



Amherst Junior High School

STUDENT AND PARENT HANDBOOK

2021 - 2022

School Hours 7:25 a.m. - 2:25 p.m.

Amherst Junior High

548 Milan Ave Amherst, Ohio 44001

Phone (440) 988-0324

Amherst Exempted Village

School District

A Good Place to Live, A Great Place to Learn

<http://www.amherstk12.org/schools/ajh>

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WELCOME

Welcome to Amherst Junior High School. On behalf of the entire faculty and staff I extend our best wishes to you for a successful school year. We look forward to supporting you in another year of academic growth.

We hope that with clear expectations, a strong instructional program, and the cooperation of you and your family, the year will be an outstanding one. We are proud of you and of the talents you possess, and hope that you will work hard to use them in the best way possible.

Please use this handbook to assist you in your educational program at Amherst Junior High School.

AMHERST JUNIOR HIGH FACULTY AND STAFF

Mr. Andrew Gibson, Principal	988-0324
Mrs. Rhonda Neuhoﬀ, Assistant Principal	988-0324
Mrs. Sandra Aufdenkampe, Principal's Secretary	988-1901
Mrs. Sharon Arendash, Secretary	988-1401
Mr. Bob Harcula, Guidance Counselor, Grade 7	988-1324
Mrs. Mary Scott Williams, Guidance Counselor, Grades 6 & 8	988-1951
Mrs. Tammy Clotz, Head Cook	988-1966
Mr. John Schmitkons, Head Custodian	988-1960

AMHERST JUNIOR HIGH MISSION STATEMENT

Our mission at Amherst Junior High School is to prepare students to meet, to the best of their abilities, the academic, social, civic, and employment needs of the future, and to produce the foundation for the development of ethics, values, and the desire for continued learning.

AMHERST JUNIOR HIGH P.T.O.

The objective of the P.T.O. is to promote the welfare of all children through a working partnership among parents, educators, and the community at large. We encourage everyone, parents and community members alike, who are concerned about the welfare of our children, to use P.T.O. as a vehicle for becoming involved in education. We welcome everyone to attend the monthly meetings.

BUILDING RULES

1. Students may not enter the building until 7:00 a.m. Doors to the building will remain locked until that time. Upon entering the building, students must report to the cafetorium and remain there until dismissed to first period.

2. At 7:25 a.m., all students are expected to be in first period class.
3. All students not involved in a supervised school sponsored activity are to leave the building by 2:40 p.m. Once students are dismissed, they are not to return to the building.
4. All bicycles should be locked in the racks. The school is not responsible for theft or damage to bicycles.
5. The lockers are school property and may be inspected at any time by the principal or other school personnel.
6. School is dismissed at 2:25 p.m.
7. All visitors are required to sign in and register in the main office. The principal will make the decision as to whether the visitor is permitted to enter the building.
8. Students are not permitted to use the office telephones for personal calls.
9. The use of cellular phones, picture phones, iPods, and related equipment is prohibited during school hours. Devices are expected to be kept in lockers and silenced throughout the school day. Students violating this policy will be subject to the following disciplinary action.

First Offense - Device taken and a verbal warning is issued. (Returned at the end of the day)

Second Offense – Device taken and detention given. (Parent called. Returned at the end of the day)

Third Offense – Device taken and detention given. (Device returned to parent or guardian)

Fourth Offense – Device taken. (Saturday School)

10. No student is to be in the hall during class time unless he/she has a properly signed assignment book.

VISITORS

In order to protect the educational integrity of our programs and the safety of our students and staff, any parent or parent representative wishing to visit the school must make arrangements in advance through the building principal. The principal reserves the right to deny, limit, or approve visits. The following are procedures to arrange a classroom visit:

A written request for the visitation will be submitted to the building principal that includes a detailed reason for the visitation. Upon completion of the written request, the principal will arrange a visitation day and time that is acceptable to the parent, teacher, and principal. A copy of the written request will be given to the teacher. The visitation day will be scheduled with three days advanced notice.

Visitors must report directly to the school office in compliance with the State of Ohio Revised Code. The building principal or another school representative will assist the parent during the visitation and will accompany the parent to the classroom. The visitation should be no longer than the average class period. Parent visits will be limited to no more than one particular classroom or teacher per grading period.

To protect the educational process for all students, parents are not to create any kind of disturbance or disruption. Discussion with the teacher or any student during the visitation is not permitted.

To protect the privacy and confidentiality rights of all students, parents are not permitted to videotape or audiotape the visitation. In addition, any comments concerning the visitation are to be discussed with the teacher or building principal at a later time when students and other staff members are not present.

LUNCH

1. The cafeteria period is designed to provide a balanced diet and proper nutrition, opportunities for socialization, and relaxation.
2. The cafeteria is a place to eat. Please help make it a pleasant place by following simple rules of courtesy and showing respect for the rights of others. Each student is responsible for cleaning the entire table and floor around the table at which she or he eats.
3. Students may not leave the school grounds for lunch. Students may purchase a hot lunch or bring a bagged lunch to the cafeteria. Milk may be purchased.

Parents can prepay any amount of money for a student's lunch in the form of cash, check or online through <https://payschoolscentral.com/>

8500D - PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

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

An elementary student (Grades K - 12) may charge three (3) meals in succession and two (2) alternative meals. An alternative meal consists of a cheese sandwich, fruit, and milk.

Parents may also pay for school meals via the Internet through the District's Nutrition Services website.

