete and up to date address
3. Home phone number/cell phone number
4. Parent work phone number(s) and place of employment
5. Emergency phone number of relative, neighbor, or person designated by parent

It is the responsibility of the parent to keep all emergency information current and to notify the school office of any changes.

FINES AND FEES

School fees or fines can be paid in the office of the assistant principal. The administration will withhold grades of students who have outstanding fees and fines.

FIELD TRIPS

Field trips within our community and to other points of interest are scheduled by classroom teachers throughout the school year. Parents will receive notices of field trips and permission forms which require parent signature.

Students traveling to school events or athletic contests are to be transported in school owned vehicles (busses or vans). Students are permitted to ride home from the event or contest with their parent or legal guardian ONLY. Written notice must be given to the coach, teacher, or advisor in advance if this is done.

FUNDRAISERS

Only school sponsored fundraising activities are permitted on school grounds.

GRADING

All subjects taken by students at the middle school are graded courses. The following is the Marysville Middle School grading scale:

98-100	A+	78-79.9	C+
93-97.9	A	73-77.9	C
90-92.9	A-	70-72.9	C-
88-88.9	B+	68-69.9	D+
83-87.9	B	63-67.9	D
80-82.9	B-	60-62.9	D-
		0-59.9	F

HONOR ROLL

An honor roll list for each grade level will be made based on each nine week grading period. All grades for courses in which the student was enrolled during the grading period will be considered for calculation and placement on honor roll.

The honor roll will list all students who qualify for any of these three categories: 4.0 average (all A's), 3.6 – 3.99 average (Distinction), and 3.2 – 3.599 average (Merit). Final awards (received at the Awards Program) will be determined based on the first three grading periods.

INCOMPLETE Grade POLICY

A student who receives an "Incomplete" as a grade on the grade card has 15 school days past the end of the nine-week grading period to make up all work. Work not made up within the 15 days will receive no credit. Nine-week course teachers may grant an extension of time to individual students. At the end of the fourth nine weeks (end of school year) no "Incompletes" can be given.

It is the student's responsibility to contact teachers to make up all incomplete work. Teachers are to give the student a letter grade after the 15-day deadline and notify the guidance counselor of the grade change. Students on Home Instruction or with extended illnesses may be granted additional time for makeup work.

INTERIM REPORTS

Interim Reports are issued to all middle school students at the mid-point of each grading period and are designed to inform students and their parents of grade averages in all courses at that time. Parents are encouraged to call the school to arrange conferences with teachers to discuss a student's schoolwork at any time during the school year.

GRADE (REPORT) CARDS

Grade cards are issued to middle school students approximately one week after the end of each nine-week grading period. Grades are assigned for all courses in which the student is currently enrolled. Grade cards for the first, second, and third nine weeks are distributed to students during the school day. Grade cards are mailed home at the end of the school year. Grade cards will be held for students owing fees or fines at the end of the school year.

RETENTION

Any student at Bunsold Middle School who fails (F year average) two or more year-long courses (math, science, social studies, reading, English) will be considered for retention. Trimester courses (physical education, health, art, music, Family and Consumer

Science, Career Consumer Science, computer), as well as band and chorus will also be considered. Length of the course will determine the amount of consideration a course is given in the final decision-making process.

The final decision as to whether a student is to be retained is made by the building principal.

HALL PASSES

Team teachers will issue hall passes to students periodically. All students in hallways during a class period are required to carry a hall pass. Students that are office workers will have a separate hall pass.

IMMUNIZATIONS

In addition to the immunizations that students must receive before starting school in kindergarten, Ohio Law requires that all seventh graders must have received a second MMR (measles, mumps, rubella) shot prior to the start of school. Written proof of receiving this shot must be on file in the school office. Students who do not have evidence of proper immunization will be excluded from school after 14 days. Note: Beginning with school year 2010-11, incoming seventh graders are required to have a Tdap prior to the start of school (of the two boosters, Tdap is preferred as it provides vital protection against pertussis/whooping cough).

Beginning with school year 2016-2017, incoming seventh graders are required to receive 1 dose of Meningococcal vaccine to be administered prior to the start of school.

INSURANCE FOR STUDENTS

Student accident insurance is available for parents to purchase on a voluntary basis. Application forms are available in the main office.

LIBRARY

Books, reference materials, encyclopedias, newspapers, and magazines are provided for student use. Each student is responsible for materials borrowed from the library. Fines may be assessed for lost or overdue items. Students using library computers are subject to the network usage policy outlined later in this handbook.

LOCKERS

All lockers are school property. Individual student lockers may be opened and checked by building principals or others with the knowledge of the principals, at any time. Students are to use the locker assigned to them and not share lockers with other students. All hallway student lockers have built-in locks and the combination will be provided to each student on the first day of school. The school is not responsible for items lost or stolen from student lockers.

LOST AND FOUND

A lost and found is located in the main office and a lost and found table is located inside Entrance M.

LUNCH

Lunch periods are 30 minutes long. Monthly menus will be available in the cafeteria and on the district website. Payment is made to the cashier in the lunch line or through EZ Pay online. **No lunch charges are permitted.**

Free and reduced lunch application forms are available in the main office. Parents must complete a new form each school year if your child qualifies for free or reduced lunches.

MEDICINE

PRESCRIPTION (BOARD POLICY)

Parents who desire to have prescription medicine administered to their child must have a completed "Administration of Medication Request" form (Form MEVS H-s) on file in the school office. This form must be completed by both the physician who prescribes the medication and the parent or guardian of the student prior to school personnel being permitted to administer medication. The form indicates the name of the student, name of the medication, dosage, possible side effects, expiration date of the physician's order, etc. A copy of the complete board of education policy on prescription medication is available in the main office at the middle school.

Parents are to personally deliver all prescription medication to the main office at the school. Medication is to be in the original prescription container with the student's name, date, medication name, and dosage on the container label. It is the responsibility of the parent to refill all prescriptions as needed. If a student requires the same medication at home, most pharmacies will provide an extra

pill bottle with a duplicate label. School personnel are not responsible for monitoring the supply of medication on hand in the school office for individual students.

Leftover medication will not be sent home with the student. School personnel will properly destroy prescription medication left over at the school following the completion of the school year if not picked up by the parent by June 15th.

NON – PRESCRIPTION (BOARD POLICY)

Dispensing of non-prescription/over-the-counter medication is discouraged at school. This type of medication should generally be given at home under parent supervision. If a parent feels that it is necessary for a child to have non-prescription medication at school, he/she should first understand that school personnel will not dispense this medication unless ordered by a doctor and an Administration of Medicine Request form (MEVS H-2) is on file at the building with the nurse. A student in possession of non-prescription medication should have only a one day dosage and a note confirming parental approval. The non-prescription medication should be stored in the original marked container. Medication should be in safe containers; that is, no glass, sharp objects, or such things that could be dangerous to themselves or others. Upon arrival at school the child is to give the note explaining the medication and show the medication to the principal or principal's designee. The note will be copied and kept in the clinic.

Some examples of non-prescription medication are Tylenol, Advil, Ibuprofen, and Visine (note: eye drops normally contain more than one dose and therefore may be kept in the clinic for the day, student will come to the clinic to self administer eye drops. Student will pick up eye drops at the end of the school day.

ASTHMA INHALERS

Students are authorized to possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or use before exercise to prevent the onset of asthmatic symptoms, at school or at any school-sponsored activity, only if a self-medication authorization form (Form MEVS H-3) is on file in the school office. This form includes all the information listed above in the prescription medication form, plus information specific to the self-administration of asthma inhalers (see board policy for details).

SPRAY CANS

Aerosol spray cans are not permitted at school. Although not inclusive this list includes products such as deodorant and hairspray.

EMERGENCY MEDICATIONS

Some students have medical conditions that may require immediate administration of emergency medication. Examples include bee sting allergy and diabetes. A student may carry such emergency medication only if the required information is on file (Form MEVS H-2) in the school office from the physician and parent. Information regarding special circumstances for administration of the prescription medication must be noted by the physician under "special storage conditions" on the physician's portion of the medication form. This is for the safety of the students and so that school staff will be aware of possible life-threatening situations.

NON-PRESCRIPTION SUPPLEMENTS

Students should not, under any circumstances, provide any type of supplements to other students. These supplements include, but are not limited to, vitamins and diet supplements. A student in possession of supplements should have a note confirming parental approval and should not possess more than a dose at any time. This note and the non-prescription supplement should be taken to the office, immediately upon arrival to school.

HIGH POWERED CAFFEINE DRINKS OR SPRAYS

These types of drinks and/or sprays are discouraged at school and are not to be shared with other students. High doses of caffeine can cause negative effects on the body such as: increase heart rate, tremors and GI upset and can also interact adversely with certain medications. Some examples of drinks are Mountain Dew, Monster, Red Bull, and Rockstar.

MEDICINE – REQUEST FORM

See "Administration of Medicine Request" form (MEVS H-2) available on school website or in the main office.

NEWSLETTER

A middle school newsletter with information about upcoming events, club activities, and accomplishments of our students is published every other month during the school year. Copies will be sent electronically to parents and can be found on the school website.

NURSE

A nurse is on staff at the middle school each school day.

PICTURES

Student school pictures are taken in September. Purchase of school pictures is voluntary; however, all students will be photographed for school records.

