



Batavia Middle School

800 Bauer Ave
Batavia, OH 45103

513-732-9534
fax 513-732-3696
www.bataviaschools.org

Mrs. Elizabeth Wainscott, Principal
Mr. Matthew Buis, Assistant Principal
Superintendent: Mr. Keith Millard

Board of Education:

Mr. Michael Enriquez
Barb Bruner
Mr. Dennis Wells
Mr. Scott Runck
Mr. Kyle Nicolaus

Property of:

Grade: _____

Vision

Dedicated to Excellence

Mission Statement

To inspire, educate, and prepare our students to achieve excellence
and become productive citizens in a global society.

Dear Bulldog Students and Parents,

We are enthusiastic in welcoming you and your family back to the 2021-2022 school year. A special welcome is given to our new students and families joining the Batavia Middle School learning community. Our experienced staff is dedicated to providing every child with the best educational opportunity possible. We are proud of what we have and continue to accomplish on behalf of our students.

The Middle School Staff care about children and their families and believe parents are the most significant people in our students' lives. We invite you to partner with us in educating your child by continually showing interest in and support for your child. Communication will be a key ingredient influencing the success of our partnership. We encourage and welcome active parent involvement in our school.

Our students receive a planner each year specifically designed to meet the needs of BMS students. The BMS handbook is included within this planner. The information in the handbook and planner can contribute significantly to successful communication between home and school, as well as a successful year for each student. We request that you sit down with your child(ren) to read and become familiar with guidelines that will help to provide a successful and safe environment for all students.

Middle school is exciting for parents and students. It's a time filled with promise and anticipation. We look forward to the new year along with strengthened partnerships with our parent community.

Go Bulldogs,
Mrs. Wainscott

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MISSION STATEMENT

The mission of the Batavia Middle School Staff is to develop and encourage lifelong learners in partnership with parents, community, and colleagues by addressing the needs of today's adolescents.

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

Elizabeth Wainscott
Principal, Batavia Middle School
(513) 732-9534

Complaints will be investigated in accordance with the procedures described on page(s) 28-31 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

Student Well Being

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

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

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

Tim Derickson, HS Principal
513-732-2341
1 Bulldog Place
Batavia, OH 45103

derickson_@bataviaschools.org

Shari Grant, Elementary Assistant Principal
513-732-0780
3 Bulldog Place
Batavia, OH 45103
grant_s@bataviaschools.org

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

ACADEMIC PROGRAMS

Every student at Batavia Middle School takes the same core courses: Language Arts, Science, Mathematics, Social Studies. The core curriculum incorporates the Ohio Academic Content Standards for each subject. Our curriculum is further enhanced through student participation in Unified Arts, Academic Enhancement, Band and Chorus.

Unified Arts - The Unified Arts program is composed Art, Physical Education, Health, Technology, Band and Chorus. These courses are designed to be developmentally appropriate, moving students to more complex concepts and activities as the students move from year to year.

SUPPORTIVE PROGRAMS

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 513-732-4000 ext. 7053.

CHILDREN AND YOUTH IN FOSTER CARE

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

Intervention Assistance Team

This is a group of teachers and administrators whose responsibility is to assist in the development of plans to provide intervention for students requiring assistance. Involvement can be initiated by parents, teachers, or administrators.

Library

Central library facilities are available for all students. Books may be checked out for two weeks by students. Students come to the library with their language arts classes once every other week. It will be the same day and time. If a book becomes overdue, a student will not be allowed to check out other books until that book is returned or the cost of the book is paid.

Psychological Services

A psychologist is employed by the Clermont County Educational Service Center for one day a week for Batavia Middle School. These services are available upon approval of the school principal whenever a student is not progressing as would be expected. Parents are contacted and the situation presented to them. Parents must approve of any contact the psychologist has with their student.

Speech/Language Therapy

Individual and small group help is given to students qualifying for this program.

Students with Disabilities

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

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

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

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Cindy Jacobs at jacobs_c@bataviaschools.org or 513-732-0780 to inquire about evaluation procedures, programs, and services.

