

# Harmon Middle School

## 2016-17

### GRADES 6 – 8

130 Aurora-Hudson Road  
Aurora, Ohio 44202  
Phone: 330.562.3375  
Absence Line: 330.954.2030  
Fax: 330.562.4796

All faculty members can be contacted by visiting

[www.aurora-schools.org](http://www.aurora-schools.org)

The information contained in this handbook is the result of a special effort on the part of the faculty and administration to communicate to students the importance of proper conduct as part of a meaningful educational experience. This handbook has been carefully prepared and presented so that it will serve as a guide to help each student become a contributing member of our school.

The purpose of education is to help each student achieve success and become a productive citizen in a democracy while fostering a sense of self-worth and a respect for others. By developing and accepting the responsibilities and obligations of good citizenship, you will be able to participate fully in the world of tomorrow. We hope that you will find enjoyment in the varied activities offered at our school. They will not only enrich your present world, but will also prepare you to live a better life and eventually take your place in our complex and exciting society. Remember your success in this school will be directly proportional to your effort.

## CODE OF STUDENT CONDUCT

The Harmon Middle School staff strives to develop a positive, pleasant environment where students can learn. We believe that an orderly atmosphere is conducive to learning and that students must know the expectations we have for them and must accept responsibility for their behavior. Students are responsible for understanding and following all of the rules contained in this handbook, along with any other guidelines published or announced during the school year. The following information will provide you with a clear understanding of our expectation for all students at the Harmon Middle School.

### **BULLYING, HAZING, OR INTIMIDATION**

Bullying, hazing, or intimidation of any kind is unacceptable and the school will not tolerate these acts. Students participating in this type of behavior will be administered discipline according to state guidelines and school board policy.

### **DRESS**

Although the major responsibility for proper grooming rests in the home with each student and his/her parents, the school has certain concerns based on consideration of health, safety, and the maintenance of a school atmosphere, which promotes study and learning. When a student's appearance becomes *disruptive to the school environment*, or in the opinion of the school's professional staff violates health or safety regulations, or is not in keeping with appropriate dress for school wear, or violates commonly accepted standards of modesty, parents will be contacted to bring to school appropriate clothing.

Learning to dress appropriately for specific situations is an important lesson for young people. We encourage our students to develop a sense of what is in good taste. The following guidelines are provided to promote understanding in the area of student dress.

- No article of clothing should be worn which distracts from the educational process.
- No clothing or jewelry that promotes or advertises alcoholic beverages, tobacco, drugs, or weapons is acceptable.
- No clothing or jewelry that contains obscene, profane, or sex-related words or symbols is acceptable.
- No pajama pants or shirts are permitted to be worn at school.
- Yoga pants and leggings must be worn with fingertip length tops. No spandex or skin-tight shorts, or shorts intended as undergarments may be worn.
- Coats and jackets designed for outdoor wear may not be worn in class. Hats and any other head coverings should remain in the locker during the school day.
- Shoes must be worn at all times. Sandals, flip-flops, and similar open footwear are not permitted.
- Shirts and blouses are to be worn appropriately buttoned.
- Halter tops, tank tops, bare midriff tops, sleeveless tops, mini-skirts or shorts more than four inches above the knee, tops that expose shoulders or a portion of back, and other garments of this type are unacceptable.
- No article of clothing or jewelry shall be worn which defames any person, group, the school, community, or the nation.
- No article of clothing or other item that might represent non-school student fraternities or gangs may be worn. Gang-related symbols or writing on body parts, notebooks, clothes, etc., are not permitted.

- Pants which sag excessively and restrict safe movement or which drags on the floor are a safety concern and are not appropriate at school.
- No jeans with holes above the knees can be worn.

***NOTE: SCHOOL OFFICIALS RESERVE THE RIGHT OF INTERPRETATION OF THIS DRESS CODE AND WILL MAKE THE FINAL DECISION ON THE APPROPRIATENESS OF CLOTHING AND APPEARANCE.***

## **LOCKERS AND PROPERTY SEARCHES**

School officials are authorized to search a student or his/her property (including vehicles, purses, book bags, gym bags, etc.) with or without the student's consent, whenever the school officials reasonably suspect that a search will lead to the discovery of evidence for a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction.

Student lockers are the property of the school and students have no reasonable expectation of privacy in their contents or in the contents of any other school property including desks or other school containers. School officials may conduct random searches of the lockers and their containers at any time without announcement.

The school may use, at its discretion, unannounced and random canine (Police Dogs) searches of school property including the parking lot and student cars to insure the safety, order, and discipline of the school.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law can be taken, held, or turned over to the police. The school reserves the right to not return any confiscated items.

