

# TRIAD MIDDLE SCHOOL STUDENT/PARENT HANDBOOK



## **Vision Statement:**

**Triad Schools will support, inspire and challenge all students.  
We will engage learners who collaborate to solve authentic problems.**

**Triad Middle School**  
7941 Brush Lake Road, North Lewisburg, Ohio 43060

Telephone: 937-826-3071      Fax: 937-826-1000

**Principal: Vincent Spirko, Ext. 3002**  
[spirkov@triadk12.org](mailto:spirkov@triadk12.org)

**School Secretary: Mrs. McConnell, Ext. 3001**  
[mcconnellm@triadk12.org](mailto:mcconnellm@triadk12.org)

**School Counselor:**  
[haggards@triadk12.org](mailto:haggards@triadk12.org)

*This handbook needs to be read carefully by all parents. Older students need to read it as well. Parents please go over all aspects of the handbook with your children. In Final Forms, there will be a place where both the student and the parent must sign and verify that the handbook has been read. In addition, the Triad Local School District acceptable use form must be signed. Please understand that your signature verifies you have read and understand the handbook and any applicable policies. This form is to be completed and ready for review by your child's homeroom teacher no later than August 30<sup>th</sup>.*

**If you, your child or a child you know needs help or is in crisis,  
please text 4hope to 741741**

## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2019. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

## **VISION OF THE SCHOOL**

Triad schools will support, inspire and challenge all students.  
We will be engaged learners who collaborate to solve authentic problems.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Morgan Fagnani  
Curriculum Director  
937-826-4961 x4108

Erin Webb  
Special Education Director  
937-826-4961 x 4107

Complaints will be investigated in accordance with the procedures described on page(s) 7-8 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **SCHOOL DAY**

7:30 am – 2:30 pm, students may enter the building at 7:00 am.

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from their teacher or principal.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELLBEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day must request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. Students are not to contact parents directly without permission from the office.

## **SECTION I - GENERAL INFORMATION**

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a schedule change form signed by the principal.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **FEES**

Fees should be paid by September 25th or arrangements must be made through the school office to make payments of school fees. Parents may make 1/3 installments that are due by September 25th , January 22nd , and April 23rd. Fees are \$35.00 per student. *Students who owe fees may be denied participation in school events starting October 1st.*

### **BOOKBAGS**

For the safety of all students and staff book bags are to be left in lockers during the school day and are not to be used to carry books between classes.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

Emergency Medical Authorization forms must be completed online using Final Forms. Completed forms are due August 30, 2019 and students will not be permitted to attend school without the form on file in the office. The emergency medical authorization is considered part of the registration procedure and without it a student is not considered registered.

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

### **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, with the counsel of their child's prescriber, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be inventoried and properly secured. Medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.  
  
If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer

medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Non Prescribed (Over-the-Counter) Medications**

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non casual contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health

Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOODBORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precautions to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

1. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
2. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
3. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or the county health department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parents will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV viruses either in cooperation with his/her physician or the County Health Department.

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Michele Peters at 937-826-4961 ext 4107 to inquire about evaluation procedures, programs, and services.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students, Brooke Perry,

at 937-869-1035.

### **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the definition of “in foster care”, including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see policy 5111.03.

### **DIRECTORY INFORMATION/FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The school follows the guidelines of FERPA regarding all student records. Parents who do not want directory information released to college, universities and military recruiters should contact the Guidance Office. Directory information is as follows: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities/sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation and awards received.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the school to disclose any or all “directory information” upon written notification to the school. Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in state and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, cell phones, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **MEAL SERVICE**

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.75. Students who receive a reduced price for lunch will be required to pay 40 cents per day. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School’s cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes she/he is eligible, contact Shirley Weaver. Last day to charge a meal is May 7, 2021.

## **PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS**

It is the responsibility of the parents to provide lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

A student (Grades K - 12) may charge two (2) meals in succession before being served an alternative meal. An alternative meal consists of cheese or peanut butter sandwiches, fruit, and milk.

A student's parents will be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school. Parents may also pay for school meals via the Internet through the District's Nutrition Services website.

If a student has questions or concerns about meal service, they should contact the building principal to seek alternatives to the above plan as the principal will ensure that students receive a meal.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. Outside doors are locked during the school day. The door by the office is equipped with a doorbell and an electronic entry system. Please be patient and allow extra time as emergencies sometimes pull office staff away from the office.
- F. Portions of the building that will not be needed after the regular school days are closed off.

## **EMERGENCY COMMUNICATION PLAN**

In the event of an emergency situation, the following practices will be utilized to disseminate information to parents and the community when appropriate. Please keep in mind that calling the school directly or coming to the school in an emergency situation can negatively impact both the first responders and the school's ability to deal with the emergency situation.

**Mass Communication System:** School Messenger and the school text for those who sign up to receive school information texts.

**Social Media:** school and district Facebook and Twitter

**Standard Telephone:** Please call 937-826-4961 as a district emergency hotline in the event of an emergency situation to receive information. The goal is to keep other lines free for communication with emergency responders and others.

**School Website and School Email:** up to date information will be posted on the school website and messages may be sent to email addresses.