Gifted Education

This is an enrichment program for students with gifted ability. Students qualify according to state guidelines through various assessment instruments. Included in the process are teacher and parent recommendations.

Parent-Teacher Organization

The Batavia Middle School P.T.O. offers many opportunities for you to get involved in your school. The P.T.O. holds meetings throughout the school year as needed. Notices are sent home prior to the meetings. Your membership is heartily solicited. Dues are \$3.00 per individual and \$5.00 per family.

Breakfast/Lunch Program

Breakfast is served to students for a cost of \$1.50. Hot lunches are served for students at a cost of \$3.00. Extra main dishes and other snack items may be purchased. Students who bring their lunches may purchase milk for fifty cents per half pint.

Free and Reduced lunch applications are available to students and their families. An application for each student in the family is to be completed and returned to the school for approval yearly. Guidelines for the qualification for this government program will accompany the application.

ACADEMIC HONORS

There are three academic honors that are given at the end of each quarter. To qualify as a member of our Honor Rolls, students must meet the criteria below:

- a) Merit Honor Roll - Students must have all A's in all subjects
 - b) Honor Roll - Students must have all A's and B's in all subjects.
- Perfect attendance is also recognized each quarter.

Quarterly Awards

Each quarter students who received Merit Honor Roll, Honor Roll, and Perfect Attendance will be recognized by the Principal and Assistant Principal for their accomplishments.

REPORTING TO PARENTS

Communication between school and home is the most important link in a student's education. The first line of communication if you have questions or concerns is always to contact your child's teacher. Formal lines of communication have been established through the following methods:

- A) REPORT CARDS** are issued online for the 1st and 3rd quarters. Paper Report cards will be sent home at the end of the 2nd and 4th Quarters. Unified Arts courses final grades are on report cards. Band and Chorus grades are reported at the semester only.
- B) PARENT-TEACHER CONFERENCES** are formally scheduled twice per year. We encourage you to come more often if you feel it is necessary.
- C) COMMUNICATION** can be initiated by a telephone call, requesting information or a conference. We will do our best to arrange a conference time and place that is convenient to all parties. **All teachers have voice mail and e-mail, which parents are encouraged to use. Most emails are lastname_first initial@bataviaschools.org.**

D) GRADING SCALE

Explanation of Grades (Letter = Percentage)

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

E) PROGRESS BOOK

All students and their parents who have not created an account previously will receive an access code to log on to a student/parent account. Access to this account will allow the parent and student to view class assignments and track academic progress in each subject throughout the course of the year. The Progress Book website may be accessed through a link at www.bataviaschools.org

GENERAL INFORMATION

Arrival and Dismissal Times

Grades 6-8: Buses begin to unload at 8:00 A.M. Students should not arrive at school before 8:00 A.M. as they will not be admitted into the building before that time. Supervision is not available before 8:00 A.M.

Any student arriving to school after 8:20 A.M. must report to the office for a tardy slip, which will admit them to class.

School Day: 8:10 A.M.-2:55 P.M.

EARLY Departure is discouraged. Even the last few minutes of the school day are devoted to instruction, important reminders, and review of homework assignments.

Buses will use the part of the parking lot closest to the building. Signs will identify this area. In the morning, parents bringing their students to school may drop them off in the circle in front of the building. In the afternoon, due to student safety and the loading of special buses, **parents are requested to park in the lower parking lot and wait for students there.** Students are to walk on the sidewalk from the building to the lower parking lot. Students are not permitted to walk off school premises to enter a parked car on a side street.

Staying After School

Only students who are involved in a school-sponsored activity that occurs directly after school are permitted to stay. **Students are not permitted to stay after school to attend middle school events.** Instead, they should ride the bus home and then be transported back to the school at the time of the event. Students are not permitted to use computer labs, library, gymnasium or any other part of the school property (inside or outside) after school without supervision of a staff member.

Students Attendance at School Events

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

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone

Attendance

Regular attendance by all students of the Batavia Local School District is mandatory. We encourage parents and students to make every effort possible to make appointments and personal business outside of school hours. Situations may arise that cause a student to miss part or all of the school day. A student is considered EXCUSED for the following reasons:

1. Personal Illness
2. Illness in the family
3. Death of a relative
4. Observance of a religious holiday
5. Emergency or a set of circumstances which, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for the absence from school.