Students are expected to keep lockers reasonably neat and clean. Downstairs lockers and locker rooms are not accessible until 7:45am.

## **SECURITY**

Students have no reasonable expectation of privacy in their actions in public areas including but not limited to commons areas, hallways, cafeterias, classrooms, and gymnasiums. The school may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Students violating the Student Code of Conduct as seen on **video cameras** may be subject to disciplinary action. The video of the student in violation will remain confidential because of the fact that if any other students are on the video their privacy must be protected. In the event of a criminal prosecution, the video may become evidence at a criminal trial and therefore will probably end up becoming public. Under such circumstances, the tape is under the control of the courts not the school.

## **CAFETERIA INFORMATION**

A good menu is offered daily. Students may purchase a full lunch or part of a lunch for a reduced price. Lunchtime can be a pleasant break in the school day; but, for all students to enjoy this time, appropriate behavior must be observed both in the cafeteria and in other areas of the building and

grounds. During lunch, students are under the authority of the staff members who supervise the cafeteria. The following are important cafeteria rules and guidelines:

- A.** Students are assigned to a specific time for lunch. Students are **not** permitted to switch lunch periods on their own.
- B.** Enter and leave the cafeteria in an orderly manner. If you are buying food, wait courteously in the appropriate line.
- C.** Each student is responsible for properly disposing of his/her wrappings and leftover food, and for making sure that the tables, chairs and floor in his/her area are kept clean. Properly wiping the tables is part of this responsibility.
- D.** Good manners are as important at lunchtime as they are in classes. Do not run, push, or shout in the cafeteria or during lunch recreation.
- E.** Students should remain seated while eating lunch.
- F.** Students will remain seated until their table is dismissed.

## **PARENT INVOLVEMENT**

- A.** We firmly believe that the home and school must be partners in helping students learn and become responsible citizens. Parents and guardians should know that members of the school staff will frequently seek their assistance in working with students who are not performing at expected levels. This will be the practice in areas of student conduct as well as in academic areas.
- B.** Parental support of school authority can be an important part of helping students grow and develop into the fine young adults whose conduct will be a credit to both their family and the school.
- C.** Parents who have an interest in becoming more active in the middle school educational community can do so by volunteering through the PTO.

## **ATTENDANCE**

For a tardy or an absence to be deemed EXCUSED, you must present a note signed by the parent indicating that it was for one of the following reasons ONLY: personal illness, medical/dental appointment, or emergency circumstances approved by the Principal/Asst. Principal. A written warning will be issued for the 1<sup>st</sup> unexcused tardy for the semester. Additional unexcused tardies this **quarter** may result in the following disciplinary action:

- 1<sup>st</sup> Offense Written Warning
- 2<sup>nd</sup> Offense Meet with Principal
- 3<sup>rd</sup> Offense (1) Working Lunch (Café Duty)
- 4<sup>th</sup> Offense (2) Working Lunches (Café Duty)
- 5<sup>th</sup> Offense (1) A.M. Detention (7:15-7:50)
- 6<sup>th</sup> Offense (2) A.M. Detentions (7:15-7:50)
- 7<sup>th</sup> Offense (1) Saturday School
- 8<sup>th</sup> Offense (1) Day In-School Suspension
- 9+ Offense Juvenile Court Referral truancy

The administration reserves the right to determine whether an absence is excused due to the uniqueness of the absence circumstances. After a student has accumulated 15 absences, a physician's note will be required for the absences to be excused.

## **PLANNED ABSENCE**

Students who will be missing school due to a planned absence must submit the form prior to the absence. Failure to do so will result in the absences marked as unexcused. Teachers, when possible, will provide students with assignments that they are missing prior to the planned absence. Students must return the completed assignments upon returning from the planned absence. If a teacher does not provide the work before the absence, the student will have the number of days missed to complete all assignments and assessments from the period of the planned absence.