### **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of an announcement on the public address system. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WPKO (98.3 FM); WEEC (100.7 FM); WNCI (97.9 FM); WTVN (610 AM) and WKSW (101.7 FM). Television 7 in Dayton and TV 10 in Columbus

1. Information concerning school closings or delays can also be found on the School's web page at [www.triad.k12.oh.us](http://www.triad.k12.oh.us).
2. Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

### **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

## **LIBRARY BOOKS**

The Middle School Library offers a wide range of casual reading materials due to the range of grades and levels of maturity which exist in grades 5-8. Parents are reminded to monitor their children's recreational reading selections to ensure they are making appropriate choices based upon individual parental values and beliefs.

## **MEDIA CENTER**

Students are encouraged to use the Media Center for classroom assignments as well as for recreational reading. The Media Center is meant to be a quiet place for you to work. Each student must have a pass issued by one of his/her teachers, to come to the media center. Unless stated otherwise, the pass will be valid for the entire period for which it is issued.

### **A. Rules**

1. Students must sign in upon arrival and departure to the Media Center.
2. Students may whisper quietly only among people at their table.
3. Students are not permitted to have candy, gum, food or drink in the Media Center.
4. Students must be courteous and polite to others at all times.
5. Students may sit only four per table.
6. Students must sign the log in sheet to use the computers.

### **B. Consequences**

1. Verbal Warning
2. Students will return to class.
3. Repetition of this type of behavior upon future visits to the Media Center will result in the student losing Media Center privileges for two weeks.
4. Continued violation of Media Center Rules will result in students losing Media Center privileges for the remainder of the grading period.

### **C. Circulation Procedures**

1. Most books may be borrowed for a two-week period. Designated Encyclopedias may be borrowed on an overnight basis, due to the high demand of these books.
2. Fines
  - a. An overdue fine of 5 cents per day will begin to accumulate the day after the book is due.
  - b. Removal of spine labels, barcodes will result in a \$1.00 fine.
  - c. A book overdue for more than one month will be considered lost. Full replacement cost will be charged.
  - d. Appropriate fines will be assessed to any book that is damaged beyond normal wear.
  - e. Media Center fines accumulate from one year to the next, just as any other unpaid fees.

3. Overdue lists are posted periodically in classrooms and in the Media Center. It is the responsibility of the student to consult this list and pay any fines incurred.
4. All fines are to be paid to the Library Aide.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **LOST AND FOUND**

The lost and found area is in the hallway outside of the gym. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

1. Attendance rules apply to all field trips.
2. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
3. Students who violate school rules may lose the privilege to go on field trips.

### **GRADES**

Triad Grading Philosophy

Student grades will solely reflect academic achievement. When determining grades, teachers will use their professional judgement based upon the following principles:

1. Achievement expectations will be clearly communicated to students.
2. Students will have opportunities to practice and receive feedback before they are assessed summatively.
3. Formative assessments are not included in grade determination.
4. Student conduct and effort will be reported separately.
5. Teachers will use multiple data points to determine achievement, emphasizing the most recent data.

The Following is the required grading scale:

<u>SCALE</u>	<u>POINTS</u>
100-99 = A+	4.0 = A+
98 –94 = A	4.0 = A
93 – 90 = A-	3.7 = A-
89 – 88 = B+	3.3 = B+
87 – 84 = B	3.0 = B
83 – 80 = B-	2.7 = B-
79 – 78 = C+	2.3 = C+
77 – 74 = C	2.0 = C
73 – 70 = C-	1.7 = C-
69 – 68 = D+	1.3 = D+
67 – 64 = D	1.0 = D
63 – 60 = D-	0.7 = D-
00—59 = F	0.0 = F

### **Grading Periods**

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Grades can be viewed through the electronic grade book, or Progress Book, at any time. Please check with the office about accessing Progress Book.

### **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the

succeeding one(s)

- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in mathematics and reading or fail three of the four CORE Subjects (Science, Social Studies, Math, Language Arts) may be retained for all CORE subjects
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if she/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

### **COLLEGE CREDIT PLUS PROGRAM**

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student will be denied high school credit for any portion of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the school counselor to obtain the necessary information.

### **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

## **HONOR ROLLS**

The Honor Rolls recognize students who have achieved academic success in their classes.

The three separate rolls are:

- a. Hall of Fame - 3.75 - 4.0
- b. Honor Roll - 3.401 - 3.749
- c. Merit Roll - 3.00 - 3.400

At the end of each grading period, a list of honor roll students will be sent to the newspaper for publication. Students who are on the honor roll all year will be recognized at the Spring Awards Program. Any student with a D or F will not be placed on the Honor Roll.

## **HOMEWORK OR PRACTICE**

Homework/practice will be assigned. Homework may often be formative in nature, for practice, and not included as a summative grade. However, homework is critical to a student's growth and will be reported through an effort grade on the grade card. Teachers may also assign mandatory work sessions during or after school to complete missing homework and assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

## **SECTION III - STUDENT ACTIVITIES**

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

Triad Local Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes the following student groups that are sponsored by a staff member.