POSTERS AND NOTICES

Any outside of school organization or person wishing to post notices and/or distribute flyers at Bunsold Middle School must have the permission of the superintendent and principal. If permission is granted, each posting must include the statement, "Not Sponsored by Bunsold Middle School".

RECORDS (STUDENT FILES)

ANNUAL NOTIFICATION AS REQUIRED BY BOARD POLICY

The Marysville School District notifies parents and students of the following rights regarding student records:

A. The right of a parent or eligible student to inspect and review the student's education records.

B. The intent of the Marysville School District to limit the disclosure of information contained in a student education records except (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information* or (3) under certain limited circumstances, as permitted by law.

C. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.

D. The right of any person to file a complaint with the Department of Education if the School district violates the FERPA.

E. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

*Directory Information includes:

1. Student's name
2. Name of the student's parents
3. Student's address and telephone listing
4. Student's date of birth and place of birth
5. Dates of attendance
6. Student's extracurricular participation
7. Student's achievement awards or honors
8. Student's weight and height if a member of an athletic team
9. Student's photograph
10. The school or school district the student attended before enrolled in this school district.

SAFE SCHOOL HELPLINE

Use the Safe School Helpline to report threats of violence, suicide, and illegal activity that could harm children in our school. Your call is private, confidential, and anonymous (1-866-Listen2me). You may also access Safe School Help online by opening the Health and Safety link on the Marysville Schools homepage. Brochures are available in the guidance office to help explain more about Safe School Helpline.

SOCIAL MEDIA and ONLINE COMMUNICATION

We want students to become responsible digital citizens. Part of digital citizenship is understanding what posting information online means. When communicating for educational purposes through tools like Schoology and Google Docs, comments must be relevant for the instructional purpose. Comments made or media posted or viewed on social media during the school day will be treated as if the student stood up and said it in the middle of a classroom. If those comments or posted media would warrant a consequence in person then they warrant a similar consequence if posted online or on social media.

SPORTS – ATHLETICS

Students who participate in extracurricular activities generally experience a more meaningful connection with school and thus tend to have more overall success. The school desires that student participation in the seventh and eighth grade athletic program(s) will be a

rewarding experience. The school encourages and promotes student participation in athletics.

Student participation in athletics is a privilege that is regulated by individual school policies and those set forth by the Ohio High School Athletic Association. As a student-athlete, students are expected to conduct themselves in an exemplary manner at all times. The Marysville Board of Education and Athletic Department have adopted an Athletic Code of Rules for Participation and Eligibility which must be followed by all student athletes. Each athlete and his/her parent are required to read and agree to follow this code. Student-athletes who choose to not follow this code may be subject to possible suspension or removal from the team by a coach, athletic director, or administrator. The student may also be subject to other team and school disciplinary consequences as well.

ENROLLMENT AND ATTENDANCE

All students participating in a school sponsored sport must be enrolled in and attending full-time in accordance with all duly adopted Board of Education or similar governing board policies of that school.

Home schooled students must be enrolled in the District on a full-time basis in order to participate in co-curricular and extracurricular activities. Full-time enrollment status is defined as enrollment in a minimum of five class periods.

Exception: A student enrolled in a member school who receives his/her education through a community school established under Chapter 3314 of the Revised Code that is sponsored by the city, local or exempted village school district in which the student is entitled to attend school pursuant to Section 3313.64 or 3313.65 of the Revised Code, is eligible to participate at the member public school that is operated by the school district sponsoring the community school, provided the student is enrolled and attending pursuant to Board of Education policy.

Exception: A student enrolled full time in a postsecondary institution is eligible to participate at the high school where the student's records are maintained, provided the student is receiving high school credit for a minimum of five one credit courses in the postsecondary institution.

Exception: A student enrolled in an alternative school that is sponsored by a Board of Education or similar governing board is eligible to participate at the member school where the student would be entitled to attend provided the alternative school does not sponsor interscholastic athletics and the student is counted on the EMIS report for the member high school.

Exception: A student who is home schooled and is enrolled in a member school in accordance with the partial enrollment policy of a Board of Education or similar governing board may be eligible at the school where the student is enrolled and attending. Note: A student entering a member school from a home school must do so at the beginning of the school year after having been home schooled for at least one calendar year. Failure to meet this one-year provision requires the student to be enrolled for a minimum of one grading period before the student can be declared eligible.

ELIGIBILITY

While athletics is one means in which the school may be able to further meet the needs of its student body, it is the school's intention and directive that academics is first and foremost in the role of the educational processes. Therefore, Bunsold Middle School has adopted a stricter policy than the Ohio High School Athletic Association. In order to participate in games or contests, a student athlete must satisfy the following:

1. A Student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.
2. Received a GPA of 1.5 or higher during the preceding grading period.
3. Meet weekly eligibility guidelines during the actual season of games and/or contests (see Athletic Handbook for further explanation).
4. Be in attendance for at least 4 periods on the day of the game or contest.

PAY-TO-PLAY PARTICIPATION

Marysville Schools operate under a pay-to-participate system for all extra-curricular athletics. The fee must be paid by the date specified by the athletic director for each sport in order for the child to continue participating. All checks should be made payable to Bunsold Middle School, and must be turned in to the coach, the athletic director, or the middle school office before the student will be given a uniform.

ATHLETIC HANDBOOK

The Athletic Handbook is available at the end of this student handbook section and contains more information on athletic eligibility in addition to information on other topics such as age limitation, non-interscholastic competition, recruiting of athletes, steroids, alcohol, tobacco, and illegal drugs, physical examinations, sports camps/instructional programs, medical insurance, transportation, uniforms, vacation guidelines, awards, conflicting events, and attendance at school in regard to participation.

STUDENT CODE OF CONDUCT/BOARD POLICIES

See Student Code of Conduct included in the back of this handbook, along with other board policy in regard to: student suspension/expulsion/emergency removal, search & seizure and interrogation, use, possession, or distribution of tobacco, weapons, and the substance abuse policy statement.

STUDENT SUPPORT SERVICES (GUIDANCE)

At the middle school there are two Student Support Services coordinators that meet and work with students to address academic, social, or emotional concerns. Other responsibilities include **enrolling new students, coordinating proficiency and achievement testing, and maintaining student office records.** There is one coordinator for each grade level. **The offices for the Student Support Services coordinators are in the Main Office.**

SURVEILLANCE CAMERAS

Surveillance cameras have been placed throughout areas of the building. All cameras are operable.

TELEPHONE

The telephone in the main office may be used by students for contacting parents in emergency situations such as illness.

TEXTBOOK CARE AND FINES SCALE

Students are responsible for the proper care of all textbooks issued to them throughout the school year. If a book is lost, the student will be charged the replacement cost of that book. Students who have damaged books will be fined according to a sliding scale based on the age of that book. Fines for lost and damaged books must be paid before the student will receive the year-end grade card.

SCALE: Books are classified as follows:

1st year	NEW
2nd year	EXCELLENT
3rd year	GOOD
4th year	FAIR
5th year	POOR

Books should be returned at the end of the school year in the condition listed for the next school year's use. If the book is returned 2 levels below its condition at the beginning of the school year, a fine of 20% of the cost new will be assessed. If the book is returned in a condition 3 levels below its condition at the beginning of the school year, a fine of 30% of the cost new will be assessed. If the book is returned in a condition 4 levels below its condition at the beginning of the school year, a fine of 40% of the cost new will be assessed.

EXAMPLE: A book NEW at the beginning of the school year is returned in GOOD condition instead of EXCELLENT. The student will be fined 20% of the cost of the book new.

TRADING/EXCHANGE OF MONEY

Students should not trade any personal belongings with other students. This also applies to exchanging money for personal belongings as in renting, buying or selling. In addition, students are not permitted to "loan" money to other students.

VACATIONS

Any absence from school due to vacation, as outlined in the Board of Education's Attendance Policy, may be considered an alternate learning experience. Schoolwork missed during a vacation absence may be made up **if written notice has been given to, and approved by the building principal two weeks PRIOR to the start of the vacation.**

VISITORS

Any person (not assigned or authorized by the Board of Education) entering the school premises or building must report to the office immediately. This is required by Ohio law. Visitors will be asked to sign in and wear a visitor identification badge.

Students are not to bring friends or visiting relatives to school.

VOLUNTEERS

Bunsold Middle School welcomes parent volunteers. Parents are encouraged to assist with classroom projects and activities, help in

the school library, and assist at school events. A parent volunteer form is included with the first newsletter of the school year. Forms are also available in the main office for interested parents.

WEATHER CLOSINGS AND DELAYS

The following local radio and television stations carry information about weather closings and delays:

WTVN	610 AM	WNCI	97.9 FM	WBNS	97.1 FM
WUCO	1270 AM	WSNY	94.7 FM	WCMH	TV – 4 COLUMBUS
WCOL	1230 AM	WDIF	94.3 FM	WSYX	TV – 6 COLUMBUS
WMNI	920 AM	WBNS	1460 AM	WBNS	TV – 10 COLUMBUS

Weather closings and delays are also posted on the district website: www.marysville.k12.oh.us

WEBSITE

Marysville Schools maintains a district website with valuable information for parents and students. The address for the district site is www.marysville.k12.oh.us . You can reach the BMS page by following the appropriate links on the district home page. The BMS page offers the following forms and information:

- Team Web Pages and academic links
- Staff Information Pages
- Student Forms (Emergency Medical & Parent Contact)
- School Calendar
- Administration of Medicine Request
- Current Newsletter

The website also offers athletic links that can provide:

- Directions to other schools hosting athletic contests
- Updates about athletic seasons and off season activities
- Events calendar (subject to change)

WITHDRAWAL

A student withdrawing from Bunsold Middle School is to report to the main office prior to first period on the last day of attendance. The student will receive checkout forms to be completed by teachers. All fees and fines are to be paid prior to checking out.