## **BELL SCHEDULE**

1 <sup>o</sup>	7:55 - 8:44
2 <sup>o</sup>	8:47 – 9:33
3 <sup>o</sup>	9:36 – 10:22
4 <sup>o</sup>	10:25 – 11:11 ( <i>10:25-10:48</i> ) <i>8<sup>th</sup> grade lunch</i> ( <i>10:48-11:11</i> )
5 <sup>o</sup>	11:14 – 12:00 ( <i>11:14-11:37</i> ) <i>7<sup>th</sup> grade lunch</i> ( <i>11:37-12:00</i> )
6 <sup>o</sup>	12:03 – 12:49 ( <i>12:03-12:26</i> ) <i>6<sup>th</sup> grade lunch</i> ( <i>12:26-12:49</i> )
7 <sup>o</sup>	12:52 – 1:38
8 <sup>o</sup>	1:41 – 2:30

## **REC TIME**

Students have the opportunity for rec time opposite their lunch. The following guidelines are important to understand:

- A.** Rec time is a privilege. Any student missing classwork is **not permitted** to participate in rec time.
- B.** Students may have rec time removed for academic or disciplinary reasons.
- C.** Students should have appropriate outer wear (coats, jackets, gloves, hats, etc.) for outside activity.
- D.** Appropriate behavior (no pushing, shoving, hitting, etc.) is expected. Students are expected to share equipment.

## **AFTER SCHOOL ACTIVITIES**

Students are encouraged to support their fellow students as positive and encouraging fans. However, students are not permitted to wander on school property without adult supervision. Students without supervision will be removed from the building until the events begin.

## **WITHDRAWALS**

If possible, the office should be notified in advance if you plan to withdraw, even in the summer. You should obtain a *withdrawal form* from the office the morning of the last day of attendance. This form should be shown to each teacher. At that time, the teacher will collect your textbook along with any fees owed and complete the information requested on the form. After you have reported to your last class, bring the form to the office. Final report cards will be held until all books are returned or paid for.

## **MEDIA CENTER**

The Harmon Media Center is your source for locating books, accessing technology assistance, and collaborating with peers in a variety of formats and media. With about 2,500 hardbound fiction and 1,500 soft cover fiction titles, the Harmon fiction collection supports a variety of units in both Reading and Language Arts curricula.

Books may be checked out for two weeks and then renewed if needed for a longer time. There are no fines for materials returned late, but students who have overdue materials may not check out another item until they return the items that are late. Students will be charged the cost of lost or damaged materials.

## **USE OF CHROMEBOOKS**

Chromebooks are useful tools which can enrich the learning experiences available to students. Students who abuse this privilege by damaging or destroying hardware or who use their Chromebook for inappropriate or illegal purposes will lose the right to use the technology and may face serious disciplinary consequences. In this regard, students should know that:

- A.** Harmon students are able to use their Chromebooks in the library and other areas for a variety of educational purposes. Chromebooks are useful tools which can enrich the learning experiences.
- B.** Student access to the internet and related off-site information services will be strictly monitored and limited to approved educational activities.
- C.** No student will not have access to the internet without a signed parent-permission form on file.
- D.** Students who copy or erase files belonging to others, etc., will face serious disciplinary consequences for stealing and/or destruction of school property.

Should students commit any violation or misuses of their Chromebook, their access privilege may be revoked and school disciplinary action may be taken. The Chromebook is to be treated no differently than any other district-owned piece of equipment. It should not be altered or used in a manner that is not aligned with the district policies and procedures. The Chromebook is an educational tool not intended for gaming, social networking, or high-end computing.

### ***Technology Fee & Deductible***

The Technology Fee for next year will be \$28/student. There will also be a deductible fee for each incident a Chromebook is returned for maintenance (a factory defect will not count as an incident).

The rate will be as follows:

1st Incident- Free

2nd Incident- \$10

3rd Incident- \$20

4th Incident- \$40

5th Incident- Lose privilege of taking Chromebook home.

In the event that a student purposely damages their Chromebook, they must pay the full price of the Chromebook in order to receive another one. Students that owe a deductible fee will not be reissued a Chromebook until the fee is paid.

Students who bring in their Chromebook this fall for maintenance will be given a replacement regardless of their status for this years Technology Fee up until the end of the 1st quarter. After that timeframe, any Chromebook returned for maintenance will be withheld until the fee is paid in full. Students who owe a deductible fee will have to pay their Technology fee as well to be reissued a new Chromebook.

### ***Distribution***

Each student that surrenders their Chromebook for the summer will be reissued their original Chromebook. Students who did not pay their Technology Fee will not have theirs reissued until the fee is paid in full. Chromebooks will be reissued at the Schedule Pick-Up day at AHS.

### **STUDENT USE OF SCHOOL PHONE**

- A. Students are only allowed to use the office phone in case of sickness and emergencies.
- B. The phone in the commons area is to be used before school, during lunch, or during after-school activities. ***(Cell phones are not permitted to be used during the school day, except as required for educational purposes at the teacher's request. Otherwise, they should be off and in student lockers.)***

### **ITEM DROP OFF**

Please use the cart outside Door #1 for any item dropped-off for your student. The cart is checked multiple times per day; therefore, notifying us when you leave something is unnecessary.