- |                  |                                     |
|------------------|-------------------------------------|
| History Fair     | Game Club                           |
| Power of the Pen | National Honor Society              |
| Science Fair     | H2O( Help to Others) / Service Club |
| Student Council  |                                     |
| Yearbook Club    |                                     |

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as Triad athletics, drama club, student council, power of the pen, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

## **BAND/CHOIR POLICIES – PARENTS PLEASE READ**

\*Students may elect to participate in both band and choir; these arrangements will be made with the music instructors on an individual basis. Students who participate in both band and choir must maintain a C average or better to remain in both. Students who do not maintain a C average may be asked to choose one so that more attention can be placed on academic studies.

\*Band and choral students are required to perform in concerts scheduled by the directors, or they will receive a failing grade for the period in which the concert falls. This, of course, does not apply to those excused absences as already discussed within the student agenda.

\*Band and choral students will need to provide DRESS PANTS for their uniforms. DRESS SHOES, preferably dark in color, also need to be provided by the student. The blouse/shirt for each group and the color of the dress pants will be determined by the director. It is possible that there may be a cost involved depending upon the success of fundraisers.

5th Grade Band and Choir students:

A band member must decide by November 16th as to whether or not they wish to remain in the band. If they decide they do not want to remain in the band, they will be placed in choir for the remainder of the year. Students must have an instrument by October 1st or they will be placed in choir for the remainder of the year.

6th/7th Grade Band and Choir students:

Students must obtain an instrument by October 1, or they will be placed in choir. After October 1st, students will remain in either band or choir the remainder of the year.

8th Grade Band and Choir students:

If students drop band and/or choir after the first quarter interim report, they will receive an F in the class for the remainder of the year and be placed in whatever elective may be available.

## **ATHLETICS**

Triad Local Schools provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

The following is a list of activities currently being offered at the middle school: football, cross-country, girls volleyball, boys basketball, girls basketball, wrestling, and track.

For further information, contact Logan Dunn, the Athletic Director, at 937-826-3771.

## **ACADEMIC ELIGIBILITY**

See Triad Athletic Policy

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Staff members are not responsible for unaccompanied students with no transportation from the event.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

### **Excusable Reasons for Absence**

The District accepts only the following as reasonable excuses for time missed at school. Each absence shall be explained and filed as part of the student's school record.

A written excuse for absence from school may be approved only for one (1) or more of the following reasons or conditions:

A. Personal Illness - The principal may require a doctor's confirmation if s/he deems it advisable.

B. Illness in the Family - The principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary.

C. Quarantine of the Home - This is limited to the length of the quarantine as fixed by the proper health officials.

D. Death in the Family - This is limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.

E. Necessary Work at Home Due to Absence of or Incapacity of Parent(s)/Guardian(s)

Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age and shall not extend for a period longer than five (5) days and can be renewed for five (5) additional days. At no time shall such excuse permit a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or

become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. In such cases, the Superintendent or his/her designee may request a certificate of a physician attesting to the physical condition of the parent or guardian.

F. Observation or Celebration of a Bona Fide Religious Holiday - Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.

G. Absence During the School Day for Professional Appointments - Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. the student shall have a statement to that effect from his/her parents;
2. the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
3. the student shall report back to school immediately after his/her appointment if school is still in session.

H. Emergency or Other Set of Circumstances - The Superintendent shall determine whether the reason for the absence constitutes good and sufficient cause.

I. Vacations with Prior Approval of the Principal - Absences that do not accumulate against this guideline include field trips and college visits, not to exceed two (2) in number.

J. Service as Precinct Officer at a Primary, Special or General Election - Students selected as precinct officials through the program set forth in Policy 5725 shall be excused from school on the day of an election at which the student serves as a precinct official.

### **Student Vacations During the School Year**

Students are permitted to go on vacation during the school year without penalty to a maximum of up to five (5) days or 32.5 hours (except the week ending each semester). Students must have parent note excusable days remaining in order to be excused for vacation. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

A. The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parents or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered inexcusably absent from school and subject to truancy regulations.

B. The student may be given approximate assignments and materials and pages to be completed.

C. The time missed will be counted as an excused absence up to the number of remaining excused absence days the student has available.

### **Truancy and Habitual Absence**

A student shall be considered truant each day s/he is absent without excuse from his/her assigned location without the knowledge of a parent. Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter for which administrative action will be taken as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of truancy will be entered in the student's record file.
- C. A parent conference may be held.

The disciplining of truant students shall be in accord with Board policies and due process (as defined in Policy 5611) and the Student Code of Conduct. A student will be considered "habitually truant" under state law if the student is absent without a legitimate excuse for thirty (30) or more consecutive school hours, for forty-two (42) or more school hours in one (1) month, or seventy-two (72) or more school hours in one (1) school year. If a student is "habitually truant" and the student's parent(s), guardian(s), or custodian(s) has failed to cause the student's attendance, a complaint shall be filed with the Judge of the Juvenile Court. The principal may also take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. notify the Registrar of Motor Vehicles of the student's absences
- D. take appropriate legal action
- E. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

*Students may miss up to 8 school days during a given academic year. If a student misses four (4) school days by January 1st, or six (6) absences at any point in the year, parents may receive an attendance policy reminder letter. Any student missing more than eight (8) days may be placed on attendance probation. Once a student is on attendance probation, parents should remain in close communication with the building principal or his/her designee. Once on probation, it will be at the discretion of the building principal to require a doctor's note for excused absences. If absences persist once placed on probation, the building principal may take intervening actions listed above.*

### **Encouraging Attendance**

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences every day; therefore, a student who is absent from any given class period would be missing a significant component of the course.
- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records (excused vs. unexcused);

D. requiring an admit slip from a student when a student returns from an absence and invoking a consequence if the student does not have one;

E. incorporating defined, daily participation as part of the teaching/learning process and each grading period;

F. requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

#### *Students Leaving School During School Day*

A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

#### **Detention of Students after School**

Reasonable detention at the beginning or end of the school day is allowed. In all cases where students are detained at the end of school, parents are to be notified in advance. In all cases involving bus riders, parents are to be notified a day in advance so that alternate transportation may be arranged.