Any student withdrawing must have written notification from the parent and should include the following information: student name(s), grade level, date of withdrawal, name and location of the new school to be attended, and parent signature.

STUDENT CONDUCT CODE

MARYSVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Part I Rights and Responsibilities

The Marysville Board of Education shall, in compliance with State Law, provide for the educational opportunity of all residents between the ages of five and twenty-one living within the school district. All students have the opportunity to avail themselves of the educational resources provided in order to receive an education. This includes curricular, as well as co-curricular activities.

In the process of pursuing their education, students have the responsibility not to interfere with the rights of others who are also pursuing the same educational opportunities. By participating in school programs on or off school property, the students accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs. Students are subject to the provisions of the Code of Conduct while on school property (which includes while waiting as school designated bus stops), while attending school-related functions off school property, and while in route or traveling to and from school or school-related functions. Misconduct, which occurs on property adjacent to the school and immediately prior to or immediately following the school day, will constitute a violation of the Code of Conduct. In addition, this Code of Conduct includes: (1) misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on property owned or controlled by the Board of Education, and (2) misconduct by a student that, regardless of where it occurs, is directed at a school official or employee, or the property of such official or employee.

Students attend Marysville Schools under the direction of state and federal law. This code, published and adopted in conformity with O.R.C. 3313.661, specifies the school's expectations.

Part II Code of Conduct

Students who violate any of the rules of conduct may find themselves subject to disciplinary action, which may include, but will not be limited to emergency removal from the class or the activity, detention, suspension, Extended School, filing of unruly charges in Union County Juvenile Court, and/or expulsion.

Examples given in the various rules are not intended to be exhaustive.

Rule 1 - DISRUPTION OF SCHOOL

A student shall not by use of violence, force, coercion, harassment, threat, deception, or any other means, cause disruption of or obstruction to the educational process; including all curricular and extracurricular activities. Some examples of disruption may include unusual dress and appearance or dress code violation, excessive public display of affection, being in an unauthorized area, distribution of unauthorized or unapproved publications on school property, setting unauthorized fires, making bomb threats, strikes or walkouts, inappropriately setting off fire alarms, use of fireworks, continually or intentionally causing a disturbance, fighting, gambling, engaging in gang related activity (see 130.01), etc. (see also Code of Conduct on next page)

Rule 2 - DANGEROUS WEAPONS OR INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switch blades, brass knuckles, explosive devices, laser pointers, etc., or any instrument other than a weapon that a reasonable person would believe to be a weapon because of its similarity in shape, size, color, markings, labeling, or packaging. Included in this prohibition would be the use of chemicals and gasses, Mace, smoke bombs, matches, lighters, and other incendiary devices, etc.

Rule 3 - a)HARRASSMENT or b) SEXUAL HARASSMENT

A student shall not engage or participate in harassment of any form (physical, psychological, racial, religious, sexual, verbal, non-verbal) of another individual or individuals. Please see section 118.01 and 119.01 for definitions of types of harassment.

Rule 4 - DAMAGE OR DESTRUCTION OF SCHOOL AND/OR PRIVATE PROPERTY

A student shall not cause or attempt damage to school property, including trees, landscaping, fences, athletic facilities, desks, lighting fixtures, heating and air conditioning fixtures, instructional materials, etc. Also, a student shall not cause or attempt to cause damage to private property on school premises during the school day, or during a school activity, function, or event off of school grounds at any time. Students shall not delete computer files without permission or knowingly introduce a computer virus into any computer/system.

Rule 5 - INSUBORDINATION

A student shall comply with the direction of teachers; student teachers, substitute teachers, teacher aides, administrators, or other authorized school personnel during any period of time when the student is under the authority of the school personnel. Failure to comply with directives, or discipline procedures shall constitute insubordination.

Rule 6 - PROFANITY/ABUSIVE LANGUAGE

A student shall not use profanity, abusive, or obscene language, either written or verbal in communicating with any faculty member, any other authorized school personnel, visitor, or other student. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.

Rule 7 - TRUANCY AND TARDINESS

Truancy is declared when a student is absent from school or class or any portion thereof without school authorization and parental consent. Excuses from school must meet the State and Board of Education conditions as outlined in the student handbook, and the Ohio Revised Code. Repeated violations of tardiness shall be considered a violation of Rule 7. (see also Board of Education Attendance Policy). Once a student arrives at school, s/he may not leave school property prior to the end of the designated school day without parental permission.

Rule 8 – THEFT/FORGERY

A student shall not take or attempt to take into his/her 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, or transmit any unauthorized academic information while in the control and custody of the school or at a school related activity. Students shall not engage in copyright infringement or unauthorized copying. Students are prohibited from “hacking” into any unauthorized computers, sites, or information. Students may not sign another person’s name on any document having to do with school related matters, nor add their own name inappropriately to any school document, nor alter any school document without prior permission..

Rule 9 - SCHOOL BUS RULES

Students are to abide by the rules and regulations established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extracurricular activities, and field trips. School bus transportation will be denied for up to one school year for

students who violate school bus rules.

Rule 10 - VIOLATIONS OF DIRECTIONS, POLICIES, RULES, ETC.

A student shall comply with directions of teachers, counselors, teacher aides, administration, or other authorized school personnel including all provisions of the computer network usage policy (found in this handbook), during any period of time when the student is under the authority of school personnel. Students are to remain in appropriate/assigned areas of the building at all times.

Rule 11 - USE OR POSSESSION OF TOBACCO

Students will not be permitted to use or possess, or display evidence of having used tobacco products in any form (including but not limited to cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, or any other form of tobacco), in school buildings, on school grounds, at any school-related activity, or off of school property if the use is connected to activities or incidents that have occurred on property owned or controlled by the district. The prohibition includes using or possessing matches or lighters. (see also Code of Conduct on next page)

Rule 12 - USE/POSSESSION OR SALE/DISTRIBUTION OF NARCOTICS, ILLICIT DRUGS, MIND-ALTERING INHALANTS, DRUG PARAPHERNALIA, EXCESS AMOUNTS OF ACROSS THE COUNTER DRUGS, MEDICATION PRESCRIBED FOR ANOTHER INDIVIDUAL, OR ALCOHOL

A student shall not possess, use, handle, transmit, conceal, sell, distribute, aid and abet, or display evidence of having used, (or attempt to possess, use, handle, transmit, conceal, sell, distribute, aid and abet, or display evidence of having used) mind-altering chemicals (alcohol or other drugs including but not limited to; prescribed, across the counter, mind altering inhalants, or illegal) or possess instruments for administering drugs on school district property, at school supervised/sponsored activity off school property, or during travel on school provided transportation, except as prescribed by a physician. A violation of this rule may result in disciplinary action, which could include: emergency removal, suspension, and assignment to an educational group of at least six (6) hours, assessment, or expulsion. This statement also applies to:

- across the counter medication or chemicals in an amount in excess of that recommended for one school day (or if on a school trip, the amount needed by that individual for the duration of that trip);
- mind altering inhalants;
- counterfeit controlled substances, also known as look-alike drugs.

"Counterfeit" or "look-alike" drugs are:

1. Any drug that bears, or whose container or label 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: (O.R.C., Sect. 2925.0l(P));

2. Any unmarked or unlabeled substance that is represented to be a controlled substance, manufactured, processed, packed or distributed;

3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance; or

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

Rule 13 – INAPPROPRIATE DRESS

Students shall refrain from dressing or appearing in a fashion that: (a) interferes with the student's health or welfare or that of others; or (b) causes disruption or directly interferes with the educational process. (see also 129.01 Dress, and Code of Conduct Rule 1)

Rule 14 – EXTORTION

A student shall not obtain or attempt to obtain another person's property, either by implied or expressed threat.

Rule 15 – TRESPASSING OR LOITERING

A student shall not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption of an activity, function, or the educational process.

Rule 16 – FALSE IDENTIFICATION

A student shall not use or attempt to use false identification to mislead school personnel.

Rule 17 – BREAKING AND ENTERING

A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.

Rule 18 – CHEATING/PLAGIARISM

A student shall not engage in cheating or plagiarism. Cheating includes but is not limited to: (a) copying homework from another; (b)

securing answers in a dishonest manner; (c) allowing one's work to be copied by another; (d) transmitting answers from one class to another. Plagiarism is taking and using as one's own thoughts, writings, drawings, etc. of another. Plagiarism includes, but is not limited to: (a) failing to document with quotation marks any material copied directly from other sources; (b) failing to acknowledge paraphrased materials (someone else's ideas); (c) failing to provide a bibliography; or (d) failing to provide sources for any visual drawing, sketch, painting, etc.

Rule 19 – COMPUTER, NETWORK, AND INTERNET USAGE

A student shall not violate the Board's Internet/Network Acceptable Use Policy. Failure to comply with the policy may result in loss of computer/network/Internet privileges and/or other disciplinary action.

Rule 20 – GAMBLING

A student shall not engage in games of chance or other forms of gambling for money or valuables.