### **VISITORS**

With times having changed rather drastically in terms of security and other concerns, it is preferred that visitors make appointments in advance of coming to the school. Contact is not necessary for item drop off. When entering the building, however, it is important to note that ***ALL VISITORS ARE REQUIRED TO REPORT TO THE MAIN OFFICE, BY DOOR #1, AND RECEIVE A VISITOR'S PASS.*** Visitor parking during the day is limited to the parking against the grass area. Do not park in the middle of the parking lot.

## **EARLY DISMISSAL**

If your child needs to leave early, please have him/her bring a note to the office and we will issue them a pass that will enable them to leave their classroom and meet you in the office. You must come to the office to sign your child out. No child will be released to anyone who is not on their emergency medical form unless their parent or guardian has made special arrangements with the office. This is for the child's safety.

## **DISPENSING OF MEDICATION**

- A.** It is the policy of the Board of Education to require written physician verification of student needs for medication during the course of the school day and, in turn, written parental permission for school personnel to supervise the consumption of the medication. **This includes non-prescription (over the counter) medication.**
- B.** If it is necessary for a student to take medication during school hours, the medication must be left with the school nurse. All medication must be in its original container with complete directions on the affixed label. The school will not assume responsibility for application of ointment, change of dressing, or injections. No medication (including Tylenol) will be given without proper forms being on file in the school clinic/office. Forms can be picked up at the office.

## **STUDENT SURVEYS**

Occasionally for a good purpose, our students are asked to respond to school-approved survey questions developed by a third party. Parents have a right to inspect any survey created by a third party before that survey is administered by the school to students. In addition, parents may opt their child out of the activity if they desire to do so. For further information, please refer to Aurora Board of Education Policy JOA. If you wish to preview surveys or opt your child out of approved third party surveys, please contact your child's school office.

## **TRANSPORTATION**

*PICKUP / DROP OFF* -All students are assigned to buses at the beginning of each school year. If for any reason a parent needs to drop off or pick up a child, the parent is requested to do so in the rear parking lot, not the bus loop or staff parking lot.

*BUS PASSES* -*No casual bus passes will be issued.* If an emergency bus pass is needed, an Alternate Bus Stop form must be completed and submitted to the school office. These forms are available on line.



## CURRICULA INFORMATION

**PROGRESS REPORTS** Interim progress reports will be computed at the end of the first four weeks of each grading period. Please use the PIV to access updated grade information. Hard copies are not sent home.

### REPORT CARDS

Report cards are issued two times a year at the end of each semester on the dates listed in the school calendar. Report cards will go home with students at the end of the first semester and will be mailed home at the end of the year. If the student has debts, overdue books, or other unpaid obligations, those fees roll forward until paid.

### ATHLETIC ELIGIBILITY

In order to participate in interscholastic athletics and extra-curricular activities, students shall meet the following criteria:

- A.** During the preceding grading period, if a student receives a grade of an F in any class, that student is ineligible to participate in interscholastic athletics for the entirety of the current marking period.
- B.** If tryouts for an athletic team take place during the period in which a student is ineligible, that student will not be able to try out for that team and participate in the current season
- C.** The eligibility or ineligibility of a student continues until the end of the 5<sup>th</sup> (fifth) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
- D.** The eligibility of a transfer student must be established by school records or verification from the sending school. The responsibility for establishing eligibility remains with the receiving school.
- E.** An athlete must be in school at least half of the day in order to participate in the practice or contest of that day. Unusual or extenuating circumstances will be examined by the building principal/assistant principal.

### HONOR ROLL

At the end of each report period, honor roll lists are prepared. In order to qualify for the honor roll, students must have a 3.5 or better.

### ACADEMIC ASSISTANCE

Teachers conduct extra help sessions called "lunch bunch" each week. Each day at lunch during recess time, there is time for students to receive help. Often times Saturday School is made available for the same purpose.

All teachers have voice mail and e-mail. When situations arise where communication with a teacher is necessary, please feel free to call anytime. Each grade level has their homework posted on the Harmon web page under **Homework Hotline**. Students are also given planners to write down assignments.

## **PARENT COMMUNICATION**

- A. *Parent Viewer*** – Every parent will be provided a password allowing them to access their child’s grades. Teachers will make weekly attempts to update student’s progress.
- B. *Morning Announcements*** – Announcements are posted daily on the Harmon web page under the [www.auroracityschools.org](http://www.auroracityschools.org) website.
- C. *All Calls*** – As important dates approach or if there is significant information that needs to be relayed to parents a call will be sent home. Please make sure we have your up-to-date phone numbers.

