



ST. CLAIRSVILLE MIDDLE SCHOOL

2019-2020 STUDENT/PARENT AGENDA

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WELCOME TO MIDDLE SCHOOL (2019-2020)

Welcome to St. Clairsville Middle School. We look forward to working with you this year.

This student agenda was developed to answer many of the commonly asked questions about middle school. It contains important information that you are responsible for knowing. Become familiar with the following information and keep the agenda available for frequent reference for you and your parents. **You are expected to use the agenda daily.** If you have any questions that are not addressed in this agenda, you are encouraged to talk to your teachers or the building principal. This agenda replaces all prior agendas and other written material on the same subjects.

Essentially all the rules and regulations contained herein can be summarized by the three R's:

RESPECT for PEOPLE (including self)

RESPECT for PLACES, PROPERTY, and THINGS, and

RESPONSIBILITY for one's actions.

We find these basic guidelines are sufficient for not only our students but our future citizens as well.

VISION

St. Clairsville Middle School is a dynamic organization of caring, energetic people dedicated to promoting the unlimited potential of future citizens.

MISSION

Our mission is to provide students with an educational foundation established in the belief that students are life-long learners willing to positively embrace challenge.

OUR BELIEF STATEMENTS

We believe....

- That all students can learn
- That all individuals are entitled to respect
- Learning is a shared responsibility
- The Middle School environment encourages, promotes, and supports appropriate decision making through self-discipline
- The Middle School needs and environment that supports the unique identity of the Middle School student

SCHEDULE

2019-2020 REGULAR SCHEDULE	
Entry (Homeroom)	7:25 – 7:34
1 st Period	7:37 – 8:19
2 nd Period	8:22 – 9:04
3 rd Period	9:07– 9:49
4 th Period	9:52 – 10:34
5 th Period	10:37 – 11:19
Lunch A	10:34 – 11:04
6 th Period	11:07 – 11:49
Lunch B	11:19 – 11:49
7 th Period	11:52 – 12:34
8 th Period	12:37 – 1:19
9 th Period	1:22 – 2:09
Announcements/Dismissal	
2019-2020 2-HOUR DELAY SCHEDULE	
Entry (Homeroom)	9:25 – 9:34
1 st Period	9:37 – 10:04
2 nd Period	10:07 – 10:34
Lunch A	10:34 – 11:04
3 rd Period	10:37 – 11:19
4 th Period	11:07 – 11:49
Lunch B	11:19 – 11:49
5 th Period	11:52 – 12:16
6 th Period	12:19 – 12:43
7 th Period	12:46 – 1:10
8 th Period	1:13 – 1:37
9 th Period	1:40 – 2:09
Announcements/Dismissal	

VISITORS TO BUILDING

All visitors to the school must report to the Principal's Office first (Ohio State Law). No one is permitted to enter any classroom unless receiving written permission from the office first. This is necessary in order to prevent classroom interruption.

FEE SCHEDULE

	5th GRADE	6th GRADE	7th GRADE	8TH GRADE
Activity	\$3.00	\$3.00	\$3.00	\$3.00
Agenda	\$5.00	\$5.00	\$5.00	\$5.00
Art	\$6.00	\$9.00	\$9.00	\$9.00
English	\$8.00	-	-	\$10.00
Language Arts	\$13.00	\$13.00	\$10.00	\$12.00
Math	-	-	-	-
Science	-	\$4.00	\$5.00	\$6.00
Social Studies	-	-	-	-
Super Science	\$8.00	-	-	-
Technology	\$5.00	\$5.00	\$5.00	\$5.00
TOTAL	\$48.00	\$39.00	\$37.00	\$50.00

**In the event a check comes back due to insufficient funds, a service charge of \$30.00 will be assessed.*

ACCELERATED POLICY

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, students who can exceed their grade level indicators and benchmarks set forth in the standards must be afforded the opportunity and be encouraged to do so.

The St. Clairsville-Richland City School Board of Education believes that such students often require access to advanced curriculum in order to realize their potential contribution to themselves and society. All children learn and experience success given time and opportunity, but the degree to which academic content standards are met and the time it takes to reach the standards will vary from student to student. The Board believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers.

This policy describes the process that shall be used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more subject area, promoted to a higher grade level than their same-age peers, and granted early graduation from high school. A copy of this policy can be accessed in the Middle School Office or Administration Building.

ASSEMBLIES

Assemblies are held in the Middle School Auditorium or cafetorium. Attending assemblies is a privilege. Behavior appropriate for the occasion or event is required. Students should always enter the assembly quietly and orderly. When the speaker steps to the stage or podium, immediate silence is required.

ATHLETICS

Students in grades 7 and 8 are eligible to try out for certain interscholastic teams. To be a member of any team, students must meet and maintain the eligibility requirements of the Ohio High School Athletic Association. According to OHSAA, students must maintain passing grades in a minimum of five of those subjects in which the student received grades.

ATTENDANCE AND ABSENCE

The entire educational process requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the optimum educational benefits for each individual student. Regular contact of pupils with one another in the classroom and their participation in well planned activities include group discussions, lectures, dialogue with others, quizzes and tests, field trips, guest speakers, and audio-visual media. Regular attendance is essential to success in school since discussions and work done in class can never be fully recovered. Regular and punctual attendance is expected of all St. Clairsville students. When in attendance, students are expected to be in all classes. Attendance and promptness to school is the responsibility of each student and his/her parent/guardian. It is also the responsibility of each student and parent/guardian to use discretion in scheduling planned absences and early dismissals from school. School officials are obligated to assist students in becoming dependable, disciplined citizens and workers. Establishing good attendance habits is an important aspect of citizenship development.

The Ohio Department of Education has a definitely stated policy regarding absences from school (ORC 2151.011). In brief, the policy is as follows:

Absences from school for any reason other than those listed below and recommended by the State Department of Education are not acceptable and will carry disadvantages to the student. Those reasons acceptable by the State of Ohio and St. Clairsville Middle School are as follows:

1. Personal illness (may require a doctor's signature).
2. Illness in the immediate family (requiring doctor's orders or parent need, that the student remain at home).
3. Medical, dental, or legal appointments (requires verification note on the provider's stationery upon return to school). Notes not on stationery may be verified prior to excusing the absence.

4. Death of a relative.
5. Religious holidays (a student may be excused for the purpose of observing a religious holiday, provided it is required by his/her religion. If observance of such holiday requires only attendance at a religious service, the student should attend such service before or after school, if possible).
6. Other emergencies or circumstances that constitute good and sufficient cause as determined by the school administration. (Examples of unexcused absences are: employment, oversleeping, missing the bus, car trouble of any kind, running non-emergency errands, shopping, out-of-school suspension).

ABSENCES-EXCESSIVE

There is a positive correlation between a child's attendance and achievement. Class attendance is important because it is not possible to make-up totally that which is missed. Each classroom experience is an important part of the child's education.

