

INTRODUCTION

WELCOME

Dear Students and Parents:

I would like to extend a cordial welcome to all Boardman Glenwood Junior High students and their families as we begin another school year. We take great pride in our school and the tradition of academic excellence established at Glenwood. It is important that each student understand that our main purpose is to assist students in discovering their full potential and unique abilities as they experience the middle school years. Success at school depends on you, your parents, and the entire Glenwood staff. Good luck, and let's have a great year!

Mr. Bart Smith, Principal
Mrs. Laura McCreery, Assistant Principal
Mrs. Barb Fonderlin, School Counselor (A-K)
Mrs. Courtney Abruzzino, School Counselor (L-Z)
Mr. Phil Merlo, School Resource Officer
Mrs. Amy Ditz, PTA President
Mrs. Ann Detec, Cafeteria Manager
Mrs. Katie Welborn, Secretary
Mrs. Kathy Tancabel, Secretary
Mrs. Judy Draper, Attendance Secretary
Mrs. Stacy Hoffer, School Nurse
Mr. Tom Grim, Custodian
Mr. Cory Beight, Custodian

Please call upon us whenever we may be of service. The Boardman Glenwood Junior High phone number is 330-726-3414.

Sincerely,
Bart T. Smith
Principal

BELL SCHEDULE

School buses are scheduled to arrive at school between 8:30 a.m. and 8:35 a.m. Students will not be permitted in the school building until 8:35 unless supervised by a club\group advisor. All periods with the exception of first and fourth are fifty minutes in length, and students are dismissed at 3:43 p.m. The Glenwood bell schedules are as follows:

Grade 8

Entrance bell	8:35
Warning bell	8:40
Homeroom/First Period	8:45 - 9:44
Second Period	9:48 - 10:37
Third Period	10:41 - 11:30
B,C Lunch/Fourth Period	11:34 - 1:04
Fifth Period	1:08 - 1:57
Sixth Period	2:01 - 2:50

Seventh Period 2:54 - 3:43

Grade 7

Entrance bell	8:35
Warning bell	8:40
Homeroom/First Period	8:45 - 9:40
Second Period	9:44 - 10:33
Third Period	10:37 - 11:26
A,B Lunch/Fourth Period	11:34 - 1:04
Fifth Period	1:04 - 1:53
Sixth Period	1:57 - 2:46
Seventh Period	2:50 - 3:40

TWO-HOUR DELAY BELL SCHEDULE

Entrance bell	10:35
Warning bell	10:40
Homeroom/First Period	10:45 - 11:30
A,B Lunch/Fourth Period	11:34 - 1:04
Second Period	1:08 - 1:36
Third Period	1:40 - 2:08
Fifth Period	2:12 - 2:40
Sixth Period	2:44- 3:12
Seventh Period	3:16 - 3:43

BOARDMAN GLENWOOD JUNIOR HIGH

PHILOSOPHY

The primary purpose of our school is to enforce the belief that all students have a right to educational opportunities of a quality caliber which will develop their potential as individuals and citizens in a democratic society. It is our firm belief that education must be efficient and effectively conducted in a humane, disciplined, and safe teaching and learning environment to help each child develop a wholesome self-concept and a feeling of personal worth.

Boardman Glenwood is committed to providing each student with a positive learning experience and an opportunity to master the basic intellectual skills. This can be best accomplished by encouraging each student to play an active part in the learning process, by providing a diversified curriculum flexible to individual and societal change, and encouraging the use of the scientific methods.

It is our belief that the partnership between home and school plays an important role in nurturing the growth and development of each child and maintaining the tradition of academic excellence at Boardman Glenwood Junior High.

MISSION STATEMENT

Our purpose is to assist students in discovering their potential and unique abilities as they experience the junior high years. To accomplish this mission we must....

- foster a strong partnership with the home and community.
- reinforce the values that contribute to growth of character.
- provide a nurturing environment where academic achievement is honored.

DISTRICT MISSION STATEMENT

- Together we transform lives through academics, athletics, and the arts.



CURRICULUM

COURSES

Our purpose is to help each student attain his/her maximum academic potential. The subjects offered in each grade are listed below.

SEVENTH GRADE

English
(Enriched, Academic)
Mathematics
(Enriched, Academic)
Science
World History
Art
Health
Physical Education
Chorus, Band, or Orchestra

EIGHTH GRADE

English
(Enriched, Academic)
Integrated Math 1A or Mathematics
(Enriched, Academic)
Science
American History
Art
Technology
Physical Education
Chorus, Band, or Orchestra
Music Elective
(Jazz Band, Orchestra Winds,
Honors Chorus)

MUSIC

Boardman Glenwood Junior High has a complete music education program for all grades. Music is required of all students. Students may choose between band, chorus, or orchestra.

Boardman Glenwood has a band for each grade for students who play a wind or percussion instrument. Some students own their instrument, however, others rent from the school or a music store. Instruments may be rented from the school for \$47.00 per year in grades seven and eight when available. Only group instruction is provided by the school, so private lessons are strongly recommended. Parents interested in instrumental music or instrument rental for their children should contact the instructor.

Orchestra is available for students who play string instruments. Only group instruction is provided by the school, so private lessons are strongly recommended. Violin and Viola students must provide their own instrument. Cellos and Basses may be rented from the school for \$47.00 per year in grades seven and eight.