Rule 21 – MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE OR THE PROPERTY OF SUCH A PERSON REGARDLESS OF WHERE IT OCCURS:

Students shall comply with all state laws and municipal ordinances with regard to their conduct toward the person or property of school officials, employees, or other students. Examples of misconduct include but are not limited to vandalization, destruction of property, harassment (of any type), and assault (verbal or physical).

Rule 22 – MISCONDUCT BY A PUPIL THAT OCCURS OFF OF SCHOOL PROPERTY BUT IS CONNECTED TO ACTIVITIES OR INCIDENTS THAT OCCURRED ON PROPERTY OWNED OR CONTROLLED BY THE DISTRICT:

Rule 23 – GENERAL MISCONDUCT

General misconduct is considered as anything, which disrupts the educational environment and is not listed elsewhere in the Student Code of Conduct. This includes, but is not limited to, being in an unauthorized area, out of assigned area without a pass, loitering in the restroom and/or hall, running, boisterousness, horseplay, public display of affection, and extreme loudness.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas, as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of school district personnel does not end at the classroom door, but extends to every inch of the building and grounds. Students are expected to cooperate with all school personnel and/or volunteers.

Rule 24 – a Assualt b. Fighting c. Instigation d. Physical Aggression e. Threatening Behavior

A student shall not cause physical injury, menace, intimidate, or behave in such a way as to attempt, threaten, or cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. A student shall not engage in inappropriate contact or unauthorized touching. A student shall not assemble to observe nor encourage an assault or fight, nor inhibit school personnel from intervening when a fight or assault occurs. It should also be noted that any individual whose deliberate behavior directly leads to a fight between parties might be considered a participant.

Misconduct is defined as any violation of the Student Discipline Code.

DANGEROUS WEAPONS IN THE SCHOOL

No student shall, on school property or in any school vehicle or at any school sponsored event (regardless of location), bring, transport, possess, handle, carry, use, or conceal any firearm, knife or dangerous weapon. Whoever violates this policy shall be subject to discipline, including expulsion or suspension from school.

For purposes of this policy, a firearm is defined as any weapon capable of expelling or propelling one or more projectiles by the air or spring. A firearm also includes any unloaded or inoperative firearm, or any simulated or "look alike" firearm. A knife is defined as any device consisting of a sharp blade whether or not fastened to a handle, designed or intended for use as a cutting instrument, regardless of the length of the blade. A dangerous weapon is any device which is or may be used to cause harm to another person, including but not limited to a club, razor, metal knuckles, noxious irritants, chemicals, or explosive or incendiary device.

LEGAL REFERENCES: R.C. 3313.66, 3313.661

EXPULSION OF STUDENTS FOR BRINGING DANGEROUS WEAPONS TO SCHOOL

A student who brings a firearm to school or on to any other property owned or controlled by the Board shall be expelled from school for a period of one year. A student who brings a knife to school or on to any other property owned or controlled by the Board may be expelled for a period not to exceed one year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

For purposes of this policy a firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994". 108 Stat.270,U.S>C. 8001 (a) (2). A knife is defined as any device consisting of a sharp blade whether or not fastened to a handle,

designed or intended for use as a cutting instrument, regardless of the length of the blade.

The Superintendent may, in his sole judgment and discretion, reduce such expulsion to a period of less than one year, on a case-by-case basis, for the following reasons:

1. Applicable state or federal laws relating to the student's disability
2. Extent of culpability of the student
3. LEGAL REFERENCES: R.C. 3313.66 3313.661

GANG ACTIVITY

It is recognized that harm done by the presence and activities of gangs in the schools can exceed the immediate consequences of such activities as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects of such are disruptive and obstructive to the educational process and school activities.

In order to help insure safe and violence-free schools, gangs and gang activities are prohibited in Marysville Middle School according to the following:

A. Definition: For purposes of this policy, a "gang" is any group of three or more persons which displays or communicates membership in that group and whose purposes include the commission of illegal acts or the violation of disciplinary rules of Marysville Middle School

B. Prohibitions: In any area under the control of the school district, or at any activity supervised by school personnel employed by the district, no student shall:

   1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with, any gang;
   2. Engage in any act, either verbal or nonverbal, including gestures or handshakes and demonstrations of membership in or affiliation with any gang;
   3. Engage in any act that furthers the interests of any gang or gang activity including, but not limited to:
      a. soliciting membership in, or affiliation with, any gang;
      b. soliciting any person to pay for "protection' or threatening any person, explicitly, with any other illegal or prohibited act;
      c. painting, writing, tattooing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property or personal property;
      d. engaging in violence, extortion, or any other illegal act or other violation of school policy; or
      e. soliciting any person to engage in physical violence against any other person.

C. Violations: Students who violate this policy shall be subject to suspension and/or expulsion, in addition to applicable criminal and civil penalties.

HARASSMENT

The Marysville Exempted Village School District is committed to providing an environment that is free from unlawful harassment. Therefore, harassment of any kind will not be tolerated. This includes harassment based on race, color, national origin, citizenship, religion, sex, economic status, age, disability, sexual orientation or military status.

Such behavior is offensive, lowers morale and interferes with the overall objectives of the School District and will not be tolerated.

Sexual Harassment: This type of harassment is deliberate or repeated behavior of a sexual nature that is unwelcome. It can include verbal, non-verbal and/or physical behaviors. All persons associated with the Marysville Exempted Village School District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities is illegal and unacceptable and will not be tolerated.

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. This type of behavior causes mental, emotional, and/or physical harm to the other student and is sufficiently severe, persistent or

pervasive such that it creates an intimidating, threatening or abusive educational environment for the other student.

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

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

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

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

COMPUTER/ONLINE SERVICES
(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine

and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

5620: SEARCH AND SEIZURE AND INTERROGATION

1. All lockers are school property. Individual student lockers may be opened and checked by the principal, assistant principal or other staff as necessary. This may or may not constitute a search. In general, a search may be conducted when there are reasonable grounds that the student has violated the law or school regulation, or that such search is necessary to prevent imminent danger to the health, safety or welfare of the student or other students or staff.
2. Search and seizure would be deemed justifiable for items such as dangerous weapons or devices, hallucinogens, illicit or look-alike drugs, volatile chemicals, alcohol, or property believed to be stolen. The board has approved a policy that permits the use of a drug-sniffing dog. Random locker and/or building searches utilizing such a dog may take place at any time, either during school hours or after school hours. The list as presented is not intended to be all inclusive of all situations that may be grounds for search and seizure.
3. As necessary, police authorities will be available to assist school authorities while performing searches, especially in regard to building searches when an emergency situation posing threat to public health or safety exists.
4. School officials have the right and duty to interview students concerning misconduct or crimes which may have occurred during school hours or on school property.
5. In the absence of a legal warrant:
   (a) Police must secure permission from school officials before interrogating a suspect during school hours.
   (b) At no time will a student who is a suspect be permitted to be interrogated by police without reasonable attempts to contact the parent/guardian/custodian being made by school authorities.
   (c) A student who is not a suspect, but who in the process of interrogation begins to implicate him/herself, should be stopped and not allowed to continue until parents have been informed.
   (d) Each student to be interrogated shall be offered the opportunity to have present during such interrogation the building principal or designee.
6. Students will be informed prior to interrogation by police that they have the right, without penalty, pressure, or harassment, to decline to talk with a police officer—or any non-school person, for whatever reason—and that they will be supported in this decision by school officials.

SMOKING – USE, POSSESSION, OR DISTRIBUTION OF TOBACCO

According to S.B. 218 which took effect on March 15, 2001, a juvenile is prohibited from possessing or using or paying for any tobacco product or papers used to roll cigarettes. Tobacco product includes cigarettes (including "clove" cigarettes and hand rolled cigarettes), a cigar, pipe tobacco, chewing tobacco, and snuff. Violation of this law could indicate a citation being issued to a juvenile by law enforcement. Therefore violation of this law as related to school policy may involve a school contact to law enforcement. Further, from a school perspective, 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 prohibits the smoking, use of possession of tobacco, in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other tobacco, by any student in any area under the control of the school district or any activity supervised by any school personnel within the district.

Disciplinary measures taken against students for violation of the policy will comply with the requirements of Ohio Law and related school district policies.

5600: STUDENT SUSPENSION/EXPULSION/EMERGENCY REMOVAL

SUSPENSION FROM EXTRA CURRICULAR ACTIVITES

The Superintendent, building administrators, or other persons employed by the Board to supervise or coach a student activity program, may prohibit a student from participating in any particular or all extracurricular activities of the District for offenses or violations of the

student code of conduct for a period not to exceed the remainder of the school year in which the offense or violation of the student code of conduct took place.

EXTENDED SCHOOL DAY

The student may be required to serve an extended school day. This after school consequence may be assigned for a time period of up to three (3) hours.

IN-SCHOOL SUSPENSION

A student may be required to serve an in-school suspension. When all of such a suspension is to be served in a school setting, this is to be considered an in-school suspension.