The primary responsibility for school attendance is placed with the parents. The parent is responsible for permitting only those absences that can be excused under the recommendation of the State Department of Education and the regulations of St. Clairsville Schools:

Ohio Law (ORC 2151.011) sets the following policies for handling excessive student absence:

Definition:

Habitual Truant [2151.011(B)(18)] - Definition of habitual truant [absent 30 or more school hours consecutive or 42 hours/month or 72 hours/year without legitimate excuse]

Policy:

1. First hours threshold [38 school hours/month or 65 school hours/year] for excused or unexcused absences is met:
 - a. Send initial letter
 - b. Truancy Intervention Plan must be developed for student
2. Second hours threshold [30 or more consecutive or 42/month or 72/year] unexcused is met:
 - a. Absence Intervention Team assigned within 7 days
 - b. Make 3 good faith attempts to engage parents/determine if Children's Services referral is needed
 - c. Within 14 days of assignment of Absence Intervention Team, Absence Intervention Plan must be developed
 - d. Within 7 days of Plan being developed, provide in writing to parent
3. If juvenile refuses to participate or fails to make satisfactory progress on plan, a complaint will be filed with the Juvenile Court no later than the 61st day after plan implementation

It is the policy of this School District that a parent may be charged with failing to send their child to school, contributing to the delinquency or unruliness of a minor, or other criminal charges relating to their child's attendance. These actions may be taken upon referral of the School to the Belmont County Prosecuting Attorney's Office pursuant to Section 3321.19, 3321.38, or 2919.222 of the Revised Code. Exceptions to this rule may include the following:

1. Hospitalization for an extended period of time.
2. Epidemic-quarantine called for by a physician.
3. School sponsored activities, trips, testing, etc.
4. Any situation or emergency as declared by the school administration.
5. Medical/legal-court/counseling appointments documented on the provider's stationery.

General Guidelines:

Absences: What constitutes an excused absence?

- A. Absences may include the reasons cited earlier under “Those reasons acceptable by the State of Ohio and St. Clairsville Middle School.”
- B. After sixty-five (65) school hours of excused or unexcused absences, a written note from home will no longer be accepted and the absence may be considered unexcused as deemed appropriate by an administrator. Absences after this cut-off must be accompanied by a signed verification note from the applicable provider (Examples include a doctor’s note or verification of court appearance)
- C. Students must be in class more than half a period or they will be considered absent for the period. The teacher will keep the official record in the classroom.
- D. Pre-approved absences are considered absent days when determining the total number of hours absent from class for any period of time, with the exception of those listed in this policy.
- E. Late arrivals (to school) and permitted leaves are considered absent periods/days when determining the total number of periods/day hours absent from class, with the exception of those listed in this policy. (Students will not be given permission to leave during the school day without parents’ or guardians’ consent.)
- F. School related activities or functions are not counted as an absence from class. Examples might include calls to the office, assemblies, field trips, academic testing, sporting events, etc. that are scheduled during school hours.

Number of Absences	Policy
1-65 School Hours	Parent note required and accepted. No discipline assigned.
65 School Hours	Official documentation required in addition to parent note. If official documentation is not received within 72 hours, attendance restitution may be required and further discipline may be assigned. School Administration will review attendance on a case by case basis per ORC 3321.04.
Absences past 65 School Hours without documentation	Absences will be treated as unexcused (SEE “Unexcused Absence (Truancy)”)

Note: Students who miss more than sixty-five (65) School Hours, both excused and unexcused, may be required to participate in attendance restitution in order to make up missing academic time. This restitution will be completed through the use of detentions, Saturday Schools or other methods deemed appropriate by school officials. Credit may be withheld for coursework if attendance restitution is not completed.

Notifications of attendance problems:

- 1. Teachers will note attendance concerns on daily attendance, and will notify the Middle School Office.
- 2. Days absent will be noted on quarterly grade cards
- 3. A letter will be mailed home once the following thresholds are met:
 - a. A student has been absent for thirty-eight (38) School Hours
 - b. A student has been absent for sixty-five (65) School Hours
- 4. Other informal means (e.g. phone calls to parents) may be used as needed.

ABSENTEE REPORTING

Parents are responsible for informing the school of his/her child’s absence and reason for the absence between 7:00 a.m. and 8:30 a.m. on the day of the absence. The office phone number is 740-695-1591. A written excuse is still required when the student returns to school. Notes from home to excuse an absence are to be taken to the office prior to the start of the first period.

Upon receiving the absence list for the day, the office will telephone all parents who have not notified the school of their child’s absence; therefore, parents/guardians shall provide the school with their current home and/or work telephone numbers as well as emergency telephone numbers. By law (Missing Child Bill), the primary purpose of this contact is to ensure that the parent is aware of the student’s absence from school.

After being absent for part of a school day or if a student arrives late, he/she must report to the office before reporting to class to sign in on the attendance sheet. Students not providing a note to verify an absence within three (3) school days will have the absence deemed unexcused and no credit will be issued for the work missed. **It is the student's responsibility to meet with all their teachers to secure missing assignments and reschedule missed quizzes and tests. Teachers have the authority to assign zeros for all work that is not made up within that time frame.**

- **Unexcused Absence** – Results in a zero (0) entered for all graded materials in each subject for the day, days, or partial day of non-attendance without the opportunity to make up the missed work.
 - Notification of attendance problems:
 - Parents and students will be notified of attendance problems.
 - Means of notifications:
 - Teachers will note attendance concerns on midterm reports.
 - Days absent will be noted on quarterly grade cards.
 - Other informal means (e.g. phone calls to parents) may be used as the need arises.
- **Tardy to School** – A student is tardy if he/she arrives to class after the teacher has submitted the attendance.
 - Students must check into the office immediately upon entering the building.
 - A pass with time noted is given to the student for admittance to class.
 - If a student brings a written excuse from his/her parent/guardian and presents it to the office as the student signs in, a determination will be made on the same guidelines as attendance to whether the tardy is excused or unexcused. Note: Any student arriving late to school regardless of the time will be considered tardy.
- **Early Dismissal** – Students who must leave school before the appointed time must bring a written note to the office during morning homeroom. This note must include:
 - Student's first and last name
 - Reason for early dismissal
 - Time to be dismissed/time returning if appropriate
 - Parent/guardian signature
- **Unexcused tardiness** – Two (2) unexcused tardies will be allowed with no penalty per nine weeks (*including study hall*). All additional tardies will result in lunch/after-school detentions, Saturday School, or CCAP. Students may be assigned similar consequences for tardiness to class.
- **Students Who Become Ill During School** – Students who are ill are to notify a teacher, counselor, school nurse, or a member of the office staff, but they are not to remain out of class without permission. Students are not to text/call parents, grandparents, etc. ***The school nurse or office will notify the parents of the illness.***
- **PM Absence** – Students not returning to school in the afternoon must have a parent/guardian inform the school that they are not returning for the remainder of the day.
- **Absence and After-School Activities** – Students must be in school four (4) periods of the day excluding lunch in order to participate in school activities or extracurricular events held after the school day is over.
- **Excuses from Physical Education** – Excuses from physical education must be from a physician explaining the medical condition, limitations, and length of the exemption from P.E. If a student is out of physical education class for any medical reason, he/she cannot participate in school athletics until after he/she has been released to return to physical education class.
- **Vacation** – An absence excused by a parent/guardian to allow their son/daughter to go on a vacation during school time is technically an unexcused absence. However, students going on a vacation who present a completed vacation form to the office for approval **prior to going**, may hand in their assignments the day after they return to school. The student, parent/guardian, and teachers involved must sign the vacation form. We continue to encourage vacations involving students to be taken during school vacation time.

