

Section 100: General Information

101 Quality Change

The Quality Change program at Martins Ferry Middle School is based upon three main principles: attitude, direction and accountability.

The use of **missions, goals** (both developed by students and staff) and the collection /study of **data** will help students to develop a positive attitude toward learning along with providing them with direction. The collection of data will also aid in student accountability by recording items such as classroom progress, behavior and homework just to name a few.

Again this year the Student Data Folder is contained in the student handbook/agenda. This book needs to be with students at all times. Parents can check their child's academic, behavior and homework progress nightly by viewing the Data Folder. If a student loses this book they are responsible to purchase a new one for \$5.

Any parent with questions regarding the Quality charting of academic assessments, homework and/or behavior should first contact your child's homeroom teacher.

102 Time Schedule

7:30 A.M.-----Morning Supervision Begins-All bus students (Main Entrance) and parent drop offs (Event Entrance) must report to the cafetorium upon entering the building.

8:10 A.M.-----Homeroom Begins-All students must be in homeroom by 8:15 A.M.

START	END	PERIOD
8:21	9:11	1 st Period
9:14	10:04	2 nd Period
10:07	10:57	3 rd Period
11:00	11:50	LUNCH
11:53	12:43	5 th Period
12:46	1:36	6 th Period
1:39	2:36	7 th Period

2:36-----Dismissal of Parent Pick-ups (Event Entrance)

2:36-3:15-----Dismissal of Bus Students (Main Entrance)

The following schedule will be used in case of a two-hour delay.

Two Hour Delay Schedule or A.M. Assembly

START	END	PERIOD
10:21	10:57	1 st Period
11:00	11:45	LUNCH
11:48	12:18	3 rd Period
12:21	12:51	4 th Period
12:54	1:24	5 th Period
1:27	1:57	6 th Period
2:00	2:36	7 th Period

103 General Rules

Students will be expected to demonstrate the following behaviors in school at all times:

1. Show respect toward others.
2. Show respect for the school. (Keeping it clean)
3. Be polite and helpful.
4. Be prepared for class.

104 Morning/Playground Rules

Morning Rules:

All students must report to cafetorium immediately after arrival at school. Bus students will enter through the Main Entrance and students transported by a parent will enter through the Event Entrance. Any student wishing to eat **breakfast** may do so at this time. Students are not permitted to leave the cafetorium area without permission from a supervising teacher.

General Playground Rules:

All general rules governing student behavior in school also pertain to the playground.

No eating is permitted on the playground.

Any problems or injuries should be reported immediately to the playground supervisor.

105 Dismissal Of School

Students are **not permitted to leave classrooms** until dismissed by their teacher. Students are **not permitted to walk home at any time**. Students must follow dismissal procedures.

106 Visitors

All visitors must enter the school through the front door of the building.

All visitors, including parents, must report directly to the principal's office upon entering the building to sign in. Any visitor found in the building without signing in shall be reported to the principal and criminal trespassing charges may be filed.

Students are not permitted to bring visitors to school unless first receiving written permission from the principal.

107 Early Dismissal

If any student needs to be excused during the day for any reason other than illness, he/she needs to bring a written request signed by their parent/guardian. This request must be given to the student's homeroom teacher during homeroom period so that the student's name may be placed on the early dismissal list.

When leaving school early, for any reason, students must be excused from the office. Parents/guardians must report to the office to sign students out. This is to ensure student safety.

No student is permitted to leave the school at any time, for any reason, without the approval of the principal.

108 Emergency Procedures

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. Specific instructions on how to proceed will be provided to students by their teachers.

Building lockdowns will be practiced at least four times a year to aid in crisis situations. Specific instructions on how to proceed will be provided to students by their teachers.

109 School Closings And Delays

If the School must be closed or the opening delayed because of inclement weather or other conditions, the District will notify the following television stations: WTOV TV Channel 9 and WTRF TV Channel 7. Parents can also sign up for Rider Watch, an automated phone notification system, on the district web page. Parents and students are responsible for knowing about closings and delays.

110 Injury And Illness

Report all accidents to the teacher in charge or the principal. If minor, the student will be treated and may return to class. If medical attention is required, the office will call 911 and the parent/guardian.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home.

No student will be released from school without proper parental permission.

111 Student Valuables

Students are not to bring items of value to school. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

112 Cafeteria Service

The School provides a free breakfast to all students wishing to eat.

