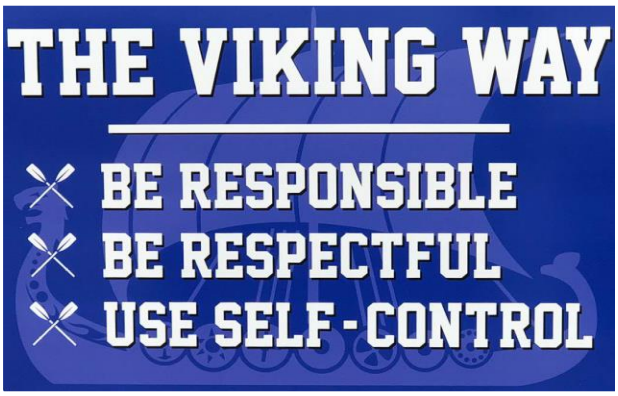


MIAMI EAST JUNIOR HIGH

STUDENT HANDBOOK

2026-2027

Miami East Local Schools

Mission Statement

We serve all students, empowering them to think critically and purposefully to succeed both in and out of the classroom. Through strong relationships, deep tradition, high expectations, and a supportive community, we inspire learners to reach their full potential — achieving excellence today and into the future.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight! Printed on recyclable paper

JULY '26

S	M	T	W	Th	F	S

End of 1st quarter 10/23
End of 2nd quarter 1/14
End of 3rd quarter 3/24
End of 4th quarter 5/28

AUGUST '26

S	M	T	W	Th	F	S
						1
2	**3**	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	**24**	**25**	**26**	27	28	29
30	31					

3 Teacher Trade-Off Workday
24 District Wide PD
24 7th/8th Open House
25 Teacher In-Service
25 6th grade Orientation
26 Students' First Day of School

SEPTEMBER '26

S	M	T	W	Th	F	S
		1	2	3	4	5
6	**7**	8	9	10	11	12
13	**14**	15	16	17	18	19
20	21	22	23	24	**25**	26
27	28	29	**30**			

7 NO SCHOOL (Labor Day)

14 School Picture Day

25 End of Q1 Midterms

30 Report Card Distribution

OCTOBER '26

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	**12**	13	14	15	16	17
18	**19**	20	21	22	**23**	24
25	26	27	28	**29**	**30**	31

1 Parent Teacher Conferences 3:30
12 **NO SCHOOL – Columbus Day/Teacher Trade Day #2**
19 Picture Retakes
23 End of First Quarter
29 JH Conferences (3:00pm)
30 NO SCHOOL – PD Day

NOVEMBER '26

S	M	T	W	Th	F	S
	2	3	4	5	6	7
8	9	10	**11**	12	**13**	14
15	16	17	18	19	20	21
22	23	24	**25**	**26**	**27**	28
29	30					

11 Veterans Day

13 CTC Trip (8th graders)
13 End of Trimester 1

25-27 Thanksgiving Break

DECEMBER '26

S	M	T	W	Th	F	S
		1	2	3	**4**	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	**21**	**22**	**23**	**24**	**25**	26
27	**28**	**29**	**30**	**31**		

4 End of Q2 Midterms

NO SCHOOL Christmas Break
December 21 - Jan 3rd

JANUARY '27

S	M	T	W	Th	F	S
					1	2
3	**4**	5	6	7	8	9
10	11	12	13	14	**15**	16
17	**18**	19	20	**21**	22	23
24	25	26	27	28	29	30
31						

4 School Resumes

14 End of 2nd Quarter
15 **NO SCHOOL- Teacher Work Day**
18 NO SCHOOL M.L. King Day
20 Report card distribution
21 MEJH Conferences

FEBRUARY '27

S	M	T	W	Th	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	**15**	16	17	18	**19**	**20**
21	**22**	23	24	25	26	27
28						

15 **NO SCHOOL Presidents' Day**
19 End of Q3 Midterm
19 End of Trimester 2
20 Vikingfest 2027

MARCH '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	**24**	**25**	**26**	27
28	**29**	**30**	31			

24 End of Q3
25 **NO SCHOOL - Teacher PD Day**
26-29 Spring Break
30 School Resumes
31 Report Card Distribution

APRIL '27

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	**19**	20	21	22	23	24
25	26	27	28	29	**30**	

1 Parent Teacher Conferences

29 End of Q4 Midterms
30 NO SCHOOL – Teacher PD

MAY '27

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	24	25	26	**27**	**28**	29
	31					

27 8th Promotion Ceremony
27 Viking Day Field Day

28 Last Student Day/End Q4
28 Awards/NJHS Induction

31 **NO SCHOOL-Memorial Day**

JUNE '27

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1st **Teacher Workday**

PRINCIPAL'S MESSAGE

It is with great pleasure that we welcome you to Miami East Junior High School, which serves students in grades 6-8. We are extremely proud of the programs we offer our students and hope that your child will find the time spent here to be rewarding and enjoyable. As we start another year in the K-8 building, our hope is that all students, parents, staff, and community members will continue to help take great care of this facility.

We believe that all children can learn and should do their best each day. All students are expected to demonstrate good behavior and a positive attitude toward learning. Although a wide variety of extracurricular programs are available, school work must be a priority. Students are encouraged to seek help if they do not understand their class work or assignments.

Respect for others as well as self will be promoted at the junior high. We insist on high educational, social, and moral standards. During this period of time between childhood and adulthood, your child needs help from both home and school. With commitment to excellence from our staff, parental support, and dedication to learning by students, Miami East Junior High can be a place of success for all.