SCHOOL CONDUCT

1. Students are expected to use courteous and proper language at all times. Obscene gestures or language toward other individuals will not be tolerated.
2. Cheating is unacceptable and will result in disciplinary action.
3. Classroom behavior should always be courteous, attentive, and responsive. Students must always come prepared to do their work equipped with pens, pencils, erasers, books, completed homework assignments, etc.
4. Running, shouting, and other disorderly conduct will not be permitted in the halls.
5. Each student must follow the "Code of Conduct" of the Amherst Board of Education.
6. Students are expected to respect other people's property at all times. Stealing will not be tolerated. Strong disciplinary action will be taken.

PICKING UP A STUDENT FROM SCHOOL

Any student being picked up from school during the school day must be picked up by an adult that is listed on their contact list in Power School. If they are not listed on the contact list, then the child's legal guardian must call the office and give verbal permission for someone else to pick up their student. They must state their name, relationship to the student, and the reason for picking up the student.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his or her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. We help the new student feel at home in our school with new teachers and friends in a different setting.
2. We hold individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. We have a testing program designed to help the student learn as much as possible about his capabilities.
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

ACCESS TO STUDENT RECORDS

Student records are available to the parent, adult student, and certain other persons in accordance with the procedures of Amherst Exempted Village Schools. In situations where a student has both a custodial and a non-custodial parent, both shall have access to the student's health and educational records unless agreed to otherwise in writing by both parents or specifically stated by a court order as received by the District.

STUDENT FEES

Student fees should be paid in the office or to the child's first period teacher during the first nine weeks of school. A fees due letter will be sent home with each student.

FORGED ABSENCE EXCUSES, DETENTIONS, AND OTHER SCHOOL DOCUMENTS

Students who falsely sign the names of parents and teachers will be subject to disciplinary action.

FIRE DRILL

The signal for a fire drill is a high-pitched, continuous piercing noise along with strobe lights in the halls.

PROCEDURES

1. Students will use room exits as indicated by the classroom teacher.
2. Students who are not in their assigned classroom should leave by the nearest exit.
3. Students will leave rooms quietly in a single file. Move quickly and don't push.
4. When outside the school, proceed far enough away from the building to ensure safety. Students will then proceed to their designated gathering and accountability areas.



AJH CLASS SCHEDULES

BELL SCHEDULE

Warning Tones - 7:20 a.m.

First Period	7:25 a.m. - 8:17 a.m.
Second Period	8:20 a.m. – 9:12 a.m.
Third Period	9:15 a.m. – 10:07 a.m.
4A	10:10 a.m. – 10:36 a.m.
4B	10:36 a.m. – 11:02 a.m.
5A	11:05 a.m. – 11:31 a.m.
5B	11:31 a.m. – 11:57 p.m.
6A	12:00 p.m. – 12:26 p.m.
6B	12:26 p.m. – 12:52 p.m.
Seventh Period	12:55 p.m. - 1:47 p.m.
COMET PRIDE	1:50 p.m. – 2:25 p.m.

ONE HOUR EARLY DISMISSAL

7:20 - Warning Tones

First - 7:25 - 8:10

Second - 8:13 – 8:58

Third - 9:01 - 9:46

4A - 9:49 - 10:15

4B - 10:15 - 10:41

5A - 10:44 - 11:10

5B - 11:10 - 11:36

6A - 11:39 - 12:05

6B - 12:05 - 12:31

Seventh - 12:34 - 1:25

TWO HOUR LATE ARRIVAL

9:20 - Warning Tones

1st - 9:25 - 9:50

2nd - 9:53 - 10:17

4A - 10:20 - 10:46

4B - 10:46 - 11:13

5A - 11:16 - 11:42

5B - 11:42 - 12:08

6A - 12:11 - 12:37

6B - 12:37 - 1:03

3rd - 1:06 - 1:31

7th - 1:34 – 1:59

CP - 2:02 - 2:25

ASSEMBLY / TWO HOUR EARLY DISMISSAL

7:20 - Warning Tones

1st - 7:25 - 7:50

2nd - 7:53 - 8:18

3rd - 8:21 - 8:46

7th - 8:49 - 9:14

4A - 9:17 - 9:43

4B - 9:43 - 10:09

5A - 10:12 - 10:38

5B - 10:38 - 11:04

6A - 11:07 - 11:33

6B - 11:33 – 11:59

CP - 12:02 - 12:25

CELL PHONE POLICY

Students are permitted to bring cell phones and other electronic devices to school each day. However, once students arrive at school, the devices must be **TURNED OFF and stored in their lockers** until the end of the school day. This policy will be strictly enforced throughout the school year to help protect all students. The need for this policy exists because of the increasing and escalating threats of misuse, abuse, safety and disruption throughout the school day. If a student needs to call his/her parent(s) during the school day, he/she will be permitted to do so in the main office (parents may do the same via the main office).

Parents: The effectiveness of this policy depends strongly on your support and communication with your son/daughter. Please review this policy with your son/daughter, as well as the consequences (below) that will be enforced for each violation of the policy. Thank you in advance for your cooperation and support.

- 1st Offense: Device taken and a verbal warning is issued. Returned at end of the day.
- 2nd Offense: Device taken and detention given. Parent called, device returned at the end of the day.
- 3rd Offense: Device taken and detention given. Device returned to parent or guardian.
- 4th Offense: Device taken. Saturday School

ATTENDANCE PROCEDURES

Regular attendance is necessary for success in school as well as required by law. State of Ohio report card standards require school districts to average an attendance rate of 93% or better. It is the responsibility of the parent/guardian to have students in regular attendance. In accordance with the Missing Child Law (ORC3313.205) and House Bill 410, the following procedures will be in effect.

