

# Student/Parent Handbook 2011-2012

## Wait Primary School

899 Frost Road  
Streetsboro, OH 44241  
(330)422-2400



Mr. Jon Natko  
Principal

Mrs. Sue Stockard  
Secretary

Mrs. Val Chaney  
Office Aide

Mr. Robert Hunt, Superintendent



# **Streetsboro City School District**

## **Board of Education**

9000 Kirby Lane  
Streetsboro, Ohio 44241  
(330) 626-4900  
[www.streetsboroschools.com](http://www.streetsboroschools.com)

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*Superintendent*

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Ms. Lisa Shannon  
*Director of Teaching & Learning*

## FORWARD

The staff of Wait Primary School extends a warm welcome to parents and students of Streetsboro City Schools. This school year will be filled with many enjoyable experiences both academically and socially. As always, the teachers and principal are most willing to schedule conferences concerning your child. ***Please call in advance and make an appointment with the teacher and/or principal. Please check into the office and receive a visitor's pass upon entering the building for your scheduled appointment.***

This student handbook was developed to answer many of the commonly asked questions that you may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable resource during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in the handbook, contact the principal. This handbook supersedes all prior handbooks and other written material on the same subject.

## STREETSBORO CITY SCHOOL'S VISION AND MISSION STATEMENT

The vision of the Streetsboro City Schools is to create a supportive learning community that values a safe, child-centered learning environment. This community shall encompass students, parents, staff, and community members.

The mission of the Streetsboro City Schools is to educate, to the best of its abilities, all students to be successful life-long learners.

Wait Primary School's part in this mission is to do the following:

1. to insure the emotional and physical safety of the learners in the building
2. to foster the love of learning
3. to foster an appreciation of a healthy lifestyle

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against or harassed a student on the basis of race, color, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Mr. Michael Daulbaugh  
8955 Kirby Lane  
Streetsboro, OH 44241  
(330) 626-4907

Ms. Lisa Shannon  
9000 Kirby Lane  
Streetsboro, OH 44241  
(330) 626-4900

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## INDIVIDUALS WITH DISABILITIES

The American's With Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Streetsboro City School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individual with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant.

To inquire about the procedure or programs, or if you believe your child may have a disability that substantially limits major life activities of the child, a parent should contact their child's principal.

## GENERAL OPERATIONS OF WAIT PRIMARY SCHOOL

The address and phone number at Wait Primary School are: 899 Frost Road  
Streetsboro, OH 44241  
Phone: (330) 422-2400  
Fax: (330) 650-5795

Our hours of operation for the 2009-10 school year are as follows:

School hours (office)	8:00 a.m. - 4:00 p.m
Teachers' hours	8:15 a.m. - 3:30 p.m.
School Times	9:00 a.m.- 3:05 p.m.
Tardy time for students	9:00 a.m.
Lunch periods	11:00-12:00 and 12:00-1:00

All students should ride the bus. For safety reasons, no child should be dropped off before 8:45 am.

Here are the names of the office personnel you may need this school year:

Mr. Jon Natko, Principal	(330) 422-2400
Mrs. Susan Stockard, Secretary	(330) 422-2400
Mrs. Val Chaney, Office Aide	(330) 422-2400
Mr. Robert Hunt, Superintendent	(330) 626-4900
Mrs. Lisa Shannon, Director of Student & Academic Services	(330) 626-4900
Mrs. Lucene Leech, Surround Care Director	(330) 626-4907
Mrs. Marjorie Johnson, Director of Transportation	(330) 626-4909

## ENROLLING A STUDENT AT WAIT PRIMARY SCHOOL

Students are expected to enroll in the attendance district in which they live. Students that are new to Wait Primary School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. a birth certificate or similar document
2. court papers allocating parental rights and responsibilities or custody (if applicable)
3. proof of residency (i.e. a utility bill, purchase agreement)
4. proof of immunizations
5. social security card

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

***Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).***

We ask that parents try to enroll their kindergarten students before June of the closing school year. This allows us plenty of time to record the student's information and prepare him/her for a smooth transition into school.

Students, enrolling for kindergarten, must be five years of age prior to or on August 1<sup>st</sup>. Any parent believing his/her child is ready for kindergarten but who has a later birthday, can request early entrance testing for his/her child. A child transferring from another public school, who met the previous school's entrance requirements but not ours, may be enrolled under the previous school's guidelines.

## **STUDENT SCHEDULES AND ASSIGNMENTS**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. The principal has a 48-hour period to determine appropriate placement for each enrolling child. Enrolling students, who have current I.E.P.s may require more time for placement determination. Any questions or concerns about the assignment should be discussed with the principal.

## **TRANSFERS OUT OF THE DISTRICT OR WITHDRAWALS FROM WAIT PRIMARY SCHOOL**

If a student plans to transfer from Wait, the parent must notify the school secretary. School records shall be transferred within fourteen days to the new school district. All records, including disciplinary records, regarding suspensions and/or expulsions, must be included and will not be withheld due to non-payment of school fees, fines, etc. Parents are encouraged to contact the secretary for specific details. All library books and school textbooks and/or materials should be returned before leaving. No student under the age of 18 will be allowed to withdraw from school without written permission of his/her parent.

## **STUDENT FEES, FINES AND CHARGES**

School fees will be \$20.00 per student for this year.

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Parents may pay for lunches a week in advance. Menus will come home monthly. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student will be permitted to leave the school premises during the lunch period, without the specific permission from the principal.

Applications for the school's Free and Reduced-Priced Meal Program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the school secretary.

## **WAIT'S ARRIVAL AND DISMISSAL PROCEDURES**

Because we care so very much about the students' safety, we ask that you follow these specific guidelines:

1. Students should not be dropped off at school before 8:45 a.m.
2. We prefer that all students arrive on the buses, for safety reasons. However, if you choose to drop your student off, please park your car and walk your child over into the school. This clears the drop-off lane for our buses and promotes safer arrivals for our students.
3. Please bring your child into the foyer area and then allow him/her to go to class on his/her own. This promotes independence in your child and guarantees all of us with a safe environment.
4. If you need to go to your child's class for some reason, we ask that you come to the office, sign in, and receive a visitor's pass before going down to the classroom. If you do not have a visitor's pass and any of the educators see you, they have been instructed to send you back to the office.
5. When students arrive on the buses, we direct them to their classrooms quickly and quietly. Students buying breakfast may go down to the cafeteria to retrieve their breakfast before going to class.
6. Children are tardy if they arrive at school after 9:00 a.m.. Please bring your child into the school office, sign him/her in, and watch him/her go off to class independently. NO STUDENT should be dropped off and expected to sign him/herself into school.
7. We ask that you try to schedule all doctor appointments after school, if possible. This allows the child to be present for all instruction during the day. If that is not possible, we ask that you send in a note the morning of the appointment. When you come to school to retrieve your child, please come up to the office window and sign the student out. While you are doing that, we will send for your child and will reunite the two of you in the office area.
8. We expect all children to ride the buses home after school. Our buses will pull out between 3:00 pm and 3:15 p.m.
9. If you must pick your child up early because of an appointment or some other emergency, we ask that you send in a note on that morning. Your child will be a designated car rider on that day and will be

dismissed at 3:10 by the gymnasium doors. NO STUDENTS WILL BE DISMISSED TO PARENTS BETWEEN 2:30 and 3:00 p.m.. This is the busiest time for us during the day and the hardest time for us to insure the greatest safety for our students. We cannot have people coming into the school during this time in order to insure the safest dismissal possible for our students. Any child picked up prior to 2:30 will be marked with a half-day's absence.