If your child is going to be absent, please call 732-9534 by 9:00 A.M. If you have not called this number and your child does not report to school, the school is obligated to call you to verify the absence. If we are unable to reach you by telephone, you will be notified by mail. **However, upon return to school, your child must present a written note in order to have the absence excused.**

Only 8 absences with a parent note are permitted during the school year. After the first 8 absences of any kind (with or without a doctor's note), a doctor's note will be required for all additional absences. In order for the doctor's note to be accepted the student must be seen by the doctor. Doctor's notes where the student was not seen by the doctor will not be accepted. Exceptions may be made by the Building Principal. Students arriving between 10:30 A.M. and 1:30 P.M. will be counted one-half day absence. In the event of excessive absences, The Absence Intervention Team and the Juvenile Court system provides a process that we follow:

- A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours
- Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or or ninety (90) hours of unexcused absence from school the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence
- Parent notification will occur for excessive absences, which are defined as: a. Absent 38 or more hours in one school month with or

without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Make-up Work

When an excused absence occurs, students will be given the opportunity to make up missed work. The responsibility for making arrangements with the teacher concerning all make-up work rests with the student. Make-up assignments may be different from what was originally required. The school's policy is to allow the student one day to make up work for each day absent. In the case of an extended illness, special arrangements will be made.

Visitors/Deliveries

Parents are welcomed and encouraged to spend time in our school. This should be arranged with the teacher or the office at least 24 hours prior to the visit. All visitors must first sign-in at the office and wear a guest badge while on school property. All visitors must call the school for an appointment to meet with any school personnel. For security reasons, the school will not accept delivery of any gifts, floral arrangements, and/or balloons or other similar-type of deliveries during school hours.

Early Departure

A note or person to person phone call is required from a parent for any changes from the departure routine. This note should include the requested departure time, the reason for the early departure, and if someone other than the parent writing the note will pick up the student.

Change of Address or Telephone Number

The school must be able to contact you if there is an emergency involving your child. We must have an up to date Emergency Medical Form on file at all times. If your home telephone number, day time (work) telephone number, or emergency contact phone numbers have changed, please update your information in the Parent Portal at the following web address, <https://batavia.esvportal.com/Login.aspx>.

Emergency Medical Authorization

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year on our Parent Portal. The school principal may remove a student from school for failure to submit the emergency medical form and may establish a deadline for submitting the emergency medical form. Please visit the Parent Portal at <https://batavia.esvportal.com/Login.aspx> to fill out this year's Emergency Medical Authorization if you have not done so.

Extra-curricular Activities and Athletic Activity Attendance

Students may not wear any head covering inside the building during regular school hours. This includes but is not limited to hats, caps, bandanas, sweatbands, and the hoods on hooded sweatshirts. An extra-curricular activity is any school activity conducted after school hours, associated with school programs, whether they are held on campus or off school grounds. In the event of a true emergency, an exception may be granted by the building principal for an extra-curricular activity. The parent of the absent student must contact the building principal as early in the day of the activity as possible to request such an exception. A student who is absent because of illness on the day of an extra-curricular activity does not have a valid reason for an exception to this rule.

Lockers Each student will be supplied with a lock for use during the school year. If the lock is lost or damaged, it will be the student's responsibility to purchase a new school lock at the current replacement cost of \$8.00. Each student is assigned a locker for schoolbooks or supplies, lunches and personal items, which are needed for school. **It is the student's responsibility to see that his/her locker is kept locked and in order at all times.** Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition.

School officials may inspect any locker at any time when the safety and/or welfare of the school or student body are in question. Lockers remain the property of the school. Students are instructed not to give their locker combination to any other person and not to use lockers assigned to other students. **Lockers are to be kept locked at all times.** Since the school cannot be held liable for stolen property, students should not keep personal property of great value at school. Students should not bring large sums of money to school. Lockers must be cleaned out by students prior to the end of the school year. Personal property left in the school lockers will be disposed of when the lockers are cleaned immediately after school in June. Students are not permitted to use their own locks on hall lockers. Such locks will be removed.