#### **Make-Up Opportunities**

A student may make up units of study with a properly certificated teacher if prior approval has been granted by the principal.

A. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

B. A student wishing to make up work should contact his/her teacher to obtain assignments.

#### **Tardiness**

A. Students not in homeroom or in class when the late bell rings are considered tardy.

B. High School/Middle School students who are tardy to school must report to the principal's office to sign in.

C. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.

D. Teachers are to refer cases of chronic tardiness to the principal.

#### **Tardies to Class**

Tardies to class will be tracked by the individual teacher; however, all teachers will be using the same system. If you are tardy to class the following process will be used each 9 weeks.

1st tardy - teacher warning

2nd tardy - teacher warning

3rd tardy - teacher warning/parent contact

4th tardy - referred to the office

### **ATTENDANCE - EXTRA CURRICULAR AND CO-CURRICULAR**

Any student who reports to school late (after 11:00 AM) will not be eligible to participate in any extracurricular activity that night. This rule applies to students who are under suspension or expulsion from school or whose absence is unexcused. This will specifically affect the following activities:

1. Athletic teams (boys and girls)
2. Dances, meetings, etc.
3. Clubs or organizations
4. Plays
5. Any other school-sponsored activities not covered in the above four

The only exceptions to the above would be as follows:

1. Student has a doctor's appointment and returns with a note from that office.
2. Dental appointment and is covered by a note.
3. Driver training appointment dealing with testing for permit or license and covered by a parent note.
4. Other good and just causes approved in advance by the principal or superintendent.
5. Attendance at co-curricular activities is exempt from this requirement.

### **NOTIFICATION OF ABSENCES**

If a student will be absent, the parents **MUST** notify the School at 937-826-3071 by 8:30 am or email the principal and secretary to provide an explanation. Medically excused absences require a physician's excuse, please provide the documentation within 48 hours upon returning to school for the absence to be medically excused. Please refer to the list of acceptable excuses for missing school. Schools are required to hold meditations for students with excessive absences with administration and the county truancy officer where an intervention plan will be developed.

Skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information,

contact the principal.

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The student should contact the office as soon as possible to obtain assignments. The number of days for completion of make up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State mandated assessment test or other standardized tests, the student should consult with the principal to arrange for administration of the test at another time.

### **Drop Off, Dismissal, and Student Pick Up**

*Parent Pick Up* - Students who regularly get picked-up by their parents at dismissal time will be checked out at the office doors. Parents can pull around the curb and pick up their student.

*High School Sibling Pick Up* - parents who wish for their students to be picked up by a high school sibling should be aware of a 12 to 15 minute lag time in their child being picked up. Students being picked up by a high school sibling will come to the cafeteria, be seated at a table, and will quietly occupy themselves as they wait for their ride. Students will be expected to follow school rules and will take direction from any staff member. Failure to follow school rules could result in students losing the privilege of waiting in the cafeteria for their ride and disciplinary action. High school drivers should be aware of school driving rules and parking lot safety. High school drivers often drive too fast in a parking lot and like to accelerate rapidly upon leaving.

*Students Drop Off* - any student being dropped off in the morning cannot enter the building until 7:00 am. Students are to sit quietly at the cafeteria table and keep themselves occupied. They are to follow school rules and take direction from any staff member.

Parents who enter the building during drop off or dismissal times shall park in a designated parking space to keep the traffic line flowing. Parking in the drop off and pick up line causes a dangerous situation, causes delays, and is inconsiderate to other drivers and students. Please use patience when dropping off or picking up students.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the teachers or office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and return them to the teacher within 1 day(s) after returning to school. The student will be given credit for

properly-completed assignments and will receive a grade for any made-up tests.

His/Her grade for work ethic and/or conduct will be diminished and indicate “absence from school due to discipline.”

### **CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Expected Behaviors**

Students are expected to:

1. act courteously to adults and fellow students;
2. be prompt to school and attentive in class;
3. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. complete assigned tasks on time and as directed;
5. help maintain a school environment that is safe, friendly, and productive;
6. act at all times in a manner that reflects pride in self, family, and in the School.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all students in the class; and
- B. all students in the class the opportunity to learn.

### **Dress and Grooming**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

The building administrator may exclude any student, when, in his/her judgment, the apparel is inappropriate. What is appropriate or inappropriate is a decision of school administrators that hopefully reflects community feelings, values, and attitudes. Any coat or jacket that is of winter weight must be kept in lockers during school hours. The principal has final say on what dress is considered to be disruptive to the educational process.