10. If your child is late getting home on the bus, please direct your calls to Sharon Dove at the bus garage (626-4909). We do not know the whereabouts of the buses once they leave our property, but Mrs. Dove is very capable of locating one of her buses and telling you when your child will arrive home.
11. If you have any questions or concerns regarding these procedures, please contact the building principal.

### **SCHOOL SUPPLIES NEEDED AT WAIT PRIMARY**

Teachers will send home a letter, detailing all of the needed supplies for the school year. In addition, the school supply list will be posted online on our district website. All students will need a book bag, a change of clothes, and a pocket folder. Please mark the student's name on all of these supplies.

Please check with your child occasionally to see if he/she needs any of the supplies replenished. Primary-aged children tend to go through a great amount of pencils, crayons, and glue.

We also ask that you send in a change of clothes for your child, because primary-aged children also tend to have lots of accidents. By having a change of clothes handy, we can avoid tracking you down to bring us another pair of clothes.

### **KINDERGARTEN DIAGNOSTICS/READINESS TESTS**

We are required by law to assess our kindergarten students, using the Kindergarten Readiness Assessment Instrument in Literacy. We will complete this with each student, individually, and report it to the state within the first six weeks of school.

### **HEALTH AND SAFETY ISSUES AT WAIT PRIMARY SCHOOL**

Parents should expect the school to:

1. treat their children with respect and dignity
2. provide a safe and healthy environment for their children to learn in
3. meet each student's individual learning needs
4. model and encourage cooperative learning
5. promote strong citizenship skills in their children
6. communicate regularly about the happenings of the school

Teachers and administrators of Wait Primary School expect each parent to:

1. support school officials in their efforts to develop and maintain well-disciplined schools
2. teach the child socially acceptable standards of behavior
3. teach the child by words and example to have respect for the law, authority, and the rights and property of others
4. teach the child to be accountable for his or her own actions
5. help the child grow and develop into a self-controlled, self-disciplined person
6. share the responsibility of student control with the school
7. maintain an active interest in the student's school work and activities
8. insist that the child promptly bring home all communication from the school
9. require prompt and regular attendance

Parents, teachers, and administrators should expect each student to:

1. come prepared to learn each and every day
2. respect all individuals and their property
3. follow school rules and policies
4. try their hardest in all areas
5. communicate their needs

6. learn to be a productive citizen
7. continuously improve in all academic areas

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Wait Primary School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the teacher, principal, or guidance counselor.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the nurse's office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

1. Prescription and all over-the-counter medication may be dispensed at school but only with a physician's written order and parental signed consent. Official school medication forms are available at the office. It is helpful to have the form with you at the student's doctor appointment. New forms must be completed for each school year.
2. A parent may come to school to personally give the medication to the student without an order. A relative, neighbor, or friend may give the medicine only with parental authorization.
3. If a student is ill to the extent that over the counter medicine is required during the school day, especially for infectious diseases such as colds and flu, parents should consider keeping students at home until the need for medication is gone.
4. Medication must be brought to school by the parent in the originally labeled container with the student's name on it. Students are not allowed to carry medication to and from school for their own safety and the safety of others.
5. Medication is to be kept and dispensed at the school office and is administered by authorized school personnel. Pills needing to be cut in half should be done at home by parent prior to bringing the bottle to school.
6. Medication such as inhalers and epi-pens can be carried by the student and be self-administered but only with written permission by the physician. The physician's note should include that the student has received proper training in self-administration of the drug. These records are kept in the medication file along with those meds dispensed by school personnel. It is the parent's responsibility to notify the nurse if the student uses an inhaler at school or needs an epi-pen for bee stings.
7. Students requiring blood glucose testing for insulin dependent diabetes also need a physician's order to self-administer this at school. Included in the order should be specific treatment for low or high glucose readings.
8. Administration of medicine at school should be kept to a minimum through careful scheduling around school hours. It is preferred that a physician schedule antibiotics before and/or after school hours when possible.

9. Parents should notify school personnel for any change in medication or its dosage. New medication forms must be completed by the physician and parent with each change. It is helpful to bring the form to the doctor's appointment.
10. All refills on medications (such as Ritalin) should be done promptly so it will not interfere with the child's behavior in the class.
11. Any unused medication unclaimed by the parent when a prescription is no longer needed or at the end of the school year will be discarded by school authorized personnel.
12. It is important that the child reports on time for his medication.

## **HANDWASHING PROTOCOL**

Hand washing is defined as the vigorous, brief rubbing together of all surfaces of lathered hands, followed by rinsing under a stream of water. Hand washing suspends microorganisms and mechanically removes them by rinsing with water. The fundamental principle of hand washing is removal, not killing.

The amount of time spent washing hands is important to reduce the transmission of pathogens to other food, water, other people and inanimate objects, such as door knobs, hand railings and other frequently touched surfaces. Proper hand hygiene involves the use of soap and warm, running water, rubbing hands vigorously for at least 20 seconds. The use of a nail brush is not necessary or desired, but close attention should be paid to the nail areas, as well as the area between the fingers.

Wet hands have been known to transfer pathogens much more readily than dry hands or hands not washed at all. The residual moisture determines the level of bacterial and viral transfer following hand washing. Careful hand drying is a critical factor for bacterial transfer to skin, food and environmental surfaces.

The drying times required to reduce the transfer of these pathogens varies with drying methods. Repeated drying of hands with reusable cloth towels is not recommended and should be avoided

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the school nurse.

### ***Immunization Requirements:***

Unless given a waiver, students must meet the following requirements:

Diphtheria-----Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. Three (3) Td diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven and up.

Measles-----Single dose of live measles virus vaccine or vaccine combination on or after 1<sup>st</sup> birthday, and an additional dose of the MMR vaccine given at least thirty (30) days from the first for all students entering the 7<sup>th</sup> grade.

Rubella-----Same as measles.

Mumps-----Same as measles.

Polio-----Three (3) oral or inactivated plus 1 oral vaccine booster.

Tetanus-----Three (3) Td (see Diphtheria)

Hepatitis B-----Three (3) doses. The second dose must be at least 28 days after the first dose. The third dose must be 3 months after the second and after six months of age. Students who start Kindergarten must be immunized against Hepatitis B or in the process.