MIAMI EAST JUNIOR HIGH GOALS

1. To develop critical and creative thinking, together with responsible action.
2. To develop the ability to solve problems in an acceptable and satisfying way.
3. To develop positive attitudes and concepts toward himself/herself, others, the school, the home, the community, and the nation.
4. To develop proficient math skills.
5. To develop an interest and skills necessary to read.
6. To develop effective oral and written communication skills.

MIAMI EAST JUNIOR HIGH ADMINISTRATION, FACULTY, AND STAFF

Mr. Jason Unger ~ Junior High Principal

Mrs. Danielle Dillon ~ School Counselor (5^{th}-8^{th})

Mrs. Nicole Sluss ~ Director of Special Education

Mrs. Miranda Martel ~ JH Principal Secretary

FACULTY

Mrs. Jamie Brown ----------6^{th} Grade Science/Math

Mrs. Kris Brush ---------- 6^{th} Grade ELA

Mrs. Jenna Charney---------- 8^{th} Grade ELA

Mrs. Jenna Coomes----------7^{th} Grade ELA

Mrs. Jodi Metzger ----------7^{th} Grade ELA

Mrs. Jodi McKinney----------Health

Mrs. Christa Everett ----------Art

Mr. Kyle Watson ---------- Physical Education

Mrs. Heather Gilliland --------8^{th} Grade Science

Mr. Dan Hickman ---------- 6^{th}/7^{th} Grade Math

Mr. Brian Kadel ------- 7^{th} Grade World Studies

Ms. Danielle Batt ------ 6^{th} Math/Social Studies

Mr. Omar Lozano ---------- Choir

Mrs. Julie Mack ------- Career Connections/Pre-Eng.

Mrs. LaDonna Mays -------- 6^{th} ELA/Social Studies

Miss Danielle Meier------ Special Education

Mrs. Rebecca Reynolds ----- 8^{th} Grade Math

Mr. Alan Russell ------- 8^{th} Grade American History

Mrs. Brittany Scarpella--------- Computers

Mr. Jeff Smith ---------- Band/6^{th} Grade Music

Mrs. Janet Stevens ----------8^{th} Grade ELA

Ms. Katie Dotson ----- Special Education

Mrs. Haley Meyer -----Special Education

Mrs. Jennifer Bowsher ----- 7^{th} Grade Science

SPECIAL SERVICES

Mrs. Tracy Frock-------Title 1 Aide

Mrs. Nicole Yeaple --------Library Aide

ATTENDANCE REGULATIONS

Attendance Policy

Good attendance is essential for the students to receive full benefit of the educational program. The Board of Education, administrator and teachers of the Miami East Junior High School recognize the importance of regular daily attendance in laying a foundation of reliability and responsibility. The following attendance policy has been established:

The Board considers the following factors to be reasonable, legitimate excuses for time missed at school:

A. personal illness (a written physician's statement verifying the illness may be required);
B. appointment with a health care provider;
C. illness in the family necessitating the presence of the child;
D. quarantine of the home;
E. death in the family;
F. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
G. attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course;
H. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty;
I. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity; Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
J. such a good cause as may be acceptable to the Superintendent;
K. medically necessary leave for a pregnant student in accordance with Policy 5751;
L. service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725;
M. college visitation; The District requires verification of the date and time of the visitation by the college, university, or technical college.
N. absences due to a student's placement in foster care, or a change in foster care placement, or any court proceedings related to their foster care status;
O. absences due to a student being homeless.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

· Students/Parents are allotted 10 parent call-in days per school year as an excused absence. Miami East Junior High students may miss up to 10 days of school per year without a medical excuse, provided the parent contacts the school by 9am and/or provides a note within 5 days after the absence.
· Unexcused Absence Definition: An unexcused absence is any time a student/parent does not submit professional documentation (doctor notes, court forms, etc.) or any official form provided by Miami East (family vacation form) for the absence beyond the 10-day parent call-in limit per school year. Family Vacation Forms must be turned in before the first day of the absence. Other professional documentation must be turned in within five school days of the absence. A parent call-in past the 10-day limit is not an excused absence.
· Death of a family member is considered an excused absence. Please contact the office.
· Students will receive a lunch detention for each unexcused absence beyond the 10-day

limit each school year. · Each school day missed is counted as a separate absence.
· Vacation Forms: An application is available from the office for a waiver of one vacation, up to 5 days. The form must be completed and approved prior to the vacation. Please refrain from taking vacation during state testing as these days will not be approved.
· Any student participating in an extracurricular activity or an athletic activity, practice, or contest, must be signed in by 9:25am and/or cannot sign out before 12:50pm on the day of the activity.
· If a parent/guardian doesn't contact the school for 2 consecutive days, a home visit may occur.
· MAKE UP WORK: Students will be granted one day of time to make up work per excused day. However, when a teacher has set a long-range deadline for an assignment or test, those conditions will supersede the conditions noted above. Students should plan to obtain make-up work during Intervention following their return to school.

Attendance Support Tiers & Notifications (HB 96 Compliance)

In alignment with Ohio attendance law and board policy, the District utilizes a tiered intervention system to support student success and address chronic absenteeism.