The school participates in the National School Lunch Program and makes lunches available to students in the fifth, sixth, seventh and eighth grades for a fee of \$3.75. A La Carte items are also available.

Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program have been mailed to all families during the summer. If your family did not receive one and believe that you are eligible, contact the school secretary.

Reduced lunch prices are \$0.40.

All students will have their own lunch account. Students who purchase A La Carte items, hot lunches, and reduced lunches are encouraged to deposit money in their accounts during breakfast. Cafeteria workers can print out all deposits and items purchased through these accounts. All transactions are asked to be made through the cafeteria and not in the office.

All lunch periods are closed. No student shall be allowed to leave school premises during the lunch period.

113 Student Sales

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

114 Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the Principal.

115 Telephone Use

The office telephone is not to be used for personal calls. Students may use it in emergency situations only.

116 Use Of Medication At School

To ensure student safety, medication shall be administered to students according to the following guidelines:

1. Medication will not be administered to students without the completion of the proper medical authorization form. (These forms can be picked up in the office or faxed to the Doctor's office.)
2. When a student is on regular medication which he/she will be taking throughout the school year, one form is to be completed at the beginning of the year, and unless the medication changes, the form will be valid for the entire year.
3. When a student is placed on medication for a temporary period of time, a form must be completed and brought to school each time medication is prescribed.
4. Only medication prescribed by a physician in the original container, properly labeled with the student's name, medication dosage and directions for administration will be administered.
5. The physician prescribing the medication must complete the side giving permission to the principal, school nurse, or school secretary to dispense the prescription.

Dispensing of non-authorized, over-the-counter medication by school employees is prohibited.

117 Possession Of Electronic Equipment

Possession of any type of electronic equipment other than a wireless communication device is prohibited. All prohibited equipment will be confiscated and held at the discretion of the building principal. The school will not be liable for lost, stolen or damaged equipment.

118 Student Use Of The Internet

Before any student may use the internet he/she must first read and sign the Martins Ferry City School District Network and Internet Acceptable Use Policy. The contract must be signed by both the student and parent/guardian.

119 Wireless Communication Devices

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off (i.e., not just placed on vibrate or silent mode). Between 8:10 A.M. and 2:36 P.M. these devices (WCDs) are to be locked in hall lockers. Before 8:10 A.M. and after 3:36 P.M. these devices (WCDs) are to be stored out of sight.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, tow-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed onto vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

The student is a member of a volunteer fire company/department, ambulance or rescue squad.

The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).

The student is using the WCD for an educational or instructional purpose (e. g. taking notes, recording a class lecture, writing papers) with the teacher’s permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District’s network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated and held at the discretion of the building principal.

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited.

Students not abiding by the wireless communication devices policy shall face the following consequences:

First offense-----Teacher confiscates, returns at end of day and contacts parent

Second offense----- Teacher confiscates and gives device to Principal, Principal contacts parent and parent must pick up the device from Principal

Third offense----- Student will receive a one (1) day suspension for insubordination and parent must pick up the device from Principal

Each offense after three-----Student will receive a minimum three (3) day suspension for insubordination, parent must pick up the device from Principal and charges may be filed in Belmont County Juvenile Court

120 Gum Chewing

Students are not permitted to chew gum in school or on school property.

Section 200: Academics

201 Grades

All students will receive a report card at the end of each nine-week grading period. This report indicates their grades and attendance for the nine-week period.

All students will be sent an interim report on the 20th day of the grading period.

All outstanding student work must be submitted to teacher within one week from the end of each nine-week grading period unless permission is granted by the principal.

Conferences between pupils, parents and teachers are encouraged at any time. Parents are to call the school to schedule an appointment with members of the faculty.

202 Grade Scale

92-100	A	Excellent Achievement
82-91	B	Good Achievement
70-81	C	Satisfactory Achievement
60-69	D	Minimum-Acceptable Achievement
59 or below	F	Failure
	I	Incomplete

203 Promotion, Placement And Retention

The Board of Education believes that optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning aspects. All aspects of the student must be considered as grade placements are made. At the beginning of the school year, a Student Intervention Team will be assembled by the principal. This team will include: the principal, school psychologist, guidance counselor and at least two (2) teachers. The purpose of the team will be to consider possible retentions.