Duration of Truancy	Consequence
30 Unexcused Hours	Three (3) days Alternative School (CCAP)
42 Unexcused Hours	Five (5) days Alternative School (CCAP)
72 Unexcused Hours	School Administration will assign discipline/attendance restitution on a case by case basis per ORC 3321.04.
Additional Truancy	Alternative School (CCAP)/Attendance Restitution Absence Intervention Team initiated Possible Juvenile Court Referral (SEE "Excessive Absences")

Tardiness: A student who arrives to any class after the tardy bell is considered "Tardy." Students who are not in class prior to the tardy bell for first or sixth period, must sign-in in the Middle School Office. Administration will make every attempt to provide written warnings to students upon reaching 3 tardies, however, a lack of warning does not exempt the student from discipline. Parent notes do not negate tardiness. The consequences for excessive tardies are as follows:

Number of Tardies	Consequence
Three (3)	Warning
Four (4)	Three (3) Lunch Detentions
Five (5)	Two (2) After School Detentions
Six (6)	Three (3) After School Detentions
Seven (7)	Five (5) After School Detentions
Eight (8)	Saturday School
Nine (9)	Alternative School (CCAP)
Ten (10) and above	Alternative School (CCAP)

NOTE: School Administration may assign varied degrees of discipline based on the duration/frequency of tardies.

CELL PHONE AND ELECTRONIC DEVICES USAGE

In order to respect the important work of the classroom and the teaching and learning environment, the following is to clarify the cell phone/electronic devices policy for the St. Clairsville-Richland City School District.

- Cell phones and electronic devices can only be used before the morning bell rings and during lunch times.
- Cell phones and electronic devices must be turned off and not set to silent or vibrate, before you enter any classroom, office, restroom, library, locker room, and hallway, etc.
- Once inside any of the above named locations, cell phones and electronic devices must not be visible under any circumstance, unless instructed to do so by a teacher or administrator.
- If a cell phone or electronic device rings, vibrates, is used for any reason, or is visible anytime during class time or you are caught using it during class time or while walking around on campus, you will be asked to surrender your device.
- Refusal to surrender your device when asked is insubordination. Insubordination can result in suspension and your parent/guardian will be contacted.
 - First Offense – The device will be held in the school office until the end of the school day. Student may pick up the device after school.
 - Second Offense – The device will be held in the school office until the end of the school day and detention(s) will be issued. Only a parent or guardian may pick up the device.
 - Third Offense – The device will be held in the school office. Further consequences, determined by the building principal and/or Superintendent, will include Saturday School or suspension. Only a parent or guardian may pick up the device.

St. Clairsville Middle School is under camera surveillance twenty-four hours a day, seven days a week. Cameras are posted both inside and outside our buildings.

CHANGE OF PHONE NUMBER OR ADDRESS

Students whose phone number and/or address changes throughout the year shall inform the office.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy and Software Acknowledgement ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

- 1. Definitions:** For purposes of this Policy, the term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Informational Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.

The term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

- 2. Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with the Building Principal to be informed whether or not a use is appropriate.
- 3. Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.
- 4. Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the Director of Technology or Building Principal immediately. Any improper use of your account, even if you are not the User, is your responsibility.

5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to the Building Principal. "Misuse" means any apparent violation of the Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to 30 days, unless the personal equipment has been provided to law enforcement officials.
7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.
8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.
10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the Director of Technology or Building Principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Director of Technology. You may be held financially responsible for the expense of any equipment repair or replacement.

11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

- **OFFENSIVE OR HARRASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content ("sexting") in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the St. Clairsville-Richland City School District for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. Specific Limits on Communication Over the District Network:

- Expressing Opinions: The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- Large Group Mailings: The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

13. System Security and Integrity: The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgement, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

14. Filters: The School will have the following in continuous operation, with respect to any computers belonging to the School and Having access to the Internet.

- A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are obscene, child pornography, or harmful to minors; and
- Procedures or guidelines that provides for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

15. **Software Monitoring:** The School utilizes software designed to detect cyberbullying and self-harm in continuous operation, with respect to any computer belonging to or issued by the School and having access to the Internet. Alerts generated by this software may be sent to school staff, parents, and/or law enforcement. The User understands that the software is designed to assist in the prevention of cyberbully and self-harm, however, the software cannot be relied upon as an exclusive measure of prevention. The User agrees that the User will not attempt to manipulate, disable or remove the software for any reason. The User also understands that in order for the software to operate, User data may be disclosed and used by the software vendor and expressly consents to this disclosure and use.

16. **Training Related to On-line Behavior:** Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

17. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

18. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Director of Technology or other person designated by the School District to receive this information.

DANCE REGULATIONS

- Only 7th and 8th grade students may attend dances. Grades 5 & 6 may host individual or combined class parties. Middle School dances are for St. Clairsville Middle School students only.
- Students must remain at the dance. Students will not be permitted to leave early without parent permission.
- Students may not be permitted to attend dances due to inappropriate behaviors or as a consequence of other actions.
- Students absent from school or suspended are not permitted to attend.

DISCIPLINE

Philosophy – It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right but the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

It is a fundamental requirement of an orderly school that student respect for the faculty and administration will be accompanied by an equal respect for the students on the part of the faculty and administration. The greater this mutual respect, the less need for rules and disciplinary procedures.

The building principal is charged with the proper enforcement of discipline in the total school setting. He/she has the discretionary authority to use or authorize to use, or authorize other certified personnel to use the following disciplinary measures to correct pupil behavior:

- Arrange pupil conferences
- Establish loss of privilege(s)
- Assign detention – lunch or after-school
- Arrange a parent conference
- Assign Saturday school
- Assign In-School Suspension (Belmont County Learning Center)
- Recommend/require counseling
- Implement emergency removal prior to suspension
- Assign suspension (out-of-school)
- Call juvenile authorities and/or notify police
- Cite to Juvenile Court
- Recommend expulsion to the Superintendent
- Community service
- Restitution

Discipline Code – Anything not listed specifically but causing a disruption of the educational process may be treated as insubordination. A violation of any of the school's rules may result in disciplinary action including suspension or expulsion. A suspension will not exceed ten (10) days.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code whether or not the student is enrolled in the District, attending or otherwise participating in any curricular program provided in a school operated by the Board or provided on any property owned or controlled by the Board, or misconduct by a student that occurs off of property 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, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee. Except as otherwise indicated, the punishment set forth below for violating the Code of Conduct is a recommendation, not a requirement.