- **Tier I: Universal Support (5% Notification)** When a student misses 5% of the school year (45.5 hours for K-8; 50 hours for 9-12), a Notification Letter will be sent home.
- **Medical Trigger (65-Hour Rule)** Once a student reaches 65 total hours of absence (excused or unexcused), the District may require an official medical provider's excuse or a court note for **every** subsequent absence to be marked as excused. Without this documentation, further absences will be recorded as unexcused.
- **Tier II: Targeted Support (10% Chronic Absenteeism)** When a student misses 10% of the school year (91 hours for K-8; 100 hours for 9-12), they are considered "Chronically Absent" under Ohio law. Targeted interventions will be implemented to identify and remove barriers to attendance.

Tier III: Intensive Support (Habitual Truancy) Triggered by unexcused absences of: 30+ consecutive hours, 42+ hours in a month, or 72+ hours in a year. This requires a formal Habitual Truancy letter, the implementation of an Absence Intervention Plan (AIP), and potential referral to Juvenile Court.

COMPUTERS/INTERNET

Computers and Internet access, including wireless service, are available to students and provided in various locations throughout the building. Internet access is monitored by teachers and is screened through a proxy server furnished by the Internet provider. However, students must assume responsibility for proper and acceptable use of this service. Improper use of the system will result in loss of computer/Internet privileges and may result in disciplinary action.

By signing for receipt of this Handbook on Final Forms, both student and parents acknowledge understanding of the guidelines stated above.

CONFERENCES

Parents will be invited to come to school for conferences with the teachers. During these conferences, parents can pick up a copy of their student's grade card that were sent home with students earlier that day. If a parent has a concern, we encourage scheduling a visit to meet with teachers. In addition, telephone calls and e-mails are used throughout the year to make contact with parents as needed.

STUDENT CONDUCT/BEHAVIOR

Classroom:

Good conduct is expected in every classroom. You must be quiet when the teacher is ready to start class. Poor conduct prevents the fundamental aim of learning. Learn to respect

the rights of others. You must be on time to all your classes. You are not permitted to leave the classroom until the teacher dismisses the entire class. All teachers have classroom rules posted in their classrooms.

Hallways:

Conduct in the hallways should be the same as in the classroom. Students are not to run or talk loudly, or yell in the halls. Pupils going from one class to another should walk to their right. Learn to close locker doors without banging them.

School Grounds:

The entire faculty will expect and demand appropriate conduct for students of your age at all times when on school grounds.

GENERAL POLICIES AND PROCEDURES

Activities:

Miami East Junior High offers a comprehensive list of activities most of which are scheduled at the end of the school day. Band and choir is held during the school day. Other activities are football, volleyball, cross country, boys' and girls' basketball, wrestling, track, cheerleading, National Junior Honor Society, JH Blue Crew, and our student newspaper. Participation in these, as well as other activities are dependent upon acceptable behavior during the regular school day and at all school functions.

Fire, Tornado, and School Safety Drills:

Directions are posted in each room. Safety procedures will be practiced periodically.

Assignments:

ASSIGNMENTS MUST BE COMPLETED AND TURNED IN ON TIME. Work must be done by each student. Assignments may not be done during another class unless the teacher has announced a study hall time. Credit for late assignments is at the discretion of the classroom teacher. You can expect to have homework to do every night.

ATHLETICS & JUNIOR HIGH ELIGIBILITY

1. OHSAA and District Athletic Rules apply.

2. Student/athletes must not be under disciplinary action from the principal or on a disciplinary contract.

3. Students must maintain a 2.0 GPA or above and not have 2 or more F's at the end of each grading period **(report card grades)** to be eligible to participate in athletics at MEJH.

4. Must pass a required physical examination and signed off on Final Forms.

5. Must abide by the rules of the coaching staff and athletic department.

6. The Miami East Athletic Code of Conduct will be administered to any student-athlete in addition to the school discipline code from the JH Student Handbook for school activity infractions.

HOMEROOM

These rooms are assigned for the purpose of checking attendance, making announcements, taking lunch counts, and allowing students to seek academic help from their teachers. Upon entering school in the morning, between 7:05am - 7:20am all students will be expected to report to the gym. After 7:20am, students should report directly to Homeroom.

GYM

No one will be permitted on the gym floor without proper shoes. Gym shoes, shorts and tee shirts are required for Physical Education classes. Sweats may be worn.

COURTESY TO TEACHERS

This is an item that should be understood and needs no explanation. Never refer to a teacher by first name. The use of Mr., Mrs., Ms. or Miss is required.

CODE OF CONDUCT

The code of conduct for Miami East Junior High School students is set up under the premise that students come to school for an education and that the school should provide a wholesome atmosphere. This gives all students an opportunity to have a positive experience. The student code of conduct and disciplinary

procedures will be applied to all school-related activities conducted both on and off school property, during the school day and during those times where school-related activities are taking place outside of the regular school day. Any student who aids and/or abets any student in the commission of any school violation may receive a penalty equal to the attempted violations.

Students behaving in an inappropriate manner described below may be given detention at the discretion of the principal. Detention will usually be assigned during the school day. However, students may be assigned after school detentions if necessary. Detention will be used for violation 1 offenses unless they are recurring offenses. Any violation that is severe or recurring may result in Saturday School.

Normal disciplinary action may result from excessive talking, failure to complete homework, or failure to follow school rules. Disciplinary action which does not subject a student to suspension, expulsion or emergency removal does not require a hearing or notice. Students may be sent to the Principal's office for corrective discipline and returned to class without any notice or hearing procedure.

Violation I

Students behaving in an inappropriate manner described below may receive a warning up to detention(s) at the discretion of the Principal.

"examples of such violations include, but are not limited to."