If a student is absent from school for any reason not listed in this section or fails to comply with the necessary procedure, the absence will be considered unexcused. The principal shall grant a student an excused absence when the reason for the absence is consistent with Ohio school law. The student is entitled to make up any tests and assignments missed.

Attendance will be classified under 2 categories:

- **Excused Absence**: an absence where parent and/or guardian properly provides a phone call or note within 48 hours of the absence. The following reasons will be classified as an excused absence per Ohio Revised Code and district policy:
 1. personal illness (a written physician's statement verifying the illness may be required)
 2. illness in the family necessitating the presence of the child
 3. quarantine of the home

4. death in the family
5. medical or dental appointment (with proper documentation)
6. observation or celebration of a bona fide religious holiday
7. college visitation (up to 3 visits with proper documentation)
8. emergency or other set of circumstances in which the judgment of the Superintendent of Schools or designee, constitutes a good and sufficient cause for absence from school

- **Unexcused Absence/Tuant**: an absence where a parent/guardian does not make contact with the school to verify absence for one of the eight excused absence reasons per Ohio Revised Code. Excessive unexcused absences may result in a court referral per House Bill 410.

If the student has more than 65 hours of absences, every absence thereafter will be considered truant, unless it is a school-authorized field trip, suspension, or medically certified absence.

REPORTING PROCEDURES FOR ABSENCE

The parent/guardian must notify the school by 9:00 am if the child is absent (not in school at 7:25 a.m.) using the school attendance phone number (440-988-0324). The notification must contain the **name of the parent/guardian making the call**, **date of the call**, **date of the absence**, and **reason for the absence** (must be one of the eight excused absence reasons).

If no parent/guardian notification is received, it is our policy to call the home of the absentee. It is also our policy to spot check student absences, even if a phone call has been received. If the parent does not contact the school or the school is unable to contact the parent/guardian, the student will be listed as unexcused for the day and considered truant.

Upon returning to school, a student needs to bring a written note from the parent/guardian if a phone call has not been received in the attendance office. If a written note is received with the date of the absence and one of the eight excused absence reasons, the unexcused absence will be changed to an excused absence. Students returning to school without a phone call or note will be considered unexcused and truant.

PRE-PLANNED EXTENDED ABSENCE

The Amherst School District understands that extended absences for worthwhile educational experiences or family activities (vacations) may come up throughout the year. The parent or guardian should seek approval of the school administration and complete the Pre-Planned Extended Absence Form. The school will make every effort to provide homework prior to the absence with two week's advanced notice. An extended absence will be unexcused until the parent completes and submits the Pre-Planned Extended Absence Form.

A.M. AND P.M. ABSENCES

Students who sign out after 9:25 a.m. and prior to 12:30 p.m. due to illness, doctor's appointments, etc. and do **not** return to school will have a half day p.m. absence for the day. All absences are uncertified unless documentation is provided to the attendance office for appointments, funerals, court dates, etc.

HOUSE BILL 410: DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

The Amherst Exempted Village School District will follow the policies and procedures as mandated by House Bill 410.

- Habitually Truant: absent without legitimate excuse (please see previous Attendance Procedures for explanation of excused absences) for:
 - 30 or more consecutive hours (4.56 consecutive school days)
 - 42 or more hours in a school month (6.38 school days per school month)
 - 72 or more hours in a school year (10.94 school days per school year)
- Excessively Absent: absent with or without legitimate excuse (please see previous Attendance Procedures for explanation of excused absences) for:
 - 38 or more hours in one school month (5.85 school days per school month)
 - 65 or more hours in one school year (10 school days per school year)

AJH TARDY POLICY

Arriving to school on time is a pivotal part of a successful day. We take attendance in our first period classes, at 7:25 a.m.

A student will be permitted to be tardy to school two times during each 9-week grading period, but will receive warnings for those tardies. However, starting with the third tardy to school, a progressive discipline procedure will be followed:

1st Tardy: Warning

2nd Tardy: Warning

3rd Tardy: Office Detention

4th Tardy: Office Detention – Parent / Staff Intervention Plan Meeting

Subsequent Offenses: TBD

Parents: The effectiveness of this policy strongly depends on your support, assistance, and commitment to seeing that your child is at school on time. Thank you in advance for your cooperation.

If a student misses a class because of tardiness, it will be considered an unexcused absence.

Habitual tardiness may result in disciplinary action including Saturday School and/or Suspension from school.

No student is permitted to leave the building during any lunch period without a guardian.

ILLNESS DURING SCHOOL

A student who becomes ill during the school day must report to the office/clinic. The office will contact a parent or guardian, if a parent cannot be reached an alternate person on the Power School emergency contact list will be contacted.

ATHLETIC AND EXTRACURRICULAR ACTIVITIES

Athletes must be present for at least one half of the school day to participate in a practice or contest on that particular day. Medical appointments, funerals, or any other emergency may be excused if approved by the Athletic Director or Principal.

MAKE-UP WORK

It is the student's responsibility to make up work that is missed because of absence. Upon returning to school, the student must make arrangements with his/her teacher for make-up work.