Chorus is available for those students who prefer vocal music.

Changes to music placement will not be honored once school begins. All requests for music changes must be submitted in writing to the building principal before the start of school.

PHYSICAL EDUCATION

Physical Education classes are required of all students of all grades. To be excused for medical or health reasons, a note from a doctor specifying reasons and dates must be on file in the office. A student may be excused from a specific activity due to sickness or injury by bringing a note from his/her parent.

Gym outfits, tee shirts and shorts, are required for all students and may be purchased from the PTA. Gym outfits will consist of a white or gray Boardman tee shirt and maroon shorts. All students must provide their own gym shoes, clean socks, and a fresh towel. For safety reasons, all gym shoes must have laces that tie. Slip-on shoes are not permitted.

A gym locker will be assigned to each student, but each student must furnish his or her own lock.

GRADES

Grades, either A, B, C, D or U, will be assigned to students four times during the school year. At the end of the year, these four grades will be averaged and placed on the student's permanent school record. The school grading scale will be provided by the individual instructors.

SEVENTH AND EIGHTH GRADE MARKS

A, B, C, D and U grades are earned in all subjects.

A = EXCELLENT PROGRESS - Consistently scores well on quizzes and tests and completes assignments. Actively takes part in class discussions. Frequently goes beyond the regular assignments to do extra projects.

B = GOOD PROGRESS - Takes part in class discussions and does well on quizzes and tests. Completes assignments, and sometimes offers to do extra work.

C = SATISFACTORY PROGRESS - Sometimes takes part in class activities. Usually scores in the middle of class on quizzes and tests. Usually completes assignments. Overall work is of average quality.

D = SLOW PROGRESS - Needs encouragement before taking part in class work. Does not do well on quizzes or tests. Frequently comes to class unprepared.

U = MINIMUM PROGRESS - UNSATISFACTORY - Does not take part in class activities. Gets low grades on quizzes and tests. Does not complete assignments. Often does not take advantage of the help available.

HOMEWORK

Although most teachers provide time in class for students to work on their lessons, many junior high students will find it necessary to do some school work at home.

HONOR ROLL

Seventh and Eighth Grade

High Honor Roll - A's in all subjects.

Honor Roll - A's and B's in all subjects.

CHEATING/PLAGIARISM

Cheating in any form, including plagiarism, is unacceptable. Students involved in cheating will be subject to an academic consequence at the discretion of the instructor.

PROMOTION AND RETENTION

Students completing the school year passing three out of their four core academic subjects are promoted to the next grade. Students failing two or three core academic subjects are expected to attend summer school for each subject they failed prior to the next school year. If summer school is not attended or successfully completed, students are candidates for retention.

Pupils failing all four of their core academic subjects (English, Math, Science, History) are candidates for retention. Each student in this category is carefully evaluated, and parents are consulted. A conditional letter of retention will be mailed to the parents no later than April 30. A final letter of retention shall be mailed to parents as soon as the final decision is made.

SUMMER SCHOOL

Each year, the Boardman Schools offer a summer school program for our students. Junior High summer school offers four major academic areas to include English, Math, Science and History. Because summer school is self-supporting, a tuition fee is charged. Parents of children who require these summer courses are strongly encouraged to enroll as soon as possible since classes are usually set in early June.

SPECIAL EDUCATION

Boardman Schools provide special educational opportunities to students who qualify under state and federal standards. Students who qualify will be provided the services necessary to meet their academic, behavioral, or social/emotional needs. If you believe your child requires specialized services, please contact a school counselor or an administrator.

BUSING

The transportation supervisor, Deborah Brothers (330-726-3409), sets up bus routes, bus stops and bus schedules. Students and families will be notified of the bus stop location in August. No student will have to walk more than 400 feet to a bus stop.

The driver is in complete charge of the bus. A few basic rules are posted in each bus, and students are expected to comply. Students not in compliance with bus rules will be referred and disciplined by the school administrators at their discretion. Consequences could include a warning, detentions, in-school reassignment, bus suspension, or home suspension. Buses are equipped with security cameras to ensure the safety of all riders.

Boardman bus routes are balanced by number of riders. It is important that all children ride only the bus assigned to their street. Students are NOT permitted to ride a different bus home with friends.

The danger and confusion of bus loading and unloading adds to the safety hazard for your child and others'. For safety reasons, when parents bring or pick up children before, during, or after school, we ask you to use the FRONT parking lot.

CAFETERIA

The school cafeteria serves a nutritious lunch with a hot dish for a cost of \$2.75 (subject to change). The menu is published monthly and posted in each classroom. Students are permitted to charge up to 3 lunches (Parents are responsible for lunch charges). Students will be offered an alternative lunch if they exceed the charging limit. Children who prefer to carry a sack lunch may do so and buy milk for \$.50. Also, breakfast is provided for \$1.50 (breakfast can not be charged). Students are not permitted to leave the building for lunch and food is not permitted to be delivered.

If your child has a life-threatening allergy/disability related to consuming milk, you must supply a medical note from a licensed physician that describes the child's condition. The physician may prescribe a substitution for milk which may be orange juice or water. This note must be on file in the Food Service Supervisor's Office. If your child does not have a life-threatening allergy/disability related to consuming milk, no substitution will be made for that child.

Boardman Schools are required to furnish free or reduced cost lunches to children whose families meet low income requirements. Applications are available in September or can be requested from the main office at any time. All applications are confidential. Students are not identified.