1. Throwing any article.
2. Disrupting class and the educational process.
3. Display of affection of any kind.
4. Violation of the dress code.
5. Use of inappropriate language on school property.
6. Gambling.
7. Tardiness to school and/or class during the day.
8. Chewing gum while in school.
9. Possession of drinks other than milk or water during school hours.
10. Failure to return library books by due date.
11. Use of a cell phone or other electronic device without teacher permission may result in consequences as noted in Violation I or II. Cell phones and electronic devices should remain off and out of sight while at school except when use is permitted by a teacher. If heard or seen, the electronic device will be confiscated and returned to the parent.
12. Academic Dishonesty – Homework and class assignments. (results in loss of credit)
13. Any unexcused absence without professional documentation over the 10 absence limit per school year.
14. Body sprays, perfumes, or colognes are *not permitted to be used at school. Roll on/stick antiperspirants only.*

Violation II

Students behaving in an inappropriate manner described below may be given 1 or 2 Saturday Schools at the discretion of the Principal.

"examples of such violations include, but are not limited to."

1. Each accumulation of (4) lunch detentions will earn a student (1) Saturday School.
2. Not being truthful to school personnel.
3. Skipping class.
4. Failure to serve a lunch detention.
5. Verbal or physical harassment - attempting to bully, harass online, embarrass by ridicule, chronically trouble or annoy another person, or to threaten another student.
6 Truancy.
7. Repeated Violation I infractions.
8. Destruction or misuse of school property.
9. Forgery or falsification of documents.
10. Academic Dishonesty (**see definition**) - will result in loss of credit for that assignment such as a test, quiz, or project.

11 Leaving the building/school grounds without permission.

12. Disrespect or inappropriate behavior towards a school employee or another student.

13. Possession of water guns, laser pens, lighters and other items.

14. Profanity or obscene gestures.

15. Use of technology (cell phones, cameras) in the bathrooms or locker room areas.

16. Inappropriate touching of another student: smacking, pushing, kicking, grabbing are just a few examples.

17. Being removed from class (or detention) for disruption of the educational process or walking out of class without permission.

FIGHTING

Fighting is defined as a willful act of hostile bodily contact among two or more persons. Upon investigation, self-defense shall not be considered as an act of fighting. However, should the investigation show little or no evidence of self-defense, both parties involved in the fight will receive three (3) days out-of-school suspension for the first offense. The second offense will be five to ten (5 to 10) days of suspension; the third offense will result in recommendation to the Superintendent of Schools for expulsion.

Violation III

Students behaving in an inappropriate manner described below will be given a minimum of three (3) Saturday Schools up to a maximum equivalent to five (5) Saturday Schools. Out of school suspension up to ten (10) days and a letter recommending expulsion may be forwarded to the Superintendent at the discretion of the Principal.

"examples of such violations include, but are not limited to."

1. Stealing or attempting to steal or be in the possession of property either on school grounds or during school.
2. Extortion - obtaining from someone something through force or threat.
3. False accusation of a teacher.
4. Repeated Violation II infractions.
5. Possession or use of tobacco products. Tobacco products are defined to include, but are not limited to: snuff, chewing tobacco, cigarettes, cigars, electronic/vapor devices and any other product containing traces of tobacco. Possession is defined as including, but not limited to, having in one's hand, on one's person, in a purse, book bag, school locker, duffel bag, or other property in possession of the individual. Use of tobacco products is defined as including, but not limited to as having tobacco product in one's mouth, in the process of dropping or placing in one's mouth, having smoke come out of one's mouth or nose. Use or possession constitutes three (3) Saturday Schools and participation in the school smoking cessation classes. A second offense constitutes three (3) days out of school suspension. Violations of the Athletic Code of Conduct will also result in discipline when applicable.
6. Exposing self on school property.
7. Possession and/or distribution of pornographic material.
8. Excessive disrespect to staff member or another student (i.e. bullying, profanity directed toward that person.)
9. Inappropriate use of computers, cell phones, or technology as noted on page 5 of this handbook and as defined in the Miami East Acceptable Use of Technology Guidelines.
10. Inappropriately touching another student.
11. Inappropriate physical contact with a student that may result in harm or injury, whether accidental or intentional, is strictly prohibited.
12. Student behavior that is deemed excessively inappropriate, disruptive, unsafe, or inconsistent with the values and expectations of the school.

Violation IV

Students behaving in an inappropriate manner described below may be suspended out-of-school not to exceed ten (10) days and expulsion may be recommended. If the act is illegal, the case will be turned over to the appropriate authorization for disposition.

"examples of such violations include, but are not limited to."

1. Possession of weapons such as knives, chains, etc.
2. Initiating a false alarm or deliberately setting or reporting a warning to a staff member.
3. Possession or use of explosive devices, including, but not limited to fireworks and smoke bombs.
4. Selling, furnishing or purchasing illegal drugs, alcohol (including nonalcoholic wines and beers), look-alike drugs or paraphernalia related to drugs while on school property and/or at a school related activity, whether or not such activity is on school property.
5. Possession or use of illegal drugs, alcohol (including nonalcoholic wines and beers), look-alike drugs or paraphernalia related to drugs while on school property and/or at a school related activity, whether or not the activity is on school property.
6. Being under the influence of illegal drugs or alcohol while on school property and/or at a school related activity, whether or not such activity is on school property.
7. Assault, attempted assault or threat to school employees or other students.
8. Possession or use of firearms, knives, or other dangerous weapons, whether legal or illegal. Dangerous weapons are fully described below.
9. Destruction of school property in a willful and/or intentional manner.
10. Making a threat to use weapons or a bomb. See paragraph 6 under Dangerous Weapons.
11. Inducing a panic, i.e., false alarm or other severe emergency causing evacuation of school property.
12. Repeated #3 violations.