## **STUDENT DISCIPLINE AND ZERO TOLERANCE POLICY**

### Introduction

The Aurora City School District Board of Education recognizes that effective discipline is essential if all students are to attain a quality education. Therefore, the District shall have a zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy. In carrying out this zero tolerance policy, the District shall use strategies ranging from prevention to intervention to address violent, disruptive, or inappropriate behavior. The Aurora City School District Board of Education delegates to school officials and administrators the discretion to determine, on a case by case basis, what strategy shall be employed to address a student’s violent, disruptive or otherwise inappropriate behavior. The Board further authorizes school officials and administrators the authority to take the additional steps necessary to implement these strategies and generally to enforce District policies/regulations and school rules governing student conduct.

A complete statement governing or describing all of the relationships and processes involved in student discipline would be impractical. However, the District believes the most important ingredient in maintaining a positive climate for student discipline is the relationship of the teacher and the principal in discipline situations. Teachers must feel free to consult and work closely with the building principal in any situation in which they may need guidance. This working relationship is one key to desirable discipline and to maintain a quality instructional atmosphere.

The Board also believes that the teacher-student relationship in the classroom, halls, and on school property is important and should always be one of mutual respect. The teacher will be recognized as the person in authority at all times in the classroom, halls, buildings, on school grounds, and at school-related events.

Each case of unsatisfactory behavior by a student will be handled individually. The classroom teacher may take the steps he/she feels are justified in each case. If the student does not respond to these measures, or the severity of the behavior so requires the teacher will then refer the student to the principal.

In discipline matters, the Board expects that whenever a problem appears to extend beyond the classroom, the teacher will discuss the problem with the principal. The teacher, or teachers, and the principal will work together in attempting to control or correct the situation.

The Board of Education considers school discipline as the controlled behavior of an individual whereby responsibility is assumed for one’s actions in accordance with socially accepted conduct

and the District's rules, regulations, and school policies. Student conduct must be within the bounds of law and order and must respect the rights of others as individuals.

Good discipline is systematic, ordered learning. In the school setting, good discipline helps to promote self-discipline as an habitual way of behaving. Good discipline is not a matter of punishment but rather involves the development of a structure, which provides the best opportunities for the child to learn, achieve, and develop emotional social maturity on his/her own.

Discipline permits children, their peers, and faculty to live together in harmony in a social unit without sacrificing individual independence. The end result of proper discipline during the formative years will be an individual who can live and work with others, and who is fully able to assume the responsibility for mature self-discipline.

Parents or guardians have the primary responsibility for establishing and maintaining positive discipline with their children. While students are in school, however, teachers and administrators must act in the place of parents (in loco parentis) to maintain discipline.

Teachers, bus drivers, and other members of the various school staffs are responsible for the care of students and the day-to-day operation of the school. They are expected to make every effort to correct and effectively resolve disciplinary problems that occur within their range of responsibilities; therefore, they shall have the authority necessary to maintain a proper learning climate, including, but not limited to, the use of reasonable force to prevent and stop any act which interferes with the scholarly, disciplined atmosphere of the school. Teachers are also expected to employ sound, preventative measures and to avoid provoking negative behaviors. They may call upon other school personnel to help in discharging their responsibilities and may refer students to the building administrator who shall be responsible for determining the necessity, and the nature of, any additional discipline.

Since the school and the home share responsibility for the education and discipline of students, it is important that they work closely together. Each school staff has an obligation to be fair, honest, reasonable, and consistent in its dealings with students. Parents have an obligation to be cooperative, reasonable, and honest in working with school personnel. Only by developing mutual trust and respect can the school and the home work effectively together toward the best interest of the child.

Teachers and administrators are assured of the prompt and decisive support of the Board of Education in cases involving incorrigible conduct. Likewise, the Board of Education expects the support of the professional staff in maintaining an orderly educational climate for learning.

#### Circumstances In Which Student Discipline Is Appropriate

As detailed below, students are subject to school disciplinary action up to and including emergency removal, suspension, and expulsion for any and all action(s), which directly affect the good order, efficiency, morale, management, and welfare of the school. Students shall be subject to discipline for misconduct occurring in any of the following situations:

1. while in school, on school grounds, or in sight of school premises during, immediately before or immediately after school hours (including schools where the student is not in attendance);
2. while on school owned, leased, or operated buses or vehicles;
3. while waiting at school bus stops, walking to and from school bus stops or walking to and from school;
4. while engaged in or attending school-related activities, whether on or off school grounds;

5. while on school grounds, at any time when school premises are being used by the school or by school-related groups;
6. while engaging in any conduct which directly affects the good order, morale, management, and welfare of the school.

