

Streetsboro Elementary School

STUDENT/PARENT HANDBOOK

2016-2017



STREETSBORO CITY SCHOOL DISTRICT BOARD OF EDUCATION

9000 Kirby Lane
Streetsboro, Ohio 44241
330-626-4900
www.streetsboroschools.com

WAIT PRIMARY SCHOOL

Preschool, Kindergarten, and First Grade
(Moving to Streetsboro Elementary in 1/2017)
899 FROST ROAD
Streetsboro, Ohio 44241
(330) 422-2400

Mrs. Amy Cruse, Principal
Mr. Greg McClellan, Asst. Principal
Mrs. Julie Neal, Secretary

STREETSBORO ELEMENTARY

Second and Third Grade
(In January 2017, Preschool – Third Grade)
8955 KIRBY LANE
STREETSBORO, Ohio 44241
(330) 626-4907

Mrs. Amy Cruse, Principal
Mr. Greg McClellan, Asst. Principal
Mrs. Marjorie Crock, Secretary

Mr. Michael Daulbaugh
Superintendent

BOARD OF EDUCATION

Mrs. Denise Baba
Mr. Kevin Grimm
Mr. John Kelly
Mr. Andrew Lesak
Mr. Brian Violi

Wait Primary School Roster

2016-2017

Mrs. Amy Cruse – Principal
Mr. Greg McClellan – Assistant Principal
Mrs. Julie Neal – Secretary
Mrs. Lisa Freeman – Office Aide

Kindergarten

Mrs. Sharon Besserman
Mrs. Diana Ellenberger
Mrs. Dana Gregrow
Mrs. Sandra Mercer
Ms. Sarah Nemer
Mrs. Allison Ross
Mrs. Lauren Schwerdtfeger
Mrs. Kelli Thomas

First Grade

Ms. Becky Collier
Ms. Amanda Kulik
Mrs. Melissa Paden
Mr. David Ravida
Ms. Rita Terzano
Mrs. Allison Williams
Mrs. Jennifer Windle

Pre-School

Mrs. Faryn Boige grain
Mrs. Shawna Rinn

Arts, Educational Specialists, and Support Staff

Mr. Mark Izzo – Music	Mrs. Paula Cooley – Classroom Aide
Mrs. Alyssa Hendrix – P.E.	Mrs. Sondra Keener – Classroom Aide
Mrs. Michele Forsyth - Art	Mrs. Mona Lanham – Classroom Aide
Mrs. Cindy Pilati - Technology	Mrs. Shelley Sapp – Classroom Aide
Mrs. Cindy Deevers – Intervention Specialist	Mrs. Michelle Formick – Classroom Aide
Mrs. Karey Ralph – Intervention Specialist	Mrs. Sherri Harris – Classroom Aide
Mrs. Sandy Smith – Intervention Specialist	Mrs. Nikki Joltin – Classroom Aide
Mrs. Suzy Cline –Speech/Language Therapist	Mrs. Denise Cianci – Classroom Aide
Christa Glatz – Nurse	Ms. De Templeton – Classroom Aide
Mr. Larry Andrews – Psychologist	Mrs. Barb Potkay – Library Aide
Ms. Stacey Nichols – OT	Mrs. Vicky Rosinski- Lunch/Recess Monitor
Dr. Rita Karl - PT	Mrs. Billie Coverdale - Lunch/Recess Monitor
New Hire – ELL Tutor	Mrs. Amanda McBride - Lunch/Recess Monitor
Ms. Lindsay Pavloff - Tutor	Mrs. Marilyn Zolcus – Lunch/Recess Monitor
Ms. Caitlin Schwenk – Tutor	Mrs. Bonnie Krumlauf - Lunch/Recess Monitor
	Mrs. Alana Links – Substitute Office Aide

Custodians

Mr. Kevin Thomas & Mr. Randy Clark

Kitchen

Ms. Debbie Conrad & Mrs. Janet Solomon

STREETSBORO ELEMENTARY (CAMPUS) SCHOOL PERSONNEL 2016 - 2017

Ms. Amy Cruse – Principal
Mr. Greg McClellan – Assistant Principal
Mrs. Marjorie Crock – Secretary
Mrs. Lisa Freeman– Attendance Secretary

Second Grade

Mrs. Jennifer Beale
Ms. Karen Bleiweiss
Mrs. Sarah Chaney
Mrs. Amy Eibler
Ms. Amanda Haag
Mrs. Jennifer Hedges
Mrs. Tiana Snyder