Pupils are expected to conduct themselves in an orderly manner during lunchtime and to abide by cafeteria rules and regulations.

CLINIC

The school's clinic is next to the office. The school nurse is assigned there for the entire day.

If you are injured coming to or while in school, you should report to the clinic immediately to see if first aid treatment is necessary. A pupil will not be sent to the doctor or hospital without the parent's authorization except under extreme emergency.

When a pupil becomes ill at school, he or she should report to the clinic with a pass from a teacher. The school is not permitted to administer aspirin or other medication, but the student may lie down for a short time to rest. The pupil may rest in the clinic for one period. If he or she is not well enough to return to class, the nurse will then call the parent. Students shall not call home or leave school without authorization from the office staff.

Medication should be given by the parent at home. If this is not possible, at the request of the parent and physician, the nurse or designee will dispense prescription/non-prescription (over the counter) medication to the student in accordance with the following:

1. An "Authorization for the Administration of Medication by School Personnel" form has been completed, signed by both the physician and the parent/guardian, and returned to the clinic by the parent/guardian.

2. Medication must be brought directly to the clinic by the parent or guardian. Parents must assume responsibility to supply the school with enough medication needed by their child. Anytime there is a change of medication, dosage, or administration time, the nurse must be notified immediately.
3. Medication must be received in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. Medication will be safely stored in the school during the entire administration period.
4. Medication must not be transported to and from school by a student except when the doctor orders the medication to be carried on the student's person for emergency use, i.e., inhalers, epi-pens.
5. It will be the responsibility of the student to notify the classroom teacher when it is time to report to the clinic for medication.
6. Cough drops will not be dispensed from the school clinic.

IMMUNIZATION REQUIREMENTS:

The Ohio Department of Health, under the authority granted in Section 3313.67, Ohio Revised Code, has established the following minimum immunization requirements for school children:

1. Diphtheria/Tetanus/Pertussis (DPT, DtaP, DT, Td): A minimum of four doses are required for grades K-12. Five doses are required for entry if the fourth dose was administered before the child's fourth birthday. One booster dose of Td or Tdap must be administered prior to grades 7-10.
2. Poliomyelitis (OPV, IPV): A minimum of three doses are required for grades K-12. Four doses are required for entry if the third dose was administered before the child's fourth birthday.
3. MMR (Measles, Mumps, Rubella): Two doses are required for grades K-12. The first dose must have been administered on or after the first birthday.
4. Hepatitis B: A minimum of three doses are required for entry into K-12.
5. Varicella #1: Required for grades K-7; If the child has had natural chickenpox and presents a signed statement to that effect, he/she is not required to be immunized.
6. Varicella #2: Required for grades K-3
7. Menactra (MCV4): The Meningococcal (AKA- Menactra) vaccine is a new government requirement for all incoming students in 7th grade.

A record of each student's immunization status must be kept on file at the school. Parents must present written evidence of the child's immunization record during school registration. The record must be an official record from the physician's office or health clinic.

CONFERENCES

Boardman Glenwood Junior High teachers and administrators believe children learn best when there is close cooperation between the home and school. Boardman Glenwood teachers have a working period during the day for preparing lessons or meeting with children, parents, or teaming with colleagues. When you would like to arrange a conference with a teacher, you are asked to call the school office (330-726-3414), and the secretary will make the appointment at a mutually agreed upon time. If you cannot come to school, a teacher will return your phone call as soon as possible.

The Boardman Schools have two days (fall and spring) set aside on the school calendar each year as parent-teacher conference days. After classes are dismissed, teachers are available during the evening for conferences. You will be notified in time to take advantage of these opportunities. All parents can profit from knowing their child's teachers. Parents and teachers appreciate hearing from each other about good students and of pleasant experiences as well as those having problems.

SCHOOL COUNSELORS

The general purpose of school counselors in the junior high is to help children develop academically, socially, morally, and emotionally to the best of their own ability so that they can become self-directed, self-reliant, and self-respecting individuals in our society. Each student is assigned to a school counselor by last name. The counselor is available for the student and parents regarding educational and career planning, as well as personal and social adjustments.

SCHOOL RESOURCE OFFICER (S.R.O.)

A Boardman Police Officer is assigned to the junior high school as a resource for students and their families. The Officer's primary duty is to ensure a safe school environment for students, faculty, and staff on a daily basis. The SRO can also assist with securing social services for students in need and facilitate diversion programs provided by the Boardman Police Department and Mahoning County Juvenile Court. The SRO is also responsible for maintaining the school's Emergency Operations Plan which is required by the State of Ohio. The SRO may present material in a classroom setting related to current challenges which teenagers are facing today. The SRO may also conduct unannounced home visits to any student who exhibits excessive tardies and/or unexcused absences from school and coordinate any remedies necessary with the court of jurisdiction.

INSURANCE

Boardman Schools offer parents an optional student accident insurance policy from an independent insurance agency. This policy covers accidental injury to the student on the way to, from, or in school. (Twenty-four hour coverage is also available at an additional cost.) This policy is intended to serve as a supplement to a family's personal insurance policy.

Every student who participates in any interscholastic athletic program must be covered by an insurance policy.