### Basic Elements of School Discipline

The maintenance of school discipline and proper behavior is essential to the establishment of a proper learning environment. All professional employees and students are responsible for maintaining good discipline within the school setting.

A breach of discipline occurs whenever the conduct of a student substantially and materially interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students, the staff, and/or the system will not be tolerated.

School authorities cannot accept liability and responsibility for a student's health, safety, and welfare unless the student conforms to the specified standards of good conduct.

In order to maintain a proper learning environment, students committing serious breaches of discipline will be removed from the school setting in accordance with the student suspension, expulsion, and exclusion procedures. See Policies JGD, JGD-R, JGE, and JGE-R.

Students may be subject to emergency removal, suspension, and/or expulsion for any of the following reasons:

1. Disruption of School/False Alarms

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission process, activity, or function of that school. Neither shall any student urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school.

Misconduct prohibited by this rule includes, but is not limited to:

- A. occupying any school building, school grounds, or part thereof without proper authorization;
- B. blocking the entrance or exit of any school building or corridor or room therein;
- C. setting fire to, attempting to set fire to, damaging, or attempting to damage any school building or property;
- D. preventing or attempting to prevent any teacher, student, or administrator's lawful and appropriate physical act or verbal utterance, the convening or continued functioning of any school, class, or activity, or any lawful school meeting or assembly on or off school property;
- E. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
- F. except under the direct instruction of a principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event;
- G. continuously and intentionally making noise or acting in a manner which attempts to or does interfere with a teacher's ability to conduct a class or extracurricular activity;

- H. making, by telephone call, letter, electronic, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds;
- I. activating or attempting to activate the alarm system in the absence of a fire; or
- J. engaging in any activity or conduct which endangers students, employees or guests at the school.

2. Damage, Destruction or Theft of School or Private Property

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel, or other persons. Neither shall a student steal or attempt to steal property or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function, or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies.

Pursuant to R.C. 3109.09 and R.C. 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Aurora City Schools for any damage, destruction or theft caused by their child.

3. Assault/Fighting/Hitting

A student shall not cause physical injury or behave in any way, which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, fighting, hitting, and other inappropriate touching.

A student who assaults a school employee or other student whether on or off school property, or at a nonschool-sponsored or related activity, function, or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process, or significantly endanger the health or safety of the students or others.

4. Profane, Vulgar, Abusive, Improper Language, Improper Gestures, or Sexual Misconduct

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, or other improper gestures or signs, nor engage in any socially or sexually improper behavior.

5. Smoking

No student shall possess, use, conceal, sell, offer to sell, buy, offer to buy, transfer, or distribute any tobacco product including, but not limited to cigarettes, cigars, snuff, and chewing tobacco. Neither shall any student aid any other student in using, selling, or distributing any tobacco product including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco.

6. Narcotics, Alcoholic Beverages, Stimulant Drugs, and Inhalants and Paraphernalia

A. During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply, or be under the influence of any mood-altering chemical of any kind, including alcohol. Included in this prohibition are any substances represented as a controlled substance, any in this prohibition are any substances represented as a controlled substance, any substance used in a dosage that is likely to be mood-altering, steroids, and drug paraphernalia. "Possession" includes, without limitation, retention on a student's person or in a student's purse, wallet, locker, desk, or automobile

parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, and inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container, with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed.

When students are found to possess or sell illegal substances, an administrator shall promptly report the students to the local police authorities. In determining the appropriate level of discipline, school administrators shall have considerable discretion, including the discretion to reduce the consequences outlined below.

**B. Possession, Purchase, Use, Application or Being Under the Influence.**

**FIRST OFFENSE:**

- 1) The principal will suspend the student for 10 days in accordance with all requirements of law, which suspension may be reduced to no less than five days if the following criteria is satisfied:
  - a) the student agrees to and subsequently is evaluated by a chemical dependency professional;
  - b) the student agrees to follow through with any treatment prescribed by the chemical dependency professional, including but not limited to attending mandatory support groups;
  - c) the professional verifies the foregoing to the satisfaction of the principal; and
  - d) where appropriate, the student agrees to continue to attend an in-school support group.
  