Third Grade

Mrs. Marisa Cortes
Mrs. Kristi Divis
Mrs. Ashley Girt
Mrs. Kristine Harner
Mrs. Rita Kroeger
Ms. Annette Lomis
Mrs. Whitney Martie
Mrs. Jenni Markey

Educational Specialists and Support Staff

Mr. Larry Andrews – School Psychologist	Mrs. Lynn MacMillian – Student Aide
Mrs. Jennifer Fisher - Intervention Specialist	Mrs. Sarah Mazzarella – Intervention Specialist
Mrs. Michelle Forsyth– Art	Mrs. Deanna Main – Speech/Hearing
Mrs. Kathy Gennaro – Librarian	Mrs. Gail Simcox – Student Aide
Mrs. Christa Glatz – District Nurse	Mrs. Tracy Swanson – Intervention Speciali
Mrs. Alyssa Hendrix– Physical Education	Mrs. Jacqueline Violi – Student Monitor
Mrs. Dusta Hatfield – Student Aide	Mrs. Cindy Walker– Technology
Mr. Mark Izzo – Music	Ms. Kim Wise – Clinic Aide
Mrs. Michelle Komara – Student Monitor	
Mrs. Michelle Lupica – Student Monitor	

Custodial Staff

Mr. Sean Speck
Mr. Bryan Dean

Cafeteria Staff

Mrs. Beth MacDowell
Mrs. Sherry Moore

Surround Care Staff

Mrs. Lucene Leech -Director
Mrs. Vicki Fazio
Mrs. Michelle Komara
Mrs. Marilyn Zolcus

Student/Parent Handbook
For

STREETSBORO ELEMENTARY SCHOOL

Ms. Amy Cruse, Principal and Mr. Greg McClellan, Assistant Principal

Our Principal's Message

At our school, we believe that all young learners deserve access to developmentally appropriate resources and experiences that include technology, a challenging curriculum, and real-life experiences. We believe in involving parents, families, and our community in children's education. We provide a warm and nurturing environment that encourages self-worth and responsibility. We inspire and motivate students to reach their potential by seeking the best method of instruction for each student.

The staff at Streetsboro Elementary strives to do what is best for all our students every day by providing a safe and engaging learning environment in order to maximize our student's success.

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School Year 2016-17: Adopted by the Board of Education July 2016
Code of Conduct (including Discipline Code)
adopted by the Board of Education June 2013

FOREWORD

The staff of Streetsboro Elementary 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 happy to schedule conferences concerning your child. To schedule a conference **please call in advance and make an appointment with the teacher or principal.** As always, please check in at the office upon your arrival.

This student handbook was developed to answer many of the commonly asked questions that families 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 reference 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 this handbook, contact the principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

STREETSBORO CITY SCHOOL DISTRICT MISSION STATEMENT

We partner with families and communities to provide a personalized education that inspires and empowers students to be lifelong learners and productive members of our global society.

STREETSBORO ELEMENTARY SCHOOL MISSION STATEMENT

The mission of the Streetsboro Elementary School is to provide a safe environment in which each student has sufficient opportunity to learn how to take intelligent, ethical action and to accomplish the goals of his/her educational program.

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 a student on the basis of race, color, creed, 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. Joseph Petrarca, Director of Student Services
9000 Kirby Lane
Streetsboro, Ohio 44241
(330) 626-4900

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 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.

WAIT PRIMARY BUILDING

Building Hours:	7:55 a.m. – 3:55 p.m.
Arrival:	8:30 a.m. – 8:45 a.m.
Breakfast:	8:30 a.m. – 8:45 a.m.
Tardy:	8:45 a.m.
Classes Begin:	8:45 a.m.
Classes End:	3:00 p.m.

Bus transportation is the safest way for your child to arrive and leave Wait. We expect that all students will arrive and leave on their scheduled bus. For bus questions or concerns, contact our Transportation Department (330) 626-4909.

If you choose to drop off or pick up your child, please help us maintain a safe arrival and dismissal for our students and staff by adhering to our guidelines. Car riders should arrive between 8:30 and 8:40. Parents will park and walk with their child to the main entrance doorway. Students who arrive after 8:45 will be marked tardy and parents will need to sign them in at the office window. Children will walk independently to class.