Chicken pox vaccine

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If the injury is more severe, we will contact the parent, administer the appropriate first aid or treatment, and closely monitor the student for any further developments. A parent will be called if a student has a temperature of 100 degrees or higher, vomiting, and/or diarrhea.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**Parents need to send in a doctor's note, if the child is to be kept in from recess or P.E.. Otherwise, all children will be expected to go outside.**

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period, as specified in the school's administrative guidelines.

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS related complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal Law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school, and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State Law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Each teacher will instruct the students how to exit the building if a fire drill sounds during class time. When the fire drill alarm sounds, (intermittent sounds and flashing lights), every person must leave the building immediately in an orderly and quiet manner. No one may return into the building until an "all clear" signal is given over the public announcement system.

In case of a tornado drill, students will hear a continuous buzzing as an alert to follow Tornado Drill procedures. Tornado drills will be held once a month during April, May, and June.

### **Fire Drills—intermittent sounds and flashing lights**

1. Close windows and doors (if possible)
2. Turn off lights and equipment (if possible)

3. Move quickly and quietly through the halls keeping close to the walls
4. Keep your hands to yourself and do not talk
5. If you are in another part of the building, go out the nearest door and join your class outside. Attendance will be taken outside. If anyone is missing, the teacher will go to the principal to report the student's name.
6. Stand in an orderly and quiet line until the "all clear" signal is given.

**Tornado Drills—continuous buzzing sound**

1. Turn off lights and equipment (if possible)
2. Everyone should move into the halls and kneel on the floor against the wall in a crouching position. Keep your head down folding your hands over the top of your head. Each child should be close to the person next to him.
3. Teachers will take attendance, once everyone is in the hallway. Report to the principal if any student is missing.
4. Keep doorways clear.
5. Remain quiet until the "all clear" signal is given.

## **OTHER EMERGENCY OR DISASTER DRILLS**

In case of other emergencies or disasters, teachers will be alerted to the situation at hand and will know what to do with the children, given the direction provided. Children will periodically practice evacuation and lockdown drills, as well as code blue (medical) emergency drills. Even though we do not want to alarm or unnecessarily worry the children, we do feel it is imperative that the adults and the children, in the building, know what to do given any emergency situation.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the major Cleveland and Akron radio stations and television channels. We will also have the emergency closing or delay broadcasted on our Streetsboro Cable channel—Channel 16. Please do not call the school about closings. Parents and students are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a visitor's pass. Any visitor found in the building without signing in and receiving a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to prevent any inconvenience. **No parent will be allowed to interrupt a teacher during class time.** Students may not bring visitors to school without first obtaining written permission from the principal. Students will not be released to anyone other than a parent or guardian without the proper authorization. Students must be signed out in the office when using any form of transportation other than riding the authorized school bus.

## **PARENTAL/COMMUNITY INVOLVEMENT**

We invite both parents and community members to become actively involved in our daily programs at Wait Primary School. Please contact the principal if you are interested in giving some of your time to one of our programs. There are many ways you can help us. We have mentioned some ways down below:

1. Motor Moms—This group works with students who have fine motor weakness. Training will be provided so that parents know the particular activities that promote growth in this area.
2. Classroom Volunteers—These people would help the teacher out in the classroom doing various tasks.
3. Talent/Interest/Career Sharing—We would love for you to come and share your career or talent with a group of students.
4. Volunteer readers- This group will read with a student individually on a weekly basis.

## STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

1. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fundraising activity for a group in which he/she is not a member without the approval of the student's counselor.
3. No student may participate in fundraising activities off school property without proper supervision by approved staff, the student's parents or guardian, or other adults.
4. No house-to-house canvassing is allowed by any student for any fundraiser.
5. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for..." will be monitored by a staff member in order to prevent a student from over-extending him/herself to the point of potential harm.
6. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

## STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to insure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise an unaccompanied student nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participating in a school activity, however.

## STUDENT RECORDS

Many student records are kept by the teacher, counselors and administrative staff. There are two basic kinds of records: directory information, and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the principal. The following information quoted from District Policy #8330 defines directory information as:

*"The Board designates directory information as: a student's name; address; telephone number; date and place of birth' photograph; major field of study' participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes."*

*"Parents and adult students may refuse to allow the district to disclose any or all of such directory information upon written notification to the district within ten (10) days after receipt of the district's public notice."*

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any possible questions.

## **LOST AND FOUND**

The lost and found trunk is located right outside of the main office area. Students who have lost items should check there and may retrieve their items. More expensive items, such as jewelry or money, will be held in the office until they are claimed. Unclaimed items will be given to charity at the end of the first semester and at the end of the school year.

## **EXTRA-CURRICULAR ACTIVITIES AT WAIT**

### *School Parties*

There are three main school parties at Wait, which involve collaboration between the Parent Teacher Organization and the staff at Wait. The following guidelines have been developed to help these parties run more smoothly and to provide the best experiences for our students.

#### Halloween/Fall Festival Party:

1. The number of parents attending will be at the discretion of the teacher.
2. This party will begin one hour before dismissal. Parent helpers will be allowed to arrive 15 minutes prior to the start of the party.
3. Classroom parties may be different due to different teachers, their teaching styles, teaching preferences, etc. Teachers will be in control of the party and its plans, unless the teacher turns it over to the room parents.
4. No costumes with knives, guns, or other objects that can be considered weapons. These objects are not permitted on school grounds, according to the Board Policy.
5. No costumes depicting gore, blood, or other violent themes. Children and parents should not wear face paint or masks, because this is often frightening to young children.
6. Suggested themes for dress are: Disney characters, animals, farm, western, circus, outer space, fall, nationalities, fairy tales, nursery rhymes, historical figures, etc.
7. Parents should follow the same dress guidelines as we use for the children.
8. At the discretion of the teacher and/or principal, children and parents will not be permitted to wear inappropriate costumes (as described above).
9. A parade will be held through the halls and gym (or outside, if the weather permits) so that parents can see the children's costumes.

#### Winter Party:

1. The number of parents attending will be at the discretion of the teacher.
2. This party will be held on the next to the last day before our winter break.
3. This party will start one hour prior to dismissal. Parent helpers are permitted to set up fifteen minutes before the start of the party.
4. Classroom parties may be different due to different teachers, teaching styles, etc. Teachers will be in control of the party and its plans, unless the teacher turns it over to the room parents.
5. There will be no student gift exchange.

#### Valentine's Day Party:

1. The number of parents attending will be at the discretion of the teacher.
2. This party will begin one hour prior to dismissal. Parent helpers are permitted to set up fifteen minutes before the start of the party.
3. Classroom parties may be different due to different teachers, teaching styles, etc. Teachers will be in control of the party and its plans, unless the teacher turns it over to the room parents.
4. Students will exchange valentines with their peers.

## ***Lunch***

All students receive twenty-five minutes of lunchtime at Wait Primary School. This time is also supervised by adults. Students are instructed on appropriate lunchroom behaviors and arrival to and dismissal from the cafeteria. Students may buy lunches, milk, and snacks from the cafeteria. Students are also permitted to bring a lunch from home. Students are not permitted to go out for lunch, without the permission from the principal.