Students are responsible for all items found in their lockers.

Students are responsible for any damage to their hall lockers. Stickers, tape, or other adhesives, which could cause damage to lockers, may not be used. Locker displays, which are not considered school appropriate, are prohibited.

Students are permitted to go to their lockers according to a schedule decided by each team.

Students will be assigned lockers and they are not to change lockers without authorization from the office.

Student Solicitation

Students are not permitted to sell candy or other items at school, unless it is a pre-approved and a supervised function of BMS.

Student Records

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the District website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal at your child’s school. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult

student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal at your child's school to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

INJURY OR ILLNESS OF STUDENTS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

IMMUNIZATIONS

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

otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to Stephanie Green, the District Nurse.

USE OF MEDICATIONS

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

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building school nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the school nurse and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the school nurse by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

G. The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Nonprescribed (Over-the-Counter) Medications

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

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

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

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

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

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

Emergency Closing And Delays

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by social media via Facebook and Twitter, local television stations, the Batavia Local School District website, and via parent notification phone system using phone numbers provided by parents on the emergency medical form.

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

Early Dismissal Due To Inclement Weather

In extreme situations, school may be dismissed early whenever it becomes apparent that road conditions are becoming so severe that transportation of your student could be dangerous. To insure that no students are left unsupervised at home because of early dismissal, please make prior arrangements for your child if severe weather is forecasted.

Fees

The Board of Education has established a general instruction fee of \$60.00 for all students in Batavia Middle School. Your fee includes but is not limited to mailing costs, paper usage, locker fee, technology fee, art supplies, and other consumable instructional materials. If paying the entire amount at one time presents a financial burden, you may pay it in installments of \$15.00 per quarter.

Any unpaid school fees, including instructional fees, athletic fees, lunch charges, band fees (for rented instruments) and library fines will accumulate in every student's school file. A senior in high school will not graduate or be given a diploma until all fees are paid in full. Should that student move out of the district then return to the Batavia School District at any time, the fees will be owed with the same consequences in effect until paid in full. Participation in athletics has a fee. Please check with the coach or Athletic Director.

Cafeteria Charges

1. At the conclusion of each school year, outstanding cafeteria charges will be transferred to the non-waivable student charge obligation, allowing negative lunch charge balances to be returned to a \$0.00 amount.
2. Full pay and reduced price lunch students who forget their breakfast and/or lunch money will continue to be allowed to charge a regular plate meal (or a milk if they need to purchase only a beverage).
3. Should charges exceed \$5.00 a student will still be permitted to charge, but will only receive a courtesy lunch consisting of a PB/J or cheese sandwich, a fruit, and a milk. The charge for this courtesy

lunch will be \$1.00 for full pay students and \$0.40 for reduced price students.

4. Students who eat breakfast and forget their money will continue to be able to charge at a cost of \$1.25 for full pay students and \$0.30 for reduced price students.
5. Any student with a charge balance over \$5.00 will not be permitted to buy available a la-carte items until the charge balance is paid below \$5.00.
6. No students will be permitted to charge a la-cart items. The only items that are permitted to be charged are the plate breakfast, plate lunch, or milk.

FREE and REDUCED lunch applications will be available online as well as at school for those without computer access. An application for each child in the family is to be completed electronically or returned to the school for approval if using the paper form. Guidelines for qualification for this government program will accompany the application. Students qualifying for free or reduced lunches are provided free milk only if the entire lunch is purchased.

Bookbags

Students may carry any type of bookbag to school. Bookbags are permitted to be carried to class.

Student Valuables

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

Student Planners

Students will be expected to bring their planners to every class and use them to record their assignments. Parents are encouraged to check the planners nightly to see what homework has been assigned. Students are expected to keep planners intact. If a student loses or damages their planner, the replacement cost will be \$5.00.

Cell Phone Use:

Cell phones are NOT considered a personal technology device for educational use and may only be used in the below Green Zone. Only laptops, Chromebooks and tablets are permitted to be used in the classroom setting as a personal technology device upon teacher direction. The District has designated the following zones for cellphone use.