At 3:00 p.m., car riders will be dismissed to the gymnasium and parents will be able to get their child at the gym doors. Parents will form a line outside on the blacktop near the gym doors. Any person picking up a child will need a picture identification card with them to present to the staff.

If you plan on picking your child up after school, please send a note indicating who is picking up your child. Don't forget the basics like date, teacher name, and child's first and last name! If it is an emergency, you may call the office before 2:00; however, a written note is the best way to guarantee that the office, your child, and your child's teacher are aware of the change in your typical routine. If your child will be a permanent car rider all year, please stop in the office at open house or write a note indicating the day(s) that your child will be a car rider and who will be doing the pick-up.

STREETSBORO ELEMENTARY (CAMPUS) SCHOOL BUILDING

Building Hours:	7:55 a.m. – 3:45 p.m.
Arrival:	8:25 a.m. – 8:40 a.m.
Breakfast:	8:25 a.m. – 8:40 a.m.
Tardy:	8:40 a.m.
Classes Begin:	8:40 a.m.
Classes End:	3:10 p.m.
Dismissal:	3:15 p.m.

All students should ride the bus. No students should be in the building before 8:40am. Please do not drop your child off early for school. Teachers are not on duty to supervise the students before 8:40am. Parents who pick up their child at dismissal should be at the school promptly at 3:15. Campus students are not permitted to walk or ride bikes to and from school. They are not permitted to walk to Pierce Library, Middle School or High School after school. Students will only be released for dismissal to authorized adults. An authorization release form will be kept on file in the office.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live. If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school. Students that are new to Streetsboro Elementary are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. A birth certificate,
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. Proof of residency,
4. Proof of immunizations,
5. Social Security number

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. New students will begin attendance the day after registration if possible.

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).

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal. Placement will be made as soon as possible after enrollment requirements have been received by the school office. The minimum time period for placement is twenty four hours. Teachers must be notified of new students and materials must be made available for new students. Every effort on the part of the staff will be made to accommodate a new student as soon as possible after enrollment.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents. A withdrawal form is to be completed by a parent/guardian prior to the final day of attendance. (Form 5130 F1)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer, the parent must notify the school secretary. School records shall be transferred within fourteen days to the new school district. Parents are encouraged to contact the school secretary for specific details. All library books and school textbooks should be returned before leaving.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular

activities, and co-curricular activities. The school has made the form available to every parent at the time of enrollment and is distributed at the beginning of each school year. Additional forms may be obtained in the school office.

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. Please provide documentation of updated immunizations to nurse as your child receives them to keep health record current. Any questions about immunizations or waivers should be directed to the district nurse.

VACCINES	FALL 2016 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required.* 1-12 Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry.**
POLIO	K-6 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.*** Grades 7-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	K-12 Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	K-12 Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	K-6 Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. Grades 7-10 One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	Grade 7 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry****

NOTES:

- Vaccine should be administered according to the most recent version of the Recommended Immunization Schedules for Persons Aged 0 Through 18 Years or the Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

- *Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.
 - ** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. For students in 12th grade, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.
 - *** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.
 - **** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.
- ODH Immunization 10/13/15

STUDENT WELL-BEING

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

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, or the forms can be down loaded from the district web site. (Form 5330 F1) It is helpful to have the form with you at the student's doctor appointment. New forms must be completed for each school year.

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 written parental authorization.

If a student is ill to the extent that over-the-counter medication is required during the school day, especially for infectious diseases such as colds and flu, parents should consider keeping the student at home until the need for medication is gone.

Medication must be brought to school by the parent in the original labeled container with the student's name on it. Students are not permitted to carry medication to and from school for their own safety and the safety of others. 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 bottle to school.

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. (Form 5330 F1 or 5330 F3) 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 medications 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.

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.

Administration of medication 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. Parents should notify school personnel of any change in medication or its dosage. A new medication form must be completed by the physician and parent with each change. It is helpful to bring the form to the doctor’s appointment. All refills on medications should be done promptly so it will not interfere with the child’s behavior in class. 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.

Children should be kept home if they have diarrhea, severe coughs, severe colds, sore throat, red, watery, burning, itching eyes, undetermined rashes, vomiting, or nits in hair. Children should not come to school with temperatures of 100 degrees or above. If any of the above mentioned occur the student will be sent home. The temperature should stay below 100 degrees without the use of fever reducing medications for 24 hours before returning to school. Consultation with your family doctor is essential if there are any questions. The above symptoms/conditions may mean the start of a communicable disease or nuisance condition that could affect many of the other children in your child’s classroom. Also, your child may be too sick to learn in school that day. In fairness to ALL children, keep your child home until you can determine what else may be developing

HOW SICK IS TOO SICK?