OUT OF SCHOOL SUSPENSION

1. Suspensions:
    a. The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.
    b. Prior to any suspension (except in-school suspension), the Superintendent, principals, assistant principals and other designated administrators have been granted authority to suspend, the must:
        (1) Give the student: (a) written notice of intent to suspend, (b) the reasons for the intended suspension, and, (c) if the proposed suspension is based on a violation for which the student could be permanently excluded and if the student is sixteen or older, the notice must include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.
        (2) Provide the student an opportunity to appear at an informal hearing before an administrator granted such authority to challenge the reasons for the intended suspension or otherwise explain his/her actions.
        (3) The notice and hearing can be held immediately following the alleged violation of the conduct code.
    c. Within one school day after suspension, the superintendent or principal shall notify parent and treasurer in writing of the suspension. The notice shall contain:
        (1) Reasons for suspension.
        (2) Right to appeal to board of education or its designee.
        (3) The manner and date by which the pupil or the pupil's parent, guardian or custodian shall notify the board of their intent to appeal the suspension.
        (4) Right to be represented in the appeal.
        (5) Right to a hearing before board of education or its designee.
        (6) Right to request that hearing be in executive session.
        (7) Statement that superintendent may seek student's permanent exclusion if the suspension was based on a violation for which the student could be permanently excluded that was committed when the child was sixteen or older and if he/she is convicted of or adjudicated a delinquent child for that violation.
    d. Suspension for Extracurricular Activities
        (1) The Superintendent, building administrators, or other persons employed by the Board to supervise or coach a student activity program, may prohibit a student from participating in any particular or all extracurricular activities of the District for offenses or violations of the student code of conduct for a period not to exceed the remainder of the school year in which the offense or violation of the student code of conduct took place.

EMERGENCY REMOVAL OF A STUDENT

2. Emergency Removals:

a. Superintendent, principal, or assistant principal may remove student from curricular activities or from the school premises, and teacher may remove student from curricular activities under his/her supervision if student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process in the classroom or elsewhere on school premises.
b. No notice or hearing required before emergency removal.
c. Reasons for removal must be submitted, in writing, to principal by teacher if teacher makes removal, as soon as practicable.
d. If removal is for one school day or more and/or student is subject to suspension or expulsion, notice and hearing procedures must be followed within three school days of the initial removal. If suspension is the likely discipline, the suspension procedure is to be followed. If expulsion is the likely discipline, the expulsion procedure is to be followed.
e. Person who ordered removal must be in attendance at the hearing.
f. If student is reinstated to curricular activity under teacher's supervision, the teacher, upon request, shall be given written reasons for reinstatement.

STUDENT EXPULSION

a. Only the Superintendent can expel a student.
b. Unless the expulsion is for one of the infractions for which a student can be expelled for a period of one year, no expulsion may exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pending a criminal or juvenile court proceeding pursuant to O.R. C. §3313.66(F).
c. If, at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gave rise to the expulsion took place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.
d. Prior to any expulsion, the superintendent must:
e. Give the student and parent written notice of intent to expel.
f. Give the student and parent or representative opportunity to appear in person before the superintendent or designee to challenge the intended expulsion or explain the student's actions.
g. Superintendent's notice must include:
    i. Reasons for intended expulsion.
    ii. Notification of opportunity to appear before superintendent or designee to challenge the expulsion or explain the student's actions.
    iii. Notification of date, time and place to appear.
    iv. The time to appear shall not be earlier than three school days nor later than five school days after the notice is given unless the superintendent grants an extension of time at the request of the student, parent, or representative.
    v. If an extension of time is granted, the superintendent shall notify the student, parent or representative of the new date, time and place to appear.
    vi. If the proposed expulsion is based on a violation for which the student could be permanently excluded and if the student is sixteen or older, the notice must include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.
h. Within one school day after the student's expulsion, the superintendent shall notify the parent and treasurer of the expulsion. The notice shall provide:
    1. Reasons for expulsion.
    2. Right to appeal to board of education or its designee.
    3. The manner and date by which the pupil or the pupil's parent, guardian or custodian shall notify the board of their intent to appeal the expulsion. However, the date specified shall not be less than

fourteen days after the date the notice is provided to the pupil and the pupil's parent, guardian or custodian.

4. Right to be represented in appeal.
5. Right to a hearing before board of education or its designee.
6. Right to request that hearing be in executive session.
7. Statement that the expulsion may be subject to extension pending a criminal or juvenile court proceeding or permanent exclusion proceeding pursuant to O.R.C. §3313.66(F) if the student is sixteen or older.
8. Statement that superintendent may seek student's permanent exclusion if the suspension was based on a violation for which the student could be permanently excluded that was committed when the child was sixteen or older and if he/she is convicted of or adjudicated a delinquent child for that violation.
9. If the expulsion if for more than twenty school days or will extend into the following semester or school year, information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

ONE YEAR EXPULSION

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school building or on to any other property owned, controlled or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the District but in which the District is a participant. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one year, on a case-by-case basis, by taking into account the following circumstances.

1. Applicable state or federal laws relating to students with disabilities (i.e., the incident involves a student with a disability and the misconduct was a manifestation of the student's disability);
2. Extent of culpability of the student (i.e., the age of the student and its relevance to the misconduct and/or punishment; evidence regarding the probable danger posed to the health and safety of other pupils and/or of school employees by virtue of the offense, including the student's intent); and/or
3. Academic and behavioral history of the student (i.e., the prior disciplinary history of the student, including the student's response to the imposition of prior discipline and sanctions imposed for behavioral problems).

Firearm shall mean any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device. "Destructive device" includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more that four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Knife shall mean a weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury. Pocketknives with a blade of less than 2½ inches in length shall be permitted for school purposes only with the prior approval of the student's parents and teacher.

Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program or activity and the act (a) would be a criminal offense if committed by an adult, and (b) results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6), the Superintendent may expel the student for a period of up to one year. The Superintendent may extend the expulsion as necessary into the next school year or reduce the expulsion on a case-by-case basis as described above. The student needs not be prosecuted or convicted of any criminal act to be expelled under this provision.

If a student is suspended, expelled, removed or permanently excluded from school for misconduct involving a weapon as defined in board policy, the Superintendent shall notify the registrar of motor vehicles and the county juvenile court within two weeks after the discipline is imposed.

Appeal Procedure
A student or a student's parent(s) or guardian(s) may appeal the expulsion to the Board of Education or its designee. The appeal must be filed in writing with the treasurer within 10 days of the notice of expulsion. If an expulsion is appealed to the Board or designee, the student/parent/guardian shall be granted a hearing before the Board or its designee in order to be heard against such expulsion. At the request of the parent, the hearing shall be in executive session; otherwise, the hearing must be in open session. The student/parent/guardian may be present in all such appeal proceedings. A verbatim record will be kept of the hearing.

Appeal to the Court
Under State law the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year will be provided information about services or programs offered by public and private agencies that will work toward improving those aspects of the pupil's attitudes and behavior that contributed to the incident that gave rise to the pupil's expulsion. Such information will include the names, addresses and phone numbers of the appropriate public and private agencies.

SUBSTANCE ABUSE POLICY STATEMENT

Revised 6/16/1999

The use and abuse of mind-altering chemicals in the Marysville area is a problem, as it is throughout the county. The Board of Education, administration, and staff of the Marysville Exempted Village Schools recognize a shared responsibility with the entire community to address this issue.

The Board recognizes that chemical dependency is an illness which MUST be treated. Since abuse and dependency are detrimental to learning and development of those affected, the Board accepts responsibility to work with the home and community agencies to create a school environment free of chemical use.

The Board believes it to be beneficial in protecting the health, safety, and welfare of our students to educate students about problems dealing with chemical abuse and dependency and to offer to identify agencies/counselors to help students.

MARYSVILLE EXEMPTED VILLAGE SCHOOLS

ADMINISTRATIVE PROCEDURE

USE/POSSESSION OR SALE/DISTRIBUTION OF NARCOTICS, ILLICIT DRUGS, MIND-ALTERING INHALANTS, DRUG PARAPHERNALIA, EXCESS AMOUNT OF ACROSS THE COUNTER DRUGS, MEDICATION PRESCRIBED FOR ANOTHER INDIVIDUAL, OR ALCOHOL

See Rule 12 of MEVS Student Conduct Code

A student shall not possess, use, handle, transmit, conceal, sell, distribute, aid and abet, or display evidence of having used mind-altering chemicals (alcohol or other drugs, including but not limited to: prescribed – across the counter- mind altering INHALANTS – illegal) or possess instruments for administering drugs on school district property, at any school supervised sponsored activity off school property, or during travel on school provided transportation, except as prescribed by a physician. A violation of this rule may result in disciplinary action, which could include emergency removal, suspension, and assignment to an educational group of at least six (6) hours, assessment, and expulsion. This statement also applies to:

Across the counter medication or chemical in an amount in excess of that recommended for 1 school day (or if on a school trip, the amount needed by that individual for the duration of that trip);

Mind-altering inhalants;

Counterfeit controlled substances, also known as look alike drugs.

"Counterfeit" or "look-alike" drugs are:

1. Any drug that bears, or whose container or label bears, a trade mark, trade name or other identifying mark used without authorization of the owner of rights to such trade mark, trade name, or identifying mark: (O.R.C., Sect. 2925.01(P).
2. Any unmarked or unlabeled substance that is represented to be a controlled substance, manufactured, processed, packed, or distributed.
3. Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its markings, labeling, packing, distribution, or the price for which it is sold or offered for sale.

