

# Strasburg Elementary School

330-878-6503

Parent-Student Handbook

2016-2017 School Year



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# **VISION STATEMENT**

*The Strasburg-Franklin Local School District will foster:*

**P**ersonal  
**R**esponsibility  
**I**n  
**D**eveloping  
**E**xcellence

## **MISSION STATEMENT**

*The Strasburg-Franklin Local School district will strive to create life-long learners who find value in academic excellence and are able to adapt to our rapidly changing global society.*

### **STRASBURG ALMA MATER**

*Strasburg High, we greet thee true, this our Alma Mater true.  
Endless praise we give to thee Honor, praise and loyalty,  
Happy days and carefree hearts  
Cherished memories held apart,  
Faithful we will ever be  
To thee we sing, Oh, Strasburg High.*

### **STRASBURG FIGHT SONG**

*Come on Dear Strasburg  
We're back of you.  
We'll stand by you the whole year through.  
When you're in the midst of fight We'll never let you down or out of sight. Loyal rooters we'll always be  
Striving to win that victory  
When the orange and black come striving through,  
Oh, Strasburg we're true to you.*

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**Equal Education Opportunity**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the building principal.

Any student making a complaint or participating in a school investigation will be protected from retaliation. The building principal can provide additional information concerning equal access to educational opportunities.

**School Day**

**Elementary Doors Open at 8:37 AM**

**Tardy bell rings at 8:50 AM**

**Kindergarten Parent Pick Up are dismissed at 3:07PM**

**Parent Pick Up and Walkers are dismissed at 3:12 PM**

**Bus riders are dismissed at 3:17 PM**

**BELL SCHEDULES - The elementary schedule works off of the MS/HS schedule in terms of sharing teachers for specials such as Art, Music, Physical Education and Band. Therefore changes in the MS/HS have a direct impact on the elementary schedule as noted below.**

**Middle/High School Regular Daily Schedule**

<b>Period</b>	<b>Time</b>
WARNING BELL	7:30
HOME ROOM & ANNOUNCEMENTS	7:34 - 7:45
PERIOD 1 &	7:48 – 8:30
PERIOD 2	8:33 – 9:15
PERIOD 3	9:18 –10:00
PERIOD 4	10:03 –10:45
LUNCH 5-A (MIDDLE SCHOOL)	10:45 –11:15
CLASS 5-A (MIDDLE SCHOOL)	11:18 –12:00
CLASS 5-B (HIGH SCHOOL)	10:48 –11:30
LUNCH 5-B (HIGH SCHOOL)	11:30 –12:00
PERIOD 6	12:03 –12:45
PERIOD 7	12:48 – 1:30
PERIOD 8	1:33 – 2:15

<b>Middle/High School Pep Rally Schedule PM</b>	
PERIODS 1 – 5	ON REGULAR SCHEDULE
PERIOD 6	12:03 – 12:36
PERIOD 7	12:39 – 1:09
PERIOD 8	1:12 – 1:42
PEP RALLY	1:45 – 2:15

**Middle/High School Assembly Schedule AM**

WARNING BELL	7:30
HOME ROOM/ ANNOUNCEMENTS	7:34 – 7:45
PERIOD 1	7:48 - 8:18
ASSEMBLY	8:21 - 9:06
PERIOD 2	9:09 - 9:39
PERIOD 3	9:42 - 10:12
PERIOD 4	10:15 - 10:45
PERIODS 5 – 8	ON REGULAR SCHEDULE

**Middle/High School 2 Hour Delay**

WARNING BELL	9:30
HOME RM/ANNOUNCE.	9:34-9:45
PERIOD 1	9:48 –10:05
PERIOD 2	10:08 –10:25
PERIOD 3	10:28 –10:45
PERIOD 5	ON REGULAR SCHEDULE
PERIOD 4	12:03 - 12:33
PERIOD 6	12:36 - 1:06
PERIOD 7	1:09 – 1:39
PERIOD 8	1:42 – 2:15

### Student Responsibilities

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the parent should contact the school secretary to explain the reason. If an ongoing problem exists, the parent or student should seek help from the guidance counselor or principal.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information by bringing home fliers, letters, etc. The staff, however, will communicate through a variety of means, including newsletters, email, phone calls, the website, social media, and the mail. Parents are encouraged to participate in two-way communication with their child's teachers and support staff, and inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### Student Well Being