LIBRARY

The Boardman Glenwood Junior High Library offers a variety of services to students and teachers. Students can use the library during study hall, homeroom time, or during class visits. Due to space limitations, restrictions must be put on the number of students using the library at one time.

Teachers in many of the subject areas schedule their classes in the library when working on research reports.

LOCKERS

Each pupil will be assigned a hall locker and a locker in the gym. It is the student's responsibility to keep both these lockers neat and orderly at all times. Since lockers are owned by the school and loaned to students, they should not be defaced in any way.

Each student is to use only his/her own locker. Money and other valuables should not be left in lockers. Students may provide their own lock for their hall lockers. However, if any problem arises, the principal has the authority to have it cut off.

Students should develop the habit of going to their hall locker approximately three times each day. When students arrive in the morning, they must leave their coat and backpack and select the necessary books for their morning classes. Midway through the school day, students should exchange their morning books for their afternoon books. Finally, at the conclusion of the school day, students should obtain their coat, book bag, and books to be taken home.

LOST AND FOUND

Junior high students frequently lose or misplace books and apparel. Misplaced items that are marked with the student's name are usually returned to the owner. Items without names are difficult to return. Each teacher usually has a collection of lost and found items in his/her room. Valuables, such as watches, glasses and jewelry, are usually sent to the office. Books, coats, etc. are usually sent to the lost and found box in the cafeteria.

PICTURES

Boardman Glenwood permits a school photographer to take pictures of the students. In September, individual pictures are taken of each student, and a color packet is offered to parents. A prepayment plan is used for all pictures. The student who wishes a picture or packet must pay on the day the pictures are taken.

PARENT TEACHER ASSOCIATION

Boardman Glenwood has an active PTA. All parents and teachers are urged to join and become active members. The membership drive is held during the first part of the school year. Interesting and informative meetings are planned and presented by the program committee.

The junior high years are critical to the growth and development of a child. Parents need to share ideas and keep informed of the needs of their children.

ATHLETICS

Boardman Glenwood competes with other schools in volleyball, football, basketball, wrestling, track, and cross country. Boys' teams are organized in seventh and eighth grade football, basketball, wrestling, track, and cross country. Girls' teams compete in seventh and eighth grade volleyball, basketball, track, and cross country. Our school is a member of the Junior High Division of the Ohio High School Athletic Association and is governed by its rules and regulations. Students may try out for these teams, but numbers accepted must be limited for some sports because of

equipment requirements or coaching limitations. According to the Ohio High School Athletic Association, during the quarter preceding the sport in which a student is a participant, the student must pass a minimum of 5 of their courses taken and attain a grade point average of 1.0 or better on a 4-point scale. Any student who is declared ineligible may not participate with the team during any league or tournament event.

Every student who plays on an interscholastic team must have a physical examination by his or her family doctor. This is the parent's responsibility. The school is not responsible for any accidental injury.

Interscholastic athletics are not funded by the Board of Education. Boardman Glenwood funds are derived from a share of the annual magazine sale, the sale of T-shirts, admissions to our athletic contests for each sport, and proceeds from our concession stand. Each student on an athletic team, including cheerleading, must pay a \$25.00 athletic fee for each sport.

CHEERLEADING

Boardman Glenwood selects seventh and eighth grade cheerleaders to build school spirit and to increase enthusiasm for our athletic teams. Cheerleaders are chosen on the basis of their physical coordination, enthusiasm, leadership ability, and appearance. An advisor will help train the cheerleaders and be their advisor during football and basketball seasons.

TRANSFERS

A student who tries out for an extracurricular activity may not transfer to another school within the district and try out for the same activity within the same school year.

STUDENT COUNCIL

The Boardman Glenwood Student Council is a service organization elected from the student body and dedicated to the welfare of the school and promoting school spirit. Each homeroom elects a representative to the student council. The faculty nominates three candidates for each office, and the student body votes for these nominees. The student council meets periodically under the supervision of the student council advisor. All students are urged to work with their student council representative to improve our school.

ATTENDANCE PROCEDURES

Absences

Regular attendance at school is necessary to gain the maximum benefits of an education. Frequent absences will almost surely result in lower grades and academic problems. Skipping classes or truancy is usually the first step toward serious discipline problems.

When you are not able to come to school, a parent should call the school office (330-259-7138) before 9:00 a.m. to report the absence and the reason. If the absence is to be for an extended time, the reason can be given, and it will not be necessary to call each day.

Ohio law lists the following as reasonable excuses for student absence from school: (1) personal illness (a doctor's note is required when absence becomes excessive), (2) serious illness in the family requiring the student's presence (age 14 and older), (3) quarantine of the home, (4) death of a

close relative (usually limited to 3 days), (5) needed at home because of required parental absence, (6) observance of religious holidays, (7) emergencies as judged by school authorities.

After any absence, students must bring a note from their parent or doctor stating the days of the absence and the reason for the absence. A doctor's excuse will be required for all absences beyond seven days. A doctor's excuse must be received by the school within two school days of the student's return to class in order to receive "excused medical absence" status. This note should be taken to the attendance office located by the main office when arriving at school. The attendance office will complete an excuse blank for the student to take to his/her other teachers. It is the responsibility of the student to present this excuse blank to the teacher of each class that is missed.

Students will have the total number of excused absences plus one day to make up work. If your absence extends beyond three days, you may request the school to send an assignment sheet to your teachers so that you can work on your studies at home. Please do not ask for an assignment sheet if you will only be absent one or two days.