Menus go out monthly for our lunch program but may occasionally change for unseen reasons. If this occurs, the changes will be announced to students the evening before.

Lunches cost \$2.50 for students. We do send out free and reduced lunch forms in the beginning of the year. Please fill these out, regardless of your eligibility for a lunch reduction, because the state bases much of our state funding on the total applications returned. Also, it's a good idea to turn them in, because you might be pleasantly surprised at the savings you may qualify for due to your earnings.

## **ACADEMICS AT WAIT PRIMARY**

### ***Grades***

Wait Primary has a standard evaluation procedure. The purpose of an evaluation is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned an evaluation based upon test results, home practice, projects, and classroom participation.

Students in first grade will receive a report card four times during the year (after each nine week period). Students in Kindergarten will receive a report card four times during the school year.

Parents should read the report carefully and discuss it with their child. Parents should then sign and return the envelope, acknowledging that they have examined it. Should any questions or problems arise, please seek a conference with the child's teacher.

At the midpoint of each grading period, an interim report will be sent to some parents, indicating a student's progress, whether it be exceptional, satisfactory, improving, or unsatisfactory. This report will show contributing factors to the progress of the student and suggest ideas for help at home and comments from the teacher. Parents should read these carefully and then make an appointment with the teacher, should further explanation be necessary. The interim report may be reflected at the end of the nine weeks on your child's report card.

### ***Home Practice***

Home practice is one part of the learning process. Ways in which parents are encouraged to regularly engage in homework activities with their children are:

- \*\*Conversation
- \*\*Making use of puzzles and games
- \*\*Listening
- \*\*Cooking and setting the table
- \*\*Engaging in opportunities for assuming responsibilities around the house
- \*\*Going shopping and purchasing items
- \*\*Actively becoming involved in a hobby
- \*\*Pursuing interests as a family
- \*\*Modeling reading to your children
- \*\*Reading to your children

The main idea we want to emphasize about home practice is that it is a good and valuable learning experience whenever the relationship between the parent and the child is improved, when the child's self-concept is enhanced, when the child's interests are developed, and whenever the notion that learning is a life-long quest that can occur anywhere.

It must be recognized and understood by both parents and students that the amount of time that an individual needs to devote to his homework will vary from day to day, from one subject to the next, and from one student to another.

### ***Promotion/Retention/Placement***

Promotion to the next grade (or level) is based on the following criteria: current level of achievement, potential for success at the next level, and emotional, physical, and/or social maturity.

Retention is an intervention used, when only necessary and when decided by a team of people (including teachers, parents, counselor, and principal).

Placement of a student is done when it is determined that promotion is necessary but that one or more of the promotion criteria are not met.

### ***Assessment Procedures***

To measure student progress, students will be tested in accordance with State standards and District policy. Group tests are given to students to monitor progress and to determine educational mastery levels. These tests are used to help the staff determine the instructional needs and directions.

Classroom tests will be used to assess student progress and to assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Wait Primary will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Of course, the staff at Wait will also be conducting daily assessments of students through careful observations, taking anecdotal records, and through demonstration of skills known.

### ***The Response to Intervention Process***

We utilize this process at Wait, when determining the interventions needed for our students. Whenever a teacher has tried various interventions with a student and is still struggling to meet the needs of that student, he/she fills out a form describing the student's strengths, weaknesses, and interventions tried. He/She turns that form into the intervention team. A meeting is scheduled to discuss the student and to brainstorm interventions that will meet the needs of the student. The parent is a member of this team and should be part of the decision-making and informed of any decisions made, in regards to the education of this child. Educational decisions are made based upon the student's strengths, weaknesses, and success or failure with given interventions.

### ***Class Practices at Wait***

We want to offer a continuum of services or practices at Wait Primary. It is our belief that all children learn but that they learn in different ways, at different rate.

# STUDENT CONDUCT

## *Attendance*

Attending school is both necessary and the law (ORC 3321.04). State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. (Refer to Board Policy 5200)

**Notification of Absence** - If a student is going to be absent, the parent/guardian must contact the school attendance officer/secretary at 330-422-2400 and provide an explanation for the child's absence. Please note that the attendance officer has a 24 hour voicemail, so that messages can be left at any time. **The following are valid reasons, according to Ohio Law, for not being in school: Personal illness, illness in the family, quarantine of the home, death of a relative, observance of a religious holiday, doctor or dental appointment (for travel and office time),** and other emergencies and circumstances deemed as having a good and sufficient cause by the administration.

If a call is not received, the school will attempt to contact the parent/guardian at home or work. If prior contact is not possible, the parent/guardian should provide a written excuse from himself or herself, a doctor, or a court of law **within two school days**. If the school is unable to contact you and no note is provided upon the student's return to school or within the two day limit, the absence will be considered unexcused. If the absence of a student appears to be questionable or excessive, the school has the right to require a doctor's note for the absence(s).

Three consecutive days of absence may require a doctor's note to confirm a student's illness.

**A student may miss up to 10 excused days within the school year (vacation days are included in these 10 days). Anything over 10 days is considered excessive and a written excuse from a doctor or court of law may be required. A parent/guardian call and/or note will not be accepted in this situation and the student will be marked unexcused. Portage County Juvenile Courts consider the following guidelines for excessive unexcused absences:**

**Habitual Truancy:**

- **5 consecutive unexcused days**
- **7 unexcused days in a month**
- **12 unexcused days in a school year**

**Chronic Truancy:**

- **7 consecutive unexcused absences**
- **10 unexcused absences in a month**
- **15 unexcused absence in a year**

**Excessive unexcused absences will be referred to Portage County Juvenile Courts following the above attendance guidelines.**

**Excused Absence** - An excused absence allows the student to make up all possible work for 100% credit. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs, classroom participation, presentations, or skill-practice sessions cannot be made up and as a result, may negatively impact a student's grade. Students will have the same number of school days as the number of school days missed to make up their work and assessments. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

Student work will not be sent home with another student nor will it be ready to be picked up in the office by a family member until the student has missed at least three (3) consecutive school days. The Parent/guardian should contact the main office secretary at Wait Primary at least twenty-four (24) hours prior to wanting the work to be picked up.

**Unexcused Absence** - Any student, who is absent from school for all or any part of the day without a note/phone call or with an excuse from a parent/guardian that is not listed above in the bolded and underlined section, shall be considered an unexcused absence. If the student is unexcused, the student shall not receive any credit (0 %) for schoolwork (including assessments and projects) missed during that unexcused absence(s).

**Extended Absences / Vacations** - Parents are encouraged not to take their children out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the

Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

A request for an extended absence must be submitted to the office using the Extended Leave Form **PRIOR TO THE ABSENCE** (5 school days is recommended unless extenuating circumstances arise). The leave may or may not be approved. A maximum of five (5) days may be excused, unless extenuating circumstances arise and prior approval from the principal is obtained. All assignments must be turned in within two days of the student's return to school, unless other arrangements have been made with a teacher.