A Parent’s guide to determining whether their child should be kept at home during time of illness.

Symptoms or Illness	Can child attend school? When can he/she return to school?
Chicken Pox – Fever with a sore throat and cough. Small blister-type rash which eventually crusts over	No – When all chicken pox is scabbed over. Usually 7 days.
Cold Symptoms – stuffy nose with clear drainage, sneezing, mild cough	Yes – may attend if able to participate in school activities
Conjunctivitis (Pink Eye) – pink/redness of the eye or eyelid and thick yellow/green discharge, matted eyelashes, burning or itching of the eye	No – 24 hours after medical treatment has begun Doctor’s note required to return
Croup – actual respiratory infection causing cough that has “barking” or “brassy” quality	No – child may return to school after treatment and severe symptoms are gone Doctor’s note required to return
Diarrhea – 3 or more loose stools in a 24 hour period. Additional symptoms may include: nausea, vomiting, stomachache, headache or fever	No – may return only after diarrhea free for 24 hours
Fever – Temperature of 100 degrees F, other signs of illness	No – after being fever free without medication for at least 24 hours
Fifth Disease – Fever with a rash starting on the face. Then after a day or two on the arms, trunk, buttocks and thighs.	No – After diagnosis by physician unless child has fever. No treatment necessary Doctor’s note required to return
Flu Symptoms – abrupt onset of fever, chills, headache, sore muscles, runny nose, sore throat and cough are also common	No – when child has no fever and feels well enough

Hand, Foot and Mouth Disease – raised rash, particularly on palms of hands and soles of feet, and areas around the mouth	No – child may return when indicated by physician Doctor's note required to return
Head Lice – itching, irritation of scalp, white to yellow brown nits (eggs), louse (bug)	No – 24 hours after treatment and lice/nit free. Parents are required to transport child to school to be confirmed that the child is lice/nit free.
Impetigo – blister like pus filled bumps that progress to yellow crusted painless sores, itching is common, usually found on exposed skin areas	No – 24 hours after starting antibiotic treatment Doctor's note required to return
Pinworms - anal itching with disturbed sleep, irritability and local irritation due to scratching	No – After treatment by physician. Doctor's note required to return
Rash – untreated infected skin patches or unusual spots	Contact Nurse or Health Coordinator
Ringworm – itching and burning, and red ring like rash	No – 24 hours after medical treatment has begun, affected area must be covered with a Band-Aid Doctor's note required to return
Scabies – Intense itching of hands, wrists, elbows, waist, knees, groin and buttocks.	No – After treatment with prescription medication. Doctor's note required to return
Strep Throat – Streptococcal sore throat – fever, red throat with pus spots, tender and swollen neck glands	No – 24 hours after starting antibiotic treatment Doctor's note required to return
Vomiting	No – until vomiting has ceased and no other symptoms.

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 medical attention is required, the office will follow the school's emergency procedures.

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.

A parent will be contacted when their child has a temperature of 100 degrees or greater, vomiting, or diarrhea.

EXPECTATIONS FOR THE HOME

Teachers and administrators of Streetsboro Elementary School expect each parent to:

1. Support school officials in their efforts to develop and maintain well-disciplined schools.
2. Teach their child socially acceptable standards of behavior.
3. Teach their child by words and example to have respect for the law, authority, and the rights and property of others.
4. Teach their child to be accountable for his or her own actions.
5. Help their 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 their child promptly bring home all communications from the school.
9. Require prompt and regular attendance.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Streetsboro Elementary 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 ATTENDANCE AT SCHOOL EVENTS

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

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, 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 participants in a School activity.

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.

Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds. A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without the approval of the student's counselor. No student may participate in fund-raising activities off school property without proper supervision by approved staff, the student's parents or guardian or other adults. No house-to-house canvassing is allowed by any student for any fund-raising activity. Any fund-raisers 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 himself/herself to the point of potential harm.

No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES 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 (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), 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.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

The Streetsboro City School District is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and Human Immune Deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures include a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the District Nurse at 330-626-4900.

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 nailbrush 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.

We strongly endorse the hand washing protocol with all of the children on a daily basis.

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. 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.

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 the 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 requester. 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 questions there may be.