Use/Possession

The following action will be taken when the appropriate administrator or other authorized person finds that based upon consideration of all of the circumstances and evidence of the incident, there is reason to believe that a student on school district property, at any school supervised/sponsored activity off school property, or during travel on school provided transportation has been using or has been in possession of alcohol, other drugs, drug paraphernalia, medication prescribed for another individual, excess across the counter drugs, mind-altering inhalants, or look-alike drugs:

1. The student may be suspended for ten (10) days and an expulsion review will be conducted.

   Within five (5) working days, the appropriate administrator and a core team member, (selected individuals trained in intervention) will schedule a meeting with the student's parent or guardian. (Other school staff with a vested interest in the student or incident or a chemical counselor may also be present). This meeting will be referred to as an intervention meeting.

   a. A mandatory minimum of three (3) of the ten (10) days of out of school suspension will be served. The appropriate administration will choose the length of the suspension based on the incident. The administrator may choose to enforce the full ten (10) days of out of school suspension.

   b. At the intervention meeting, the length of suspension may be altered if the student and parents commit to the educational group and assessment and any further recommendations of the agency doing the educational group, sign the no use/abuse contract, and sign a release of information to the agency doing the educational group. (Failure to attend and participate at every assigned session of the educational group may result in the ten (10) day suspension being reinstated and recommendation for expulsion).

   The initial educational group or counseling session shall occur within two (2) weeks of the first day of suspension.

   The parents/guardians have full financial responsibility of payment in advance of attendance for the educational group, assessment, and any further recommended treatment.

   Should the parent/guardian fail to attend the intervention meeting and/or reject educational group/assessment further agency recommendations, expulsion review may proceed and the ten (10) day suspension may be imposed.

   c. By the first educational group session, the core team (selected individual with intervention training) shall have collected data sheets from building staff, cumulate the data, and provide this to the parents/guardians and the agency doing the educational group.

   d. Local law enforcement officials may be contacted and charges may be filed.

   e. If the student follows all school guidelines, he/she may forfeit the privilege of participating in 10% of all total competitions or equal amount of participation time for all non-athletic extracurricular activities in which he/she may be presently involved. If a student does not follow all school guidelines he/she may forfeit the privilege of participating in 25% of all total competitions or equal amount of participation time for all non-athletic extracurricular activities in which they may be presently involved. Any forfeiture period may carry over from one semester to the next or from one school year to the next, as determined by the building principal.

2. A second violation of this policy (use/possession/sale/distribution) within a calendar year of the first violation will result in a ten (10) day suspension and an expulsion review will be conducted.

   Within five (5) working days, the appropriate administrator and a core team member will schedule a meeting with the student's parent or guardian. (Other school staff with a vested interest in the student or incident or a chemical counselor may also be present). This meeting will be referred to as an intervention meeting. At this meeting, findings will be presented and recommendations stated.

   An incident report will be forwarded to local law enforcement officials and charges may be filed.

   a. If the student follows all school guidelines, he/she may forfeit the privilege of participating in 25% of all total competitions or

equal amount of participation time for all extracurricular activities in which he/she may be presently involved. If a student does not follow all school guidelines he/she may forfeit the privilege of participating in 50% of all total competitions or equal amount of participation time for all extracurricular activities in which they may be presently involved. Any forfeiture period may carry over from one semester to the next or from one school year to the next, as determined by the building principal.

3. A third violation of this policy (use/possession) in the student's school career (grades K-12) will result in an automatic ten (10) day suspension and an expulsion recommendation and hearing and charges may be filed with local law enforcement agencies. Such a student shall be deemed to have forfeited his/her privilege of participating in all extracurricular activities throughout the remainder of their middle school and/or high school career.

Sale / Distribution

The following actions will be taken when the appropriate administrator or other authorized person, finds that there is reason to believe that the student has been selling or distributing or aiding and abetting the sale/distribution of drugs/alcohol/prescriptions/mind-altering inhalants/drug paraphernalia/excess across the counter drugs on school district property, at any school supervised/sponsored activity off school property, or during travel on school provided transportation.

1. The student may be suspended for ten (10) days and expulsion review will be conducted.

   Within five (5) working days, the appropriate administrator and a core team member (selected individual with intervention training) will schedule a meeting with the student and parent(s) or guardian. (Other school staff with a vested interest in the student or incident or a chemical counselor may also be present). This meeting will be referred to as an intervention meeting.

   a. A mandatory minimum of five (5) of the ten (10) days of out of school suspension will be served. The appropriate administration will choose the length of the suspension based on the incident. The administrator may choose to enforce the full ten (10) days of out of school suspension.

   b. At the intervention meeting, the length of suspension may be altered if the student and parents commit to the educational group and assessment and any further recommendations of the agency doing the educational group, sign the no use/abuse contract, and sign a release of information to the agency doing the educational group. (Failure to attend and participate at every assigned session of the educational group may result in the ten (10 day suspension being reinstated and recommendation for expulsion).

   The initial educational group or counseling session shall occur within two (2) weeks of the first day of suspension.

   The parents/guardians have full financial responsibility of payment in advance of attendance for the educational group, assessment, and any further recommended treatment.

   Should the parent/guardian fail to attend the intervention meeting and/or reject educational group/assessment/further agency recommendations, expulsion review may proceed and the ten (10) day suspension may be imposed.

   c. By the first educational group session, the core team (selected individuals with training in intervention) shall have collected data sheets from building staff, cumulate the data, and provide this to the parents/guardians and the agency doing the educational group.

   d. Local law enforcement officials may be contacted and charges may be filed.

   e. If the student is involved in any extracurricular activity (activities have forfeited/lost all privileges associated with participation in any extracurricular activity (activities) for one calendar year.

2. A second violation of this policy (sale/distribution) during a student's school career (within two (2) years of the first use/possession violation) will result in an automatic ten (10) day suspension and/or a violation of this policy (sale/distribution) which follows a recommendation for expulsion, and charges will be filed with a local law enforcement agency.

   a. If the student is involved in any extracurricular activity (activities), he/she shall be deemed to have forfeited/lost all privileges associated with participation in any extracurricular (activities) for the remainder of their school career.

Suspected Use / Abuse / Dependency

Teachers and staff members will be provided with specially prepared referral sheets with regard to a student suspected of use/abuse/dependency. These referrals are to be directed to the appropriate individual (approved by the building principal) who will maintain a file. When the quantity and/or quality of the referrals make action imperative, the appropriate individual will call a meeting. Personnel trained in intervention will attend the meeting to share information. This group, called a core team, may recommend the following actions:

1. Request the building administrator to schedule a meeting with the parent/guardian of the student to share the cumulative core team report, recommend assessment, sign the student no-use contract, and/or recommend educational group attendance.

2. Refer student to a counselor (i.e. guidance counselor, on-site counselor).
3. Contact a parent/guardian to let them know that staff in the building are suspecting a problem exits with the student and possibly offer for the parent/guardian to see the core team cumulative report.
4. Continue to monitor the student's progress.

If the parents/guardians refuse assessment or treatment and the team remains convinced of its position, the parents and possibly the student will be informed that:

1. Monitoring of the student's progress may be continued and/or
2. The core team may recommend to the appropriate administrator that he/she investigate the student's possible violation of the Substance Abuse Policy.

Extended Absence for Hospitalization or In-Patient Treatment

A student who is absent from school because of hospitalization or in-patient treatment will be treated in the same way as any other illness that requires in-patient treatment.

Procedures for Helping Students with Chemical Problems

It is the practice of the MEVS to provide students alternatives toward alleviating chemical use, abuse, and dependency problems. Accordingly, students and parents should realize that in addition to a structure of "logical consequences" for chemical use involvement, the schools may offer programs designed to inform, support, and guide students toward recommended routes of recovery. Any student expressing concern or evidencing need may be provided the opportunity for assistance. The intent is to allow students the opportunity for assistance. The intent is to allow students and/or parents to express concerns related to chemical use, without fear of punishment. Assistance may be offered in the following ways:

1. Availability of guidance personnel for individual counseling and/or referral.
2. Support groups for students with use/abuse/dependency problems.
3. Continued monitoring of student's progress by the core team.
4. An intervention meeting with a student and/or parent/guardian based on staff concerns of possible use/abuse/dependency. Such meetings may be requested by a parent/guardian. This meeting may be attended by family members and staff with a vested interest in the student. These meeting are designed to confront students with suspected or proven chemical related problem (s) in a caring way to help him/her recognize the problem.

Referral for assessment may be made when a student's use or suspected use warrants professional consideration. Assessment will be at the cost of the parent/guardian and the school can provide a list of local agencies and individuals who are qualified to do so. Referral to various treatment centers can be made when needed.

BUNSOLD MIDDLE SCHOOL ATHLETIC HANDBOOK

The material presented in this section of the student handbook is for the student athlete desiring to participate in interscholastic athletics and to their parents/guardians. We believe that participation in sports provides a wealth of opportunities and experiences, which assist students in their educational and personal lives.

EXPECTATIONS

Student Athlete Expectations

- Recognize your responsibility as a representative of the school and community
- Respect and appreciate the decisions of the coaching staff, athletic director, and administration
- Respect and encourage teammates
- Learn the rules of the game and help others to understand and appreciate the game
- Treat opposing players, coaches, and fans with respect
- Respect the integrity and judgment of game officials

- Follow Ohio High School Athletic Association and Ohio Capital Conference guidelines

Parent and Guardian Expectations

- Remember that interscholastic athletics is a learning and growth experience for student athletes
- Respect and appreciate the decisions of the coaching staff, athletic director, and administration
- Learn the rules of the game, so you may understand and appreciate it
- Treat opposing fans, coaches, and players with respect
- Respect the integrity and judgment of game officials

THE BUNSOLD MIDDLE SCHOOL ATHLETIC DEPARTMENT

The athletic department is responsible for all athletic programs, teams, coaches, and events that have received board of education approval. Department guidelines have been established that govern the activities of teams and individuals. In addition, each sport develops individual guidelines for participants to follow. An athletic director who reports to the middle school principal heads the athletic department. In accordance with the Ohio High School Athletic Association (OHSAA) rules and regulations, the middle school principal is ultimately responsible for the operations of the athletic program.