1. **Disruption of School** – A student shall not, by the use of violence, force, threat, or noise, cause the disruption of school.
2. **Damage or Destruction of Property** – A student shall not cause or attempt to damage or disfigure *school or private property*. *Discipline will be imposed and the student may be required to pay restitution.*
3. **Unauthorized Bodily Contact** – unauthorized or inappropriate bodily contact including hitting, grabbing, pushing, pinching, punching, kicking, tackling, hair-pulling, etc.
4. **Narcotics** – A student shall not possess, use, transmit, conceal drugs or “look-alike” narcotics **or drugs or be under the influence of any narcotic, drug, or other controlled substance**. A student shall not possess drugs or smoking paraphernalia. Students shall not possess, use, or transmit steroids or like substances unless prescribed by a medical doctor. *Discipline will be imposed; parents and authorities notified.*

5. **Alcoholic Beverages** – A student shall not possess, consume, transmit, or conceal, buy, or be under the influence of any alcoholic beverage. A student who violates this rule shall receive the following consequences as outlined on page 14.
6. **Tobacco** – A student shall not smoke, transmit, conceal, use, or possess any tobacco product, including vapor related inhalants. Smoking is defined as having a lit or unlit cigarette or other smoking equipment in hand or mouth. The product will also be confiscated. A student who violates this rule shall receive the following disciplines:
 - a. First Offense – possible citation from School Resource Officer and Saturday school
 - b. Second Offense – possible citation and three (3) day in-school suspension
 - c. Third Offense – five (5) to ten (10) day in-school suspension
 - d. Fourth Offense – ten (10) day suspension or expulsion
7. **Leaving School Grounds** – Students shall not leave school grounds during passing time or at any other time during the school day without parental and administrative approval.
8. **Cheating** – Use of any unauthorized information from any source to improve academic or extracurricular performance. Discipline will be imposed and a zero (0) will be given for that evaluation. The Administration and Guidance Departments will be notified and parents/guardians will be notified. Additional violations can result in the student failing a course, being referred for counseling, etc.
9. **Dress Code** – For violations, discipline may be imposed and students will call home for appropriate attire.
10. **Truancy** – A student shall not be absent from school except for reasons stated under Attendance in this handbook. Absences other than those excused are unexcused, and tests, homework, or other assignments missed may not be made up. Instead, a failing grade will be given for them. Discipline may be imposed.
11. **Falsifying** – Falsifying the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
12. **Absence from Class** – A student shall not skip a class nor leave any class without the permission of the instructor.
13. **Profanity** – A student shall not use profane, indecent, or obscene language, messages, or gestures.
14. **Pornographic Material** – A student shall not possess or display pornographic material.
15. **Improper Conduct** – A student shall not conduct himself/herself in an obscene or immoral manner.
16. **Disseminating Information** – A student shall not disseminate information, verbally or written, about individuals that may be construed as inflammatory, malicious, or derogatory.
17. **Emergency Medical Authorization** – Each student must turn in a copy of the Emergency Medical Authorization form required by the State of Ohio, signed by their parent/guardian, specified deadline.
18. **Boy/Girl Decorum** – It is expected that all students have personal pride and that they observe acceptable standards of behavior in school. Undue familiarity or intimacy in a school situation is considered to be inappropriate and in poor taste (e.g., hugging, kissing, walking arm in arm, etc. is not acceptable).
19. **Stealing/Trespassing** – A student shall not take property belonging to another. Nor shall they enter another student's locker without that student's permission nor enter a room or area of the school without authorization. *Discipline will be imposed and the student will be required to pay restitution.*
20. **Bus Conduct** – For any student, riding a bus is a privilege, not a right. Failure to observe bus rules will result in disciplinary action that could include denial of the privilege.
21. **Throwing Snowballs or Other Objects** – Throwing snowballs or other objects is very dangerous and therefore, students shall not throw snowballs or other objects in the vicinity of school.
22. **Hall Traffic** – Students are not to be in the building in the morning before the entry bell or at lunchtime without permission of the staff.
23. **Backpacks, Gym bags, Briefcases, Etc.** – Students are not permitted in the classrooms with backpacks, gym bags, or briefcases. A clear plastic bag may be used for gym clothes.

24. **Student Harassment/Bullying** – The Board of Education recognizes that a student has the right to learn in an environment untainted by harassment or discrimination. Prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, weight, and/or disability. For the purpose of this policy, **racial/ethnic harassment** is defined as physical, verbal, or any other behavior, including written, non-verbal, or pictorial expression, that either recklessly disregards the harmful effect of the behavior on, or the intent to hurt or intimidate, a specific individual, group of individuals, or organizations by referring in a derogatory and insulting fashion to that individual's, group of individuals', or organizations' members race, color, religion, or natural origin. **Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, including offensive sexual flirtations, advances, propositions, graphic verbal commentary about an individual's body, sexually degrading words used to describe an individual and the display of sexually suggestive objects or pictures. Harassment of a student with **physical impairment** based on height, weight, or disability is defined as physical, verbal, or any other behavior that either recklessly disregards the harmful effect of the behavior on, or the intent to hurt, a specific individual, group of individuals, or organizations by referring in a derogatory and insulting fashion to that individual's, group of individuals', or organizations' members. Cyber bullying is defined as repetitive, hostile behavior with the intent to harm, annoy, threaten, or embarrass others through the use of information and electronic communication technologies such as websites, instant messages, camera phones, or iPods. **Certain information electronically transmitted violates federal law. Discipline will be imposed.**
25. **Jessica Logan Act (3313.666)**
- **Technology, Improper use of:** All students are required to complete an "Acceptable Use Policy" agreement prior to using school computers. Improper use of computer technology includes equipment and its use. The school has the right to review material stored in files to which all users have access, and will edit or remove material. Which is considered unlawful, abusive, or otherwise objectionable. The school has the right to revoke a student's privilege to use the internet for abusive conduct by the student. Such conduct includes, but is not limited to, sending, receiving, or storing illegal, obscene, abusive, or otherwise objectionable programs, text graphics, video, or audio files on the school network system.
 - **Technology, Improper use of Internet/Social Networking:** While it is the parent or guardian's responsibility to monitor their child's activities during non-school hours, if inappropriate actions or comments posted to social networking sites or via email or text are deemed disruptive or pose a danger to school related activities, St. Clairsville Schools will work in partnership with our community and law enforcement officials to prosecute individuals violating state or federal law. These actions may also be subject to school discipline.
 - **Hazing/Bullying:** Hazing/bullying activities or any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. The intentional act also includes violence within a dating relationship. Permission, consent, or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does not lessen the prohibition in this policy.
26. **Activity that changes or alters any student or staff records** – Activity that changes or alters any student or staff records; both written or electronic. Discipline will be imposed. The Administration and student's parent/guardian will be notified.
27. **Detrimental Behavior** – Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration or as outlined in the student/parent handbook for the building in which the student is enrolled.