NON-PERMISSION TO PHOTOGRAPH/VIDEOTAPE A STUDENT

Students are frequently photographed or videotaped for publicity purposes. Photos may appear in the newspaper, on the District Web Page, or on local television stations. If you do not want your child to appear in pictures or videos shown publicly, please fill out the appropriate form. This form is distributed each year in the student form packet. Forms are also available in the school office. If this form has not been received by September 15th of the new school year, it will be assumed that we have permission to photograph or videotape your child.

STUDENT FEES, FINES AND CHARGES

Kindergarten, First and Second grade students will be charged a \$20.00 fee for the school year. Third grade students will be charged a \$25.00 fee for the school year.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Fees for field trips are paid in advance. No refunds can be made for children who do not attend. Fees may be waived in situations where there is financial hardship. (Form 6152.01)

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 shall be allowed to leave school premises during the lunch unless accompanied by a parent/guardian.

Mealpay Plus.com is a registered website that can be used to create a free, secured account for your child. A link on the district website www.streetsboroschools.com will permit parents to set up an account using their child's PIN number. Balances and deposits may be checked as needed. Deposits into your child's account may be made by using a credit or debit card. A convenience fee of 4.75% of the total transaction will be charged. Your child may also bring a check or money to the school and it will be deposited into their account which does not involve a fee. Paying for school lunches has been made easier with Mealpay Plus because the accounts may be monitored from home.

Individuals may be eligible for free or reduced lunch based on the family size and income. Applications for this program will be sent to you in a packet on the first day of school. Please look at the application and call Mrs. Wheeler at 330-626-4900 extension 1510 if you have any questions. It is very important to our school and the district to have these forms filled out each year.

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, every person must leave the building immediately in an orderly and quiet manner.

Fire Drills – general reminders

Move quickly and quietly through the halls. Keep your hands to yourself and do not talk. Attendance will be taken. If you are in another part of the building, go out the nearest door and join your class. Stand in an orderly and quiet line until the "all clear" signal is given.

Tornado Drills – general reminders

Everyone should move into the designated area 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. Attendance will be taken. Each child should be close to the person next to him. Keep doorways clear. No talking. Stay out of the gym. Stay in crouching position until “all clear” signal is given.

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 following local radio stations:

WGAR	99.5 FM	WKDD	98.1 FM
WNIR	100.1FM	WAKR	1590 AM
WTAM	1100 AM	WMVX	106.5 FM
WONE	97.5 FM	WQMX	94.9 FM

STREETSBORO TELEVISION STATION 16

Major Cleveland television channels will also be notified. 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 pass.** Any visitor found in the building without signing in or possessing a pass shall be reported to the principal. In order to prevent any inconvenience, a person that wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school. 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 bus.

CLASSROOM VISITATIONS

Parents are encouraged to visit classrooms. If a parent would like to visit their son/daughter's classroom the parent needs to submit a request to visit to the building principal at least 24 hours prior to the visit and indicate the purpose of the visit. Visits will be arranged at a mutually convenient time and date.

LOST AND FOUND

The lost and found area is located close to the clinic/office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of the first semester and at the close of the school year.

PIERCE LIBRARY (Streetsboro Elementary)

Parents will be required to sign a permission form for students to visit the Pierce Library periodically throughout the school year.

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. Office personnel will initiate all calls on behalf of a student. Student's cell phones must be off and in the student's book bag at all times during the school day.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the superintendent at the Board Office. A minimum of 10 days in advance of the desired distribution date is required to ensure that the Superintendent has the opportunity to review the announcement or posting.

FIELD TRIPS

Field Trips (Board Policy 2340) – Students are to obtain field trip permission forms from the teacher sponsoring the trip. Field trips are academic activities that are held off school grounds. The students are required to follow the same code of conduct on field trips as they are required to follow in school. No student may participate in any school-sponsored trip without parent consent (parent/guardian signature on field trip form required) and a medical emergency form on file. Participation in a field trip is a privilege and may be denied by the administration due to academic, behavior, or attendance concerns. Any class work that is missed is the responsibility of the student to obtain, complete, and submit. Field trips are subject to Board approval.

SECTION II - ACADEMICS

INTERIM REPORT AND REPORT CARD

Four times a year, at the end of each nine weeks of school, report cards will be sent home with the students. Parents should read the report card carefully and discuss it with their child. Parents should then sign and return the envelope, acknowledging that they have examined the report card. 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 may be sent to parents, indicating a student's progress. 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 explanations be necessary.