**Early Dismissal** - No student will be released to a person other than a custodial parent(s) without a permission note signed/phone call by the custodial parent(s) or other legal authorization. The note/phone call by the custodial parent must indicate the time, date, and reason for the early dismissal. Students must sign out, and if returning on the same day, must sign back in at the attendance office/main office. **ANY STUDENT WHO LEAVES THE BUILDING WITHOUT PROPER AUTHORIZATION SHALL BE DISCIPLINED ACCORDINGLY AND CONSIDERED UNEXCUSED.**

### *Tardiness*

A student who is not in his/her assigned location by 9:00 a.m. shall be considered tardy. A student late for school must report directly to the office **with his or her parent** to obtain a late pass. A student should have a note, signed by a parent or guardian, stating the reason for the tardiness.

### *Vacations During the School Year*

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should notify the principal at least one week in advance with a written note. The note should be seen and initialed by the student's teachers and arrangements made to keep up with all homework while away. This is the student's responsibility.

### *Make Up Tests and Other School Work*

A student who has an excused absence has the opportunity to make up work missed at school. The make up work must be completed within the same number of days, as the student was absent. In the event a student is absent in excess of five days, he/she may, at the discretion of the teacher, be given additional make up time. This would avoid overloading the student just after his/her illness. Parents must be made aware of this time limit and make up work. At the end of the make up period, all incomplete work is to be recorded as failing. Unexcused absence work cannot be made up and a failing grade will be recorded for each unexcused absence.

### *General School Rules at Wait Primary School*

The school wide rules are quite simple and will be followed by each student during school and at all school related activities:

1. Listen and follow directions.
2. Respect others and their property.
3. Walk quietly at all times.
4. Be polite and helpful.
5. Do not chew gum or other food items where it is not appropriate.

There are some other general guidelines we enforce at Wait Primary School with the children. They are:

**In general:**

1. Do not bring expensive items, toys, weapons, or any other non-school related items to school. These often get damaged or stolen, so please keep them at home.
2. Dress properly for the weather.
3. Yelling, fighting, name-calling, and foul language are not permitted.
4. No throwing of objects (sticks, stones, snowballs), other than balls.

**While in the cafeteria:**

1. Use good table manners.
2. Talk with a quiet voice.

3. Raise your hand for assistance.
4. Help pick up all trash, not just your own.
5. Choose one or two snacks after you have completed your school lunch.
6. Walk into and out of the cafeteria.
7. All food stays in the cafeteria.

**While in an assembly:**

1. Look for the quiet symbol and react to it appropriately
2. Use good audience manners.
3. Walk into and out of an assembly.

**While getting on or off the bus:**

1. Walk to and from the bus.
2. Use a quiet voice.
3. Stop if a moving bus is approaching.
4. Follow safety rules.

**While outside at recess:**

1. Play appropriately.
2. Go get help if someone is hurt or fighting.
3. Line up quietly and walk into the building.
4. Follow all safety rules when using equipment.

### *Care of Property*

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, electronic games, CD players, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the students' parents.

If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **STUDENT CODE OF CONDUCT**

### **CODE OF CONDUCT**

A major component of the educational program at Wait Primary School is to prepare students to become responsible adults and citizens by learning how to conduct themselves properly and in accordance with established standards. Student behavior is ultimately the responsibility of the student and his/her parents. Good conduct is based on the respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights of others are not violated. The students of the Streetsboro City School District will conform to school regulations and accept directions from authorized school personnel.

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Students should note that other forms of student behavior might be considered inappropriate depending on the situation. An action that may be harmless in one circumstance may be disruptive in another. Therefore, this list is not meant to be inclusive, but rather to provide students with an idea of what is expected. The Administration therefore reserves the right to establish procedures, rules and regulations in areas where precedent has not been set.

### **Expected Behaviors**

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students

- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self and in the school.
- Act at all times in a manner that reflects pride in school, self, and family. This includes any event outside the normal school day that school personnel have a responsibility for such as dances, field trips, and athletic events;
- Converse in an appropriate manner in content and volume for young ladies and gentlemen;
- Use care in all facilities and with all books, equipment, and apparatus.

## **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. If the appearance cannot be immediately correctable, parents will be contacted, either at home or work, to bring acceptable clothing to their child. All situations not covered in these regulations shall rest in the hands of the administration and faculty

The following styles or manners of dress are **prohibited**:

1. Make-up.
2. Hard-soled shoes in Physical Education.
3. Flip-flops and high heeled shoes
4. Midriff or halter shirts or blouses.
5. Tank tops by either boys or girls (spaghetti straps for girls)
6. Shorts of inappropriate length. Appropriateness is at the discretion of the principal.
7. See-through or mesh garments without proper undergarments.
8. Hats, unless specially designated by the teacher or principal.
9. Shirt graphics with references to suggestive topics.
10. No roller blade shoes (including roller and heeie shoes) are permitted.

Students who are representing Wait Primary School at an official function or public event may be required to follow specific dress requirements.

**“If in doubt, don’t wear it.”**

## **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

**Zero Tolerance** – The Board of Education has a zero tolerance for violent, disruptive or inappropriate behavior by its students: i.e., the Board will not tolerate violent, disruptive, or inappropriate behavior by its students and such behavior is prohibited as set forth in the student Code of Conduct. The Board also has zero tolerance for excessive truancy, as well as the possession, use, or distribution of drugs or alcohol on school property.

## STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

No form of violence, disruptive or inappropriate behavior, nor excessive truancy, will be tolerated.

**Discipline of students with disabilities** – Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) or Section 504 of the Rehabilitation Act of 1973.

### EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

#### 1. **Drugs and/or Alcohol Use**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means the sale, distribution, possession, or use of drugs, alcohol, tobacco, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, and the like. This prohibition also applies to any type of drug-related paraphernalia.

#### **Breath Test Instruments**

The administration may arrange for a breath test for blood-alcohol to be conducted on a student whenever the administration has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the results indicate a violation of school rules as described in this handbook, the student will be disciplined accordingly. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use un-refuted, thus leading to disciplinary action. The student will then be given a second opportunity to take the test.

#### **Consequences for violation of the Drug and Alcohol Policy:**

- Mandatory suspension for 10 days, with a recommendation to the superintendent for expulsion for up to 80 school days, and recommendation to the superintendent for exclusion under certain circumstances.
- Referral to local law enforcement agencies
- Possible referral to juvenile authorities/agencies, including Portage County Juvenile Court. Many drug abuse offenses are also felonies.
- If the student is expelled for violating this rule, the superintendent may choose to defer expulsion if the student and parent/guardian agree that (A) the student will participate cooperatively in a Community Intervention Insight Group, and (B) comply with all of the recommendations of the Insight Group Leaders. Failure to fulfill the commitment described in (A) and (B) above will result in immediate expulsion.

#### 2. **Use of tobacco**

The School prohibits the sale, distribution, purchase or attempt to purchase, possession, and/or use of any form of tobacco product (including: cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco,

snuff or any other matter or substance that contain tobacco, in addition to the papers used to roll cigarettes) at school or at any school activity. This prohibition also applies when going to and from school, at school bus stops, on school buses, at interscholastic competitions, extracurricular events, or any other school program or activity that is not located in a school or on school property that is owned or controlled by the Board. Violation of this provision will subject a student to discipline up to and including expulsion.