Student safety is the responsibility of both students and staff. Staff members practice emergency procedures such as evacuation procedures, fire and tornado drills, safety drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

### Injury and Illness

All injuries must be reported to a teacher or the office. If the injuries are 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 and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. **The person picking up the student MUST come inside to the office to sign out students.**

## **SECTION I – GENERAL INFORMATION**

### Enrolling in the School

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)

- Proof of residency
- Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison of homeless children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a **duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.**

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- an updated copy of the student's transcript;
- a report of the student's behavior while in DYS custody
- the student's current IEP, if one has been developed for the child; and
- a summary of the instructional record of the child's behavior.

#### **Scheduling and Assignment**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

### **Early Dismissal**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **Withdrawal/Transfer from School**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the Parents' notice or request.

### **Immunizations**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

### **Emergency Medical Authorization**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **Use of Medications**

Students who must take prescribed medication during the school day must comply with the following guidelines:

- Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below,



students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto injectors (“epipens”), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epipens, or inhalers to any other student for their use or possession. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. The school nurse, building secretary or administrator are the only employees authorized to give medication. They must ensure there is a parent’s written release and record the distribution of medication in a log.
- Per Board Policy 5330, “Dispensing of nonauthorized, over-the-counter (OTC) medication by Board employees to students served by the District is prohibited.

#### **Non-prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal’s Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student’s parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School’s Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student’s school is a participant if the appropriate form is completed and on file in the Principal’s Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other students.

#### **Control of Casual-Contact Communicable Diseases**

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 may 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 communicable 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 limited to the contagious period as specified in the School's administrative guidelines.

#### **Control of Non-casual Contact Communicable Diseases**

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

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

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

#### **Control of Blood-Borne Pathogens**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to Follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur
- participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the principal or nurse and assist the student in completing the requisite documents.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or County Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post - exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for hepatitis B and HIV virus either in cooperation with his/her physician or County Health Department.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

### **Excused from Physical Education**

If a student has been ill and is not to participate in physical activities during PE class a written statement to this effect for a parent or guardian must be submitted to the PE teacher. This notification must indicate each day the student is not to participate or the limits of participation in PE class and the specific reason for making the request. Please note: if a student is to be excused from participating in PE class for more than three consecutive class periods a written doctor's statement shall be required to honor such request with a beginning and ending date of limited participation.

### **Students with Disabilities**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the special education coordinator at 330-878-6503 to inquire about evaluation procedures, programs, and services.

### **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 330-878-6503.

### **Protection and Privacy of Student Records**

The School District maintains many student records including both directory information and confidential information. Directory information includes:

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; 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; or awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in Board policy on the School website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 833 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students 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 20202-4605

[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov

### **Student Fees and Fines**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Strasburg-Franklin Local Schools charges a \$35 workbook fee for each student each year.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **Student Fund-Raising**

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

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **Student Valuables**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **Meal Service**

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.25. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the School office.

### **Lunch Accounts**

Each student will have a pin number to access their cafeteria account. Please send lunch money in a sealed envelope with the student's name, classroom teacher's name and pin number. The envelope will be given to the classroom teacher and then sent to the office

### **Safety and Security**

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff are given and required to wear a building pass during school hours.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.
- All District employees are to wear photo-identification badges while in District schools and offices or on District property.

### **Fire, Tornado, and Safety Drills**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of long consecutive beeps over the PA system. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **Emergency Closing 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 radio and television stations:

- \* WTUZ 99.9 FM (New Philadelphia)
- \* WHBC (Canton)
- \* TV Stations – 3, 5, 8, 9, 10,19

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

### **Preparedness for Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request. Visitors, particularly parents, are welcome at the School.

### **Visitors**

Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the schools in order to schedule a mutually convenient meeting time.

### **Volunteers**

We believe that volunteers expand educational experiences and opportunities for our students and school. We are most appreciative for everyone who wishes to contribute in this way. All persons interested in volunteering are encouraged to contact the office indicating the type of service you wish to provide. Volunteers will be selected and maintained using the Board Policy 3120.09. If you are interested in volunteering to serve as a volunteer, contact the principal.