- 2) Notwithstanding the above provisions, it shall not be considered a first offense under Part 1 of this Policy if a student reports his/her violation and:
  - a) the student proceeds to be evaluated by a chemical dependency professional;
  - b) the student agrees to follow through with any treatment required by the professional, including but not limited to attending mandatory support groups; and
  - c) the professional verifies the foregoing to the satisfaction of the principal.

Possession of a bulk amount of any controlled or dangerous substance as defined by R.C. 2925.01(D) shall automatically be considered a second and subsequent offense and shall be treated as indicated below.

**SECOND AND SUBSEQUENT OFFENSES:**

- 1) The principal will recommend that the Superintendent expel the student for a period not to exceed the greater of eighty school days or the number of days remaining in the semester in accordance with all requirements of law and Policy JGE.
- 2) The Superintendent may expel the student for a period not to exceed the greater of eighty school days or the number of days remaining in the semester in accordance with all requirements of law and Policy JGE.

Whenever a student is expelled or suspended from school for the use or possession of alcohol or drugs, the Superintendent will notify the registrar of Ohio Bureau of Motor Vehicles and the juvenile judge of Portage County of the expulsion or suspension. Such notification will result in the denial of driving privileges in accordance with Ohio Revised Code 3321.13(B)(3).

Whenever a student is expelled or suspended from school for the use or possession of alcohol or drugs, the Superintendent will notify the registrar of Ohio Bureau of Motor Vehicle and the juvenile judge of Portage count of the expulsion or suspension. Such notification will result in the denial of driving privileges in accordance with Ohio revised Code 3321.13 (B) (3)

C. Selling, Supplying, or Transmitting

A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined in section B above. This includes any bulk amount of the above-mentioned prohibited substances or any of those substances prepared for mailing or packaged for distribution.

D. Counterfeit or "Look-Alike" Drugs

In accordance with R.C. 2929.01(O), the Board states as follows:

- 1) A counterfeit-controlled substance is defined as:
  - a) any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
  - b) any unmarked or unlabeled substance that is represented to be a controlled substance;
  - c) any substance that is represented to be a controlled substance or is a different controlled substance; and
  - d) any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- 2) No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner Section B (Possession, Purchase, Use, Application, or Being Under the Influence).
- 3) No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
- 4) No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Section C (Selling, Supplying, or Transmitting).

7. Failure to Comply with Directives/Insubordination: Violations of Rules

- A. Students shall comply with the directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with, which are a part of this code, directives of authorized school personnel.
- B. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted on school bulletin boards. It is the responsibility of each student to familiarize him/herself with all school rules and regulations.

8. Attendance, Truancy, Tardiness

Students are required by law to regularly attend school. A student shall not be absent from school or an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardies shall also be considered truancy.

When the building principal advises the Superintendent that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester, the following procedure will apply:

- A. The Superintendent will notify, in writing, the student and his/her parent, guardian, or custodian that information regarding the student's absences has been provided to the Superintendent, and that, as a result, the student's driving privileges will be denied. This notification will also state that the student and his/her parent, guardian, or custodian may appear before the Superintendent or designee to challenge the information provided to the Superintendent.
- B. The notice from the Superintendent to the student must set forth the information received and must include the date, time, and place of the hearing. The hearing must be scheduled between three and five days after the notification is given, unless an extension is requested by the student, parent, guardian, or custodian and is granted by the Superintendent. If granted, the Superintendent must notify the student, and the parent, guardian, or custodian of the date, time, and place of the new hearing.
- C. At the hearing before the Superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Under Ohio law, "legitimate excuse" includes, but is not limited to:
  - 1) enrollment in another school or school district in Ohio or another state;
  - 2) possession of an age and schooling certificate;
  - 3) a bodily or mental condition that prohibits attendance under R.C. 3321.04; or
  - 4) participation in a home instruction program in accordance with R.C. 3321.04.
- D. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences are legitimate, the Superintendent must notify the registrar of the Bureau of Motor Vehicles ("BMV") and the county juvenile judge. Such notification must be given to the registrar of the BMV and the juvenile judge within the two weeks of the receipt of the information regarding habitual absences or, if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of the BMV and the county judge must comply with R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA), and accompanying regulations.

The registrar of the BMV is required to suspend the temporary instruction permit or driver's license of any student who is the subject of such a notice. If a temporary permit or license has not yet been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

The denial of a student's driving privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the jurisdiction where he/she resides.

## 9. Forgery

No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades, or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.