This provision also applies to smoking accessories (lighter, matches, etc). See BOE policy 5512.

**3. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the principal to discuss the proper way to plan such an activity. Violation of this provision will subject a student to restriction.

**4. Possession of a weapon**

Because the Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

A weapon includes conventional objects like guns, pellet guns, any look-alike guns or weapons, knives, or club type implements. It may also include any toy that is presented as a real weapon, reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, etc. Criminal charges may be filed for this violation. Unless convincing evidence can be provided, possession of a weapon determines ownership.

If it can be confirmed that a student other than the one who possessed the weapon brought the weapon on Board property, that student shall be subject to the same disciplinary action. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.

Under federal law, a firearm is defined as any weapon, including a starter gun, which will or designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device.

A destructive device, includes, but is not limited to any explosive, incendiary, or poison, gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

Possession of any such weapon requires the superintendent to expel a student for a calendar year unless the Superintendent modifies the expulsion based on the consideration of one or more of the following specific circumstances:

- a recommendation from the group of persons knowledgeable of the student's educational needs in accordance with policy 2465 - Suspension/Expulsion of Disabled Students;
- the student was unaware that s/he was possessing a firearm or knife;
- the student did not understand that the item s/he possessed was considered a firearm or knife;
- the student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

If a student is removed suspended out-of-school, expelled, or permanently excluded from school for misconduct involving a weapon as defined by the Board Policy, the Superintendent shall notify the Portage County Registrar of Motor Vehicles and the Portage County Juvenile Court within two weeks after the discipline is imposed.

**5. Use of an object as a weapon**

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for Civil action. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

**6. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

**7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

**8. Physically assaulting a staff member/student/person associated with the District**

Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated. Injury to District officials or employees, whether on or off school property, will not be tolerated.

If a student commits an act that is a criminal offense when committed by an adult and that act results in serious physical harm to persons as defined in Revised Code Section 2901.01(A)(5) or serious physical harm to property as defined in Revised Code Section 2901.01(A)(6) while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel the student for up to one year according to Board policy on expulsions. The Superintendent may modify the expulsion based on consideration of one or more of the following specific circumstances:

A. A recommendation from the group of persons knowledgeable of the student's education needs in accordance with Policy 2465- Suspension/Expulsion of Disabled Students.

B. Other extenuating circumstances.

Violation of this provision will subject a student to discipline up to and including permanent exclusion.

**9. Verbally threatening a staff member/student/person associated with the District**

Any statement or non contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Violation of this provision will subject a student to discipline up to and including expulsion.

**10. Extortion**

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Violation of this provision will subject a student to discipline up to and including expulsion.

**11. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

Violation of this provision will subject a student to discipline up to and including expulsion.

**12. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification. Violation of this provision will subject a student to discipline up to and including expulsion.

- 13. False alarms and false reports**  
A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law. Violation of this provision will subject a student to discipline up to and including expulsion.
- 14. Explosives**  
Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violation of this provision will subject a student to discipline up to and including permanent exclusion.
- 15. Trespassing**  
Although schools are public facilities, the law permits the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without written authorization of the Principal. Violation of this provision will subject a student to discipline up to and including permanent exclusion.
- 16. Theft**  
When a student is caught stealing another person's or the school's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the principal/assistant principal. The school is not responsible for personal property brought by a student onto the school property. Violation of this provision will subject a student to discipline up to and including expulsion.
- 17. Disobedience**  
The school staff is allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Violation of this provision will subject a student to discipline up to and including expulsion.
- 18. Damaging property**  
Vandalism and disregard for school property will not be tolerated. Loss or damage to the property of District officials or employees, whether on or off school property, will not be tolerated. If a student commits an act that is a criminal offense when committed by an adult and that act results in serious physical harm to persons as defined in Revised Code Section 2901.01(A)(5) or serious physical harm to property as defined in Revised Code Section 2901.01(A)(6) while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel the student or up to one year according to Board policy on expulsions. Violation of this provision will subject a student to discipline up to and including expulsion.
- 19. Persistent absence or tardiness**  
Attendance laws require students to be in school all day or else to have a legitimate excuse. It is important to establish consistent attendance habits in order to succeed in school and in the world of work. Violation of this provision may result in a referral to court and/or revocation of the student's driver's license. Violation of this provision will also subject a student to discipline up to and including expulsion.
- 20. Unauthorized use of school or private property**  
Students are expected to obtain permission to use any school property or any private property located on school premises. Violation of this provision will subject a student to discipline up to and including expulsion.
- 21. Refusing to accept discipline**  
The school may use informal discipline to attempt to correct a student's behavior and in order to avoid having to remove the student from school. If a student refuses to accept such informal discipline and to correct his/her behavior, more severe discipline may be imposed. Violation of this provision will subject a student to discipline up to and including expulsion.

- 22. Aiding and abetting violation of school rules**  
If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. Violation of this provision will subject a student to discipline up to and including permanent exclusion.
- 23. Displays of affection**  
Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Violation of this provision will subject a student to discipline up to and including expulsion.
- 24. Possession of electronic equipment**  
Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, pagers, or other paging devices, electronic games and the like without the permission of their classroom teacher. Violation of this provision will subject a student to discipline up to and including expulsion.
- 25. Computers/Technology**  
  
Computers are used as part of the educational process in many classrooms. All students using computers must do so under the strict guidelines and/or specific contracts of the instructor. Students not using the computer equipment as designed and intended may be subject to severe disciplinary actions as outlined in the *Student Conduct Code*. Additionally, all students using computers within the building must also understand that files and stored information may be subject to inspection at the school's discretion. There is no expectation of privacy. Students may not use any computers in the building unless they have a *Network and Internet Access Agreement for students* on file in the student office signed by both the student and parent/guardian. Students violating the policies outlined in the above-mentioned form may result in loss of privileges to use the computer and/or internet for a certain length of time, suspended from using the computer and/or internet for the remainder of the school year and/or have certain disciplinary consequences which may include suspension and/or expulsion from school. Students who maliciously or carelessly damage school technology equipment may be held liable for repair or replacement.
- 26. Violation of individual school/classroom rules**  
Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Violation of this provision will subject a student to discipline up to and including permanent exclusion.
- 27. Violation of bus rules**  
Please refer to Section IV on transportation for bus rules.
- 28. Disruption of the educational process**  
Any actions or manner of dress that interfere with school activities and disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Disruption includes, but is not limited to the following:  
A. Use of verbal or non-verbal threats, intimidation, harassment, or sexual harassment.  
B. Continuously making noise or acting in any manner as to interfere with the instructor's ability to conduct the class or activity. Violation of this provision will subject a student to discipline up to and including permanent exclusion.
- 29. Aggressive Behavior toward students**  
The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all 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. The policy applies to all activities in the District, including activities on school property 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.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's education, physical or emotional well-being. This type of behavior is a form of 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, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal, 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.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior toward a student.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial action. 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.