Criteria for student promotion at Martins Ferry Middle School will be that students must successfully complete three (3) of the four (4) major subjects, including math and language arts.

The following time line for grade placement will be used:

1. October-January: The teacher should indicate concern to parents and should initiate documentation. Any concerns should be reflected on report cards.
2. Early March: The teacher will notify the principal, if an alternative grade placement or retention is being considered. At this time, the principal will set up a meeting with the Student Intervention Team and the initiating teacher to consider placement versus retention. Parents will be notified of this meeting so they may take part.
3. April 1st: The decision on grade placement or retention will be made. Parents will be notified in writing of this decision.

Final decisions on student promotion, placement, or retention will be made by the building principal.

204 Summer School Intervention Program

This program will be offered to all students as an alternative to retention.

Eligibility: Students who have been retained in 5th, 6th, 7th or 8th grade by the Middle School Principal.

Attendance: Every student must attend class daily and be on time. Attendance will be taken daily. Any student absent and/or tardy for more than two days will be dismissed from summer school with no credit given. Parents/guardians will be contacted by phone when the student has missed one day or arrived tardy. A written notice will be sent home after the second absence or tardy.

Class Work: Every student is required to complete all class work daily and on time. Students will be given homework each night. Homework must be turned in daily. Students must maintain a 75% average to successfully complete summer school and be placed in the next grade. Students will be graded in the following areas:

1. Classroom Participation
2. Homework Assignments
3. Classroom Assignments
4. Test Scores

Transportation: Transportation arrangements are the responsibility of the parents/guardians of the child enrolled in summer school.

Conduct: Summer school will follow the student conduct rules of the Martins Ferry Middle School Student Handbook. Any student placed on red or suspended will be immediately dismissed from summer school with no credit given. These students will be placed back in their previous grade for the next school year.

Schedule:

Times	Weeks 1 & 2	Weeks 3 & 4
8:00-9:55	Language Arts	Math
10:05-12:00	Social Studies	Science

205 Field Trips

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without a written permission slip signed by his or her parent/guardian.

If a student does not participate in a field trip he/she must still attend school or be counted absent.

Students may be excluded from participation for poor behavior through the course of the school year; consistent failure to complete work assignments; poor school attendance and other violations of school policies.

206 Student Homework

Student failure to complete homework will be dealt with according the practices/policies developed with our implementation of our Quality Change program. Homework will be charted daily in the student Data Folder.

Students will receive a homework grade for each academic subject each nine week grading period. Students will start at 100 and each time they do not turn in an assignment ten points will be deducted.

There will be no other homework consequences unless approved by the principal.

Students may still be assigned Saturday School if deemed appropriate by the principal.

207 Cheating

First Offense- The student will receive a zero (0) score on the assignment, class work or test. The classroom teacher will send written notification to the parent/guardian.

Second Offense- The student will receive a zero (0) score on the assignment, class work or test. The student will be assigned one (1) Saturday School. The student will be referred to the Guidance Counselor.

Third Offense- The student will receive an “F” grade for the nine week grading period. The parent/guardian will receive written notification.

208 Recognition Of Student Achievement

At the end of each nine-week grading period, an **Honor Roll** and **Principal's List** will be published in the *Times Leader* newspaper. To be eligible for the Honor Roll a student must have earned all A's and B's for the grading period. To be eligible for the Principal's List a student must have earned all A's for the grading period. Students caught cheating during the grading period will also be ineligible. Student achievement will also be recognized at the Success Assembly held at the end of each nine-week grading period.

209 Academic Awards Banquet

Students must maintain at least a 3.5 grade point average in Math, Language Arts, Science and Social Studies through the first three grading periods in order to receive an invitation to the Academic Awards Banquet held in the spring. Students who move into the district during the school year will have grades from their previous school calculated along with their grades from Martins Ferry Middle School. The Martins Ferry Area Chamber of Commerce sponsors this banquet each year.

Students who attend the Academic Awards Banquet every year from grade five through grade twelve will receive a special recognition. Their name will be placed on the Martins Ferry Academic Awards Hall of Fame located in the entrance of Martins Ferry High School.

Section 300: Co-curricular/Extra-curricular Activities

301 Participation In Athletics And Band

To be eligible, a student must have received passing grades in a minimum of five (5) classes in which the student was enrolled in the immediately preceding nine-week grading period.