The following styles or manners of dress are prohibited:

- Holes in jeans must be below finger-tip lengths.
- Zip-up hoodies must have an appropriate shirt underneath (no tank tops or low-cut shirts).
- No low-cut shirts or blouses; no cleavage showing.
- Midriff blouses/shirts must come to the belt-line to be considered acceptable dress.
- Hats are not to be worn in the building during teacher workdays.
- No bare shoulders, spaghetti straps, or tank tops. Consider a 3 finger length minimum.
- Shorts and skirts or dresses of appropriate length may be worn. Shorts/skirts/dresses must be of fingertip length when the arms swing naturally. *In the event of an emergency, students will be required to maintain a safety position regardless of their clothing choices.*
- Shirts have to be long enough to tuck in; they don't have to be tucked in but they have to be long enough to be tucked in.
- Pants must fit properly at the waistline with a belt.
- No see through shirts.
- No pajamas, except on designated days.
- No messages for alcohol, tobacco, or drugs/messages.

Students will be asked to change into acceptable dress - if they cannot, they will be placed in ISS for the remainder of the day and they will call home to request a change of clothes or they will be provided with appropriate "cover -up" clothing from the office.

Students who are representing Triad Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

### **Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or losses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### **BULLYING, HARASSMENT, AND INTIMIDATION**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Triad Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity or on school provided transportation that a reasonable person under the circumstances should know will have the effect of:

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

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;

- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

**A. Verbal:**

The making of offensive written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

**B. Nonverbal:**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

**C. Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s):

Morgan Fagnani  
Curriculum Director

937-826-4961 ext. 4108

7920 Brush Lake Rd

North Lewisburg, Ohio 43060

Michele Peters  
Special Education Director

937-826-4961 ext. 4107

7920 Brush Lake Road

North Lewisburg, Ohio 43060

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyber bullying incident(s). The Anti Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyber bullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyber bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

HIB Rubric -  
Harassment,  
Intimidation,  
or Bullying  
Rubric

<b>Verbal</b>	<b>Physical</b>	<b>Social/Relational</b>	<b>Sexual</b>	<b>Procedures &amp; Consequences</b>
Harm to someone's self-esteem or feeling of safety	Harm to someone's body or property	Harm to someone's group acceptance	Harm of a sexual nature to someone's self-esteem, feeling of safety, body, or property	It is important to recognize that each incident will be dealt with individually as all circumstances will be different.
		<b>LEVEL 1</b>		
Teasing name calling insulting remarks verbal harassment - includes cyber-bullying.	Pushing shoving hitting aggressive behavior.	Purposeful exclusion - telling others not to be someone's friend. Gossiping & starting or spreading rumors.	Bullying policies & procedures do not replace sexual harassment laws and Triad discipline procedures. Automatic level 2.	-To be considered harassment, intimidation, or bullying a behavior has to happen more than once. First Occurrence May Include: -Parent contacted -Referral completed and logged -Warning given -Lunch Detention Second Occurrence May Include: -Parent contacted -Referral completed and logged -One Hour After School Detention -Third Occurrence May Include: -Parent contacted -Referral completed and logged -Two Hour After School Detention
		<b>LEVEL 2</b>		

<p>Any level 1 that has occurred more than 3 times.</p> <ul style="list-style-type: none"> <li>- Purposely embarrassing or humiliating another student</li> <li>- Slander</li> <li>- Insulting comments about intelligence, size, ability, race, religion, ethnicity, or gender</li> </ul>	<p>Any level 1 that has occurred more than 3 times.</p> <ul style="list-style-type: none"> <li>- Biting, scratching</li> <li>- Tripping, causing a fall</li> <li>- Threatening gestures</li> <li>- Threatening physical harm</li> <li>- Damaging property</li> <li>- Stealing/hiding or purposefully taking someone's property</li> </ul>	<p>Any level 1 that has occurred more than 3 times.</p> <ul style="list-style-type: none"> <li>- Purposefully embarrassing or humiliating another student</li> <li>- Teasing publicly about clothing, looks, relationships, socio-economic status</li> </ul>	<p>Automatic level 2</p> <ul style="list-style-type: none"> <li>- Sexual comments</li> <li>- Leering</li> <li>- Gestures</li> <li>- Actions or comments based on a person's sexual orientation</li> <li>- Sexual harassment verbal and teasing in nature</li> </ul>	<p>First Occurrence May Include:</p> <ul style="list-style-type: none"> <li>- Parent contacted</li> <li>- Referral completed and logged</li> <li>- After School Detention or Thursday/Friday Night School</li> </ul> <p>Second Occurrence May Include:</p> <ul style="list-style-type: none"> <li>- Parent contacted</li> <li>- Referral completed and logged</li> <li>- 3 Thursday/Friday Night Schools</li> </ul> <p>Third Occurrence May Include:</p> <ul style="list-style-type: none"> <li>- Parent contacted</li> <li>- Referral completed and logged</li> <li>- 3 Day Suspension</li> </ul>
		Level 3		
<p>Any level 2 infraction that has occurred more than once.</p> <ul style="list-style-type: none"> <li>- Making repeated and or graphic threats (harassing)</li> <li>- Practicing extortion (such as taking lunch money)</li> <li>- Threatening to keep someone silent (if you tell...)</li> </ul>	<p>Any level 2 infraction that has occurred more than once.</p> <ul style="list-style-type: none"> <li>- Assault, battery, fighting</li> <li>- Physical cruelty</li> <li>- Repeatedly acting in violent, threatening manner</li> </ul>	<p>Any level 2 infraction that has occurred more than once.</p> <ul style="list-style-type: none"> <li>- Extortion</li> <li>- Harassing racial, religious, ethnic, gender, disability, or sexual oriented slurs or insults</li> </ul>	<p>Any level 2 infraction that has occurred more than once.</p> <ul style="list-style-type: none"> <li>- Displaying sexually explicit pictures or objects</li> <li>- Verbal sexual harassment with the intent to emotionally harm</li> <li>- Unwanted physical contact</li> </ul>	<p>- First Occurrence May Include:</p> <ul style="list-style-type: none"> <li>- Parent contacted</li> <li>- Referral completed and logged</li> <li>- 3 Day Suspension</li> </ul> <p>Second Occurrence May Include:</p> <ul style="list-style-type: none"> <li>- Parent contacted</li> <li>- Referral completed and logged</li> <li>- 5 Day Suspension</li> </ul> <p>Third Occurrence May Include:</p> <ul style="list-style-type: none"> <li>- Parent contacted</li> <li>- Referral completed and logged</li> <li>- 10 Day Suspension with</li> <li>- Recommendation for Expulsion</li> </ul>