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. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

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 to appropriate course of action.

**30. Bullying**

Any person willfully and repeatedly exercising power of 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, psychological, violence within a dating relationship or a combination of all three. Some examples of bullying are:

1. **Physical-** hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. **Verbal-** taunting malicious teasing, insulting, name calling, making threats.
3. **Psychological-** spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

**31. Harassment (See Board Policy 5517.01 in the appendix)**

Streetsboro City School District Board of Education believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The Streetsboro City School District Board of Education prohibits harassment, intimidation, or bullying of any student by student(s), school personnel, school volunteers, or others engaged in district business, whether in the classroom, on school property, on school buses or vehicles, at school-sponsored events, or at any time when subject to the authority of the

school. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written, electronically transmitted or physical nature on the basis of age, race, religion, color, natural origin, marital status or disability (including: sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location). Harassment can be defined as behavior exhibited toward a particular student more than once and the behavior both causes mental or physical harm to the student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student.

Conduct constituting harassment may take different forms, including but not limited to the following:

**Sexual Harassment**

- A. **Verbal:**  
The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
  
- B. **Nonverbal:**  
Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other persons associated with the District.
  
- C. **Physical Contact:**  
Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment

- A. **Verbal:**
  - 1. Written or oral innuendoes, comments, jokes, insults, threats, or Disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
  - 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
  
- B. **Nonverbal:**  
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
  
- C. **Physical:**  
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

**Intimidation**

Includes, but is not limited to, any 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, natural 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**

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:

1. physically harming a student or damaging a student's property;
2. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. 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 other 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

**Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

**Notification**

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.

If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in as timely and confidential a manner as possible. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law, a collective bargaining agreement, or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Such discipline may include any of the following: oral warning, written warning, in-school restriction, out-of school suspension, restriction of privileges, restriction of access, or expulsion.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Under no circumstances will the school threaten or retaliate against anyone who raises or files an harassment complaint.

Violation of this provision will subject a student to discipline up to and including permanent exclusion.

**32. Criminal Acts**

Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Violation of this provision will subject a student to discipline up to and including permanent exclusion.

**33. Unacceptable Behavior**

A student shall not exhibit any behavior deemed unacceptable by a prudent individual

## **TYPES OF DISCIPLINE AT WAIT PRIMARY SCHOOL**

It is important to remember that the school's rules apply while going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. Two types of discipline are possible: informal and formal. Imposing either type of discipline rests solely within the discretion of the District.

**Informal Discipline:**

Informal discipline takes place within the school. It includes written assignments, change of seating or location, lunchtime detention, personal phone calls to parents, or work around the school building. Informal discipline measures do not require notice, hearing, and/or appeal rights. The principal will, however, make every attempt possible to contact the parents and let them know what offense has occurred and how it is being dealt with at the school. (See Lunch/Recess Behavior Report form in appendix.)

**Formal Discipline:**

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, expulsion for up to 80 school days and/or up to one year in accordance with Board Policy, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for out of school suspension, expulsion, or permanent exclusion are entitled to an informal hearing with one of the building administrators prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime.)

## **DUE PROCESS RIGHTS**

Before a student may be suspended out of school, expelled, or permanently excluded from school, there are specific procedures that must be followed:

**Suspension from school:**

When a student is being considered for an out of school suspension by the Superintendent, the principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be

represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

5. Notice of the suspension will also be sent to the: a. Superintendent, b. Board Treasurer, c. Student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

**Suspension and Building Level Appeal Notice:**

Within one (1) school day after the suspension, the principal shall notify, in writing, both the parents and the Treasurer. Such notification is to include the reason for the suspension, and the right to appeal, to have representation, and to hold the appeal hearing in a private session with the principal.

**Appeal of Suspension to the Board or its Designee (Superintendent):**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within five (5) school days of the notice to suspend.

**Appeal to the Court:**

Under Ohio Law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

**Responsibility for Work While Serving a Suspension:**

When a student is suspended, he/she may make up the work missed while serving the suspension. It is the student's or parent's responsibility to get the work from his/her teacher. All assignments must be turned in within two days of the student's return to school, unless other arrangements have been made with the teacher. Any learning that cannot be made up such as field trips, center work, cooperative group work, or interactive assemblies may reflect in the student's final grades. All suspensions from school include suspensions from participating in extracurricular activities and attending any school related activities. A suspension is for days that school is actually in session. This excludes vacation or calamity days.

**Expulsion from School:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

**Appeal of Expulsion to the Board:**

A student who is eighteen (18) or older or a student’s parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within ten (10) school days of the Superintendent’s decisions to expel to the Board directly or through the Superintendent’s office.

While a hearing before the Board may occur in executive session, the Board must act in public.

**Appeal to the Court:**

Under the State Law, the decision of the Board may be further appealed to the Court of Common Pleas.

**Emergency Removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03—Emergency Removal.

**Permanent Exclusion:**

When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school: any possession or involvement with a deadly weapon, drug trafficking, murder, manslaughter, assault or aggravated assault, certain sexual offenses, complicity in any of the above crimes. This process is formal and will usually follow an expulsion and the proper notification of the parents.

The Board of Education makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

**Discipline of Students with Disabilities:**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) and/or Section 504 of the Rehabilitation Act of 1973.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student’s consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

## **BUS TRANSPORTATION TO SCHOOL**

**Bus Transportation to School** The school provides bus transportation for all students who live farther than 1 mile from school. The bus schedule and route is available by contacting the Transportation Supervisor at 626-4909, ext. 1520. Students are permitted ONE bus stop for pickup and ONE bus stop for dropoff for ALL FIVE DAYS. This means the pickup designated stop is the same all five days, and the dropoff designated stop is the same for all five days on a consistent basis not changing week to week. If there is a temporary change in the schedule during the week, other than the designated stop, the parent shall provide transportation for that day. All permanent changes

must be made using an “Alternate Bus Stop Request Form” at least two days prior to change. (Forms are available online at [www.streetsboroschools.com](http://www.streetsboroschools.com), in each school main office, or the transportation office.)

Students moving during the school year must have a “Transportation Change of Address” form submitted at least two days prior to move, after completing a change of registration at their designated school.

**Bus Conduct** Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety, will assign seats, and may direct the student in any reasonable manner to maintain that safety.

In addition the following behaviors are expected of all students: Previous to loading (on the road and at school), each student shall:

1. Be on time standing at their designated and assigned “place of safety” (bus stop); 5 minutes prior to scheduled stop);
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter
5. Refrain from crossing a highway until the bus driver signals it is safe;
6. Check for traffic themselves before proceeding
7. Be alert for a possible danger signal ie: horn beep, from the driver
8. Go immediately to the seat assigned by the driver and be seated.