GRADING

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 0 - 59%

HOMEWORK POLICY

Why do we do homework in elementary school?

To practice the skills we learned at school.
To share with parents what we learned at school.
To teach responsibility.

What are the expectations for homework in elementary school?

All homework assignments are expected to be completed. This does not mean that all homework assignments are graded for accuracy. Homework may be counted for participation, and will therefore may students' grades. This means that students do not need to show that they have mastered the skill we are working on, only that they are trying.

All homework is expected to be turned in with their name on it.

It is the students' responsibility to complete their homework. Your cooperation in helping students meet the homework expectations is greatly appreciated. Learning these habits now will help students in the years to come.

The main idea we wish to emphasize about home practice is that it is a good and valuable learning experience whenever the relationship between the parent and child is improved; that the child's self-concept and self-confidence is enhanced, that the child's interest are developed, and 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 student needs to devote to his home practice will vary from day to day, from one subject to another and from one student to another. Home practice is not a part of the nine week grade, but simply practice in preparing students for assessments on specific indicators.

COMPUTER/INTERNET REGULATIONS

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.

STUDENT ASSESSMENT

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 determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Kindergarten	First Grade
KRA – Kindergarten Readiness	STAR Reading
STAR Reading	State Writing Diagnostic
State Writing Diagnostic	State Math Diagnostic

Second Grade	Third Grade
STAR Reading	STAR Reading
STAR Math	STAR Math
State Writing Diagnostic	IOWA
	COGAT
	AIR Math
	AIR Reading (fall and spring administrations)
	State Writing Diagnostic

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. If necessary, intelligence test, speech and language evaluations, individually administered achievement tests and other special testing service are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Campus Elementary will not violate the rights of consent and privacy of a student participating in any form of evaluation.

IAT (INTERVENTION ASSISTANCE TEAM)

The purpose of an Intervention Assistance Team Meeting is to bring teachers, parents, and administrators together for the purpose of assisting a student experiencing difficulty at school. Special Education teachers, speech pathologists, or the school psychologist may also take part in the meeting.

The team comes together to discuss the concerns of either the parent or a member of the staff. The concerns may be academic, social emotional or behavioral. As a team, interventions are put into place to assist the child. There is a follow-up meeting approximately 6 – 8 weeks later to determine if the interventions have assisted the child in the area of concern.

SECTION III - STUDENT CONDUCT

ATTENDANCE REGULATIONS

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 secretary at 330-422-2400 (Wait Primary) or 330-626-4907 (Streetsboro Elementary) 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 five 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 five day limit, the absence will be considered unexcused. The consecutive days of absence may require a doctor’s note to confirm a student’s illness.

A school letter will be sent home upon the student’s 5th absence indicating a potential attendance problem. This will give the parent an opportunity to meet with school officials prior to any referrals being made to other agencies. A second letter will be sent upon the student’s 10th absence indicating that all further absences must be verified by a physician’s note. Any absence after 10 days not verified by a physician’s note will be unexcused.

A student may miss up to 10 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 is required. A parent/guardian call and/or note, is appreciated, but will not change the absences from unexcused to excused. 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 absence
- 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. In certain circumstances teachers may formulate an alternate activity for the student to complete in lieu of the missed classroom activity. If the student fails to make up the work in the appropriate amount of days for their excused absence, the work they missed will then be considered late and late-work penalties to assignments missed while absent will apply. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

Parent/guardian should contact the main office secretary at least twenty-four (24) hours prior to wanting missed student 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, it may require disciplinary action and will result in the student not receiving 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. Please submit a written request for an extended absence to the office. (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/guardian 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

- Students must be in class by 8:45 (Wait Primary) 8:40am (Streetsboro Elementary) or they will be considered tardy.
- If a student is tardy three times within the grading period, a courtesy call will be made home.
- If a student is tardy six times within a grading period, that student will receive a lunch or recess detention.

CODE OF CONDUCT

A major component of the educational program at Streetsboro Elementary School is to prepare students to become responsible workers 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:

1. Abide by national, state, and local laws as well as the rules of the school
2. Respect the civil rights of others
3. Act courteously to adults and fellow students
4. Be prompt to school and attentive in class
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
6. Complete assigned tasks on time and as directed
7. Help maintain a school environment that is safe, friendly, and productive
8. Act at all times in a manner that reflects pride in self and in the school.
9. 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;
10. Converse in an appropriate manner in content and volume for young ladies and gentlemen;
11. Use care in all facilities and with all books, equipment and apparatus.