28. **Extortion** – The act of extortion from any person.
29. **Failure to Pay Tuition/Fees** – Fees must be paid. In accordance with school policy and Ohio law, fees carry over year-to-year. Regarding cafeteria fees – students will be allowed to charge (go into the negative) for one (1) meal. If no funds are received and your child comes through the line the next day, your child will be given a sack lunch. It is your responsibility to make sure that your child has sufficient funds in their account. **Eighth grade students are required to have a \$0 fee balance to participate in 8th grade graduation activities.**
30. **Falsely Reporting Incidents** – The act of falsely reporting incidents, making accusations, or giving testimony to school personnel.
31. **Fighting** – This shall include inciting and/or encouraging others to fight.
32. **Gambling** – Gambling for money, valuables, or gain.
33. **Immoral Act** – Commission of an immoral act.
34. **Insubordination and/or Disobedience** – Insubordination and/or disobedience in refusing to comply with directions of school personnel.
35. **Internet Use** – Violation of policies governing internet usage.
36. **Loitering, Littering, or Causing a Disturbance** – Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to or from school activities, or during the school day, or during school activities.
37. **Misuse of Personal Property** – Each infraction will be dealt with on a case-to-case basis.
38. **Cell Phones or Other Electronic Devices** – Violation of school policy prohibiting the use or possession of cell phones and other electronic devices. *Unapproved devices will be confiscated if seen or in use during the school day.*
39. **Repeated Offenses or Flagrant Violations** – Repeated offenses or flagrant violations of any school rules or accepted standards of behavior.
40. **Unauthorized Touching** – Unauthorized or inappropriate touching, including hitting, grabbing, pushing, etc. is prohibited.
41. **Violation of Federal or State Statutes** – Violation of federal or state statutes on school premises or involving school activities.
42. **Violation of State Student Mandates** – Violation of state student mandates, including, but not limited to, required immunization. The student will be disciplined and will be referred to court depending on the case.
43. **Violation of Terms of Suspension, Expulsion, or Other forms of Discipline** – The student may receive additional discipline and will be referred to court depending on the offense.
44. **Dangerous Weapons** – A student shall not possess, handle, transmit, or conceal dangerous weapons, ordnance or instruments. This includes, but is not limited to, knives, guns, objects that resemble them, stun weapons, and explosives. *Discipline will be imposed. Parent/guardians and authorities will be notified. Personal effects and locker will be searched. A 10-day suspension and/or recommendation for expulsion and charges filed. Referred to counseling at parent/guardian's expense.*
45. **Unauthorized Use of Fire** – Unauthorized use of fire and related incidents.
46. **False Alarms** - False alarms, including fire and/or bomb threats. A student who violates this rule shall receive the following discipline: *Parent/guardians and authorities will be notified. Personal effects and locker will be searched. A 10-day suspension and/or recommendation for expulsion and charges filed. Referred to counseling at parent/guardian's expense.*
47. **Firearm** – Possession of a firearm and other acts regarding firearms prohibited by Board Policy. A student who violates this rule shall receive the following discipline: *Parent/guardians and authorities will be notified. Personal effects and locker will be searched. A 10-day suspension and/or recommendation for expulsion and charges filed. Referred to counseling at parent/guardian's expense.*

48. **Fireworks, Explosives, or Other Such Instruments** – Possession, use or threatened use of fireworks, explosives, matches, lighter, or other such instruments capable of inflicting bodily injury or disrupting the operation of the schools. A student who violates this rule shall receive the following discipline: *Parent/guardians and authorities will be notified. Personal effects and locker will be searched. A 10-day suspension and/or recommendation for expulsion and charges filed. Referral to counseling at parent/guardian's expense.*
49. **Knife** – Possession of a knife and other acts regarding knives prohibited by Board Policy. A student who violates this rule shall receive the following discipline: *A 10-day suspension and/or recommendation for expulsion and charges filed. Referred to counseling at parent/guardian's expense.*
50. **Weapons** – Possession, use, or threatened use of weapons, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
51. **Dangerous Ordnance** – Violation of Dangerous Ordnance Policy and any other policies prohibiting certain conduct.

DETENTION AND SUSPENSION

- **Lunch Detention** – To be assigned by teaching staff. Once a student accumulates five (5) lunch detentions, they will be assigned after-school detention, Saturday school or suspension.
- **Procedures for Detentions** – Detention assigned by the office will be held every day immediately after school in a designated room from 2:15 p.m. – 2:55 p.m. Classroom texts or related materials are to be brought to detention. Failure to do so may result in dismissal from that particular detention period. If assigned detention is not served by a particular date or time, additional detention, Saturday school or suspension will be assigned.
- **Procedures for Saturday School** - Saturday school will be assigned by the Principal and will be held from 8:00 a.m. – 12:00 p.m. on Saturdays or from 2:15 p.m. – 6:15 p.m. following a regular school day. On Saturdays, students must come to the High School entrance and arrive before 8:00 a.m. Students will be under the supervision of the Saturday school instructor and will follow his/her directions. Classroom texts or related materials are to be brought to study. While in Saturday school, students may not talk or sleep, but must engage in reading and completing written assignments. If a student does not attend Saturday school as assigned, the time will be doubled. If missed a second time, out-of-school suspension will be assigned. If after serving in Saturday school, a student involved in more violations of the discipline code, suspension and expulsion may be implemented.
- **Procedures for Suspension** – The Principal will give to the pupil written notice of intended suspension and the reasons for the proposed action. Suspensions may include In-School Suspension, Out-of-School Suspension and/or the Belmont County Alternative School (C-CAP). The student will have the opportunity to appear at an informal hearing before the Principal to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately after the student is provided notice of the intended suspension.
 - If a student is to be suspended, he/she will be notified of the suspension at its length.
 - Within one (1) school day of the suspension, the parent/guardian will be notified in writing of the suspension. An attempt will be made to notify the parent/guardian by telephone of the suspension. The notice will also be sent to the Superintendent and Treasurer, and the student's school record. This notice will include the reasons for suspension, a statement of the right of the student and parent/guardian to appeal the decision to the Board or its designee, to be represented at the appeal, and to request a hearing or appeal be held in executive session if before the Board. In case of absence on the day of the suspension, the suspension will continue on the first day the student returns to school.
 - No classwork or tests will be made up for unexcused absences. Full credit will be given for work completed when serving an in-school suspension. A suspended student is excluded from all extracurricular activities occurring within twenty-four (24) hours of the day of suspension. If school is canceled on the day of suspension, the penalty will be served the next day that school is in session.

- Appeal of Suspension to the Board or its designee – The student’s parent/guardian may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing that may be held in executive session at the request of the student, parent or guardian if held before the Board. The procedure to pursue such an appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within five (5) days of the notice to suspend.
- **Procedures for Emergency Removal from Premises** – If a student’s presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, the Principal may remove the student from the curricular activities or school premises without prior notice or hearing. A teacher may remove the student from curricular activities under the teacher’s supervision, but not from the premises.
 - If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) days after the removal is ordered.
 - Written notice of the hearing, the reason for the removal, and explanation of any intended disciplinary action will be given to the pupil as soon as practicable prior to the hearing.
 - If the pupil is subject to suspension, the pupil will have the opportunity to appear at an informal hearing before the Principal, Superintendent, or his/her designee, and has the right to challenge the reason for the intended suspension or otherwise explain his/her actions.
 - The person who ordered or requested the removal must be at the hearing.
 - Within one (1) school day of the decision to suspend, written notification will be given to the parent/guardian of the student and Treasurer.
 - This notice and hearing will be conducted pursuant to the policies governing suspension.
 - If it is probable 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 in Policy 5611 governing expulsions. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the Principal in writing as soon after the removal as practicable.
 - A student may be reinstated prior to the hearing.
 - In an emergency removal, a student may be kept from class until the matter of his/her misconduct is resolved by reinstatement, suspension, or expulsion.
- **Procedures for Expulsion** – The Superintendent may expel a student from school.
 - Before being expelled, the Superintendent will give the student and his/her parent/guardian written notice of the intended expulsion. This notice is to include reasons for the intended expulsion.
 - Upon request, the student and parent/guardian or representative will have an opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student’s actions.
 - The written notice of intended expulsion by the Superintendent will state the time and place to appear for the hearing. Said hearing must not be fewer than three (3) school days nor more than five (5) school days after the notice is given; unless the Superintendent grants an extension upon request of the student or parent.
 - Within one (1) school day of the expulsion, the Superintendent will notify the parents/guardians of the student and Treasurer of the Board. This notice will include the reason(s) for the expulsions; a statement of the right of the student and parent/guardian to appeal to the Board of Education or designee, to be represented at the appeal, and to request a hearing be held in executive session if before the Board.
 - Appeal of Expulsion to the Board
 - A student’s parent/guardian may appeal the expulsion by the Superintendent to the Board or its designee.
 - A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student or parent/guardian.