It is the parents’ responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip, each student shall:

1. Remain seated at all times in their assigned seat, while the bus is in motion and/or while waiting to depart bus;
2. Keep head, hands, arms, and legs inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other bus riders; use no profane language
6. Not eat or play games, cards, etc.
7. Not tamper with the bus or any of its equipment.
8. No food or drink consumed on the bus

Leaving the bus, each student shall:

1. Remain seated until the bus has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it safe;
3. Be alert to a possible danger signal from the driver.
4. Leave the bus only at the students designated bus stop. Notes from parents for a temporary bus change can not be approved by the middle school office. Any change must be approved by the director of transportation.

#### Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

#### **CONSEQUENCES:**

A first incident during a semester may result in a consequence up to or including an after school detention. A second incident during a semester may result in a denial of transportation services for up to five (5) days. A third incident during a semester may result in denial of services for the remainder of the semester.

## MISCELLANEOUS

### **Use of telephones:**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students must receive permission from the office before they will be allowed to make a call to a parent.

### **Advertising outside activities:**

No announcements or posting of outside activities will be permitted without the approval of the building principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

# Wait Primary School Roster

2011-2012

Mr. Jon Natko – Principal  
Mrs. Sue Stockard – Secretary  
Mrs. Val Chaney – Office Aide

## Kindergarten

Mrs. Kimberly Elliott  
Mrs. Sandra Mercer  
Mrs. Karey Ralph  
Ms. Cynthia Patrick  
Mrs. Lauren Schwerdtfeger  
Mrs. Kelli Thomas  
Mrs. Jennifer Windle

## First Grade

Mrs. Becky Collier  
Mrs. Marcia Hopkins  
Mrs. Melissa Paden  
Mrs. Cindy Deevers  
Mrs. Debra Nehlsen  
Mrs. Kimberly Wilcox  
Ms. Rita Terzano

## MD Unit

Mrs. Gretta Patrick

## Specials

Mr. Mark Izzo – Music	Mrs. Nancy Ewing – Reading Specialist
Mrs. Elle Ashby – P.E.	Mrs. Lorrie Taylor – Reading Recovery
Mrs. Michele Forsyth - Art	Mrs. Cindy Walker - Technology
Mrs. Barb Potkay – Librarian	Ms. Heather Bianco – Reading Tutor
Mrs. Sandy Smith – SPED Teacher	Mrs. Sharon Besserman - Reading Tutor
Mrs. Suzy Cline – Speech/Hearing	Mrs. Karen Williams –Counselor /
Mrs. Patti Phillips – Nurse	Psychologist

## Aides

Mrs. Mona Lanham – SPED Aide  
Mrs. Paula Cooley – SPED Aide MD Unit  
Mrs. Lori Germani-Zack – SPED Aide MD Unit  
Mrs. Lynn MacMillan – SPED Aide MD Unit  
Mrs. Shelly Sapp – SPED Aide MD Unit  
Mrs. Vicky Rosinski – Lunch Monitor  
Mrs. Betty Popczun – Lunch Monitor

## Custodians

Mr. Kevin Thomas, Mr. Joe Schuster

## Kitchen

Mrs. Joyce Silhavy & Mrs. Sandy Keener

## Pre-School

Mrs. Jennifer Murphy & Mrs. Shawna Rinn (Teachers)  
Mrs. Pam Atkinson & Mrs. Sherri Harris (preschool aides)

## Portage County

**Rebecca Byron - Counselor**

## **APPENDIX**

**Notification of Rights  
Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**\*Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-**

- (1) Political affiliations or beliefs of the student or student’s parents;
- (2) Mental or psychological problems of the student or student’s family;
- (3) Sex behavior or attitudes;
- (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) Critical appraisals of others with whom respondents have close family relationships;
- (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- (7) Religious practices, affiliations, or beliefs of the student or parents; or
- (8) Income, other than as required by law to determine program eligibility.

**\*Receive notice and an opportunity to opt a student out of –**

- (1) Any other protected information survey, regardless of funding;
- (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**\*Inspect, upon request and before administration or use –**

- (1) Protected information surveys of students;
- (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
- (3) Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

**Streetsboro City School District will/has develop(ed) and adopt(ed) policies, in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Streetsboro City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Streetsboro City School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Streetsboro City School District will make this notification to parents at the beginning of the school year if the District has identified the specific of approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided and opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:**

**Notification of Rights  
Under the Protection of Pupil Rights Amendment (PPRA)  
(continued)**

\*Collection, disclosure, or use of personal information for marketing, sales or other distribution.

\*Administration of any protected information survey not funded in whole or in part by ED.

\*Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## Notification of Rights Under FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records with consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**NOTICE OF NONDISCRIMINATION AND GRIEVANCE**  
**PROCEDURES FOR**  
**TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504,**  
**AND ADA**

**Nondiscrimination**

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.

**Complaint Procedure**

**Section I**

If any person believes that the \_\_\_\_\_ School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title, II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

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**Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complainant. S/He may initiate formal procedures according to the following steps:

### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

### **Step 2**

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

### **Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

### **Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C.

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.

**TITLE VI, IX, 504 GRIEVANCE FORM**

Building: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Step 1 – Statement of Grievance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed – Grievant

Reported to: \_\_\_\_\_  
Principal or Supervisor

Disposition

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Grievance Satisfactorily Settled: Yes \_\_\_\_ No \_\_\_\_

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Step 2 – Disposition

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grievance Satisfactorily Settled: Yes \_\_\_\_ No \_\_\_\_

If not, referred to the Board of Education

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**TITLE VI, IX, 504 GRIEVANCE FORM  
(continued)**

Step 3 – Disposition

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Grievance Satisfactorily Settled:      Yes \_\_\_\_      No \_\_\_\_

Step 4 – Appealed to:

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\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**STREETSBORO CITY SCHOOL DISTRICT**

**WAIVER OF SCHOOL FEES**

Current School Year \_\_\_\_\_ School \_\_\_\_\_

Name of Child \_\_\_\_\_ Grade \_\_\_\_\_

Completion of this form is in accordance with Board of Education Policy Nos. 6152 and 6152.01 Under penalty of law, I certify to the Board of Education of the Streetsboro City School District that my child is eligible for the waiver of school fees for one or more of the following reasons:

\_\_\_\_\_ My child is receiving free or reduced-priced lunches.

\_\_\_\_\_ I am receiving State disability assistance. My case number is \_\_\_\_\_.

\_\_\_\_\_ I am receiving assistance from the Ohio Department of Jobs and Family Services. My case number is # \_\_\_\_\_.

\_\_\_\_\_ I have suffered a significant casualty loss to my home or other unusual expenses resulting from a fire, flood, storm, natural disaster or other calamity. Attach an explanatory statement. Provide written documentation of loss.

This application is valid for the current school year only. Fees are not waived retroactively.

I have completed this form truthfully, accurately and completely to the best of my knowledge. I understand that the Board of Education has a right to confirm the truth, accuracy and completeness of all statements above and to revoke any fee waiver granted if I have not been truthful, accurate or complete in filling out this form.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received at Building

\_\_\_\_\_  
Date Processed by Treasurer

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