DANGEROUS WEAPONS and CRIMINAL ACTIVITY

1. Any student bringing a firearm to school, or onto property owned or controlled by the School Board, shall be expelled by the Superintendent for a period of one year. Such expulsion may be reduced by the Superintendent on a case-by-case basis.
2. Any student bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity, that is being conducted on behalf of the School Board, and held on or off school premises, may be expelled by the Superintendent for period of one year. Such expulsion may be reduced by the Superintendent on a case-by-case basis.
3. Any student bringing a knife to a school operated by the Board, onto any property owned or controlled by the Board, or to an interscholastic competition, an extracurricular event, or any program or activity sponsored by the school district, or in which is a participant, may be expelled by the Superintendent for a period not to exceed one year.
4. Any student possessing a firearm or knife at a school, on any property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, which was initially brought onto school property by another person, may be expelled by the Superintendent for a period not to exceed one year.
5. Any student committing an act, that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property as defined in R.C. sec 2901.01 (A)(5) and (6), while the student is at a school, on any other property owned and controlled by the Board, or at an interscholastic competition, or any other school program or activity, may be expelled by the Superintendent for a period not to exceed one year.
6. Any student who makes a bomb threat to a school building or to any premise at which a school activity is occurring at the time of the threat may be expelled by the Superintendent for a period not to exceed one year.
7. Definitions:
    a. “Firearm” means any weapon (including starter guns) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver or any such weapon and any firearm muffler or silencer or any destructive device.
    b. “Destructive device” means any explosive, incendiary or poison gas,

i.e., bomb, grenade, rocket, missile, mine or similar device.

c. "Knife" includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle.

CAFETERIA RULES

Eating in the cafeteria is a privilege that may be denied. Students throwing food, touching or eating someone else's food, failing to clean their eating areas, or walking around the cafeteria, will face the loss of this privilege. Food is not to be taken from the cafeteria. Students will not be permitted to charge more than a designated amount. Each student is responsible for taking his/her tray to the dishwasher window, throwing away proper items and placing silverware in the container. Students may not walk around the cafeteria socializing at other tables.

DETENTION AT THE JUNIOR HIGH

- Lunch detention will be held during recess and study hall.
- Students may not attend "activities" if they are assigned a detention that day. (i.e. Band, Choir, Strength and Conditioning, Club Meetings)
- Students will serve (2) days for (1) lunch detention slip received.
- Pupils are required to report to detention with class work to do. If student fail to show, additional consequences can be administered.
- Classroom assignments must be brought to detention or students are encouraged to read for AR.
- No talking or communication is to be permitted between pupils assigned to detention.
- **The accumulation of four (4) in-school lunch detentions earn a student one (1) day of Saturday School.**

DRESS CODE

The type of dress you wear is closely correlated with your attitude and behavior. Good grooming and proper dress help create an impression of you. Good taste in dress is an important part of wholesome classroom environment. The responsibility for proper school dress is that of the student and his/her parent. All students have the responsibility to be neat and clean. In addition, all students must follow the guidelines below:

1. Hats, caps, headbands, or other objects on the head are not to be worn in the building.
2. Shorts or skirts may be worn if they are mid-thigh in length**.** Running shorts, cut offs, spandex shorts, bicycle shorts, athletic shorts, short or very tight shorts, pants, or skirts are not permitted to be worn.
3. Shoes or sandals are to be worn at all times.
4. A bare midriff is not acceptable.
5. Muscle shirts, tank tops with thin straps, or tops with spaghetti straps are not permitted.
6. Wearing of sunglasses is prohibited.
7. Shirts, hats, any other item of clothing, purse, book bag, duffel bag, or similar item containing obscene or vulgar language or pictures, or promoting drugs, alcohol, tobacco products, violence, or promote safety concerns are not permitted.
8. Chains are not permitted to be worn or attached to other items.
9. Bracelets or necklaces with spikes are not permitted.
10. Sagging pants will not be permitted. Dress pants, jeans, shorts, etc. must be worn at the waist. For safety reasons, pant legs may not be so long that they cause the student to step or walk on them.
11. Pants that have large holes, tears, or cuts are not permitted.
12. Leggings/jeggings may be worn. However, the shirt/top/sweatshirt must be worn at mid-thigh length.
13. Blankets are not considered clothing. Students may not carry a blanket around school with them.

Parents are urged to monitor their child's dress to ensure acceptable standards. Any form of attire that may disrupt the classroom or in any way interrupt the educational process will not be permitted.

SATURDAY SCHOOL PROGRAM

The Miami East student discipline code is in effect for all school activities at home or under direct supervision at away locations.

The Saturday School program was adopted to supplement school detention. Saturday School is operated on Saturday of each week (except those Saturday mornings that occur during school holidays.)

SATURDAY SCHOOL REGULATIONS

A. Saturday School is a two-hour study hall, which meets on Saturday mornings at the junior high school from 7:30-9:30 a.m. It is intended to serve as a replacement for suspension from school for disciplinary reasons.

B. Each student is expected to bring study materials with him or her to study for two (2) hours. Acceptable working materials for Saturday School must include textbooks, library books, and homework assignments.