- The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of the intent to appeal must be filed within ten (10) school days of the Superintendent's decision to expel to the board directly or through the Superintendent's office.
 - While a hearing before the board may occur in executive session, the Board must act in public.
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- **Suspension from Extracurricular Activities** – Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.
 - Before being suspended, the person considering the suspension shall provide the student with the following:
 - Written notice of the intention to suspend and the reasons for the intended suspension; and
 - An opportunity to appear at an informal hearing before a person authorized to suspend a student from any or all extra-curricular activities, to challenge the reason for the suspension or to otherwise explain the student's actions.
 - If suspension is imposed, the student will receive written notice of the suspension, including the reasons and the date the suspension begins and the date it ends.

DISCIPLINARY ACTION GUIDELINES

The levels provide a guideline for disciplinary action. The building principal has the discretionary authority to decide action for those items not specifically contained or to adjust consequences for extenuating circumstances.

LEVEL ONE OFFENSES	LEVEL ONE CONSEQUENCES
Bus conduct	First Offense
Dress code	2-5 In-school Detentions
Class Disruption/Insubordination	Second Offense
Failure to submit forms	5-7 In-school Detentions
Hall conduct	Third Offense
Profanity	Saturday School
Public displays of affection	Four or More Offenses
Throwing snowballs/other objects	Could result in Suspensions
Truancy/off campus	

LEVEL TWO OFFENSES	LEVEL TWO CONSEQUENCES
Electronic devices	First Offense
Harassment (determined by incident)	5-7 In-school Detentions
Misuse of school property	Second Offense
Obscene/immoral acts or gestures	Saturday School
Possession of pornographic material	Third Offense
Safety violations	Possible 3-10 Day Suspension
	Four or More Offenses
	Will result in Additional Suspensions

LEVEL THREE OFFENSES	LEVEL THREE CONSEQUENCES
Electronic devices	First Offense
Harassment (determined by incident)	5-7 In-school Detentions
Misuse of school property	Second Offense
Obscene/immoral acts or gestures	Saturday School
Possession of pornographic material	Third Offense
Safety violations	Possible 3-10 Day Suspension
	Four or More Offenses
	Will result in Additional Suspensions

LEVEL FOUR OFFENSES	LEVEL FOUR CONSEQUENCES
Alcohol	First Offense
Drugs	Possible 10 day Suspension
False Alarms	May Recommend Expulsion
Fireworks/explosions	
Harassment	
Threats	
Weapons	

DRESS CODE

A student's attire for school, as does his or her manners, directly reflects his or her self-esteem and school pride.

Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance.

The dress and grooming guidelines set forth below are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines prohibit student dress or grooming practices which:

- Present a hazard to the health and safety of the student himself/herself or to others in the school;
- Materially interfere with school work, create disorder, or disrupt the educational program;
- Cause excessive wear or damage to school property;
- Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demean, suggests or promotes violence against an individual or group of individuals because of their sex, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy of the Student Handbook; or that advertises, promotes or depicts alcoholic beverages, tobacco products or illegal drugs.

The following specific limitations shall be observed:

- No blouses or shirts that expose the midriff or that have an inappropriate neckline are permitted.
- All shirts, tops, and dresses must have straps that are a minimum width of 2 fingers. No "racer back" shirts are permitted.
- Shorts, if in good taste, may be worn at the discretion of the student; however, shorts **must** be "fingertip" length.
- No shirts with inappropriate or obscene images or writing (e.g. gang-related, advertisements for alcohol, tobacco, or sexual reference)
- No hats, headbands, or bandannas in the buildings. Nothing that "ties" is permitted.
- No muscle shirts or sheer clothing is to be worn. No pajama tops or bottoms. Any clothing that allows undergarments to be visible is not permitted.
- No bare feet. Shoes must be considered safe by staff.
- No tears, holes, or cuts in jeans, shirts, and/or shorts that are above the knee. All pants or shorts should be worn appropriately to stay over the waistline and be overly or undersized. For pants, the length should permit pants to touch the floor. No leggings/yoga pants with sheer panels above the knee are permitted.
- No coats worn in the classroom.
- Tattoos, slogans, insignia, buttons and other paraphernalia may not be worn or displayed if their message may be reasonable anticipated to substantially or materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
- Wallet chains, neck chains, jewelry perceived by administration as a potential weapon, will not be permitted.
- Hair is not to cover the eyes. Hair and sideburns are to be of reasonable length, neat and clean.
- No visible body piercing, or any facial or tongue piercing will be permitted with the exception of the ears.

- Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted. A gang is defined in this Dress Code Policy and under O.R.C. §2923.41 means any ongoing formal or informal group of three or more persons which has a common name or one or more common identifying signs, symbols, or colors, which has one of its primary activities the commission of one or more criminal acts, and whose members individually or collectively engage in or have engaged in a pattern of gang activity. The term “pattern of gang activity” means the commission, attempt to commit, conspiracy to commit, the intimidation of others to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal gang. Additionally, determination as to what constitutes gang paraphernalia and gang symbols will be made based upon current definitions of gang paraphernalia and gang symbols established by the Belmont County Sheriff’s Department.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees.

Violations of the dress code may be subject to discipline. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student’s ability to exercise his or her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

EMERGENCY DRILLS

Fire Drills

- All rooms have instructions posted over the door as to the route from a classroom to the outside.
- Walk rapidly, stay in line, remain quiet.
- The first two (2) students to leave the building will hold the doors open until the last person leaves the building.
- Close all doors and windows.
- Move away from the building to allow space.
- Keep center mall/driveway clear for the fire fighting equipment.
- State law requires that teachers take attendance once everyone is outside the building.

Tornado Drills

- The designated area for each class is posted above the fire drill procedure instructions.
- In case of a tornado warning, which means that a tornado has been sighted in the area, instructions will be given over the public address system directing students to these areas.
- If a tornado warning is issued at lunchtime, students will report to the shelter area designated for the fifth (5th) period class, thus students should memorize their 5th period shelter area.
- If unable to reach that area because a tornado appears, students should assume a prone position with hands over the head.
- If in the building, the proper position is to be on elbows and knees over the head. All are to assume this position on command of any staff member.
- The safest area in the gym building is the basement hallway which the industrial arts, physical education, food lab, and band classes will utilize.

FIELD TRIPS

Field trips are provided as enrichment to the regular curriculum. Opportunities to participate in field trip activities require that students demonstrate appropriate behaviors throughout the year. Students may be retained from field trips due to office referrals, excessive absenteeism, or incomplete assignments.