In general, students who have missed work because of absence will be given one school day to make up each day's missed assignments. Extensions may be granted at the discretion of the teacher. If a student is absent for one day, he/she is encouraged to contact a classmate to obtain the assignments. If a student is absent for more than one day, a parent or guardian may contact the office at 988-0324 before 8:00 a.m. and make arrangements to pick up assignments between 2:30 p.m. and 3:30 p.m.

Students who receive their first suspension will be permitted to make up work for credit.

STUDENT GUIDELINES FOR ATTENDING ATHLETIC EVENTS

Students are advised to be aware of the following rules. These rules apply to all athletic contests:

1. Cheers, which are obscene, debasing or harassing in nature are prohibited and are not to be directed toward anyone.
2. Verbal or physical interference with anyone is prohibited. Spectators are not permitted on the floor.
3. Throwing objects is prohibited.
4. Signs and noisemakers are not permitted at games. This is a conference rule.
5. Students must follow directions given by any school or game official. This includes officials from the opponent's school.
6. Anyone violating these rules or other rules in the student code of conduct will be removed from the game and is subject to further disciplinary actions and forfeit the privilege of attending contests for the remainder of the season.

ACADEMIC RECOGNITION

Amherst Junior High publishes an All A's, High Honor and Honor Roll report at the end of each grading period which lists students who have distinguished themselves by academic achievement. The breakdown is as follows:

Straight A's	All A's
High Honors	3.50 - 3.99
Honors	3.00 - 3.49

AMHERST ACHIEVEMENT AWARDS

Our students are recognized in the following areas:

1. Scholastic Award-Students who attain All A's, High Honor or Honor Roll status for the first three grading periods are invited to attend the academic recognition assembly held in May.
2. Music Award-Instrumental and vocal music recognition of outstanding musicianship and service awards are given each year.

President's Award for Educational Excellence - Students must have attained a 3.5 GPA on a 4.0 grading scale, which includes all of seventh grade and the first semester of eighth grade. Students must have also received an Advanced Score on the state test in Reading and Math. Certificates are awarded at the recognition assembly held in May.



GRADING SYSTEM AND REPORT CARD

The evaluation of a student's achievement is one of the important functions of the teacher. The marking system is as follows:

A+	=	98% - 100%	(4.0)
A	=	93% - 97%	(4.0)
A-	=	90% - 92%	(3.666)
B+	=	87% - 89%	(3.333)
B	=	83% - 86%	(3.0)
B-	=	80% - 82%	(2.666)
C+	=	77% - 79%	(2.333)
C	=	73% - 76%	(2.0)
C-	=	70% - 72%	(1.666)
D+	=	67% - 69%	(1.333)
D	=	63% - 66%	(1.0)
D-	=	60% - 62%	(.666)
F	=	59% - and below	
I	=	Incomplete	

Grades are determined by grade point average. Earning a D or F would disqualify a student from All A's, High Honors and Honor Roll.

An incomplete is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his assignments. An incomplete on the report card may become an "F" four weeks from the date it is issued. Make-up work is the complete responsibility of the student.

BUILDING OPERATIONS

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. The students pay for workbooks and other supplies. Textbooks are to be kept clean, covered, and handled carefully.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, unnecessary clapping, boisterousness, and talking during a program.

STUDENT COUNCIL

Your student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have regular contact with the school administration.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT - DIRECTORY INFORMATION

In order to comply with the regulations regarding the disclosure requirements contained in the Family Education Rights and Privacy Act, directory information regarding Amherst students will be released to persons or organizations requesting the information.

Directory information shall include the following:

1. Name, address, telephone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Dates of school attendance

Any parent or adult student who desires this directory information not be released may stop in the school office and file this request on forms available.

CHAPERONES

There is an occasional need for parent/guardian chaperones for field trips and activities that occur both within the normal school hours and beyond normal school hours (overnight field trips, for example). As needed, parents and guardians will be informed of these opportunities. The administration, for the health, safety, welfare of the students, and the integrity of the educational process, has the final say as to whom may be allowed to chaperone a field trip or event. This administrative decision is final.

CLASS VISITATION

Students from other schools are not allowed to shadow or visit Amherst Junior High School except as part of a school sanctioned event (Student Council exchange, e.g.) or as part of an office-guided tour for prospective students. Parents are allowed to observe a child's classroom only under the following conditions: five days written notice to the administration, reason for the visit, and a signed agreement by the parent to abide by the building safety procedures (sign-in, name tag, etc.). Parent visits will be limited to no more than one particular classroom or teacher per semester. For the safety, welfare, health of the students and to prevent any disruption to the educational process, the administration reserves the right to deny building visitation privileges to any parent. This administration decision is final.

TRESPASSING AND LOITERING

Unauthorized students shall not trespass or loiter in the school building or on property owned by the Board of Education. Examples of such offenses include unauthorized visitations to other school buildings, loitering around a building other than the one in which the student is enrolled, or loitering in/or around a building while it is in session.

BAND AND ATHLETIC POLICY

The Amherst Board of Education has adopted policies governing students' participation in the band and the athletic programs. The advisor or coach will explain this policy to student participants before the commencement of each season.

PHYSICAL CONTACT

Physical contact, kissing, and handholding are behavior that have a correct time and place. A school is not such a place. This activity cannot be allowed in the academic atmosphere of a school. Persistence in this behavior will result in parents being contacted and possibly additional consequences.