C. Students who fail to bring appropriate work or who fail to study/read will be dismissed and an additional Saturday School will be assigned.

D. Failure to serve the assigned Saturday School without notification may result in a one (1) day out of school suspension.

DUE PROCESS IN DISCIPLINARY PROCEEDINGS

Students are entitled to due process when they are subject to major disciplinary action such as suspension, expulsion, or any other action that will gravely affect their record, reputation and future opportunity in society. These procedures shall follow the guidelines as established in section 331 3.661 of the Ohio Revised Code.

The following procedures should be followed when the penalty for misconduct will be expulsion, a permanent notation of the misconduct on the student's record, and/or the lengthy or permanent curtailing of any other student rights to participate in any school activity.

EXPULSION

1. The Superintendent is the only school administrator who may expel a student.
2. The Superintendent (designee permitted only during extended absence of Superintendent) must give the student and his parent, guardian, or custodian written notice of the intention to expel the pupil.
3. The notice must include:
    a. Reasons for the intended expulsion.
    b. The right for the student and his parent, guardian, or representative an opportunity to appear upon request before the Superintendent or designee to challenge the action or to otherwise explain the pupil's action. This hearing cannot be compelled by the administrator (the Board of Education shall furnish legal counsel to the Superintendent or designee who is hearing that appeal if the student brings legal counsel and the administration requests legal advice. This point is applicable at all points in the suspension and/or expulsion portion of the Board policy.)
    c. Time and place of hearing must not be less than three days and no later than five days after the notice is given. Public law 93-380 mandates that whenever a student has attained eighteen years of age, the rights accorded to the parents of the student shall therefore only be required of and accorded to the student. If a student refuses to sign the form for the notice of parents or guardian, his/her refusal will be noted in the presence of a witness.
    d. The Superintendent may grant an extension of time. If granted, he/she must notify all parties of the new time and place. Compliance with all provisions of the law has been met at this point prior to an expulsion. The decision must now be made to expel or not to expel, the process moves to Step 4

    e. Within twenty-four (24) hours of the expulsion the Superintendent or Principal must notify the parent, guardian or custodial of the student and the treasurer of the Board of Education of the action to expel. An expulsion can be no longer than eighty (80) days. The notice of expulsion must include:
        1. Reasons for Expulsion.

2. The right of the student, parent, guardian or custodian to appeal to the Board of Education or its designee.

3. The right for representation at the appeal.

4. The right to request the hearing be held in executive session.

Appeal to the Board of Education

1. A student or his parent, guardian, or custodian may appeal his Expulsion to the Board of Education or its designee. The student or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee.
2. A verbatim record is required.
3. The decision to act on an expulsion must be made at a public meeting of the Board. The Board may affirm, reverse, vacate, or modify the expulsion by a majority vote.

Further Appeal

1. The decision of the Board of Education can be further appealed in the Court of Common Pleas under Chapter 22506, ORC.

SUSPENSION

1. The Superintendent and Principal (designee permitted during extended absence of Superintendent or Principal) are the only school administrators who may suspend a student.
2. The Superintendent and Principal (designee permitted only during extended absence of Superintendent or Principal) must give the student written notice of the intention to suspend the student. The notice must include:
   a. Reasons for the intended suspension.
   b. The right for the pupil to appear at an informal hearing before the Principal, Assistant Principal, Superintendent's designee to challenge the reasons for the intended suspension or otherwise explain the actions. This hearing may take place immediately.

Public law 93-380 mandates that whenever a student has attained eighteen years of age the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be documented in the presence of a witness.

Compliance with all provisions of the law has been met at this point prior to a suspension. The decision must now be made to suspend or not to suspend. If the decision is to suspend, the process continues to Step 3.

3. The Principal or designee must notify the parent, guardian, of Custodian of the pupil and the Treasurer of the Board of Education of the action to suspend. The period of the suspension cannot go beyond ten (10) days. The notice of suspension must include:
   a. Reasons for the suspension.
   b. The right for the student, parent, guardian, or custodian to appeal to the Board of Education or its designee.
   c. The right for representation at the appeal.
   d. The right to request the hearing is held in executive session.

4. A student who is suspended shall be permitted to complete any assignments missed because of the suspension, and receive up to 75% credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension.

Appeal to the Board of Education

1. A student or parent, guardian, or custodian may appeal the Suspension to the Board of Education or its designee. The student or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee.
2. A verbatim record is required.

3. The decision to act on a suspension must be made at a Public meeting of the board. The board may affirm, reverse, vacate, or modify the suspension by a majority vote.

Further appeal

1. The decision of the Board of Education can be further appealed to the Court of Common Pleas under Chapter 2506, ORC.
2. Make up work will be granted for work missed during Suspension. One day per day of suspension for makeup work is allowed.

Emergency Removal

1. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on school premise, the student may be removed under these conditions.
2. The Superintendent, or principal, may remove the student from the premises, or from the curricular or extra curricular activity.
3. Teachers may remove the student from the curricular or extra curricular activity under their supervision, but not from the premises. The reasons for the removal by the teacher must be submitted to the Principal, in writing, after the removal is conducted.

   A. A due process informal hearing must be held within Seventy-two (72) hours after the removal is ordered except in cases of normal disciplinary procedures where a student is removed for less then twenty-four (24) hours and is not subject to suspension or expulsion. If the Superintendent or Principal reinstates a student prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate.