Presently we offer the following sports: Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Softball, Track, Volleyball, and Wrestling. In many of these sports, we offer separate boys' and girls' teams. Additional sports are added at the discretion of the board of education, upon a recommendation by the athletic department. Under certain situations, it is also possible for a sport to be deleted from the department.

The middle school program is designed to emphasize fun, opportunity, and skill building. Winning is something we all enjoy doing, but it is not our main objective at the middle school level. Participation is our main goal. In each sport, we expect that each athlete to participate in practices and scheduled contests. However, there will be differences in participation among players, based on the athlete's skill level, conduct and quality of play, attitude, and other factors.

We expect everyone involved with the program to keep in mind the sportsmanship, rules of the game, and the welfare of team members. We expect athletes, coaches, and spectators to treat opponents, fans, and officials with respect. The Ohio Capital Conference (OCC) and the OHSAA have consequences for student athletes who are ejected from contests, resulting in the student athlete missing future contests. Fans can also be removed at the discretion of the officials and/or game management.

The Ohio High School Athletic Association (OHSAA)

The Ohio High School Athletic Association (OHSAA) is a voluntary organization that our school and most middle schools in Ohio agree to join. The rules and regulations developed by the OHSAA are designed to protect the safety and welfare of the athletes and to ensure fair play. The rules and regulations of the OHSAA come from the recommendation of school officials and are voted on by school principals. As a member of the OHSAA, we agree to abide by the rules and regulations of the OHSAA.

For further information regarding issues such as eligibility, participation, and other matters related to the student athlete please visit the OHSAA website www.ohsaa.org.

The Ohio Capital Conference (OCC)

Bunsold Middle School is a member of the Ohio Capital Conference (OCC). As with the OHSAA, we chose to join this OCC Middle School Conference and agree to abide by the rules and regulations of the conference. The rules and regulations of the conference have the health, safety, and welfare of the student athletes in mind. Principals, acting upon recommendations of coaches and/or athletic directors, vote on each regulation with the best interest of the athletes and member schools in mind.

PARTICIPATION IN BUNSOLD MIDDLE SCHOOL ATHLETICS

Participation in athletics:

- is voluntary
- is a privilege
- is part of a well-rounded education
- provides the opportunity to represent the school and community

Academic Eligibility

Prior to participation, an athlete must first be academically eligible according to the OHSAA guidelines. To be eligible by OHSAA standards, a student must have passed 5 classes of his/her course work in the previous nine weeks. Exams, semester or final averages, or any grades from summer school are not used when determining eligibility – only grades for the previous grading period are considered per OHSAA rules. Eligibility for fall athletes will depend upon grades from the last grading period of the previous year.

Eligibility for winter and spring athletes will be checked twice as these seasons span two different grading periods.

The OHSAA does not require that a student meet these requirements prior to participating in sports the fall of his/her 7th grade year. After the first nine weeks of the 7th grade year, all eligibility requirements must be met. An athlete who is ineligible may participate in practices if both the coach and the parents of the athlete agree. Ineligible athletes are not permitted to dress, participate in contests, or scrimmage.

In addition to the OHSAA standards, there are two other eligibility requirements adopted by the board of education that middle school student athletes must meet:

1. A student must have at least a 1.5 Grade Point Average (GPA) for the previous nine weeks. Students with a GPA of between a 1.0 and 1.4 can appeal for an exemption. The committee to hear this appeal is composed of teachers and administrators.
2. Students meet weekly eligibility requirements during the season(s) in which they participate. At the end of classes on the last day of school each week, a grade check will be made on each athlete presently participating in athletics. If the student is not passing 75% of his/her classes at this time, then the student will be ineligible to participate the following week. The following week is defined as starting with the Monday immediately following the grade check and ending the following Sunday. To regain eligibility the student must do two things: (1) attend after school study sessions (usually two per week) administered by the middle school faculty, and (2) be passing 75% of his/her classes on the following weeks grade check.

Requirements

1. **Athletic Participation Form:** Students and parents/guardians must fill-out and sign the BMS Athletic Participation Form prior to participation in the athletic program each year of participation. The form indicates that both students and parents/guardians will abide by the athletic code. Furthermore, the form gives the school permission to transport student athletes.
2. **Emergency Release Form:** The purpose of the Emergency Medical Release Form is to let the school know if you wish us to seek emergency medical treatment for your son/daughter in case of injury and we are unable to contact you. Whether or not you want treatment, this form must be on file and so noted prior to participation. Coaching staffs are required to keep this form with them at all times.
3. **Medical Insurance:** Neither the school nor the athletic department has medical insurance to cover any injury to athletes while participating in sports. Such insurance coverage is the responsibility of the athlete's parent or guardian. If a parent or guardian has no insurance, the athletic director should be contacted immediately.
4. **Pay-to-Participate Fee:** The board of education has a Pay-to-Participate Fee for students participating in extra-curricular activities. The fee for each sport/activity is $150. The money from this fee goes is used to offset the cost of travel and coaches/advisors salaries. This fee must be paid prior to participation in any contest or scrimmage as designated by the athletic director. Anyone needing assistance or wishing to use a payment plan should contact the athletic director in advance of the start of the season. An outstanding participation fee will result in denial of participation in future sports season.
5. **Physical:** The athletic department requires that each student athlete have a completed physical form signed by a medical doctor and the student's parents or guardians on file with the athletic director. This is a yearly requirement. Each coach receives a list of those individuals with valid cards. Student athletes must have a current physical on file before participating in any practices or tryouts with a team.

Transferring Sports

No one shall change sports without the consent of each coach involved. When an agreement between the two head coaches cannot be reached, the athletic director shall make the final decision. An athlete who is released from a team for no disciplinary reasons may try out for another team or participate in preseason workouts without such an agreement.

The start of a season is defined as the first interscholastic contest (scrimmages are excluded). No athlete may start another season until the previous season has been completed. This would include participation in open gyms, open fields, conditioning programs, etc.

Conflicts with Other School Activities

Occasionally, athletes and other activities may conflict with one another. The student has the responsibility to communicate with his advisors and teachers when such a situation arises. Whereas the athletic department encourages a well-rounded student, the student should also closely examine if they can fairly participate in more than one extra-curricular activity at the same time. This should be done and discussed with the advisors/coaches before the start of the season if possible.

When conflicts do arise, the following guidelines should be considered:

A. Academic activities always take priority over athletic activities.

B. Co-Curricular activities take priority over athletics.

C. Athletics take priority over non-school and non-curricular events.

If a solution cannot be found, the athletic director will make the final decision based on the following:

1. The relative importance of each event.
2. The importance of each event to the student.
3. The relative contribution the student can make.
4. How long in advance each event has been scheduled.

Once the decision has been made and the student has followed that decision, the student will not be penalized in any way by the sponsor(s). If it becomes obvious that a student will have several such conflicts, the student should withdraw from one of the activities.

Participation on Independent Teams

All interscholastic competition has a set season length. Increasingly, we see student athletes participating in activities that are outside the normal season. Such participation can be on non-school teams (independent teams) such as a church team, Y- team, etc. This participation may be prior to and/or after the regular school season, but must not be during the regular school season.

Such participation during the high school season may make you ineligible for scholastic competition. In general, you can participate in the months of June and July without concern. During other "non-middle school season" periods, you may not participate with more than half of the players on the floor/field who were on your school team the previous season. For example, a basketball team cannot have more than two players on the same team (½ x 5) that played for our school the previous season. A baseball or softball team cannot have more than four (½ x 9) that played baseball or softball from our school team the previous season. The same criteria work for all team sports.

Anyone who is a coach (paid or volunteer) from our school cannot coach members of a team sport for more than 10 days and only during the months of June and July. During these two months, there can be unlimited number of players from our school team participating together.

Questions regarding participating on independent teams should be referred to the athletic director prior to any participation.

ATTENDANCE POLICIES

Practices and Contests

An athlete should consult with his/her coach before missing practice. Missing practice or a contest without good reason will be dealt with by the coaching staff. Sudden illness or another emergency does not relieve the athlete from first personally contacting the coach.

Teams may practice during times schools are not in session. Good judgment is used on behalf of the coaches in such cases. Any practices held on the following days are strictly voluntary on the part of the athlete: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, President's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, and any religious holiday of the athlete.

We do not normally schedule practices or contests on Sundays. Sometimes circumstances may cause such situations to occur. In such cases, the Superintendent will give his/her approval in advance and participation by the athlete is strictly voluntary.

If school is cancelled due to inclement weather, practices and contests are automatically cancelled for that day. If weather conditions should improve during the day (i.e fog day) then your coach may call and offer the opportunity to practice. Attendance is voluntary in such situations. In no way will the athlete be penalized for not attending.