Eighth graders must meet this requirement during the fourth nine-week grading period to be eligible in the first nine-week grading period of their freshman year.

Section 400: Student Conduct

401 Code Of Conduct

We at Martins Ferry Middle School strongly believe that effective learning cannot take place without an atmosphere of good order and discipline. Developing this atmosphere is dependent upon good judgment and compassion by the teacher, understanding and leadership by the administration, and support of the Board of Education, the parents and students.

Good order and discipline may be defined as the absence of distractions, frictions, and disturbances, which interfere with the optimum functioning of the student, the class, and the school.

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Martins Ferry Middle School will follow all school regulations and accept direction from all authorized school personnel. Any student failing to comply with school rules or any reasonable request made by school personnel on school property and/or at any school related events will be dealt with according to approved student discipline regulations.

The Board of Education has a "zero tolerance" for violent, disruptive or inappropriate behavior by its students: i.e. the Board will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct.

The Board of Education has a “zero tolerance” for excessive truancy from school. This will result in disciplinary action as set forth in the Board’s Student Attendance Policy.

402 Disciplinary Measures

The school has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not. No behavior should be disruptive of the educational process of the school. The discipline process will be dealt with by the Principal as deemed necessary to provide a safe, drug-free school with an environment conducive to learning.

Our Quality Change program has set the following code to govern daily classroom conduct.

Green=good behavior

Yellow=first warning

Orange=second warning

Red=student is sent to the office and then home for that day

Immediate suspension will occur for the following reasons:

1. Violence
2. Fatal Threat
3. Drug and Alcohol possession and/or use
4. Vulgar Language
5. Stealing
6. Destruction/defacing Property
7. Not telling the truth

The Principal has the right to make the final decision for disciplinary measures based upon investigation and circumstances.

Should a student behave in an unacceptable way the school may enforce any of the following disciplinary measures.

1. **Student conference**

2. **Assignment of detention-** Students are required to bring study materials with which to work quietly.

Lunch Detention- The student will eat and then work quietly in the assigned area.

After School Detention- The student will stay for one hour after school. The parent will be given twenty-four hours notice to provide their own transportation.

3. **Saturday School-** The Principal will assign all Saturday Schools. Written notification will be sent to the student’s parent.

-Saturday School hours are from 8:00 a.m. to 12:00p.m.

-The district is not responsible for transportation

-Students are to bring sufficient study materials with which to work quietly. If a student does not bring work to do they will be sent home and reassigned additional time.

-Sleeping, laying heads on desks or not working will not be permitted and will not count as time served.

-Any student causing disruption, being disrespectful or not following Saturday School rules will be sent home and will be suspended for three (3) days.

-Failure to attend Saturday School

First Offense-Reassigned and assigned an additional Saturday School.

Second Offense-Unruly charges will be filed in Juvenile Court.

4. **Suspension**- The Principal may impose a suspension from school for one (1) to ten (10) days.
 - Students suspended for three (3) or more days may be placed in the Belmont County Alternative School for the duration of the suspension. (If a student is denied bus privileges while attending Alternative School the parent/guardian becomes responsible for his/her transportation. Failure to transport/attend Alternative School will result in truancy charges being filed in Belmont County Juvenile Court.)
 - Suspended students cannot participate in school activities. (Field trips, athletics, band, chorus and/or any other such activity)
 - Credit will be given for work missed due to suspension provided the student completes and submits all required assignments. The student is responsible for obtaining these assignments.
 - Failures may be given for any classroom work that cannot be attended such as laboratories or skill sessions.
5. **Referral to juvenile authorities or police**-When a serious offense is involved, outside authorities may be called for assistance.
6. **Emergency Removal**-The Principal can request the parent to remove their child from the school on a temporary basis for the protection of other students or for disrupting the educational process.
7. **Expulsion**- In cases where the student is considered to be a continued threat to the health and safety of other students and staff the Principal may recommend expulsion to the Superintendent. The expulsion generally should not exceed eighty (80) days. However, specific offenses involving firearms and knives and/or violent conduct may result in expulsion of up to one (1) year.

403 Due Process

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

Suspension from School:

The superintendent or principal may suspend a student for not more than ten (10) school days. When a student is considered for a suspension, the administrator in charge will give written notice of intent to suspend, and the reasons to the student. The student will have an opportunity to appear at an informal hearing with the principal, assistant principal, superintendent or designee and will have the right to challenge the reasons for the intent to suspend or other wise explain his/her actions. This hearing may take place immediately.