Green Zone: Use is allowed within the boundaries of the personal technology norms, student code of conduct, and the internet acceptable use policy. Cell phone Use is permitted in this zone only and must be connected to the district wireless network.

- Cafeteria

Red Zone - Use is prohibited

- Bathrooms
- Classrooms
- Locker Rooms
- Hallways
- Outside Recess and any other times students are outside, including arrival and dismissal

**Headphones are treated just like personal technology within each zone, and are not to be worn/visible in any Red Zone unless plugged into a keyboard device and being used for educational purposes.

NOTICE: The use of electronic devices to record or share recorded inappropriate acts including but not limited to fighting, theft, harassment, and bullying beyond the intent of aiding authorities and administration in the identification of perpetrators while in school will result in disciplinary action. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies

Batavia Local Schools

Student Use of Personal Technology Devices

Through careful planning, the District has been able to significantly increase the number of devices available for student learning throughout the day over the past several years. Beginning with the 2020-2021 school year, Batavia High School has achieved a 1:1 student to device ratio, Batavia Middle School has achieved a 1:1 student to device ratio, and Batavia Elementary has a 1:4 student to device ratio.

As there are now enough devices in each building to adequately support student learning and access to digital resources, **cell phones are no longer considered personal technology devices for the purposes of 'Bring Your Own Device'.**

(Cell phones are not considered a personal technology device for educational use. Only laptops, Chromebooks and tablets are permitted to be used in the classroom setting as a personal technology device upon teacher direction.)

It is expected that student cell phones will be turned off and secured in a locker or backpack during the school day. At the discretion of the building administration students may be permitted to use their cell phones during their lunch recess in the English Language Arts areas.

Personal technology devices (defined as laptops, chromebooks, and tablets) are permitted to be brought by students for use to support learning within the framework of the District Personal Technology Norms, General Usage Guidelines, and Acceptable Use Policy.

General Usage

Batavia Local School District will allow students to bring a personal technology device to school to use as an educational tool. **The use of these personal technology devices will be at the discretion of the teacher.** The following guidelines apply:

1. Students must have a signed Internet *Acceptable Use Policy* on file with the district for the current school year.
2. Batavia Local School District reserves the right to inspect, at any time, any personal technology device or cell phone while connected to the Batavia Students wireless network or while being used in school on a separate network.
3. Student use of personally-owned devices in the classroom setting will be managed by the classroom teacher and will follow the individual school guidelines.
4. The Batavia Students wireless network will provide filtered Internet access and all personal technology devices must connect to this network while at school.
5. When students are not using their device, they should be turned off and put away in a safe place, such as their locker. Students are encouraged to take their personally-owned devices home every day after school.
6. Students using personally-owned devices that connect to the Batavia Students wireless network should save important items on the district provided Google Apps Domain, keeping a backup that they can access from anywhere on the network. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion on their personal device.
7. Batavia Local School District will not be held liable for any damage that may occur as a result of connecting to the Batavia Students wireless network or any electrical power source.
8. Batavia Local School District will not be held responsible for any physical damage, loss, or theft of any personally owned device, including cell phones.
9. Batavia Local School District will not be obligated to supply electrical power access where such access does not already exist.

10. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Batavia Local School District for any damage that their student(s) may cause arising out of and relating to the use of the Batavia Students wireless network with his/her personally owned device.
11. Batavia Local School District will not be held liable for the content already existing on student owned devices; this would include music/lyrics, movies, pictures, games, etc.
12. Students may not, at any time during the day, text other students, film staff or students or take pictures on their personal electronic devices, unless filming and taking pictures is part of a teacher approved assignment.
13. Students may not obtain internet access through an outside network at any time during the school day.
14. No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.
15. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography.

Consequences of General Usage

If students refuse to comply with the above guidelines, the following consequences will apply. Student infractions will be documented as a referral for each offense. The consequences for these infractions are outlined below. Administration reserves the right to match the severity of the offense to the consequence if deemed necessary.