Sports seasons are set up well in advance. We realize that vacations are important to the family, but ask that such vacations not be planned in conflict with a sport season. Time missed for vacations may be considered in limiting the playing of an athlete.

Practices in winter sports and early spring may be split among the teams in regards to early and late practices. This is done as fairly as possible. The determination of who practices early and who practices late may be based on the coach's availability (some of our coaches work outside the school and are not always available at the end of the school day). In addition, staggered practices may also be necessary due to the lack of practice space.

School

Students who miss part of the school day due to illness must be in attendance for four continuous periods in order to participate in a contest or practice on that date. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this policy will rest with the principal. Students absent from school on Friday, with a contest on the following Saturday, will be eligible to participate provided the absence is excused. Students who are suspended from school are not eligible to participate in either practice or contests.

TRAVEL TO CONTESTS

The philosophy of the athletic department is that team unity is very important and that traveling together aids in building team unity. We request that each athlete go to and return from out-of-town athletic contests with the team. We understand there may be an occasional

situation when such travel may not be practical. In such cases, the parent should personally contact the coach to ask permission for other arrangements and provide written documentation of the agreed transportation arrangements. Student athletes will only be allowed to travel with parent(s) or guardians.

We will use a school bus or where feasible a school van for travel to any contest. Athletes missing the bus or van will not be allowed to participate in the contest without prior approval by the coach or athletic director.

All regular school bus rules will be followed and we expect the students to treat the drivers with the utmost courtesy and respect.

From the time an athlete reports for a contest until they are excused to their parents or guardians at the end of all activities, all school rules are in effect. Model behavior and adherence to school rules is a must at all times. Whether on a bus to a contest, at a restaurant for a meal or just waiting for a game to begin, we expect our athletes to represent Marysville Schools in the best possible manner.

UNIFORMS AND EQUIPMENT

The Athletic Department is responsible for all uniforms and equipment issued to the athletes. Once an athlete is given a uniform or issued a piece of equipment, the athlete is responsible for its cleaning and care. Athletes will be charged the replacement cost of the lost or damaged item.

If a piece of equipment is in need of repair, the athlete should bring it to the attention of the coach as soon as possible. Safety of the athlete may be in danger if equipment is not properly maintained. Athletes should not use equipment in a manner other than normal use or until they have received proper instructions from their coach.

One special note: The only person who should wear a Bunsold Middle School athletic uniform is the student who is assigned to wear it. There will not be trading or sharing of uniforms or equipment with team members or with other students.

AWARDS

The athletic department sponsors two awards certificates for middle school athletes. The first is a certificate for successful participation in a sport. The second is a certificate identifying the student as a scholar athlete. To receive this certificate, the athlete must achieve a GPA of 3.2 or higher (to be averaged at the end of the first three grading periods).

BOOSTERS AND FUNDRAISING

Marysville Schools are very fortunate to have an active booster organization. The Monarch Athletic Association (MAA) is the primary booster group with several clubs under their organizational structure. The various clubs have been formed to promote fund raising or other activities for individual sports. Each club has a president who works with the MAA and is to attend the monthly MAA meetings. Jointly, the MAA and the individual clubs give to the athletic departments thousands of dollars each year for use by the various programs. The MAA has been a tremendous asset to our Middle School program. By working with the MAA and its sanctioned booster groups we have been able to raise funds for middle school athletics. This is a great opportunity for parents to get involved to help their kids and their school!

The major fund raiser for middle school activities – which also benefits the athletic department – is the annual magazine sale. This once-a-year fund raiser has been a great way to benefit our middle programs. We put great emphasis on this sale because it is our hope that with this one major effort we can support the bulk of our middle school activities. Limiting ourselves to one major fund raiser has been a benefit for all.

Marysville Schools Athletic Code

I. Participation in athletics is a privilege that is regulated for many reasons, one of the most important being protection of health and safety of the athlete. Athletes are individuals who have additional responsibilities to themselves and their school. Athletes violating this code harm themselves, their team, and their school. The athlete's intent to abide by this code shall be evidenced in an agreement, which shall be signed by the athlete and the athlete's parent or guardian. The athlete may be denied participation by the Athletic Director upon proof or admittance of breaking this code.

   A. These rules are to be in effect and enforced for the entire academic year starting with the first day of organized activities including but not limited to: camps, conditioning, and practices and are in effect for grades 7-12 or when the students first starts the activity. Consequences may extend beyond one school year to the next or from one season to another.

   B. Students must adhere to all provisions of the student handbook present in this agenda book.

   C. Students must adhere to any additional rules established by the coach(s) of the sport in which the athlete participates.

   D. If a student is expelled or suspended from school, the student will be denied participation during that time period.

   E. Students must not use, purchase, or possess any of the following substances: alcohol (in any form), mood altering chemicals, tobacco (in any form), chemicals designed to alter or enhance physical performance (unless prescribed by a doctor), or any unknown substances.

F. Parents or guardians are responsible for the cost of all assessment and rehabilitation programs.

G. Multiple violations of this code (including alcohol and tobacco violations) can be dealt with individually and could result in multiple consequences.

H. If a student is charged with a criminal act, the student may be denied participation until cleared of all charges. Conviction of a criminal offense may result in complete denial of participation.

I. This code is in effect 24 hours a day throughout the school year and begins when the athlete first signs the consent form promising to adhere to the code or at the beginning of the athletic season in which the student is participating and throughout the remainder of that school year.

II. Drug/Alcohol Assessment and Assessment Recommendations

A. Recommendations outlined by the program are to be enforced during the non-academic year. If the assessment program is not followed the parent or guardian will be notified that this could lessen the athlete's chances of making the team.

B. The athlete accumulates violations on a 2-year basis starting with the first violation.

III. Athletic Code Provisions for Drug and/or Alcohol Violations

A. First Violation – If a student is found to be in violation and they agree to go through a drug and alcohol assessment and follow the assessment recommendations, a denial of participation may be implemented for 10% of the contests in that sport. Failure to follow through with the assessment and its recommendations may result in denial of participation for 25% of the contests in that sport. If this is at an end of a season or there are not enough contests left in the season, the denial of participation may be carried over into the next active sport participated in the Marysville School System.

B. Second Violation – If a student is found to be in violation and they agree to go through a drug and alcohol assessment and follow the assessment recommendations, a denial of participation may be implemented for 25% of the contests in that sport. Failure to follow through with the assessment and its recommendations may result in denial of participation for 50% of the contests in that sport. If this is at an end of a season or there are not enough contests left in the season, the denial of participation may be carried over in to the next active sport participated in the Marysville School System.

C. Third Violation – If a student is found to be in violation a third time, this may result in dismissal from all team sports for the duration of the athlete's high school career.

IV. Additional Provisions for Violations of Drug and Alcohol Code

A. The athlete does not start with a clean slate until 2 years after the last violation and only if the athlete has no other violations since the first violation.

B. Participation at practice may be granted at the discretion of the athletic director, coach, and building principal.

C. While under denial of participation, he/she will not participate in another sport including conditioning or open gyms until the sport seasons in which his/her violation occurred has ended.

D. All violations will be recorded on file in the Athletic Director's office.

E. Sale or distribution of alcohol or drugs may result in a one calendar year denial of participation on the first offense. Sale or distribution of alcohol or drugs, which follows a prior possession or use of alcohol, may result in denial of participation for the remainder of the athlete's career.

V. Athletic Code Provisions for Tobacco Product Violations

A. First Violation – If a student is found to be in violation and they agree to attend a tobacco education class as approved by the school, no denial of participation will be implemented. If the class is not attended by the prescribed date, a denial of participation may be implemented for 10% of the contests in that sport. If this is at an end of a season or there are not enough contests left in the season, the denial of participation may be carried over into the next sport participated in the Marysville School System.

B. Second Violation – If a student is found to be in violation and they agree to go through a tobacco education class, a denial of participation may be implemented for 10% of the contests in that sport. Failure to follow through with the assessment and its recommendations may result in denial of participation for 25 % of the contests in that sport. If this is at an end of a season or there are not enough contests left in the season, the denial of participation may be carried over into the next active sport participated in the Marysville School System.

C. Third Violation – If a student is found to be in violation, the athlete must attend a tobacco education class or do a minimum of 10 hours of volunteer work with the American Cancer Society or similar agency approved by the athletic Director. Also, the athlete will be denied participation for 2 weeks or 4 contests whichever occurs first. If the student does not follow through with this policy in the time period dictated by the Athletic Director, the student will be denied participation for one (1) calendar year from the date of violation.

VI. Due Process

The Constitutional rights of individuals assure the protection of due process by law; therefore, this system of constitutionally and legally sound procedure is developed with regard to the administration of discipline in the Marysville Schools.

A. The hallmark of the exercise of disciplinary authority shall be fairness.

B. Every effort shall be made by administrators and activity heads to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.

C. A student must be given an opportunity for a hearing. An informal hearing shall be held to allow the student to ask questions, to challenge the reasons for the denial of participation and/or to otherwise explain his/her actions.

D. If a student or parent/guardian wishes to appeal the denial of participation, they must do so to the principal or his/her designee. The following procedural guidelines will govern the appeal hearing:

1. Written notice of charges against a student shall be supplied to the student.
2. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she may be allowed to offer the testimony of other witnesses and other evidence.
3. Parent or guardians may be present at the appeal hearing.
4. The student, parent, or guardian may be represented by counsel.
5. The request to appeal the denial of participation must be made within 72 hours of the date of denial.