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/use of drugs and/or alcohol**

A student shall not possess, use or transmit any alcoholic beverages, dangerous or controlled drugs, counterfeit drugs (look-alikes), narcotics, inhalants, or volatile liquids of any kind. The students shall not possess any paraphernalia (this includes T-shirts) which relate to or advertise the use of alcoholic beverages, dangerous or controlled drugs, counterfeit drugs, narcotics, inhalants or volatile liquids. This rule applies in school buildings, school grounds, school buses, and/or during school activities. A student shall not consume any alcohol, intoxicants, or drugs of abuse at any time before the student's arrival at school or a school sponsored activity. The administration of Triad Middle School reserves the right to have the school nurse and/or administrator administer a rapid saliva drug screen to a student who is suspected of being under the influence of illegal drugs.

*Special Note~An alternative program, such as Teen Intervene, may be used by the principal to modify or as an alternative discipline program for students caught possessing or using Drugs, Alcohol or Tobacco products. See Board Policy 5530.01.*

#### **A. First Offense**

- 1) Parent notification and consultation emphasizing available guidance services.
- 2) Police notification.
- 3) Suspension from school for ten days with possible recommendation for expulsion. The student will be ineligible to participate in athletics and/or extra curricular activities for the remainder of the season or an equivalent amount of time for other activities.
- 4) Driver's license or permit will be revoked (if applicable). (Effective 05/02/90 per H.B. 104).

#### **B. Second Offense**

- 1) Parent notification and consultation emphasizing available guidance services
- 2) Police notification.
- 3) Expulsion from school. The student will be ineligible to participate in athletics, extra-curricular and other events for the remainder of the school year.

Any student caught possessing, smoking or using tobacco, or some form of an electronic cigarette (e-cigarette), including the vaporization of fluids, in the school buildings, or on the school grounds, in the bus, or at any other time and place where school administrators have jurisdiction over students, will be suspended.

A. Maximum disciplinary action:

- 1) **First offense** ~ Three days suspension
- 2) **Second offense** ~ Five days suspension
- 3) **Third offense** ~ Ten days suspension

In addition to the above rules, students participating in extracurricular activities such as athletics, cheerleading, or band, are also governed by these specific rules.

## **2. COUNTERFEIT CONTROLLED SUBSTANCES**

According to Amended House Bill #535, a person can be arrested, indicted and convicted for "making, selling and possessing of counterfeit drugs and related tools."

1. A counterfeit controlled substance is defined as:

- A) Any drug that bears, or whose container, or label bears a trademark, trade name, other identifying mark used without authorization of the owner or rights to such a trademark, trade name or identifying mark.
- B) Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed.
- C) Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- D) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or price for which it is sold or being offered for sale.

2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, or offer for sale, give, package, or deliver a counterfeit controlled substance.

3. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either in words or conduct, its effects associated with the use of a controlled substance.

4. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. Under this new code a student who for example boasts of having marijuana while in fact it is only oregano could be subject to disciplinary action.

## **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent.

A firearm is defined as any weapon (including a starter gun) that will or 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 (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

#### **4. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

#### **5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

#### **6. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

#### **7. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

#### **8. Physically assaulting a staff member/student/person associated with the District.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

#### **9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

**10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

**11. Misconduct off school grounds**

Students may be subject to discipline for their misconduct, even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

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

**12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

**13. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

**14. Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as the use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

**15. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building.

What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

#### **16. Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

#### **17. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or articles prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

#### **18. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

#### **19. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The School is not responsible for personal property.

#### **20. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

#### **21. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

#### **22. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

### **23. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

### **24. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

### **25. Aiding or abetting violation of school rules**

Assisting other students in violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **26. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