Truancy

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

The first seven absences your child has will be marked "Unexcused Verified" if a parent note documenting the absence is sent to the attendance office. Approved vacations are included in this seven day parameter. After the first seven day window, medical documentation will be required for your child to have an excused medical absence.

Boardman Glenwood Junior High may refer truancy cases to the Mahoning County Juvenile Court for prosecution.

HOUSE BILL 410 ATTENDANCE LAW

HABITUAL TRUANT

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one school month without a legitimate excuse; or
- c. Absent 72 or more hours in one school year without a legitimate excuse.

EXCESSIVE ABSENCES

- 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.

Juvenile Court Intervention

Boardman Schools have been working cooperatively with the Mahoning County Juvenile Court System to implement an Early Warning System (EWS) to provide interventions and supports for our students and families experiencing difficulties with, but not limited to, attendance, grades and behavior.

Parents of a truant student may also be assigned to the Parent Project in Mahoning County for a period of ten weeks for failing to comply with the compulsory Ohio attendance laws. The Parent Project is a parental education program administered by the Mahoning County Juvenile Court which seeks to enlighten parents of their responsibility in the education process. If a principal determines that all other measures have been exhausted in addressing a student attendance issue, he/she may mandate parent participation in the Mahoning County Parent Project. Failure of the parent to attend and complete this program may result in a complaint of Parental Education Neglect being filed in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined up to \$250.00 and may be incarcerated up to 30 days in the Mahoning County Jail.

Tardies

When a student is tardy, and school is already in session, he should bring a note to the attendance office when he/she arrives. The teacher will give the student a tardy slip so that he/she will be admitted to classes. Absence from classes due to tardiness, leaving early or absence, should be kept to a minimum. When a class is missed, a student must get an excuse blank from the attendance office and have it initialed by the teachers concerned. It is the student's responsibility to make up any work missed.

Early Dismissal

A note from the parent is also required when you are to be excused early. This note should be brought to the attendance office, and the same procedure will be followed as for an absence.

Vacations During the School Year

Parents are strongly encouraged to schedule family vacations at such a time as not to interfere with the adopted school calendar. However, the Board recognizes that there are times when families cannot control the dates when vacations must be taken. Therefore, if there is no alternative to a family scheduled vacation during the time when school is in session, the school district may honor the request based on the following criteria:

1. The vacation will not require the student to miss more than five school days per school year.
2. The vacation is a family vacation with at least one parent or guardian participating.
3. The student's record of prior absences for the school year is within the 10% limit, and the student is not a habitual or chronic truant as defined.
4. The student and parent has filled out a vacation approval form and has had it approved by the principal or his designee, 5 days prior to the vacation starting.
5. The student will receive work prior to departure; work must be completed the day of return.

CLASSROOM VISITATIONS

Classroom visitations by parents or guardians of current or prospective students will not be honored. However, a mutually agreed upon visitation time may be scheduled with an instructor before, during, or after school when students are not receiving instruction.

PARENT REQUESTS FOR A SPECIFIC TEACHER

Boardman Glenwood Junior High principals and teachers will NOT accept requests from parents for specific teachers. It has become increasingly difficult to meet the learning needs of our diverse student population each year while trying to honor parent requests. Imbalances occur when there are too many requests which makes teaching/learning more difficult. Parents who have legitimate learning concerns about their child can write a letter to the principal explaining their concern; however, letters requesting a specific teacher will not be accepted.

BOARDMAN LOCAL SCHOOLS CODE OF STUDENT CONDUCT

The rules and standards set forth apply to conduct on school property, on school buses, and off school premises which directly affects other students, the school, or its staff, and at school functions of any kind. Conduct while on a field trip approved by the Board or its designee is also subject to the rules and standards defined in this policy. Any conduct which causes or which creates a likelihood of causing disruption or interference with any school function, activity, or purpose, or creates the likelihood of causing interference with the health, safety or well being, or the rights of other students is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all acts of misconduct can be itemized. The following is an enumeration of some of the main areas of misconduct which will lead to disciplinary action:

- a. Stealing, causing damage to, or destroying school or private property.
- b. Hazing, threatening, intimidating, assaulting, causing or attempting to cause mental or physical injury or harm to any student, employee, or any other person.

Harassment is defined as “annoying, incessant, critical attacks on another person.” These can be gestures, comments, or actions which tend to demean another person on the basis of age, color, creed, national origin, disability, or sex.

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying,” in accordance with Ohio law, means any intentional written, verbal, graphic, or physical acts including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of

physical harm and/or damaging of students/personal property;
and,

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Anyone who witnesses or suspects that a student or adult is being harassed, intimidated, or bullied in any way should report it immediately to the building principal.

Sexual harassment is defined as “unwelcome physical contact, sexually explicit language or gestures, uninvited or unwanted sexual advances, or an offensive overall environment including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.”

- c. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- d. Possessing, using or transmitting any object that, in fact or under the circumstances can be considered a weapon. Prohibition to include firearms, knives, destructive devices, as well as metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other harmful items.

Firearms include any weapon, including a starter’s gun, which will (or is designed to, or may readily be converted to) expel a projectile by the action of any explosive.

The term destructive device means any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, mine, or similar device. A knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.