- 1st Offense = Personal technology device will be confiscated until the end of the school day, when the student may retrieve it.
- 2nd Offense = Personal technology device will be confiscated until the end of the day, when the student's parent must retrieve it.
- 3rd & Subsequent Offenses = Personal technology device will be confiscated until the end of the day, when the student's parent must retrieve it and addition school consequences may be issued by school administration.

**** Personal technology devices confiscated will be placed in the principal's office. If the principal is not available to re-issue the personal technology device to the student, the student must wait until the next day.**

Use of personal devices is also subject to the student code of conduct and all other student regulations. As such, disciplinary action in addition to the loss of privileges may also apply.

Minimum Consequences of Unacceptable Use

Violation of this policy will result in the following:

First offense: Removal of Internet privileges and appropriate administrative action for a period to be determined by the building principals.

Second offense: Removal of Internet privileges for the remainder of the school year and appropriate administrative action.

Telephone

Students will not be called from class to answer telephone calls except in cases of emergency. Student use of the office phone to contact parents regarding homework, gym clothes, and social plans is highly discouraged.

Dances and other activities

Dances and other activities are held throughout the year.

The following is a list of rules that pertain to these events:

- 1) Dances will be open to BMS students only.
- 2) Students must be in attendance the day of the event.
- 3) No one can purchase a ticket for another student.
- 4) Students will not be permitted to re-enter once they leave.
- 5) Dress code for dances is the same as school dress code unless otherwise stated by school administration.

Field Trips

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

Attendance rules apply to all field trips.

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

Student Activities

School Sponsored Clubs and Activities

Batavia Middle School provides students the opportunity to participate in extra-curricular activities. Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as Astronomy Club, Basketball, Cheerleading, Cross Country, Football, Garden Club, Student Council, Track, and Volleyball

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

Behavior Expectations

Basic Premises

All of the rules of conduct for students at Batavia Middle School are intended to promote a positive learning environment. Consequences are designed to help change behavior and guide the student in making more appropriate decisions.

Discipline

In order for the schools to operate safely and successfully, certain rules and regulations regarding student behavior must be established and enforced. No student will be allowed to neither keep a teacher from instruction nor keep other students from learning. Therefore, the student code of conduct is an attempt to list the major rules; however, other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students' learning, or is deemed inappropriate. It is the responsibility of all staff members to consistently enforce these rules and policies throughout the building.

Intervention Plan

If school or classroom rules are violated, the following intervention actions may be taken depending upon the severity and frequency of the violations. The list is not necessarily a sequential listing of measures to be taken.

- 1) Teacher/Student Conference
- 2) Warnings by teacher and/or administrator
- 3) Parent contact
- 4) Parent conference
- 5) Detentions assigned by teacher, team or administration
- 6) Guidance referral
- 7) Extended School Day
- 8) In-school Suspension
- 9) Out-of school Suspension
- 10) Emergency removal
- 11) Expulsion
- 12) Referral to law enforcement agencies

Surveillance Cameras

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. Parents and guardians are not permitted to view such recordings due to privacy of all students under surveillance.

Code of Conduct

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not

limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes

1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and

2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee

Any pupil engaging in the types of conduct determined by the Administrator either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension or removal from curricular and extra- curricular activities. Pursuant to 3313.664 of the Ohio Revised Code, students may be suspended by the Superintendent or his designee from participating in extracurricular activities for a period of time not to exceed the end of the school year for any violation of the Student Code of Conduct or violations of posted rules and regulations established by individual coaches and sponsors

The types of conduct prohibited by this code of regulations are as represented by (but not limited to) the following:

1. Damage or destruction of school property, property of school employees, or property of other students, on or off school premises. Taking pictures, making recordings or in any way participating or being complicit with such actions.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault on a school employee, student or other person.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting.
6. Hazing (to persecute, harass, or humiliate another student and/or employee).
7. Chronic misbehavior, which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
9. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.