FOOD IN BUILDING

Students are not to bring food, gum, or candy to class. No food should leave the cafetorium picnic area. Highly caffeinated energy drinks are prohibited.

GRADING POLICY

Preferred Scale:

Letter Grade	Percent	Grade Point Value
A	96-100	4.00
A-	92-95.99	3.67
B+	89-91.99	3.33
B	86-88.99	3.00
B-	83-85.99	2.67
C+	80-82.99	2.33
C	77-79.99	2.00
C-	74-76.99	1.67
D+	71-73.99	1.33
D	68-70.99	1.00
D-	65-67.99	0.67
F	<64.99	0.00

E = Credit due to effort

I = Incomplete

Honor Roll – To be considered for the Honor Roll, a student must be enrolled in at least five (5) credits. Grade Point Average will be used, but a student receiving a C, D, E, or F in any subject will not be considered for the Honor Roll.

Grade Level Status – To be promoted to the next grade level, students must demonstrate competency by obtaining a sufficient grade point average in **each** of the core areas. Students must earn a 1.0 grade point average in each of the core areas to be promoted with the following exceptions:

- A student who receives an F for any three (3) grading periods, shall receive an F for the course;
- A student who receives an F in each of the last two (2) grading periods shall receive an F for the course;
- Students must pass three (3) of the five (5) core areas for the year (Reading, English, Math, Social Studies, Science) to be promoted to the next level, if Summer School is successfully completed;
- Students who fail a particular Math level may be required to repeat this level, regardless of other subjects failed.

Students may be assigned to the next grade level, retained, or assigned to summer school on the basis of a combination of measures, including:

- Age
- Maturation
- Academic achievement
- Social development
- Development in relation to his/her own needs and abilities
- Excessive absences

The Principal and Superintendent shall approve all retentions and accelerations.

HALL CONDUCT

Conduct in the halls should be very much like that which is acceptable on a busy sidewalk. Keep to the right and avoid blocking the way. Running, shouting, and jostling are not permitted. Teachers will judge the propriety of conduct. Please accept suggestions from them courteously. Students are not to be in the halls during class time unless there is an emergency, and they have a hall pass signed by a teacher, showing the current date.

LUNCH PROGRAM

Free and reduced priced lunches are available to students who qualify. Applications are available in the principal's office. St. Clairsville Middle School students have a CLOSED lunch. Students must stay on school grounds. Basic school rules apply. Students are responsible for cleaning up their trash and keeping the area neat. Students must go with supervising teacher to a designated area. During inclement weather, students will be permitted to remain in the cafetorium. The lower gym area is off limits to Middle School students. Breakfast is available at 7:15 a.m. daily. Students buying lunch should go directly to the cafeteria after visiting lockers/homerooms to put away books and get coats. Students may not re-enter the building without written passes. Any student needing to use the telephone should do so before leaving the building for lunch.

MAKE-UP WORK

It is the responsibility of students to obtain assignments from each teacher upon return to school. If a student is absent for two (2) or more days, parents/guardians may contact the office by 9:00 a.m. for assignments to be available by 2:30 p.m. Students should also check the website: stcschools.com.

MEDICATION ADMINISTRATION POLICY

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. Before the Board will authorize any self-medication by the student, it must receive a written prescription from the child's physician and written authorization from the parent. Before any non-prescribed medication or treatment may be administered, the Board shall require written consent of the parent along with a waiver of any liability of The District of for the administration of the medication. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Conduct and Student Discipline Code.

The administration of prescribed medication during the school day is discouraged. There may be unique circumstances that require that physicians and parents cooperate with school personnel in authorizing the administration of prescribed medication(s). Under such circumstances the Board shall require the following:

I. General Medications (not including asthma inhalers)

- A. A written request and release form signed by a student's parent, guardian, or other person having care or charge over the student must be filed with the student's building principal, requesting that medication be administered to the student. This written request and release form shall include:
 1. Authorization for school personnel to administer the prescribed medication as outlined in the statement from the physician (set forth below);
 2. Agreement by the parent/guardian to deliver medication to/from school himself/herself;

3. Agreement by the parent to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated.
- B. A signed written statement by the physician who prescribed the medication for the student must be filed with the student's building principal that includes all of the following information:
1. the student's name and address;
 2. the school and the class in which the student is enrolled;
 3. the name of the drug and the dosage or procedure required;
 4. the times or intervals at which each dosage of the drug is to be administered;
 5. any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency;
 6. special instructions for administration of the drug, including storage and sterility requirements;
 7. the date administration of the drug is to begin;
 8. the date the administration of the drug is to cease; and,
 9. the physician's name, address, and telephone number.

The school building official authorized to disburse such medication must receive copies of the parent's request and release form and the physician's signed written statement before disbursing such medication to the student.

- C. Medication that is brought to a school office shall be stored in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students. Each prescribed medication that is provided for administration to a student shall be in the container in which it was disbursed by the prescribing physician or licensed pharmacist.
- D. It is the parent's/guardian's responsibility to provide the school with an adequate supply of medication. It is preferred that medication be brought to the school office daily, however, no more than a one-week supply should be provided at any one time unless prior arrangements have been made with the school nurse and/or principal. An exception to this would be the emergency prescriptions for allergies and/or diabetic reaction.
- 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 the school year.
- F. The parent/guardian has the sole responsibility to instruct their child to present himself/herself for taking the medication at the scheduled time, and the child has the responsibility for presenting himself/herself to take the medication, and for taking the prescribed medication. Efforts will be made by school personnel to communicate a student's medication needs to appropriate staff members.
- G. A log for each prescribed medication shall be maintained, which will note the personnel giving the medication, the date, and time of day. This log will be maintained along with the physician's written request and the parent's written release.
- H. A form shall be completed and signed by the school principal, which shows each person authorized to administer the medication or procedure. Persons authorized to administer medication will be the building principal and/or other personnel authorized by the building principal. Persons authorized by the Board to administer medications to students are required to do so when the student, student's parent/guardian, and student's physician have complied with this policy, unless the employee objects, on the basis of religious convictions, to administering the medication.
- I. Prior to administering the prescribed medication to or for a student:
1. The procedure is to be included on the required form(s) mentioned.
 2. Such procedure becomes a recorded part of a disabled child's IEP.

II. Student Use of Asthma Inhalers

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, if both of the following conditions are satisfied.

- A. The student has the written approval of the student's physician and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The physician's written approval shall include at least all of the following information:
1. the student's name and address;
 2. the names and dose of the medication contained in the inhaler;
 3. the date the administration of the medication is to begin;
 4. the date, if known, that the administration of the medication is to cease;
 5. written instructions that outline procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
 6. any severe adverse reactions that may occur to the child using the inhaler and that should be reported to the physician;
 7. any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication;
 8. at least one emergency telephone number for contacting the parent/guardian or other persons having care or charge of the student in an emergency; and,
 9. Any other special instructions from the physician.
- B. The school principal and, if a school nurse is assigned to the student's building, the school nurse must receive copies of the written approvals from the student's parent and physician required by Section I of this policy. The Board shall permit the administration by licensed nurse or trained designee of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in a designated secured location in the school or nurse's office and administered in accord with this policy.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize procedures for the prevention of dental disease and are conducted in accordance with the administrative guidelines of the Ohio Department of Health are exempt from all requirements of this policy.