### **27. Possession of electronic equipment and Cell Phones**

Possession of electronic equipment must meet with the Acceptable Use guidelines and the Bring Your Own Device policies. Devices shall be used only with teacher permission and within classroom guidelines. Cell phones are to be turned off during the school day and out of sight and stored in the student locker. Electronic devices at school are meant to be used for educational purposes only. When used, devices must use the district wifi and not cellular services. Unauthorized use of a cell phone may result in a warning, confiscation of the phone, and/or disciplinary action. **Parents: please remember that some situations using the cell phone or electronic device, such as to take unauthorized pictures, pictures taken in the restroom or locker room, or harassment with the phone, can be considered a more serious offense that can lead to higher level consequences and could lead to legal action under state law. TRIAD LOCAL SCHOOLS IS NOT RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED ITEMS.**

### **28. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

### **29. Violation of bus rules (see Section V – Transportation)**

### **30. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

### **31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

### **32. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participants may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **33. Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on school property, at an interscholastic competition, extracurricular events, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **34. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive

of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

**35. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

**36. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

**37. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

**38. Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames.

**39. Possession of Pornography**

Possessing sexually explicit material.

**40. Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parental permission and/or school authorization.

**DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misdemeanors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;
- pre-school, lunch-time, and after-school detention;
- in-school discipline/suspension;
- Friday Night school.

### **Detentions**

A student may be detained after school or asked to come to school early by a staff member, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### **In-School Discipline**

Friday Night school will be in session from 2:20 pm to 8:20 pm.

Assigned students will attend a continuous 6 hour period during which time they will be permitted one 15 minute break at 6:00 p.m. Each student shall arrive with sufficient educational materials to be busy during this 6 hour study period.

In-School Suspension may be assigned. In-school suspension would include a change of location for the student in an environment without access to other students. The student will continue to work on assignments and any make-up work.

A student missing any portion of his/her assigned time in Detention, In-School Discipline, Friday Night School may be given an additional consequence. Failure to timely serve Detention, In-School Discipline, or Friday Night School assignment(s) may lead to suspension from school for a period not to exceed 3 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention, In-School Discipline, and Friday Night School:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.

5. No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
6. No food or beverages shall be consumed except at the designated break.

Any student who has not passed all of the State-mandated assessment tests will be required to work on a study packet for one or more of the unpassed tests.

Transportation to and from Friday Night School is the student/parent's responsibility.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in the semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

## **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 24 hours after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

## **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the

student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

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

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

## **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

- a. is obscene to minors, libelous, or pervasively indecent or vulgar;
- b. advertises any product or service not permitted to minors by law;
- c. intends to be insulting or harassing;
- d. intends to incite fighting; or
- e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **Bus Transportation to School**

The transportation schedule and routes are available by contacting the transportation supervisor at 937-826-3771.

*Students will have only one pick-up and one drop-off location each semester. (Due to child care needs, the pick-up location may be different from the drop-off location.)* If a permanent change in transportation becomes necessary, parents/guardians must submit a bus add/change form to the transportation coordinator. This form is located on our district website under the transportation department link. Changes will not be in effect until parents/guardians are notified by phone from the director of operations/transportation coordinator. Emergency requests for bus route changes will only be approved in a family emergency situation and only by the director of operations/transportation coordinator. The principal does not have the authority to approve a change in bus stops unless the transportation coordinator is out of the office on the day an

emergency request is made. It is the responsibility of the parent, not the school, to solve temporary scheduling problems by arranging rides or supervision with relatives or neighbors. Once again, non-emergency, daily requests are very difficult to process, and an error can result in a child arriving somewhere he or she is not expected. We appreciate your cooperation and understanding. Parents/guardians are also reminded that they are responsible for the safety of their child while going to or coming from the bus stop and while waiting at the bus stop.

Cooperation is essential in assuring the safety of all students who are transported by the school bus. Students who fail to follow proper safety procedures while riding the bus will receive disciplinary consequences. A student may be suspended from the bus for repeated or severe safety violations. Students are asked to follow these rules:

- When approaching a railroad crossing, all students must be quiet.
- If the driver assigns seats, the students must sit where directed and stay in seat during the bus ride. The driver is the person in authority.
- Students should keep conversation at a reasonable noise level and keep all body parts and objects inside the bus.
- When loading, wait until the bus comes to a complete stop before attempting to enter. Students shall be returned to the same location that they get on the bus if no bus pass has been issued.
- No radios, large articles (that could block doors or obstruct aisles), and no glass containers may be transported on the bus.
- No food or drinks may be consumed while on the bus.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The transportation supervisor may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the transportation supervisor stating the reason for the request and the duration of the requested change. For convenience, forms can be printed from the district website or submitted online..

### **Bus Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

### Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

### During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- Observe the same conduct as in the classroom;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees; or make loud noises which might disrupt the driver;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **BUS DISCIPLINE PROCEDURES:**

- 1<sup>st</sup> Offense Write up for students to take home and have signed by parent and return to the bus driver. A call from the transportation coordinator or bus driver will be made to the parent.
- 2<sup>nd</sup> Offense Letter will be sent home with copies of the conduct report and student may receive an after school detention or lunch detention.
- 3<sup>rd</sup> Offense Bus driver will give a conduct report to the transportation coordinator. The building principal will be notified and the student may receive a three (3) day suspension of bus riding privileges.
- 4<sup>th</sup> Offense Bus driver will give a conduct report to the transportation coordinator. The building principal will be notified and the student may receive a five (5) day suspension of bus riding privileges.
- 5<sup>th</sup> Offense Bus driver will give a conduct report to the transportation coordinator. The building principal will be notified and the student will be called to the office to meet with the principal and transportation coordinator. They may receive a ten (10) day suspension of bus riding privileges.
- 6<sup>th</sup> Offense Bus driver will give a conduct report to the transportation coordinator. The building principal will be notified and the student will be called to the office to meet with the principal and the transportation coordinator. The student may receive a suspension of bus riding privileges for the remainder of the school year.