Within twenty-four (24) hours of the suspension, the parent, guardian, or custodian of the student will be notified in writing of the suspension. This notice will include the reasons for the suspension; the right of the student or parent to appeal to the Superintendent; and the right to be represented at the appeal.

The suspension may be appealed within ten (10) days after the receipt of the suspension notice. The request for an appeal must be in writing. During the process the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Expulsion from school:

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten (10) days after the Superintendent notifies the parent of the expulsion, the expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. If the expulsion is upheld, the next step in the appeals process is to the Court of Common Pleas.

All opportunity to earn grades or credits ends when a student is expelled.

Martins Ferry Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If the disciplinary action does not result in removal from school, it cannot be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

The school has the authority to take corrective action against any behavior, whether covered specifically in this written code or not, which is found to be disruptive of the educational process of the school.

404 Removal, Suspension, Expulsion, and Permanent Exclusion of Students

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611-Due Process Rights.
- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611-Due Process Rights.

- 1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or

controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921 (a)(3) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which 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 silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other similar device.

A knife is defined as any a weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;
- and
- b. results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following.

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. **Bomb Threats**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the students educational needs;

or

- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of the days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio (See Policy 5610.01).

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, he/she may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

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 must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district had not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed.

The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the exclusion is extended, the Superintendent shall notify the college of the extension.

405 Anti-Harassment

It is the policy of the Board of Education to maintain an education environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share the responsibility of avoiding, discouraging and reporting any form of unlawful harassment.

The board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, disability, age, religion, ancestry, or genetic information that are protected by Federal civil rights laws, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The district will offer counseling services to any person found to have been subjected to unlawful harassment, and , where appropriate, the person(s) who committed the unlawful harassment.

Any student displaying harassing behaviors will be assigned any punishment deemed appropriate by the Principal and/or Superintendent.

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

406 Discipline Of Students With Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) or Section 504 of the Rehabilitation Act of 1973.

407 Search And Seizure

The Martins Ferry Board of Education and Administration reserves the right to search lockers, desks, persons, and personal belongings of students on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. All searches may be conducted with or without the consent of the student. It should be clearly understood that a search might take place any time there is a reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of the law or school rules may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. Video Surveillance of the hallways, classrooms, playground, entrance and other school property may be utilized for protection of students and/or employees, their property and the school's property.

408 Dress Code

Clothing worn to Martins Ferry Middle School should be neat and appropriate for school. It should reflect respect for the wearer and the other students and staff. Dress and grooming will not be as such to disrupt the learning process; it will be clean and keeping with health, sanitary and safety requirements.

Shorts are permitted, they must be loose fitting and appropriate length.

Blue Jeans may be worn. **No Holes** above the knee.

Low cut tops of any kind are not permitted.

No tank top attire including halter tops, shrink tops or mesh shirts. Bare midriffs or shoulders will not be permitted. The bottom of the shirt must meet the top of the pant/skirt.

Hats, caps or unnecessary headwear are not permitted.

Coats and gym bags are not permitted in class without teacher approval.

Hair should be clean and well groomed.

No **T-shirts** or **shirts** with questionable designs, slogans or writings, in the judgment of the Principal will be permitted.

Drooping or sagging pants will not be permitted. Pants must be worn in normal fashion at or above the belt line and may not be excessively large where as to cause them to droop.

Skirt lengths must be knee length.

Pajama pants or look-alike pajama pants are not permitted.

All dress code regulations for the Martins Ferry Middle School are at the discretion of the Principal.

409 Attendance

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instructions and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session.

In accordance with state law, the Superintendent or his designee shall require, from the parent of each student of compulsory school age who has been absent from school or from class for any reason, a written statement of the cause for such absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The School Board considers the following factors as reasonable excuses for time missed at school and will be considered excused absences:

- A. Personal illness or medical appointment with an accompanying physician's statement
- B. Illness in the immediate family that requires the student to stay home as determined by the Principal
- C. Quarantine of the home
- D. Death in the immediate family
- E. Necessary work at home due to absence or incapacity of parent(s)/Guardian(s) as determined by the Principal
- F. Religious observation in which a student is personally involved
- G. Out of state travel to participate in a District approved enrichment or extracurricular activity
- H. Such good cause as may be acceptable to the Superintendent
- I. Medically necessary leave for a pregnant student in accordance with Policy 5751

Upon return to school the student must provide a written excuse to school administration. If the school does not receive a written excuse the absence will be considered unauthorized. It will be the responsibility of the student to receive make-up work from the teacher and to have such returned by the specified date as set by the school.