Dress and Grooming

While fashions change, 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.

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

1. Make-up, nail polish bottles, perfume, hairspray.
2. Hard-soled shoes in Physical Education.

3. Roller shoes (heelies), flip flops, or high heeled shoes
4. Midriff, halter shirts, spaghetti straps – blouses or shirts
5. Tank tops by either boys or girls (all shirts must have a sleeve).
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. Pants will not sag below the waist.
11. Pajama pants – unless a special party is planned

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

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.

Damage to or loss of school equipment and facilities wastes taxpayer's 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 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 this Student Code of Conduct. The Board also has a 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 a list of misconduct that will subject a student to disciplinary action. The Board has formally 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, or excessive truancy, will be tolerated.

Discipline of student 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. Drug 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 that the sale, distribution, possession, or use of drugs, alcohol, tobacco, fake drugs, steroids, inhalants, or look-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 Drug and Alcohol Policy:

- (1) Mandatory suspension for 10 days, with a recommendation to superintendent for expulsion for up to 80 school days, and recommendation to the superintendent for exclusion under certain circumstances.
- (2) Referral to local law enforcement officials.
- (3) Possible referral to juvenile authorities/agencies, including Portage County Juvenile Court. Many drug abuse offenses are also felonies.
- (4) If a 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 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 or 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 silences, 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 or 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 she/he was possessing a firearm or knife;

The student did not understand that the item she/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. This violation may 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 restriction.

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 restriction.

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 does allow 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 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 she/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. 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 2901.9 (A)(5) or serious physical harm to property as defined in Revised Code Section 2901.01 (!)(^) 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. 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 have a legitimate excuse. It is also 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. Violation of this provision will also subject a student to discipline up to and including permanent 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 expulsion.

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, electronic games and the like without the permission of the classroom teacher. Violation of this provision will subject a student to discipline up to and including expulsion.

25. Computer/Technology

Inappropriate use of computer hardware or software and/or misuse of other technologies will not be tolerated. Students who disregard Board Policy regarding computer and Internet acceptable use may have their use privileges suspended or revoked. Students granted access to the Internet through the District assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by Board Policy/Regulations. Violation of this provision will subject a student to discipline up to and including expulsion.

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:

Use of verbal or non-verbal threats, intimidation, harassment, or sexual harassment.

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 of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition included physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property 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 she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

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

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, she/he should report it and allow the administration to determine the 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, 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)

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, verbal, written 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). The harassment of other students or members of the staff, or any other individuals is not permitted.

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**

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. 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 others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

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

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.

- A. 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.

- B. 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 a 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.

DISCIPLINE

It is important to remember that the school's rules apply 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. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes writing assignments, change of seating or location, lunch/recess detention or time out.

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 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. All formal discipline records will be housed in the student's permanent file.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator 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, she/he may be subject to school disciplinary action as well as to action by the community's legal system.

DUE PROCESS RIGHTS

Before a student may be suspended, 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, principal, assistant principal, or other administrator:

- (1) The student will be informed in writing of the potential suspension and the reason 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 school day, a letter will be sent to the parent or guardian stating the specific reason(s) for the suspension and including notice of their right to appeal such action. 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:
 - Superintendent
 - Board Treasurer
 - 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 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, Assistant 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.

Appeal of Suspension to the Board or its designee (Superintendent)

A written appeal must contain the reason(s) that the suspension is being appealed.

The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.

Upon review the Board/Designee (Superintendent) may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parent if, in the Superintendent's opinion, this is appropriate.

The Board/Designee (Superintendent) shall reach the decision and inform the parent within twenty-four (24) hours of the hearing.

A verbatim record of the appeal hearing shall be made in the event of an appeal to the Court of Common Pleas.

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.

Expulsion from School

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

The Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

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 school days nor later than five school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parents.

Within one 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 students, parent, guardian or custodian to appeal to the Board of Education 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's Designee (Superintendent)

The student who is 18 or older or the student's parent(s) or guardian(s) may appeal the expulsion to the Board of Education 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, if held before the Board. While the hearing may be private, the Board shall act publicly.

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

Appeal to the Court

Under state law, the decision of the Board or its designee may be made to the Court of Common Pleas. These procedures shall not apply to in-school suspensions. An in-school suspension is one served entirely within a school setting.