- e. Using profane, indecent, or obscene language either verbally or in writing toward any student, teacher, or any other person. Included in this prohibition would be the use of indecent or obscene gestures, signs, pictures, or publications.
- f. Gambling on school premises, on school buses, or at school events.
- g. Failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized personnel. All school personnel are authorized to make rules to apply to their classrooms, study halls, buses, bus stops, cafeterias, playgrounds, etc., which will aid in the efficient and positive operation of the school system. Any request made by school personnel must be promptly complied with by pupils in a spirit of cooperation and courtesy.
- h. Failure to comply with the minimum personal grooming guidelines as established by students, teachers, and administrators.
- i. No student shall possess, consume or show evidence of having consumed, offer for sale, or provide any alcoholic beverages, illegal or non-prescribed drugs while in the school building, on the school grounds, or at any school activity. This policy includes counterfeit substances which are thought to be drugs, sold as drugs, or

inferred by the seller or buyer to be mind-altering substances or illegal drugs. Also included is the possession or use of drug apparatus. The penalty for violation of this policy on the first offense shall be immediate suspension for a minimum of 5 days to a maximum of 10 days. The second offense will be a 10-day suspension with a recommendation to the Superintendent that said student be expelled from school and a referral be made to the Boardman Police Department. Suspension of a temporary instruction permit or a driver's license or denial of an opportunity to obtain a permit or a license may also result.

- j. Smoking or use of smokeless tobacco on school buses, in school buildings, on or near school grounds or at any school-sponsored activities is strictly prohibited. Violation of this rule will result in suspension. Students will not be permitted to have tobacco in their possession while in the school building. This also includes any and all e-cigarette devices. Students having tobacco in their possession (in pockets, purses, etc.), even though they are not using it, will be given in-school reassignment. The second violation will result in suspension and will be treated as though the tobacco was being used. A cigarette in the student's hand, whether lit or not, will result in suspension and will be treated as though the cigarette was being used. Included in this prohibition is the intentional or unintentional use of fire which damages or destroys school or private property.
- k. Loitering at any time on school grounds, in buildings, (restrooms, hallways, etc.), or adjacent properties.
- l. Failure to comply with attendance procedures will result in suspension, referral to the Mahoning County Juvenile Court, and/or the recommendation that the student be processed for expulsion.
- m. Truancy from classes and study halls will result in detention and/or suspension. Repeated class cuts can result in removal from the class and loss of credit.
- n. Falsifying the name of another person, falsifying times, dates, grades, addresses or other data on school forms or correspondence directed to the school or to authorized school personnel.
- o. Persistent disobedience or gross misconduct not otherwise defined.

The penalty for the violation of these policies will be decided upon by the administrative staff. Such penalties can come in the form of counseling, parent conferences, assignment of additional work, rearrangement of class schedules, detention, suspension to a maximum of 10 days, recommendation for expulsion from school and/or referral to the juvenile authorities as well as permanent exclusion.

ELECTRONIC COMMUNICATION DEVICES

Students are not permitted to use/display communication devices (cell phones, radios, digital cameras, smart watches etc.) during school hours or on school buses. Examples of devices included in this policy are CD/MP3/DVD players, video games, radios, or other devices deemed to be distracting. Any confiscated electronic devices will result in discipline and remain in the office until retrieved by the parent or guardian.

NARCOTICS DOGS

The Boardman Schools and the Boardman Police have entered into an understanding to establish a mutually acceptable policy and procedure for the use of trained narcotics dogs to detect the possible presence of illegal or unauthorized controlled substances on school grounds. During the school year, without prior notification to the schools, the police will arrive and request permission from the principal to conduct a sweep with trained narcotics dogs. After students and staff have been directed to remain in their classrooms, the narcotics dogs will visit the halls and lockers. (Students are reminded that their lockers are school property and are subject to random inspection.) When the 15-minute sweep has been concluded and the dogs have been removed, students and staff will be so notified.

COMPUTER NETWORK AND INTERNET “ACCEPTABLE USE POLICY AND AGREEMENT”

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. To this end, the Boardman Board of Education, in collaboration with the Mahoning County Educational Service Center and our Data Acquisition Site (ACCESS), has adopted an “Acceptable Use Policy.”

Parents/Guardians and students seeking access to the computer network will receive a copy of this document for review. Signatures will be required prior to access being granted.

GANGS POLICY

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment will not be tolerated by the District. The Board believes gangs and gang activity create an atmosphere where violations of district policies and regulations, as well as State laws, may occur.

Incidents involving initiations, hazing, intimidation and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The Board directs the administration to prohibit any student from wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action.

Staff shall be provided with the necessary information that will enable them to identify symbols used by those involved in gang-related activities which include things such as hand signals, apparel, jewelry and/or any other pertinent gang related information.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (holding hands, kissing, etc.) are not permitted in school.

GUM CHEWING

Boardman Glenwood Junior High does not permit the chewing of gum in school.

DETENTION, IN-SCHOOL REASSIGNMENT, SUSPENSION, EXPULSION, EXCLUSION

Detention is designed as a penalty for many disciplinary infractions. Students will be assigned detention by an administrator and should report to 128 from 7:45 until 8:30 a.m. Failure to report to assigned detentions may result in in-school reassignment or suspension.

If a student has committed a serious infraction, or when a student has continually failed to cooperate, an in-school reassignment/suspension from school from one to ten days may result. Students will be given a written notice of the intention to suspend and will be granted an informal hearing.