When a student is absent, the parent or guardian should call the school between 7:30-9:00 a.m. to inform school officials that their child will not attend school that day. As required by law, if the office does not receive a phone call by the completion of attendance a school representative will attempt to contact the home.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in (1) school month, or for seventy-two (72) hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. The student was enrolled at another school district;
- B. The student was excused from attendance in accordance with R.C 3321.04; or
- C. The student has received an age and schooling certificate

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, she/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

Assign the student to a truancy intervention program

Provide counseling to the student

Request or require the student's parent to attend a parental involvement program

Request or require the student's parent to attend a truancy prevention mediation program

Take appropriate legal action

Assignment to an alternative school

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

410 Tardiness

Tardy is defined as arriving to school or class after the final morning bell (not in homeroom by 8:15 a.m.) or the signal identifying the start of the new period (class).

Being late to class or school in general is at times unavoidable. However, chronic tardiness to class or school is disruptive and disrespectful to the education process as a whole and negatively effects the education of the chronically late student. For these reasons, the following discipline procedure is implemented:

1. On a student's third (3rd) tardy to class or school, the student shall receive a verbal warning.

2. If tardiness continues, and the student is tardy six (6) times, a letter will be sent home to the parent(s)/guardian(s), advising them of the situation and explaining that their child is continuing to disobey the schools policy on tardiness. The next tardy and each occurring tardy will result in the assignment of one (1) Saturday School.
3. If the student continues to habitually disregard this policy against truancy and is tardy fifteen (15) times to school or class, the school shall assign any of the discipline measures outlined in section 402.

411 Drugs or Alcoholic Beverages

Any student seeking self-referral will not be punished and will be assisted through drug alcohol assessment and recommendations to aid him/her.

Any student who is seen entering the school grounds, school building, school transportation or any school activity, function or event or who admits to entering the school grounds, school building, school transportation or any school activity, function or event while under the influence of alcohol or scheduled substances (illegal drugs) shall be treated as follows:

1. A teacher who has a reasonable belief that there is a violation shall send the student to the principal's office.
2. The principal who has a reasonable belief that there is a violation shall call the parents and/or probation officer to remove the student from school.
3. The principal will make an attempt to find out where the student received the substance.
4. If no one shows up for removal of the student, the police will be notified for removal.

If the student refuses to submit to the evaluation or treatment as deemed necessary, the matter will be referred to the juvenile prosecutor for possible action.

First Offense: The student will be referred to the appropriate agency for a drug and alcohol evaluation or treatment as necessary. If the student refuses to submit to the evaluation or treatment as deemed necessary, charges will be filed in Belmont County Juvenile Court.

If the parent or guardian refuses to permit the student to participate in the assessment, the appropriate agency will be notified of this lack of cooperation.

Second Offense: The student will be referred to the appropriate agency for treatment as necessary. Unruly charges will be filed in Belmont County Juvenile Court if the student refuses to comply with the request.

Third Offense: The student will be referred to the appropriate agency for possible in-patient treatment, as deemed necessary, or be recommended to the superintendent for expulsion from school. Unruly charges will be filed in Belmont County Juvenile Court if the student refuses to comply with this referral.

Parental medical insurance and choice of evaluation and treatment services will be considered in determining the agency or person to perform the evaluation or treatment.

Possession of drugs or alcohol in any building in the school district will result in a recommendation by the principal to the superintendent for expulsion. However, the expulsion will be temporarily waived until such time as the student begins counseling or treatment. Failure to complete treatment will cause expulsion to be reactivated immediately upon notification of student non-participation by the treating agency. While the student is waiting for the expulsion hearing, he/she will be suspended for ten (10) days or until such times as the expulsion hearing is held or treatment has been done by the proper agency directed to handle this matter.

Any student who is found guilty of selling or transferring drugs or alcohol in any building, on school grounds, on school transportation, or at any school activity, function or event will be referred by the principal to the superintendent for an

expulsion hearing. Pending this hearing with the superintendent, the student will be suspended for ten (10) days or until such time as the expulsion hearing is convened.