### **Use of the Library**

The library is available to students throughout the school day. Books may be checked out for a period of two (2) weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within two (2) weeks.

### **Use of School Equipment and Facilities**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **Lost and Found**

The lost and found area is in the hallway by the restrooms. Students who have lost items should check there and may retrieve items they own. Unclaimed items will be given to charity at the close of each grading period.

### Use of Office Telephones

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

### Wireless Communication Devices

**Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode).**

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- **The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited.** This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc\_ networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.



Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using their WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

**Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.**

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

#### **Advertising Outside Activities**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

### Going Home Procedures

If a parent desires to change the normal routine of dismissal for their child, a written note must be received. This note shall contain the student's name, the specific date or dates for the requested change and specific instruction. Please assist us on this policy as your children are our most precious responsibility and we will not take any chances with their safety. **Requests made by phone may not be honored.**

### Students Remaining in the Building after School Hours

We expect all students to be out of the building and off campus following dismissal from their classroom unless one of the following applies:

1. The student has been assigned an after-school detention
2. The student is attending after-school intervention
3. The student is accompanied by a parent or staff member (i.e. coaches/tutor)

Students who participate in after-school events are not permitted to remain in the building unless accompanied by a coach or adult advisor.

Please alert the elementary office at 330-878-6503 if an emergency occurs and you will be late picking up your child. Alerting the school of such a situation will permit us to arrange for direct supervision for your child until you can arrive.

### Traffic Pattern

A major safety concern is the arrival and dismissal traffic pattern of our elementary. Please help us make our arrival and dismissal traffic pattern safe. All walkers and car riders will enter through the front doors of the building. All walkers will approach the building using the sidewalk around the loop in front of the administration building. **NO STUDENTS ARE PERMITTED IN THE PARKING LOT DURING DROP-OFF AND PICK-UP TIMES.**

**The following is the traffic pattern designed to keep all of our students safe.**

- **We will form one lane only in the turn around. Once you pass the parking lot, you may form two lanes to exit.**
- **The lane should only be used for dropping off and picking up students.**
- **Students may be dropped off anywhere along the sidewalk and not just at the front door.**
- **Please have your child or children exit from the right side of your car and then continue on your way.**

If you would like to sit and wait, please plan on parking your car in one of the parking spaces on Bodmer Avenue.

**We ask that cars not sit in the turn-around between the hours of 8:15-8:45 and 3:00-3:30. Our intentions are to keep traffic moving in an orderly and safe fashion.** If you need to see someone, please park your car in the parking lot. Thanks for your help with this very important safety issue.

### Bicycle Riders

Students are permitted to ride bicycles to school and are encouraged to wear helmets. Those doing so are to park their bikes in the bicycle rack located in front of the elementary building as soon as arriving upon school property. All bikes placed in the rack should be secured with a lock. The school accepts no responsibility for a bike that is stolen or damaged. Please be advised that only minimal school supervision can be provided to observe the security of bicycles while parked on school grounds. It should be clearly understood by students that they are not permitted to use their bike during the school day. In addition, bike riders should understand that walkers on sidewalks have the right of way. If a student uses a bike in the street they must obey all traffic rules as specified by the State of Ohio/City Code concerning traffic safety. Any student failing to observe the above rules or policies may be prohibited from bringing their bicycle onto school property.

### Street Crossing Guards

It is recommended that you discuss safety with your child and plan the safest and most appropriate route to and from school. The school constantly stresses safety to students in dealing with strangers and dangerous practices such as walking between parked cars or jay-walking.

The Village of Strasburg, not the school, provides crossing guards at two vital locations to enable students to cross a major highway or busy intersection many may encounter on the way to and from school. Crossing guards are posted at these two locations:

1. Wooster Ave. and First Street
2. Bodmer Ave. and First Street

If you have any questions or concerns please contact the Village of Strasburg. They are the agency responsible for services and the employment of the guards. The number to call is 330-878-7115.

### Change of Address or Telephone

It is important that any change of address or telephone number be reported to the office promptly. This information is necessary for the safety and welfare of your child by keeping the Emergency Medical Authorization form current.