Note: Depending on the severity and/or type of infraction, the principal has the authority to use the building discipline code and it's stated consequences.

### **Board Policy Highlights for bus pick-up and drop-off ( Effective August 1, 2007):**

- Students will have only one pick-up and one drop-off location each **semester**. (Due to child care needs, the pick-up location may be different from the drop-off location.)

- Emergency requests for bus route changes will only be approved in a family emergency situation and only if the transportation office is notified in writing and an alternative stop is available on file in the office.
- Requests for emergency bus route changes must be received in the Transportation Office by 12:00 p.m. to insure safe and efficient processing.
- It is the responsibility of the parent, not the school, to solve temporary scheduling problems by arranging rides or supervision with relatives or neighbors. Once again, the daily requests are very difficult to process, and an error can result in a child arriving somewhere he or she is not expected. We appreciate your cooperation and understanding.
- Parents/guardians are also reminded that they are responsible for the safety of their child while going to or coming from the bus stop and while waiting at the bus stop.

## Appendix A

### STUDENT ACCEPTABLE USE POLICY

We in the Triad Local School District are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, certain online services, and the Triad Local Schools technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

**Users must** respect and protect the privacy of others by:

- 1 Using only assigned accounts.
- 2 Only viewing, using, or copying passwords, data, or networks to which they are authorized.
- 3 Refraining from distributing private information about others or themselves.

**Users must** respect and protect the integrity, availability, and security of all electronic resources by:

- 1 Observing all school district Internet filters and posted network security practices.
- 2 Reporting security risks or violations to a teacher or network administrator.
- 3 Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
- 4 Conserving, protecting, and sharing these resources with other users.
- 5 Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

**Users must** respect and protect the intellectual property of others by.

- 1 Following copyright laws (not making illegal copies of music, games, or movies).
- 2 Citing sources when using others' work (not plagiarizing).

**Users must** respect and practice the principles of community by:

- 1 Communicating only in ways that are kind and respectful.
- 2 Reporting threatening or discomfoting materials to a teacher or administrator.
- 3 Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- 4 Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- 5 Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- 6 Avoiding spam, chain letters, or other mass unsolicited mailings.
- 7 Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

**Users may, if in accord with the policy above:**

- 1 Design and post web pages and other material from school resources.
- 2 Communicate electronically via tools such as email, chat, text, or video conferencing (students require a teacher's permission).
- 3 Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
- 4 Use the resources for any educational purpose.

**Consequences for Violation:**

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

**Supervision and Monitoring:**

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

**Disclaimer of Liability**

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it will be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student Name

Student Signature

Date



# Triad Local School District **RESPONSIBLE TECHNOLOGY USE AGREEMENT**

The Chromebook, use of the Internet and other district approved technologies are intended to further student learning, growth and development in the TLSD. Students and staff must adhere to the use of the Internet, apps, and hardware in an appropriate and responsible manner, conforming to network etiquette, courtesies and guidelines. Failure to adhere to these guidelines will result in disciplinary action, including referrals and suspension of privileges. TLSD is not responsible for damages to personal technologies or other wireless communication devices.

## **DISTRICT TECHNOLOGY EXPECTATIONS**

### **Be Responsible and Respectful**

- Follow the teacher’s instructions for Internet use, email, streaming media and all classroom-related activities. They are in charge of what you do on the device while in their classroom.
- Handle all technology equipment with care - follow Chromebook care expectations in the [1:1 Triad LSD Chromebook Guidelines & Procedures](#).
- Respect and protect your privacy and the privacy of others
  - Use only your assigned district account
  - Keep personal information such as: full name, address, phone number, etc., off of public websites
  - Keep all passwords secret and observe all district security practices
  - Represent yourself truthfully
- Respect and protect the integrity, availability, and security of all electronic resources
  - Conserve, protect, and share these resources with other students
  - Treat your digital technology with care, report any damages, security risks or violations to a teacher or administrator ASAP.
- Respect and protect the copyrighted/intellectual property of others
  - Cite all sources appropriately
  - Follow all copyright laws
- Respect and practice the principles of community
  - Communicate only in ways that are kind, responsible, respectful, safe and lawful

- Obtain permission before taking/using photos, videos or images of other people
- Use only school appropriate web content, language, images and videos

### **Be Safe**

- Report threatening or offensive materials to a teacher or administrator
- Protect personal identity and the identity of others online
- Follow school district guidelines for web publishing and social media
- Use all equipment and systems carefully, following instructions

### **Triad LSD: Responsible Technology Use Agreement**

**The following form and information must be filled out completely in FinalForms prior to obtaining your Chromebook. Failure to complete the following information will delay your Chromebook being issued.**