If a teacher or school official suspects that a student has used drugs or alcohol, he/she is encouraged to complete a chemical involvement referral form and submit it to the core team. The referral form will provide information about behaviors, which generally indicate chemical involvement. Each of the student's teachers and advisors will then be asked to complete a check sheet of behaviors that indicate drug usage. The core team or Student Services Counselor will meet with the student to obtain more information and then make a recommendation to the parents regarding the type of programming the student should be involved in. Depending on the information obtained by the Student Services Counselor, recommendations may include the following:

1. six (6) week educational group at the school, or
2. referral to the Belmont-Harrison Drug and Alcohol Council for assessment.

The six-week educational program at the school may also be used as a preventative measure for students considering using drugs and alcohol.

If the symptoms persist following the educational program, the student will be referred for a drug and alcohol assessment. Referral for treatment as necessary will be the third action initiated if the behaviors continue. The parent is responsible for the cost of the evaluation and treatment.

412 Use and Possession of Tobacco Products

The Board of Education prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to cigarettes and/or the smoking of electronic, "vapor," or any other substitute forms of cigarettes, by a student in any area under the control of the school district or any school activity supervised by any school within the school district.

Any student caught using or possessing any type of tobacco product may be suspended and/or referred to the Martins Ferry Police Department.

413 Dangerous Weapons

A student shall not possess, use, transmit or conceal any object, which might be considered a dangerous weapon or instrument of violence. Any student violating this policy will be immediately suspended from school for ten (10) days. Recommendation for expulsion and charges being filed can occur, if possession or brandishing of a weapon is meant to threaten or harass students, staff members, parents or community members.

The Board of Education will not tolerate the possessions of weapons or other devices designed to inflict serious bodily harm by anyone while on district property, at a school-related event, or while in route to or from school whether on a school bus, walking, or in a private vehicle.

This prohibition shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous situation.

Students are required to immediately report knowledge of dangerous weapons and threats of violence to the building principal; if the principal is not available, such report should be made to the Head Teacher or supervising teacher. Failure to report such knowledge may subject the student to discipline up to and including suspension and expulsion from school.

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a district employee or visitor.

414 Bullying and Other Forms of Aggressive Behavior

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where and employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). This would also include violence within a dating relationship. 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, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it created and intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

Section 500: Transportation

501 Introduction

Throughout the nation a growing concern among persons responsible for school bus transportation is student conduct on the bus. Only through cooperation between the home and school can we continue to provide safe transportation for your child. Riding a school bus is a privilege that can be denied if the student does not obey the rules and regulations.

NOTE: State Regulations Regarding Pupil Conduct on School Buses

As stipulated in the Ohio Revised Code, school buses are operated under regulations adopted by the State Department of Education. The following statements are taken from Ohio School Bus Operations and Regulations.

502 Responsibilities Of The Driver

The driver shall be responsible for the orderly conduct of the students. While on the bus the student is under the authority of and directly responsible to the bus driver. Continued disorderly conduct or persistent refusals to submit to the authority of the driver shall be sufficient reason for refusing transportation service to the student.

The driver shall keep a record of misconduct that occurs on the bus and follow the adopted regulations. The driver shall submit the record of misconduct along with the bus misconduct report to the building principal.

503 Responsibilities Of The Parent

Parents can contribute to the efficient transportation of their children in the following ways:

1. Parents shall see that children are at the proper bus stop at the scheduled time. Drivers are instructed not to run ahead of schedule, and are not required to wait for students, as all students farther along the route would be forced to wait that much longer. On some roads, waiting also causes longer lines of cars behind the bus, creating a traffic hazard.
2. Parents are responsible for the safety of students while going to and from pick-up points and for their meeting the bus on schedule and shall assume the responsibility of students prior to pick-up and after return to pick-up points.
3. Whenever it becomes necessary to refuse a student transportation due to his/her conduct, the school authorities shall notify the parents of such refusal with full explanation for this action. Until such time as the school authorities have received assurance from the parents of future good conduct on the part of the student and the bus driver has been so advised, the driver shall not permit the student to board the bus.
4. Parents should regard the matter of school bus discipline as **EXTREMELY** important. School officials will cooperate in every way possible with parents to resolve problems, but it is absolutely essential that students riding the bus do nothing to **DISTRACT** the driver or delay the run. Parents should impress upon their students the seriousness of this matter.