MINI-BIKES, MOPEDS, MOTORCYCLES AND OTHER MOTORIZED VEHICLES

Mini-bikes, mopeds, motorcycles and all other motorized vehicles are subject to the same regulations as automobiles. The following regulations apply to the operation of the above vehicles while on Board of Education property:

- A. These vehicles may be operated only on driveways intended for use by motorized traffic.
- B. The operation of these vehicles on walkways intended for pedestrian use is prohibited.
- C. The operations of these vehicles on athletic fields or school campuses are prohibited.
- D. These vehicles must be parked only in designated parking areas when parked on Board of Education property.

- E. Vehicles on school property may not be used for illegal or dangerous purposes and can be inspected by the administration.

DRESS CODE

The Amherst School District recognizes that the legislative authority to provide for a school Dress Code Policy has been provided through Ohio Revised Code 3313.66.5. The Amherst School District Board of Education, based on the recommendation of the 2003-2004 Ad Hoc Committee on Student Dress, adopted a revised mandatory Dress Code Policy for all students in grades kindergarten through twelve beginning in August 2004. The Amherst Board of Education and Ad Hoc Committee strongly believe that the dress code should emphasize modesty, and place primary responsibility of enforcement on the parents.

Further, they hope that the Dress Code will:

1. Help to establish a more positive atmosphere conducive to education.
2. Help to instill student discipline.
3. Help to eliminate peer pressure dealing with student attire.

UPPER BODY GARMENTS

1. Torn, ripped or tattered clothing may not be worn.
2. Muscle shirts, halter-tops, midriff tops, tank tops, spaghetti strap tops, tube tops, and revealing tops may not be worn.

LOWER BODY GARMENTS

1. Undergarments may not be visible while standing or sitting.
2. Torn, ripped or tattered clothing should be worn with tights underneath and should be appropriate for school as determined by the administration.
3. Short shorts, spandex, cutoffs, and ultra miniskirts may not be worn.
4. Pants must be cinched at the waist - No sagging

TEST FOR APPROPRIATE LOWER BODY GARMENTS

With the student standing at rest his/her arms at his/her side, fingers fully extended, the garment must extend beyond the longest finger on the hand.

ADDITIONAL PROHIBITIONS

1. Unclean or disheveled clothing is not permitted.
2. Spiked jewelry, chains hooked to wallets or belts, large pendants, or any other jewelry or objects that could cause injury or otherwise constitute a hazard are not permitted.

3. Students are prohibited from wearing or carrying articles of clothing, buttons, patches, jewelry, and any other forms of nonverbal communication, which promote drugs, tobacco, alcohol, glorify death and mutilation, contain profanity, vulgarity, espouse violence, call for illegal act; and/or other disruption, and/or state or suggest sexual activity.
4. Bandannas, hats, caps, or headbands are not to be worn or carried in school. No headwear of any kind is to be worn or carried in school.
5. Mirrored glasses or sunglasses, including prescription sunglasses may not be worn in school.

NOTE: Building Administration reserves the right to deem certain clothing inappropriate for school and may request the student to change clothes.

ADDITIONAL REQUIREMENTS

1. Outerwear must be stored and may not be worn during the school day without permission. "Outerwear" is defined as any clothing designed to be worn outdoors.
2. Shoes or sneakers must be worn at all times. Slippers may not be worn.
3. Students must be well groomed, clean, and neatly attired while on school premises or at school-sponsored functions. Hair, sideburns, mustaches, and beards must be clean and neatly trimmed.
4. Pajamas, pajama pants, loungewear and/or slippers may not be worn during the school day.
5. Book bags stay in lockers during the day.

SPECIAL EVENTS

Upon written request of any teacher or coach, and with the written pre-approval of the Administration, temporary exceptions to this Dress Code Policy may be made for special events such as holiday parties, sporting events, and the like. Any student representing Amherst Schools may be held to more rigid and specific guidelines. It would remain the student's choice to participate. The teacher, coach, or advisor, together with the principal, may establish their guidelines.

OPT-OUT PROVISION – Dress Code Policy

The Amherst School District recognizes that certain parents or guardians, for religious, medical or other lawful and bona fide reasons, have the right to request that their child not conform to certain requirements or other terms of this Dress Code Policy. Such parents or guardians shall have the opportunity to meet with the school principal or his/her designee to discuss their concerns, provide specific reasons for their child's requested nonconformity, and request a waiver which would allow their child to opt-out of specified requirement/s or other term/s of this Dress Code Policy, but requires their child to adhere to a specific dress code which would be established by the school principal and include the balance of this Dress Code Policy. If the opt-out request is granted, the parent or guardian must sign a written waiver, in the form attached, which allows their child to opt-out of specified requirement/s or other term/s of this Dress Code Policy, but requires their child to

adhere to a specified dress code which is established by the school principal and includes the balance of this Dress Code Policy.

ENFORCEMENT – Dress Code Policy

Students shall receive a warning for the first violation. Second violation may include a detention and a letter sent home. Third violation may include a two hour Friday detention. Fourth violation may include a four hour Saturday School Suspension. Any subsequent violations may include out-of-school suspensions. If in the opinion of the Administration any violation is excessively disruptive, distracting, or non-conforming, the student shall be removed immediately from the classroom until properly attired and parents or guardians shall be notified immediately. If the student cannot change into appropriate clothing, school officials may provide “spare attire” to wear.

NOTE: The Administration reserves the right to review, assess, and revise this policy at any time.

HAZING

It shall be the policy of the Board of Education of the Amherst Exempted Village School District that hazing of any type is inconsistent with the educational process and shall be prohibited at all times in the Amherst Exempted Village School District.