MISUSE OF A COMPUTER

Vandalism is defined as any malicious attempt to harm or destroy property of another user or of any other agencies or networks that are connected to the internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses, as well as tampering with hardware or software.

The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. An administrator or faculty member has the right to request, for a cause that the systems administrator deny, revoke, or suspend specific user accounts. Full text of our District's Acceptable Use & Internet Safety Policy for the Computer Network is available on our website (stcschools.com), at each building's office, and at the St. Clairsville Public Library.

POSTERS

The bulletin boards on each floor are designed for displaying posters. Posters may advertise only activities sponsored by the school, school district, or community organizations.

SCHOOL PROPERTY

Our school is in good condition and will serve many more students throughout the years. Care should be taken to keep it as attractive as possible. The walls, floors, desks, and other equipment should not be disfigured in any way. Inspect your desk and lockers and if at any time you find a freshly made mark, report it at once to the teacher in charge, as you may be held responsible if you make no report. Windows are to be adjusted by or with the approval of the teacher in charge. Pupils guilty of defacing or damaging any school property shall be required to pay in full for the damages and face possible school suspension. This includes books, lockers, desks, and other property owned by the St. Clairsville-Richland City School District.

SPECIAL SERVICES

- **Guidance Counselors** – Any student may set up an appointment with the school counselor. Referrals may also be taken from teachers or parents. Crisis or emergency situations will always be given priority. Group sessions generally will take place during FLEX or lunch unless previously approved by teachers. Students coming out of classes should be given a pass from the classroom teacher, principal, or counselor.
- **Learning Disabilities (LD)** – A class and tutoring are provided for students who have special learning problems in mathematical calculation, mathematical reasoning, reading, reading comprehension, oral expression, written expression, or listening comprehension. Parents/guardians may request testing of their child by contacting a guidance counselor or the building principal.
- **Developmentally Handicapped (DH)** – Classes in basic education are provided for students who are determined to be eligible for this program following a multidisciplinary evaluation. During the first two years, students are taught basic life skills and during the last two years, they are placed in jobs that will give them experience using those basic skills for the future. Parents/guardians may request testing for their child by contacting a guidance counselor or building principal.
- **First Aid** – Any injury should be reported to the office at once. If the injury is serious enough, parents/guardians will be notified.
- **School Nurse** – The nurse will be available on a limited basis only. Accident reports should be completed in the principal's office.

STUDENT LOCKERS – LOST OR STOLEN ARTICLES

Though lockers are provided for student use, the school retains the right of access to the lockers. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

On the first day of school, each student will be assigned a locker. Lockers have combination locks built in to the locker door. The combination locks bolt it to the lockers and are to remain attached and intact. They are not to be removed for any reason. If a problem exists with the locker, see the principal.

Loss or theft of personal possessions

- Do not bring valuables to school.
- Students are responsible for all items in their lockers; e.g., personal belongings, textbooks, notebooks, gym clothing, etc.
- Students must remove everything from their lockers before leaving school at the end of the school year or when withdrawing.
- Lockers are subject to being checked by the principal at any time.
- Personal padlock is not permitted to be used on the locker.

STUDENT RECORDS

- A. Parent/Guardian Access
 - a. Parents/guardians requesting access to their child's records must be granted access within 4-5 days of the request.
 - b. Parents/guardians have the right to receive copies of their child's records. The school may charge the actual cost of duplicating the records.
 - c. Parents/guardians have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
 - d. Parents/guardians have the right to an opportunity for a hearing to challenge the contents of those records.
- B. Non-custodial Parent
 - a. A divorce or change in custody does not change the rights of a natural parent to their child's records.
 - b. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
 - c. Step-parents have no rights to records, reports, or conference unless these rights are conferred on them by the custodial parent.
- C. Child Custody
 - a. Parents/guardians and students have an obligation to inform the school anytime the custody of a child changes.
 - b. The school officials will need to see and copy court papers pertaining to a child's custody.
- D. Parent/Guardian Conferences – parent/guardian/teacher conferences are always welcome. Parents/guardians should call ahead for an appointment to be sure the teacher will be available.
- E. Student Address and Phone Number – Parents/guardians and students have an obligation to keep the school informed when the home address is changed or anytime the home phone or other phone numbers where the parents/guardians may be reached changes. This is very important for emergency medical reasons.
- F. Student Rights and Directory Information (Notice of Rights) – The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- a. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- b. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- c. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- d. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
- e. A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under FERPA. The complaint must be timely (submitted to the office within 180 days of the date that the complainant knew or reasonably knew of the violation) and state clearly and succinctly specific allegations of fact giving reasonable cause to believe that the school has violated FERPA.
 - Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605
- G. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll.
- H. The parent or adult student has a right to review a copy of the Board's policy governing educational records by contacting the Superintendent's office.

STUDENT WITHDRAWAL

In order to withdraw a student from St. Clairsville Middle School, the student's parent/guardian must come to the principal's office, sign a completed withdrawal form, and pay any fees owed by the student.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The St. Clairsville-Richland City School District ("District") has designated certain information contained in the education records of its adult education students as directory information for purposes of the Family Education Rights and Privacy Act (FERPA).

The following information regarding adult education students is considered directory information: name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities; dates of attendance at the District; date of graduation; most previous educational agency or institution attended; degrees, honors and awards received; e-mail address; or any other information which would not generally be considered harmful or an invasion of privacy if discussed.

Directory information may be disclosed by the District for any lawful purpose in its discretion, without the consent of a parent of a student or an adult education student, i.e., for release of such information to current or prospective employers; publication of information in the local newspaper; including such information in a student directory; or displaying such information on the District's website.

Parents of students and adult students have the right, however, to refuse to permit the disclosure of any or all of the above information to third parties. Therefore, if you sign and return the Refusal to Release Directory Information form, the District is not permitted to give out the directory information listed above, except where the school system is permitted by law to do so. This means that the District cannot give information, without your written, dated and signed consent, to any of the following or place information regarding the student on or in any of the following*:

Yearbook	class T-shirts
school website	parents' night
perfect attendance list	graduation program
prospective employers	scholarship information
building student directories	student awards (month, subject area)
student recommendation letters	honor roll lists
bus routes	student projects on display in the building
class lists on school doors	birthdays posted with student names
Awards	class picture
Newspaper	Employers

*Please note that the above list cites examples and is not all-inclusive

Any parent or adult student refusing to have any or all of the designated directory information disclosed must provide written notification to this effect by completing the form and filing it with the Central Office located at 108 Woodrow Avenue, St. Clairsville, OH 43950, Attention: Superintendent, within 20 days after receipt of this notice. This form is located on our website (stcschools.com) under the "Forms and Links" tab.

In the event a refusal is not filed, the District will deem that neither the parent of a student nor an adult student objects to the release of the directory information designated.

The Children's Internet Protection Act (CIPA) is a federal law that mandates Internet filtering, acceptable use policy and teacher to student monitoring among other things. CIPA compliance is a requirement for E-Rate program participation for eligible services other than telecommunication. Internet filtering is in effect to reduce inappropriate or harmful material, electronic mail, chat rooms, unauthorized hacking etc.