504 Responsibilities Of The Students

All students have duties and obligations which contribute to their safety. The students will:

1. Load and unload bus at designated stop in orderly manner.
2. **RIDE ONLY THE REGULARLY ASSIGNED BUS AND UNLOAD AT THE REGULAR STOP.** Exception: When written permission signed by the parent or guardian is presented to the building principal.
3. Enter and leave the bus quickly.
5. Not eat or litter on the bus.
6. Be quiet at railroad crossings
7. Not change while the bus is in motion.
8. Not throw objects while a passenger on the bus.
9. Not put any objects or any part of body outside of the bus window.
10. Take the seat assigned to them by the driver, or if not assigned a seat, go to the seats toward the rear of the bus. Students must take their seats at once and not stand.
11. **THE SAME BEHAVIOR IS EXPECTED ON A SCHOOL BUS AS IN A CLASSROOM.**
12. Cross the street at least ten (10) feet ahead of the bus and upon the signal of the driver.
13. Share their seats with others.
14. Never sit in the driver's seat nor tamper with the driving controls.

505 School Bus Code Of Conduct

A violation of any of the following rules may lead to disciplinary action, including **STUDENT SUSPENSION OR EXPULSION FROM SCHOOL AND/OR SCHOOL BUS.**

Rule 1. Disruption- A student shall not by use of violence, force, coercion, threat, or other serious act of misconduct cause disruption or interference with the operation to the school bus.

Rule 2. Damage To Private Property- A student shall not cause or attempt damage or destruction to private property while waiting at a designated school bus stop.

Rule 3. Damage To School Bus- A student shall not cause or attempt damage or destruction to school bus.

Rule 4. Assault- A student shall not assault or behave in such a way as could cause physical injury to a school employee, student, or other person on the school bus while in the custody and control of the school.

Rule 5. Possession Of Dangerous Weapons- A student shall not possess, handle, transmit, or conceal any dangerous weapons or instruments.

Rule 6. Narcotics, Alcoholic Beverages, and Drugs- A student shall not knowingly possess, use, transmit, conceal, or be under the influence of alcohol, a harmful intoxicant, any narcotic drug, (i.e. amphetamine, barbiturate, marijuana) counterfeit "look-alike" drugs, other drugs, or possess instruments for administering drugs.

Rule 7. Use Of Tobacco- A student shall not use tobacco on the school bus. (Open flames are prohibited.)

Rule 8. Defiance and Obscenity- A student shall not openly defy or use obscene language or gestures while being transported.

Rule 9. Sexual Harassment- A student shall not engage in any form of sexual harassment. Verbal, nonverbal, or physical contact.

VIOLATION OF ANY OF THE ABOVE MAY RESULT IN IMMEDIATE REFUSAL OF TRANSPORTATION SERVICE.

Section 600: Important Information

601 Physical Impairments

In-order for us to provide the best service for your child it is very important that you make us aware of any physical impairment that your child might have. You can notify either the office or homeroom teacher.

602 Custodial Rights

It is considered to be the responsibility of the parent/guardian to report to the office any court orders pertaining to your child's custody. Please keep us informed and up-to-date on these matters.

603 District Policies

District policies may be viewed in their entirety on the district web page.

604 Google Workspace

To parents and guardians of students attending Martins Ferry City Schools:

At Martins Ferry City Schools, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Martins Ferry City School District, students will use their Google Workspace for Education accounts to complete assignments and communicate with their teachers.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child.

I give permission for Martins Ferry City Schools to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

Jim Fogle Superintendent

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

Google Workspace for Education

Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Vault
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

Google Public Data Google Books Scholar profiles
Google Search Console Google Cloud Platform Material Gallery
Google Translate Google Earth
Looker Studio Google Earth
Managed Google Play Google Groups
Applied Digital Skills Google Maps
Chrome Web Store Google My Maps
Google Alerts Google News
Google Arts and Culture Google Play
Google Bookmarks Google Play Console

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. You may access the additional 3rd party services list at <https://bit.ly/47g3fdW>

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Martins Ferry City Schools may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
 - Change your student's account password;
 - Suspend or terminate your student's account access;
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- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
 - Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>, and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).