A student may be expelled for severe misconduct or repeated misconduct that has not been improved after assigning detentions and/or suspensions.

Repeat referrals to the office for disciplinary reasons, such as disrespect toward a staff member, fighting in school, or other serious violations of the student code of conduct, may result in the exclusion of that student from any and all extracurricular activities. These activities include, but are not limited to, attendance at school-sponsored dances, parties, sporting events, field trips, and special school events.

DRESS CODE

The following dress code was approved by the Boardman Board of Education. Although a student's dress is a responsibility of the parent, this will serve as a guide to what the school considers appropriate.

It is the purpose of this code to ensure that the educational process may occur without interruption and the junior high school student is taught the hygienic skills and basic appearance necessary to be a productive member of society. Freedom of expression is one of the basic civil liberties of the American way of life. With this liberty comes the responsibility of good citizenship manifested through decorum, modesty, common sense, and decency which enhance the process of education. The mission of the school includes the fostering and development of social skills, respect for all people, the development of school pride and spirit, and understanding/respecting diverse viewpoints, all with the goal of providing a safe, friendly, and productive learning environment for all students. With this in mind, the following guidelines are presented to ensure the optimal learning environment for all students.

1. All clothing will be clean, in good repair, not oversized or undersized, and worn as it was designed. Mesh or see through clothing is not permitted.
2. All tops must be long enough to overlap with your pants or skirt. All tops must cover shoulders & backs. Sleeveless shirts and/or tank tops are not permitted.
3. Clothing that advertises activities related to alcohol, drug, or tobacco use is prohibited. Likewise, any clothing that displays obscenities, weapons, double meanings, promiscuous or sexual messages/pictures is also prohibited. Clothing also must not contain racial slurs, ethnic epithets, gang affiliations, hate group, terrorist or violent messages.
4. Clothing that promotes or displays the names of local or competitive high schools (other than those directly connected to the Boardman Local Schools) is not permitted.
5. Hats, bandanas, skull caps, headbands, sunglasses, and other head coverings are not to be worn or carried during school hours.

6. Pants must be worn at the waist and in good repair with minimal worn areas. Ladies are permitted to wear pants that extend below the knee to mid shin (capris). Sleepwear, sweatpants, leggings/yoga pants are not permitted.
7. Shorts (except for the first 3 weeks and last 3 weeks of school with a zipper/button), short dresses, and short skirts are not permitted. Dresses and skirts must extend beyond fingertips.
8. All hair must be clean, well groomed, and worn in a style as to not obscure one's identity. Extreme hair color or style is not permitted. Facial hair must be neatly trimmed and must not be of extreme color or style.
9. Safe shoes or sandals with backs must be worn. Slippers, flip flops and slides are not permitted.
10. Jewelry, accessories, or objects that may cause harm to self or others may not be worn. Examples include but are not limited to: chains, ropes, spiked jewelry, or any other heavy or sharp object.
11. Heavy jackets and other over-sized outdoor clothing are not to be worn during school hours. Because of varying classroom temperatures, it is highly recommended a sweater, sweatshirt, or light jacket be available in a locker to compensate for uncomfortable conditions.
12. Students need to be aware that school organizations and departments have the right to make reasonable demands beyond those of the minimum guidelines.

Any student whose appearance is distracting or disruptive to the optimal learning environment will be considered in violation of this code. The administration will serve as the final authority on all matters related to dress and grooming. These are the minimum guidelines for acceptable wear at Boardman Glenwood Junior High School. When a student is in dress code violation and unable to correct the violation, the student will be placed in ISR and not permitted in the school population while in dress code violation. (If a medical condition conflicts with any of these requirements, a signed doctor's excuse is required to be on file describing the condition and the area it affects.) The administration may approve certain days for spirit or fundraising purposes in which parts of the dress code may be waived (Spirit Week, Hat Day, Shorts Day, etc.).

EMERGENCY DISASTER PLAN

Emergency disaster drills are required by Ohio Law. When an emergency disaster (tornado, nuclear, etc.) is eminent, a warning over the P.A. or an intermittent ringing of the school bells will be sounded. When a warning is given, all students and teachers are to proceed to a safer area, stand quietly and wait for further instructions. Safer areas are inside halls away from possible flying glass. Maintain a one-meter pathway down the center of the hall. The all clear will be given over the P.A. or two short rings on the school bells. A disaster plan map of the school will be posted in each room.

Fire and tornado drills are required by Ohio Law so that you will be familiar with procedures in time of emergency. Your teachers will instruct you as to the proper exit and where to go. Important things for each pupil to remember are:

1. Keep calm.
2. Follow instructions.
3. Do not talk.
4. Do not push, run or shove.
5. Stay with your class and stay in line.
6. Walk at a moderately fast pace.
7. Do not block fire hydrants or fire lanes.

FEES AND FINES

The Boardman Board of Education furnishes textbooks to each pupil for each subject when applicable, but the student must pay for expendable items. Each pupil must furnish his own notebook, paper, pencil, and ballpoint pen.

Each student will have a \$26.00 fee to cover the cost of school materials. Some teachers may require current events papers or magazines beyond the normal fee, and this will also be the responsibility of the student.

The library will charge a nominal fine for overdue or lost books.

Pupils are financially responsible for excessive damages to or loss of school-owned textbooks.