10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention.
13. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
14. Forgery of school or school-related documents.
15. Cheating or plagiarizing.
16. Gambling.
17. Extortion of a student or school personnel.
18. Theft or possession of stolen goods.
19. Arson or other improper use of fire.
20. Possession of matches or lighters or other similar devices.
21. Possession or use of dangerous weapons or ordinance or objects which look like weapons or ordinance, including, but not limited to guns, firearms, ammunition, Airsoft and paintball guns, BB and pellet guns, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, other martial art items or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, razor blades, clubs, etc.
22. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, e-cigarette, vapor pen, chewing tobacco, snuff, and dip, or using tobacco in any other form (including tobacco product look-alikes and products intended to replicate tobacco products either by appearance or effect).
23. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
24. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other mind, mood or body altering substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance.
25. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, or any other item or residue reasonable deemed to be considered as such.
26. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
27. Cursing.
28. Use of indecent or obscene language in oral or written form.

29. Possession or publication of obscene, pornographic or libelous material.
30. Placing of signs and slogans on school property without the permission of the building administrator.
31. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc. without the permission of the building administrator.
32. Demonstrations by individuals or groups causing disruption to normal school activity.
33. Truancy.
34. Tardiness.
35. Leaving school premises during school hours without permission of the proper school authority.
36. Upon initial arrival, leaving school property without permission.
37. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
38. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by the administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
39. Improper or suggestive dress.
40. Indecent exposure.
41. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
42. Turning in false fire, tornado, bomb, disaster or other alarms.
43. Presence on school property with a communicable disease.
44. Failure to abide by rules and regulations set forth by administration for student parking.
45. Disobedience of driving regulations while on school premises.
46. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by the Board of Education, or to any activity held under the auspices of the Board of Education.
47. Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs).
48. Possession of weapons.
49. Aggravated murder.
50. Murder.
51. Voluntary manslaughter.
52. Involuntary manslaughter.
53. Felonious assault.
54. Aggravated assault.
55. Rape.
56. Gross sexual imposition.

57. Felonious sexual penetration.
58. Any disruption or interference with school activities.
59. Willfully aiding another person to violate school regulations.
60. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
61. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extra-curricular activity.
62. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
63. Technology use violation
64. Violation of any Board rule, regulation or policy.

Any student found to be in violation of any of these rules may be suspended for a period up to ten days and /or expelled for a maximum of 80 days. It shall be the decision of the appropriate school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, in light of the student's past record of behavior, as to which corrective measures are appropriate or adequate. Students aiding, abetting or conspiring in the commission of any school violation may receive a penalty equal to the attempted violation. Students who are suspended or expelled from an approved educational program in which the Batavia Local School District is a participant are also suspended or expelled from the Batavia Local School District.

This code of regulations is adopted by the Board of Education of the Batavia Local School District pursuant to Section 3313.661 of the Ohio Revised Code.

Transportation/Bus

Bus Transportation to School

The School provides transportation for all students who live farther than two from school. The transportation schedule and routes are available by contacting the transportation department at 513-732-0935.

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

The Director of Transportation may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the

Director of Transportation stating the reason for the request and the duration of the requested change.

Bus Conduct

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

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

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

be on time at the designated bus stop/loading zone (5 minutes prior to scheduled stop);

stay off the road at all times while walking to and waiting for school transportation;

line up single file off the roadway to enter;

wait until the school transportation is completely stopped before moving forward to enter;

refrain from crossing a highway until the driver signals it is safe to cross;

properly board and depart the vehicle;

go immediately to a seat and be seated.

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

During the trip

Each student shall:

remain seated while the school transportation is in motion;

keep head, hands, arms, and legs inside the school transportation at all times;

not push, shove or engage in scuffling;

not litter in the school vehicle or throw anything in, into, or from the vehicle;

keep books, packages, coats, and all other objects out of the aisle;

be courteous to the driver and to other riders;

not eat or play games, cards, etc.;

not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;

not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

remain seated until the vehicle has stopped;

cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;

be alert to a possible danger signal from the driver.

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

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Video Recordings on School Buses

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

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

Penalties for Infractions

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

Walkers

Batavia Middle School requires students who are assigned to ride home on a bus to provide a note if they are walking or being picked up on a specific date. The note needs to include where the student is walking to, the date and a parent signature. We must have a daily note on file for each day the student's transportation method changes.