No administrator, faculty member, or any other employee of this school district shall encourage, condone, tolerate, or recklessly permit the hazing of any person. No student, including, but not limited to, leaders of student organizations, shall plan, encourage, or engage in the hazing of any person.

Administrators, faculty members, and other employees of this school district shall be particularly alert to potential situations, circumstances, or events that might involve hazing. If hazing or planned hazing is discovered by any administrator, faculty member, or employee, he/she shall make a reasonable attempt to prevent it, including but not limited to, informing involved students of the prohibition against hazing contained in this policy and requiring said students to cease all hazing immediately. All hazing incidents shall be reported to the superintendent immediately.

Administrators, faculty members, students, and all other employees of the school district who violate this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

As used in this policy, **hazing** means doing any act or coercing another, including the victim, to do any act of initiation into any organization that causes or creates a substantial risk of causing mental or physical harm to any person. The negligence, consent, or assumption of the risk of an individual subjected to hazing does not lessen the prohibition contained in this policy.

PUPIL CODE OF CONDUCT

The following code sets forth rules prohibiting certain types of student conduct either on school property when school is and is not in session:

- A. On the school grounds/property, during, before, or after school, when school is and is not in session.
- B. On the school grounds at any other time when the school is being used by a group.
- C. Off the school grounds, on a school bus, or at a school activity, function, or event.

A student found to be in violation of any of these rules may be suspended for a period up to ten days or be expelled for eighty school days. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, to use the corrective measures that are most appropriate.

SUSPENSION OFFENSES

1. Disruption of school* 1-10 days
2. Smoking or possession of tobacco products or vaping* 1-10 days
3. Drug offenses*
 - a. Possession, use, transmittal, or being under the influence of alcohol, a controlled substance, or drug narcotic, including but not limited to marijuana 10 days, possible expulsion.
 - b. Possession, use, transmittal, making or selling of a counterfeit controlled substance 10 days, possible expulsion.
 - c. Possession, use, transmittal, making or selling of drug paraphernalia 10 days, possible expulsion.
4. Possession, use, or threatened use of matches, lighters, firearms, knives, explosives, fireworks or other dangerous weapons or items which may cause bodily injury* 5-10 days, possible expulsion
5. Verbal assault, battery, fighting, electronic assault/harassment* 1-10 days
6. Unauthorized Bodily Contact/Unauthorized Bodily Touching – The act of physically touching or hitting, and/or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school sponsored event, 1-10 days, possible expulsion.
7. Theft of private or school property* 1-10 days
8. Vandalism of private or school property* 1-10 days
9. Insubordination* 1-10 days
10. Excessive tardiness and truancy* 1-10 days

11. Failure to serve detentions* 1-10 days
12. Any other actions detrimental to the educational system on or off school grounds 1-10 days
13. Violation of local, state or federal statutes on school property or involving school activities* 1-10 days, possible expulsion
14. Dishonesty 1-10 days
15. Sexual Harassment 1-10 days, possible expulsion
16. Gang Activity* 1-10 days, possible expulsion
17. Profanity 1-10 days

* Any student's behavior found to be in violation of local, state, or federal statutes while on school property will result in the student being referred to the proper civil authorities. Students suspended for drugs or alcohol will be encouraged to seek outside counseling.

DEFINITION OF SUSPENSION OFFENSES

DISRUPTION OF SCHOOL

No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, false alarms or any other conduct, shall intentionally cause the disruption or obstruction of any lawful process or function of the school or urge other students to engage in such conduct. The following acts are prohibited:

1. Occupying any school building, school grounds or part thereof, with intent to deprive others or interfere with its use;
2. Blocking the entrance or exit of any school building or corridor or room therein, with intent to deprive others or interfere with lawful access to or from or use of the building or corridor or rooms;
3. Setting fire to or damaging any school building or property;
4. Preventing or attempting to prevent the convening or continued functioning of any school, class, or activity, or of any lawful meeting or assembly on the school premises;
5. Preventing or attempting to prevent students from attending a class or school activity;
6. Except under the direct instruction of the principal, blocking or attempting to block normal pedestrian or vehicular traffic;
7. Continuously and intentionally creating noise or acting in any manner so as to interfere with teacher's ability to conduct his/her class or study hall;
8. Taking another student's property through coercion or threat of bodily harm.
9. Inappropriate Language – No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school sponsored or related activities or events.
10. Inducing Panic

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

The following person has been designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination:

Director of Educational Services

550 Milan Avenue

Amherst, OH 44001

440-988-4406

Title IX Coordinator's (s') contact information, including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements. NEOLA 20201

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. 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, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means 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 violence within a dating relationship.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication devise, 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 and 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 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 a teacher or counselor 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.

If the investigation finds an instance of aggressive behavior in the form 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 officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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).

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.

The following definitions are provided for guidance only. 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.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. Cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. Cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog.
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill.
3. Using a camera phone to take and send embarrassing photographs of students.
4. Posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Physically harming a student or damaging a student's property;
- B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. Creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in district business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

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.

Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX) training materials. NEOLA 20201

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who 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.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments with the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. 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 posting 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. 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 of violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

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 is directed to 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.

Adopted November 28, 2005 ~ Revised 5/21/2012

5330 - USE OF MEDICATIONS

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1B). These documents shall be kept in the office of the principal and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5330 – Drug Prevention and of the Student Code of Conduct/Discipline Code.