   B. The notice of the informal hearing must be given to the student as soon as possible prior to the hearing and must include:

   C. Reason for the removal.

   D. Any intended disciplinary action.

   E. The student must have the opportunity to appear at the informal hearing before the Principal, Superintendent, or his designee for the intended suspension or otherwise explain his actions.

NOTE: The hearing procedure here is in accordance with the suspension procedure. If the intention is to expel, the expulsion procedure should be followed.

REVISED/ADOPTED: June 23, 1987

EARLY DISMISSAL

Authority - As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the student's parent or guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include medical or dental appointments which cannot be scheduled outside of school hours, medical disability, family emergency, court appearance, or such good cause determined acceptable by the building principal.

No teacher has the authority to dismiss pupils from school. This responsibility is vested solely in the Principal and/or designee. No pupil shall be permitted to leave school before the regular dismissal at the request of or in the company of, anyone other than a school employee, police officer, or a parent or legal guardian of the child unless permission is so granted by the parent(s) or legal guardian. Any student wishing an early dismissal on a given day needs to submit to the office a note from the parents, or guardians, requesting the dismissal and stating the reason, time and date of request. The student needs to be signed out by an adult in the office at the designated early dismissal time.

CLINIC INFORMATION

A child with a fever of 100 degrees or greater needs to be fever free for 24 hours without the use of medication before returning to school. If a child has vomited within 24 hours, he or she is not permitted at school. After 24 hours of no vomiting, the child can return to school.

MEDICINE IN SCHOOL

Students are not to bring medicine to school under ordinary circumstances. If a student's health requires that medicine be taken during the school day, the student should have parents or guardians fill out an authorization, which can be obtained from the junior high school office or clinic. Medicine needed under these circumstances will then be stored in the clinic and dispensed to the student according to the doctor or parent's instructions.

ACADEMIC DISHONESTY

It is expected that all MEJH students continually strive to be persons of integrity. Academic dishonesty violations on tests, quizzes, projects, class and homework assignments are not limited to the following examples:

- copying or allowing another student to copy all or part of another student's assignment.
- failure to cite borrowed ideas and thoughts in quotations or on bibliography /work cited page.
- giving or receiving information (orally, visually, electronically, etc.) during tests, quizzes, or assignments.
- bringing prepared materials (i.e. notes on cheat sheets, hands, arms, clothing, study guides, or non-approved browser tabs) to the testing area. Using said materials and/or having them visible with or without intent.
- revealing test information to other students inside or outside of the test area.
- Turning in/using an internet resource as your own work.

Violation I

Academic Dishonesty - Consequences for Minor Violations (homework and class assignments)

Each teacher will have clearly stated expectations for homework and other minor class projects. Consequences will include, parent notification, a lunch detention, and a zero on the assignment.

Violation II

Academic Dishonesty - Consequences for Major Violations (Test, quiz or projects)

1 or 2 Saturday Schools will be given to the student(s) involved, parents will be contacted by the teacher, and a zero on the assignment will be given. *Students running for National Junior Honor Society or on an athletic team will also follow their written consequence.*

MAKE UP WORK

Students will be granted one day of time to make up work per excused day. However, when a teacher has set a long-range deadline for an assignment or test, those conditions will supersede the conditions noted above. Students should plan to obtain make-up work during Intervention following their return to school. Students receive one (1) day of make-up time for each out of school suspension day.

LATE ASSIGNMENTS

Late assignments will receive a 10% deduction, at the teacher's discretion. A zero (missing assignment) will be recorded in Progress Book for work not submitted.

VISITORS

All visitors are to report to the office. Parents are always welcome at any time. If the parents want to talk to a specific teacher or teachers, arrangements should be made with the administration.

CELL PHONES & OTHER ELECTRONICS

Cell phones, AirPods, Smartwatches, tablets, and other electronic devices should remain off and out of sight while at school, except when use is permitted by the teacher or principal's office. If heard or seen, the device will be confiscated and returned to the parent. Failure to comply to teacher/admin request will result in further disciplinary action.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

Should the schools be closed due to inclement weather during the year, information may be obtained from all greater Miami Valley radio, television stations, school Twitter (X) sites, and Final Forms. Also, links to media web sites with school closing information will be available from the Miami East Local School District's web site. You may also call the BOE office for school delay or closing information.

STUDENTS SELLING AT SCHOOL

No items of any description may be sold by students at school at anytime without approval from the Principal. This includes the selling of any item, i.e. candy, tickets, etc., for organizations outside of the school.

CLASS TRIP POLICY

- Students who have a failing cumulative average in (1) or more core classes will be excluded from the trip.
- Students who repeatedly fail to follow school rules may be excluded from the trip for safety reasons (at the discretion of the teachers and administration).
- Students who accumulate four or more Saturday School assignments in 6th or 8th grade years are excluded from the class trip(s), though they may appeal the decision directly to the principal.
- Students who have received suspensions during their 6th or 8th grade years are excluded from the class trip, but may appeal directly to the principal.

SCHOOL DISTRICT WEB SITE

The district web site is available at **www.miamieast.k12.oh.us** and is updated regularly. Please check the site for schedules and important information. Visit us on Twitter @MiamiEastJH.

TEXTBOOKS

Basic textbooks are furnished by the Miami East Board of Education. Students are responsible for the books issued to them. Writing in a book, defacing it, or folding down the corners of pages makes a student liable for a book fine. The book fine is equivalent to the cost of replacing the book.