10. Academic Dishonesty

No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty, by providing information or by any other means. For purposes of this Policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions, and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

11. Extortion

No student shall use an expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

12. Hazing, Bullying & Intimidation

No student shall harass, persecute, or participate in any act(s), or attempt to threaten, act, or participate in any act(s) that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student. Hazing is banned in any form.

Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

Bullying is an intentional written (including texting), verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

13. Electronic Devices

No student shall be using or have on during the school day radios, televisions, telephones, cellular phones, ipods, mp3 players, pagers, or any other electronic equipment on school grounds, during or at school-sponsored events if, in the sole discretion of school authorities, such items are disruptive of the educational process. Students may use these items during non-school hours with the permission of school authorities.

14. Transportation

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words, either to other students, the bus driver or passing motorists. Additional guidelines for student discipline and behavior while on school vehicles are found in the Bus Rules and Safety Regulations (as revised 2/12/88) and are incorporated herein by reference.

15. Accomplice

No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a "look out" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy JFCJ) or any illegal,

prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

16. Gambling

No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

17. Weapons, Dangerous Instruments, Fireworks, and Explosives

No student shall use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions, or events off school grounds, on a school owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school, see Board Policy JFCJ. Bringing a knife onto school property may also result in a one-year expulsion, see Board Policy JFCJ.)

In addition it is a violation of this section to attempt while at school or school sponsored activities to buy, sell, possess, handle, transmit, conceal or bring upon school grounds or to school sponsored activities on or off school grounds or at any other time the student is subject to the authority of the school, a weapon or dangerous instrument.

No student shall possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives, or munitions nor shall any student ignite or explode fireworks, explosives, or munitions at school-sponsored or related functions or activities on or off school grounds, or at any other time the student is subject to the authority of the school.

This prohibition applies to firearms, explosives (including fireworks, lighters, and matches), knives, and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

18. Dress Code – See Page 1

No student shall violate school rules pertaining to appearance and dress. Students are required to attend school dressed in a clean manner which is not hazardous to their own safety or that of others, and which does not, in the discretion of school authorities, detract from the educational process.

19. Failure to Accept Discipline or Punishment

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

20. Misconduct During Extracurricular Activities

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in an extracurricular activity, which rules, regulations, or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities disrupts or tends to interfere with the conduct of that activity.

21. Trespass

- A. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate.
- B. A student who is already the subject of an emergency removal, a suspension, or an expulsion shall not enter upon any District property without the express permission of the principal.

23. Repeated Violations of School Rules

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel.

24. Harassment and Sexual Harassment

No student shall harass any other student, school employee, community member, or school visitor on the basis of color, race, national origin, religion, age, disability, status as Vietnam-era veteran or special disabled veteran. For the purpose of this code of conduct, the term "harass" includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (oral or in writing) abuses another.

Students are specifically prohibited from sexually harassing any other student, school employee, community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact and "sexting".

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to his/her building principal who will conduct an investigation and, if required, take appropriate remedial action.

25. Gang Activity

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

- A. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. present a physical safety hazard to the student in question, other students, staff-members or other employees;
- C. create an atmosphere in which a student, staff members, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence or
- D. imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem whether on school or personal property, or on one's person.

26. Any Other Conduct Which Disrupts or Interferes with the Educational Process

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities to disrupt or to interfere with the educational process.

The Superintendent shall publish to all students a policy outlining these and any other District rules regarding student conduct and the sanctions, which may be imposed for their breach. Said policy shall also be posted in a central location in each school and shall be made available to students upon request. [Adoption date: August 26, 1985] [Revised date: August 22, 2002]



## PARENTS' ATTENTION AND SIGNATURE REQUIRED

I, \_\_\_\_\_ (student's name) have read and agree to follow all of the discipline rules set forth in this handbook. I realize that I must obey these rules to insure that I and all the students at Harmon Middle School can focus on academics. I will cooperate to the fullest extent with the administration to maintain a safe school. I am aware that any violation of this discipline contract will result in disciplinary consequences set forth by the administration.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Dear Parent or Guardian,

We feel that you should be informed regarding Harmon Middle School's effort to create and maintain a disciplined, comfortable and academic-focused environment. With the cooperation of the parents, faculty and students, this will occur. Your signature on this contract indicates that you have read the Code of Student Conduct along with the Student Discipline and Zero Tolerance Policy and that you will advise your child to uphold the rules of Harmon Middle School.

- I understand the attendance policy and my requirement to provide documentation. (Pg. 4)
- I understand and am aware of the planned absence policy and effect (Pg. 5)
- I understand the new policy for Chromebook breakage and additional payment for multiple breakages (Pg. 7)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date