Annual report to ODE regarding the procurement of asthma inhalers (Policy 5330.03)

Annual report to ODE, by December 31, information prescribed by ODE regarding students with diabetes (Policy 5336) NEOLA 20201

SMOKING

The smoking or possession of any tobacco product is not permitted at any time. This rule pertains to all extra-curricular activities-both on school property and away from school.

A student shall not possess or use tobacco in any form (cigarettes, vaping products, cigars, pipes, snuff, etc.) on school premises, buses, or at school sponsored activities. E-Cigarettes/products will be considered a tobacco product and treated as such. Students may be referred to the board approved LACADA representative.

Smoking is defined as the carrying of a tobacco product on the student's person, holding a tobacco product, whether lit or not, or having held one and tossed it aside.

DRUGS AND ALCOHOL

The possession, use, transmittal, or being under the influence of alcohol or a controlled substance, drug, narcotic, including but not limited to marijuana, by students on school property, school buses, or at any extracurricular activity is prohibited. Possession, use, transmittal, making or selling of a counterfeit controlled substance is prohibited.

Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants

During school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, trafficking, apply or display evidence of consumption of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention on a student's person or in a student's purse, wallet, locker or desk. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed.

Counterfeit Controlled Substance is defined in the following ways:

1. Any drug that bears, or whose container or label bears, a trademark name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark; any unmarked or unlabeled substance that is represented to be a controlled substance; any substance that is represented to be a controlled substance or is a different controlled substance, and; any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. No student shall knowingly possess, make, offer to sell, give, package, or deliver a counterfeit controlled substance.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack, or distribute it.
3. Any substance that is represented to be a controlled substance or is a different controlled substance and
4. Any substance other than a controlled substance, which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

No students shall knowingly possess any counterfeit-controlled substance.

No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.

No student shall knowingly make, offer to sell, give, package or deliver a counterfeit-controlled substance.

LOOK-ALIKE DRUGS

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.)

DRUG PARAPHERNALIA

A student shall not possess, use, transmit or conceal any item, which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

FIREARMS, EXPLOSIVES, FIREWORKS, OR DANGEROUS WEAPONS OR ITEMS

The possession, use or threatened use of firearms, explosives, fireworks, lighters, or other dangerous weapons or items which may cause bodily injury by students on school property or school buses is prohibited.

NON-PHYSICAL ASSAULT (DISRESPECT TO TEACHER)

No student shall curse, use profanity, gesture, intimidate, harass, or verbally abuse any person with or without the threat of bodily harm.

BATTERY

No student will cause or attempt to cause physical injury or behave in such a way as could be reasonably anticipated to cause physical injury to any person.

FIGHTING

No student shall engage in fighting or Unauthorized Bodily Contact on school property, school buses, or at any extracurricular activity.

HARASSMENT

No student will be involved in physical or verbal harassment involving any school employee or other student.

MALICIOUS HARASSMENT

A student shall not maliciously and intentionally intimidate or harass another person because of that person's race, color, ancestry, religion, age, national origin, sex, or disability.

THEFT

No student shall take or attempt to take the private property of students or staff members or any property owned by the Amherst Board of Education. Restitution will be required.

VANDALISM

No student shall deface, damage, destroy, or attempt to deface, damage, or destroy the private property of students, or staff members, or any property owned by the Amherst Board of Education. Restitution will be required.

INSUBORDINATION

Insubordination is defined as disobedience or not submitting to authority while in school or on school grounds.

EXCESSIVE TRUANCY AND TARDINESS

Refer to the Attendance Section of the student folder.

UNSERVED DETENTIONS

The failure to serve assigned detentions is a suspension offense.

ANY OTHER DETRIMENTAL ACTION

1. Any action that is contrary to acceptable behavior and affects the educational system in the opinion of the administrator (on or off school grounds).
2. Violation of local, state, or federal statutes on school property or involving school activities.
3. No electronic signaling devices, audio or video recording devices are permitted.
4. The misuse of inhalants is not permitted.

DISHONESTY

Failing to be truthful to any school official. Violation of this offense may include either verbal or written misrepresentation of the truth.

SEXUAL HARASSMENT

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature.

PROFANITY

Use of profane speech. That which treats something with abuse, irreverence or contempt. To debase by wrong, unworthy or vulgar use.

GANGS

Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or "turf", or any actions that threaten the safety or welfare of others. Gang activity such as initiation, unauthorized bodily contact, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf, on school property, at school functions and school related activities, will not be tolerated.

1. A student shall not participate in gang-related activities.
2. A student shall not appear with, or wear, gang identifications such as attire, colors, clothing, or graffiti.
3. A student shall not designate boundaries or turf, or belong to any group that designates boundaries or turf.
4. A student shall not participate in hazing, initiation, or recruiting activities.
5. A student shall not deface property with gang graffiti.

It should be noted that the Amherst Schools maintain open lines of communication with local law enforcement agencies. A student who violates this section will not only be subject to the notification of his or her parents or guardian by school authorities, but also, when deemed appropriate, the student's prohibited gang activity will be reported to the local police department.

DETENTION POLICY

Detentions are given to students as a warning that some behavior must be corrected. If the inappropriate behavior reoccurs time after time, then a more serious punishment will be assigned. These guidelines will be followed concerning detentions.

A student must be given a copy of the detention. On this copy the reason for the detention will be stated. A parent is asked to sign the detention copy so that they are aware of the disciplinary action. The student must present this detention slip to the detention hall supervisor.