Each student on an athletic team, including cheerleading, must pay a \$25.00 athletic fee for each sport.

Music fees for Band and Orchestra Rentals are \$47.00 per year.

IMMUNIZATION

No pupil shall be permitted to remain in school for more than fourteen days unless he presents written evidence that he has been immunized pursuant to section 3701.13 of the Ohio Revised Code.

STUDENT GRIEVANCE PROCEDURE

The Boardman Board of Education has adopted a policy against hazing and harassment as well as a policy on nondiscrimination on the basis of race, color, national origin, sex, and disability in educational and activity opportunities for students.

Any Boardman student eligible by law to attend Boardman Schools who believes he/she has a grievance in violation of these policies is advised of the following procedures in seeking redress:

1. A student who feels that he/she has a grievance because of discrimination, hazing or harassment may discuss it with his/her teacher or counselor to determine if the issue can be settled informally. If the grievant determines that said discussion does not produce a satisfactory resolution to the grievance, the grievance may be processed to step 2 of the grievance procedure provided that it is filed within twenty (20) days after the grievant knew or should have known of the event giving rise to the grievance.
2. The student may present the grievance in writing to the building principal or designee who shall arrange for a meeting to take place within (5) days after receipt of the grievance. The principal or designee must provide the student with a written answer to the grievance within five (5) days after the conclusion of the meeting.

3. If the grievance is not resolved at step 2, or if the time limits are not met, the student may process the grievance to the Director of Instruction within five (5) days after the receipt of the step 2 answer or within eight (8) days after the meeting in step 2, whichever is later. A meeting with the aggrieved student must take place within five (5) days of receipt of the appeal. Each party shall have the right to have present at such meeting such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the hearing officer shall have five (5) days in which to provide a written decision to the student.
4. If the grievance is not resolved at step 3, or if the time limits are not met, the student may process the grievance to the Superintendent within five (5) days after the receipt of the step 3 answer or within eight (8) days after the meeting in step 3, whichever is later. The Superintendent shall arrange for a meeting with the student to take place within five (5) days of receipt of the appeal. Each party shall have the right to have present at such meeting such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Superintendent shall have five (5) days in which to provide a written decision to the student. The Superintendent's decision shall be final.
5. All time limits or days as used in this grievance procedure shall be interpreted to mean days school is in session. Except when a grievance is submitted on or after June 1, time limits shall consist of all weekdays so that the matter may be resolved as quickly as possible.

Mr. Tim Saxton
Superintendent of Schools
(330) 726-3404

SCHOOL RECORDS

Every parent has the legal right to inspect permanent school records kept in reference to his/her own child and challenge any contents which he/she deems to be inaccurate, misleading or inappropriate. Any teacher, counselor or administrator is authorized to share your child's records with the parent(s) /student(s) and answer any questions. School records will not be released to other agencies or individuals without the written consent of the parent. A personal copy may also be requested, if desired.

Each child's permanent school record contains personal identification (birth date, address, parents' names, previous schools, etc.), a summary of past academic progress, past school attendance record, health information, and testing results. Most of this information either came from the parent or was shared with the parent on report cards and other special bulletins.

STUDENT COUNCIL CONSTITUTION

Article I - Purpose and Objectives

Section 1

To promote all matters pertaining to the spirit, ideals, and practice of good citizenship in our middle school.

Section 2

To provide cooperation of the students and faculty in all extra-curricular activities.

Section 3

To give the students the opportunity to help plan and to carry out social and educational programs for the benefit of all students.

Section 4

To improve student-faculty relationships

Article II - Membership

Section 1

Each homeroom will select one representative and one alternate to represent them.

Section 2

There shall be one faculty advisor appointed by the principal.

Section 3

Members can be removed from office by a majority vote of council members and approval of the advisor.

Section 4

A member may be removed for the following reasons:

- (a) Conduct unbecoming a student council member
- (b) Failure to fulfill council obligations and
- (c) Unexcused absences from three announced meetings

Article III - Officers and Their Election

Section 1

The President shall preside at all meetings of council, shall create and appoint all committees, and SHALL BE A NON-VOTING EX-OFFICIO MEMBER OF ALL COMMITTEES.

Section 2

These officers will be elected in the following manner: Each teacher will vote in preference from the representatives. The three students with the highest number of votes will be candidates for the office available to their grade and

the student body will vote for the officer for their grade.

Article IV - Duties of Officers

Section 1

The President shall preside at all meetings of council, shall create and appoint all committees, and SHALL BE A MEMBER OF ALL COMMITTEES.

Section 2

The Vice President shall take the place of the President when the President is absent, and shall participate in other undertakings of council; in case neither could preside, one of the other candidates for President during this year's election of officers shall preside. The Vice President shall also make sure officers are doing their job, and help pick other candidates for committees.

Section 3

The secretary-treasurer shall keep a record of all money spent and received and shall keep minutes of all meetings.

Section 4

The recorder shall assume the duties of the secretary-treasurer in his or her absence and take roll call.

Article V - Meetings

Section 1

The meetings of this organization may be held once every week at a stated time decided upon by the advisor. The day of the meetings should be on different days.

Section 2

The meetings will continue from the first week after election of officers to the last week in May.

Article VI - Provision for Amendment

Section 1

Amendments may be made to this constitution if approved by 3/4 majority of council members and the faculty advisor.