Lunch Room Discipline Plan

Lunch is an important part of the day. Our goal is for students to have this time to socialize with their friends. In order to maintain a safe environment for all students, the following rules have been established:

1. Students are to respect all staff working in the cafeteria.
2. Students are responsible for cleaning the area where seated.
3. Students will respect the rights and property of others.
4. Students will follow directions given by staff members.
5. Students will follow school rules.

Consequences for breaking the lunchroom rules may include assignment to detention table; cleanup of cafeteria, after school detention, assigned seating, and/or office referral.

Interrogations and Searches

The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. In an effort to assist the District in providing a Safe and Drug Free Learning Environment for students and employees, such should acknowledge a reduced expectation of privacy in items brought into the environment under the care, custody or control of the district including personal belongings. Random unannounced inspections may be performed to aid in enforcing school policy and providing a deterrent to unwanted items, substances and activity. Trained contraband canines and metal detectors may be used in this process. While discharging its responsibility the school administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed District regulations to be followed in the case of searches and interrogations.

The right of inspection of students' school lockers, articles carried upon their persons or within their property and the interrogation of an individual student is inherent in the authority granted school boards. Administrators will employ procedural safeguards to protect the well-being of those children. All other searches will be conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order or promote the

safety and security of persons and their property within the area of the school's responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator or designee to search any locker and its contents as the administrator believes necessary. This policy will be posted in every building.

Interrogations of students by law enforcement agencies and other authorities outside the District are extremely disruptive to a student's educational process; additionally, such interrogations may impact student and/or parental rights. A determination whether to allow such interrogation will be made by school administrators on a case-by-case basis.

Bullying, Harassment, Intimidation

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

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

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator,

or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have

made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Student Dress Code

In general, the Board believes that school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and the schools. Any form of dress or grooming, which attracts undue attention or violates the previous statement, is obviously unacceptable.

As Implemented at Batavia Middle School

Although the primary responsibility for dress and appearance lies with the student and his/her parent, the school does require that the students' dress and appearance conform to the guidelines listed below. The determination for acceptable dress lies ultimately with the administration. The administrator may counsel with a student and/or contact parents if the student's dress and appearance are inappropriate for the classroom.

The following are prohibited:

1. Clothing that has holes, rips or tears may not show skin above the knee.
2. Pajamas
3. Tights worn as pants.
4. Pants with side slits.
5. Clothing or accessories that are symbolic of gangs or other disruptive groups associated with threatening behavior, harassment, or discrimination.
6. Clothing and accessories that promote alcohol, tobacco, or drug usage or which displays weapons or violence.
7. Coats worn or carried during the school day.
8. Pants that are worn below the hips or show undergarments. A belt may be required in order to hold pants in the proper place. Pant legs may not drag the ground.
9. Shorts, Skorts, or skirts at a minimum must extend to the thigh and not expose undergarments.
10. Tank tops with less than three finger width sleeves, tube tops, halter tops, spaghetti straps, midriff shirts, or see through shirts
11. Clothing and accessories that contain lewd, vulgar, derogatory, or suggestive diagrams, pictures, slogans, or words that may be interpreted as racially, religiously, ethically, or sexually offensive.
12. Students may not wear any head covering inside the building during regular school hours. This includes but is not limited to hats, caps, bandanas, sweatbands, and the hoods on hooded sweatshirts.
13. Necklines lower than the straight line from underarm to underarm. Tops may not expose the midriff and must cover undergarments.
14. Visible body piercing that is not extreme, distracting or a safety concern.
15. Dog collars, chains, wallet chains, safety pins, spikes, or fishhooks worn as jewelry.

16. Bare feet, slippers or shoes with wheels.

17. Any other clothing, makeup, and/or hairstyle that is distracting or disruptive to the learning environment.

Students wearing inappropriate dress or clothing prohibited in the dress code, will be:

1. Sent to the school administration to change and/or call home for acceptable clothing

2. Issue a consequence starting with the 2nd offense.

Energy Drinks are Prohibited

Due to the unhealthy nature of energy drinks students are not permitted to bring them onto the grounds of Batavia Middle School or on the bus to and from school. Any student in possession of an energy drink will have it confiscated by the school administration and their parents will be contacted.