1. All detentions issued by teachers shall be served at a time and place determined by the teacher who issued the detention.
2. If a student does not serve a teacher detention, they may receive a one hour office detention.
3. If a student fails to serve a one hour office detention, he/she may receive a two hour office detention.
4. If a student fails to serve a two hour office detention, he or she may be issued a four hour Saturday School.
5. If a student accumulates more detentions than he/she can serve in a month they will receive an automatic four hour Saturday School. Students who receive multiple detentions may face stronger consequences for their misbehavior.
6. Students who continually miss teacher or office detentions will be subject to Out of School Suspension.

Disruptive and uncooperative behavior while serving detentions may result in suspension from school. All disciplinary action will be issued with the purpose of modifying student behavior. It is the hope of the school that students follow the school and classroom rules. Following the rules will result in a more positive school environment for all.

AMHERST DANCE REGULATIONS

In order to insure the safety of students at school-sponsored dances, we have developed the following guidelines:

1. The dances are open to Amherst students only, and school-appropriate dancing is expected.
2. The student Code of Conduct applies to all students.

SPORTS

The following sports activities are available at Amherst Junior High School. Please listen to announcements concerning their starting times.

Football Cross Country (boys and girls) Softball Volleyball (girls) Track (boys and girls)
Wrestling (boys) Basketball (boys and girls) Cheerleading

ATHLETIC PHYSICALS

Athletic physical examinations are required of all student athletes. Students may only attend announced open gym dates without a physical. Physical forms **MUST** be on file in the school office in order to participate in practices and/or tryouts for a sport. Sport physicals are required annually.

ATHLETIC ELIGIBILITY

The OHSA states that in order to be eligible to participate in junior high school athletics a (student's eligibility is determined by grades received the preceding grading period.) The grading period is the length of time covered by grade reports. A student will be eligible or ineligible for the next grading period. Each athlete will receive training rules and regulations that pertain to the sport of participation. It is important that all the rules and regulations be followed as stated.

ATHLETIC AND EXTRACURRICULAR ACTIVITIES

Students are to be in school the entire school day of the contest or extracurricular activity in order to be allowed to participate. If the student leaves school ill or is excused in the morning because of personal illness, for the physical well being of the student it may be necessary to ask for a physician's release before being permitted to participate.

If a student's appointment is prior to 8:30 a.m., the student is not required to report to school prior to the appointment.

EMERGENCY SCHOOL CLOSING - ACTIVITY CANCELLATION

In case of severe weather - snow, low temperatures, ice, etc. - the announcements for school closings and activity cancellations may be heard over radio and television stations. Also, check the district school web page. (<https://www.amherstk12.org>)

Please do not call the Bus Garage or the Board Office. In all cases the safety of your child/children comes first. If you have any comments or questions please contact the Transportation Office 440-988-2633.

INSURANCE WAIVER

I understand that, usually, a student must have school insurance to be able to take part in any school athletic program, or field trip, however since our family is covered by some other hospitalization program we do not have (waive) the school insurance on our child.

We waive any responsibility that the school might have for injury suffered while participating in any activity or program on the campus of Amherst Junior High School or sponsored by the Amherst Exempted Village Schools.

BUS TRANSPORTATION

School Bus unloading procedures are specified by the State of Ohio.

In the morning, students must be in line at the bus stop before the bus arrives. The bus driver will be counting the students twice, once as the bus approaches the stop and again as the students board the bus. This insures that no students will be left in the Danger Zone.

1. Students living on the bus driver's left hand side are given a hand signal by the bus driver when it's safe to cross. All students should also check for traffic before crossing.
2. Students who crossed will board the bus first and be counted. Students living on the bus driver's right side will board next and be counted. As an added safety procedure, the State of Ohio mandates that the bus driver count and check all mirrors before the bus begins to move.
3. School Bus unloading procedures are specified by the State of Ohio.
4. Returning home, the bus driver is again required to count the students twice at their assigned stop.
5. The bus driver counts them as they leave the bus and again when they safely reach their home side.
6. All students must go to a designated place of safety and wait until the bus leaves. As an added safety procedure, the State of Ohio mandates that the Bus Driver count and check all mirrors before the bus begins to move.

ACCEPTABLE INTERNET USE POLICY

Internet access is now available to students and teachers in the Amherst School District. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication.

For those not familiar with the term, the Internet is an "electronic highway" connecting millions of computers all over the world, and millions of individual users. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase District communication, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. The system will also assist the District in sharing information with the local community, including parents. Social service agencies, government agencies and businesses. With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Amherst School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information either by accident or deliberately.

We firmly believe, however, that the benefits to students from online access far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

To be allowed to access the internet a student must have on file a signed Internet Use agreement. The purpose of this agreement is to ensure that use of Internet resources is consistent with the district's stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you will acquire. If an Amherst School District user violates any of these provisions, his or her account will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions. To gain access to the Internet, all students under the age of 18 must obtain parental permission and parent and student must sign the Internet Use Agreement. The signature at the end of this document is legally binding and indicates. The parties who signed read the terms and conditions carefully and understand their significance.

CONDITIONS FOR INTERNET USE

1. Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or a school hallway. General school rules for behavior and communications apply.
2. The internet network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
4. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
6. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.
7. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism will not be tolerated.

8. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet as anyone but yourself may result in cancellation of user privileges.
9. Amherst School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Amherst School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
10. All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities. Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.