SUPPLIES AND FEES

School supply fees must be paid in full (or a payment schedule set up with the Principal's Office) by **September 30th** by Board Policy. If not, students will not be allowed to participate in any school activity where money is involved such as school trips or 8th grade promotion ceremony until the account is paid. All unpaid balances will be carried forth throughout a student's school career.

TRANSPORTATION - RULES AND REGULATIONS

DISCIPLINE OF STUDENTS

A. The bus driver in charge is responsible for discipline and has the authority to maintain discipline on the bus in a fair and just manner.

B. Discipline procedures that go beyond the driver shall be handled as follows:

1. An appropriate referral form will be used to obtain the involvement of the principal in resolving a bus disciplinary matter.
2. A warning may be given for the first offense. The principal will determine the appropriate discipline. A student may be disciplined for the first offense if warranted in the principal's judgment.
3. If problems continue, the building principal may suspend the student from riding the bus for a time to be determined. The parents, bus coordinator, and superintendent will be notified of such action.

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background to learn through the curriculum offered in this district.

PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

CONTROL OF NON-CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the District examined by an appropriate panel of resource people and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

INTERVENTION

Students who fall below the "proficient" mark on the OST in ELA and/or Math, will be required to attend an intervention period during the school day.

National Junior Honor Society

National Junior Honor Society (NJHS) is a national organization whose purpose is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and encourage good citizenship in students at the junior high level. Our school's chapter operates under the direction of and in full compliance with the National Constitution of NJHS. Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student. Our chapter strives to exemplify the Society's standards of scholarship, service, leadership, character, and citizenship. These five ideals are considered as the basis for selection. No student is inducted simply because of a high academic average. The National Junior Honor Society exists to recognize the total student—one who excels in all of these areas. www.NJHS.us.

Students' academic records will be reviewed at the end of their 7th grade year, as well as in December of their 8th grade year. All students who meet the local chapter requirement of a 3.75 cumulative GPA (beginning with Spring 2026 induction) at that time will be invited to complete a candidate information form to demonstrate their achievements in the five standards. These candidate information forms, in addition to feedback from school faculty members, will be reviewed by our school's five-member NJHS faculty council. Final selection must be made by a majority vote of the council. Once inducted, members will participate in meetings and activities designed to develop leadership and character, as well as to provide service and promote academic achievement and good citizenship within our school and community.

Certified Staff Calamity Day Expectations

Staff Expectations

1. For teachers of grades 2-12, assignments will be posted to Google Classroom by 9:00 am each morning that we have an E-Day.
2. For teachers in grades Kindergarten and 1st, they will communicate with Mr. Rohrer how they will post or provide assignments for students.
3. Teachers will be available throughout the day from 9:00 am to 2:00 pm to check emails from students and or families to help with assignments. (*This means periodically and not all day*)
    a. If emails or messages are received after 2:00 pm they can be addressed the next day.
    b. Intervention Specialists will be available as well to assist students with assignments and help modify assignments as needed.
    c. Title teachers and HS Librarian will work with their building principals for their plan for the day and will communicate by 9:00 am.
4. The buildings will have a digital attendance sheet where teachers will report who did not complete their assignments after the 5 (In person) school days have passed.

. Any student who did not complete the assignments within the 5 (In person) school day window will be considered absent for the E-Day or period.

5. If teachers are unable to fulfill the expectations for the day they will need to take appropriate leave.
6. If leave was previously entered for a day we have an E-Day and the leave needs to be canceled, you will need to contact your building principal who will work with the Treasurer's Office to cancel the request.

Student Expectations - Edays

1. Students will need to access their materials through Google Classroom and complete the assigned assignments within five school days of the E-day.
2. Students in grades Kindergarten and 1st Grade will complete their assignments as provided by their teacher.
3. Students will have 5 (In person) school days to complete their E-Day assignments. If the assignments are not completed, the student will be considered absent for the day or for the classes they do not complete their assignments in.
4. If a student needs help, they can email their teacher between 9:00 am and 2:00 pm. Teachers will be checking email throughout the day to assist students. If a student has a question that is emailed after 2:00 pm, the student and teacher can work on their question upon returning to school the next day.

GRADING SCALE (GPA)

(Adopted August 2018)

A+	98-100	(4.0)	C+	77-79	(2.3)
A	94-97	(4.0)	C	74-76	(2.0)
A-	90-93	(3.7)	C-	70-73	(1.7)
B+	87-89	(3.3)	D+	67-69	(1.3)
B	84-86	(3.0)	D	64-66	(1.0)
B-	80-83	(2.7)	D-	60-63	(0.7)
			F	0-59	(0.0)

DAILY TIME SCHEDULE

Intervention/Homeroom	7:20 – 7:55
1st Period	7:55 – 8:40
2nd Period	8:40 – 9:25
3rd Period	9:25 – 10:10
4th Period	10:10 – 10:55
5th Period (Lunch/Recess)	10:55 – 11:25
6th Period (All Study Halls)	11:25 – 12:05
7th Period	12:05 – 12:50
8th Period	12:50 – 1:35
9th Period	1:35 – 2:20

2 HOUR DELAY SCHEDULE

Intervention/Homeroom	9:35 – 9:40
1st Period	9:40 – 10:05
2nd Period	10:05 – 10:30
3rd Period	10:30 – 10:55
5th Period (Lunch)	10:55 – 11:25
6th Period (Study Hall)	11:25 – 12:00
4th Period	12:00 – 12:35
7th Period	12:35 – 1:10
8th Period	1:10 – 1:45
9th Period	1:45 – 2:20