Permanent Exclusion

When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible that she/he 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.), 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. Locks are to prevent theft, not to prevent searches.

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.

GENERAL CONDUCT RULES

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. Practice good manners.

The rules for each teacher are also posted in the classroom.

These rules will be enforced. All students should become familiar with these rules.

General

1. Obey all teachers and adults.
2. No gum chewing on school property (building or playground).
3. Walk in the building.
4. Use appropriate language at all times.
5. Use correct doors when entering or leaving the building.
6. Sign in or out, in our office, when arriving late or leaving early.
7. Show courtesy and attention during programs.
8. Dress properly for the weather.
9. Keep restrooms clean.
10. Be polite and courteous to others.
11. Keep our school neat and clean.
12. Do not bring expensive toys, toys of violence, actual weapons, sharp objects, or anything unfit for a school setting.

Cafeteria

1. Remained seated to eat.
2. Use good table manners.
3. **Always** walk when in the cafeteria.
4. Move through the lunch line orderly and with care. Respect the cafeteria workers.
5. You may speak softly to those near you. The last five (5) minutes will be no talking so adult directions can be heard.
6. Clean tables and floor when your class has finished. Pick up your own garbage and throw it away in the proper containers.
7. If the trash barrel is full, wait for an empty one.
8. Wait until you have been called to get in the snack line. Food may not be taken from the cafeteria.

Recess

All students are expected to go outside during recess, weather permitting. Please dress your child appropriately for outside conditions. Any student needing to stay indoors during recess for medical reasons **must have a note signed by a doctor.**

Indoor recess will be held on days when the temperature is 20 degrees or lower. The chill factor will be considered in all temperature calculations. From time to time there will be days when the temperature is above 20 degrees, but weather conditions may not warrant outdoor recess. On these occasions, outdoor recess will be at the discretion of the principal.

Playground Rules

The following rules are to be enforced by supervisors on the playground:

1. Students should not play near parked cars.
2. Line up quietly when exiting and entering the playground.
3. Follow safety rules.
4. Obey and respect the playground supervisors.
5. No one is to throw objects including snow, snowballs, sticks, stones or other such objects.
6. Fighting and unkind behavior is not allowed. Respect yourself and your classmates.
7. Talk it out if there is a problem and bring it to the supervisors' attention.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

SECTION IV - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live two miles or more from the building. The bus schedule and route are available by contacting the transportation garage at 330-626-4909. Students are permitted ONE bus stop for pickup and ONE bus stop for drop-off for ALL FIVE DAYS. This means the pickup designated stop is the same all five days, and the drop-off 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 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 and may assign seating or 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 the scheduled stop);
2. Stay off the road at all times while waiting 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 i.e.: 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 is 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 cannot be approved by the middle school office. Any change must be 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.

NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION

In compliance with Federal regulations, the Streetsboro City School District has established the following guidelines concerning student records:

- A. The District Treasurer is responsible for the processing and maintenance of all student records. The Treasurer's office is located at 9000 Kirby Lane, Streetsboro, Ohio 44241 or s/he can be reached by calling (330) 626-4900.
- B. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by Federal law or district regulations.
- C. A parent, guardian, or adult student has the following rights: inspect and review the student's education records, request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights, consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law, challenge District noncompliance with a parent's request to amend the records through a hearing, file a complaint with the Department of Education, obtain a copy of the District's policy and administrative guidelines on student records.
- D. The district has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 40 school days from the

date of this notification that s/he will not permit distribution of any or all of such information:

name, address, and 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 and awards received; telephone numbers only for inclusion in school or P.T.O. directories; and any other information the district considers would not be harmful or an invasion of privacy, if disclosed.

- E. A copy of the policy and the accompanying guidelines are available at the Board Office and at all school offices. There will also be a person available to answer any questions concerning the policy or guidelines.

SECTION V – MEMOS, NOTICES, AND FORMS

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 Individuals 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, a parent should contact the Director of Special Services, at 330-626-4900.

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 an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

*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 D.

*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

**MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON
DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

WAIVER OF SCHOOL FEES (Form 6152.01 F1/page 1 of 1)

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 and I am allowing the school to confirm this by reviewing my student meal application or direct certification information (if applicable).

_____ 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/Guardian

Date

Date Received by Building

Approved _____ Not Approved _____

Signature of Superintendent

Date