### Animals and Insects

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member who has a seizure disorder, or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- The staff member seeking approval to have an animal in his/her classroom shall: Provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
  - Take precautions deemed necessary to protect the health and safety of students and other staff;
  - Provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
  - Keep the surrounding areas in a clean and sanitary condition at all times.
  - Other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of an animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

### Food in the Classroom

We have a number of students with life threatening food allergies. In an effort to keep all students safe, we ask that no food enter the classroom unless pre-approved by the teacher. Please **do NOT send food** in for your child's birthday. It will not be distributed. If you would like to provide the class with a "birthday treat," please purchase a game for the classroom, in honor of your child. All classrooms containing students with severe food allergies will have a notice posted outside the door.

### **Party Policy**

The following guidelines are in effect for school sponsored parties:

- The PTG will sponsor three parties throughout the year: A fall festival in October, a holiday party In December, and a Spring Fling in March
- There will be no gift exchanges among students.
- All food for the parties must be approved by the principal or school nurse.
- While the school has no intentions of dictating to students who should be invited to private parties, invitations will not be passed out at school unless all classmates receive one or all girls or all boys receive an invitation.

### **PTG**

The Parent-Teacher Group at Strasburg Elementary is a service and project oriented organization aimed at assisting both students and staff. The main goal of this group is to provide volunteer service that will enhance instruction for students. There are no fees to join and no dues to pay. You are invited to participate in all PTG meetings. They are held in the library at 7:00 PM, the second Thursday of every month.

## **SECTION II – ACADEMICS**

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. You will be informed in advance of any field trip to be taken shortly before the trip. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

### **Reporting Student Progress**

Strasburg Elementary School believes that the process of assessment should guide further instruction. Assessment of standards should be ongoing, and should assist the teacher in developing insights into students' skills, and academic strengths and weaknesses. Recognizing that all students are individuals with different styles and rates of learning, assessments will be multiple and diverse in order to evaluate student achievement and progress toward learning goals. Strasburg Elementary supports standards based grading policies and practices.

Grading and assessment practices are to reflect evidence of students' level of mastery of the learning goals. Grading will be used to provide information to students and their families concerning the student's rate of progress and level of achievement in meeting learning goals. Grading will also enable the elementary school to evaluate the readiness of students for appropriate program planning, to encourage teachers to evaluate their instructional techniques, and to provide adequate and accurate records of student progress and achievement. Life skills such as attendance, behavior and work habits will also be reported on progress reports.

The range for each letter grade is as follows:

- A – 90-100% (Excellent Quality Work)
- B – 80-89% (Good Quality Work)
- C – 70-79% (Average Quality Work)
- D – 60-68% (Below Average Quality Work)
- F – 59% or Below (Failing Quality Work)
- I – Incomplete

Teachers will round up when the grade is .5% of less from the next higher grade.

### **Grade Averaging**

When averaging grades, a four point system is used with a student receiving a numerical value for each grade letter as indicated below:

- A grade is equal to 4 points
- B grade is equal to 3 points
- C grade is equal to 2 points
- D grade is equal to 1 point
- F grade is equal to 0 points

The average point value shall represent the grade letter as indicated behind each point value listed below:

- 3.5 or higher is equal to an A average
- 2.5 to 3.49 is equal to a B average
- 1.5 to 2.49 is equal to a C average
- 0.5 to 1.49 is equal to a D average

Please be advised that regardless of the point average for any particular major subject, a student must accumulate a minimum of one point during the second semester of the school year to pass the subject for the year.

### **K-2 Standards-Based Report Cards**

The purpose of the standards-based report cards is to give parents detailed information about their child's progress, as well as to provide a picture of what is taught at every grade level and in every subject. The report cards are aligned to Ohio's Academic Content Standards and reflect achievement on grade level indicators. Academic Content Standards have been developed by the Ohio Department of Education and dictate what must be taught in every subject in Ohio's Public Schools. The report card documents a child's progress toward mastery of the standard and is not meant to show how he/she compares to other students. Your child will receive a standards-based report card that uses an M, V, N rubric reporting system that monitors student progress through both formative and summative assessments, multiple questioning techniques, and performances. The grades are not averaged, but reflect the student's progress at the time the report card is distributed.

### **Academic Integrity**

Honesty is a personal attribute respected and rewarded by society. Therefore, cheating and plagiarism will not be tolerated. Teachers shall instruct students on how to cite work and reword researched findings.

Cheating involves (but is not limited to):

- Acquiring partial or whole copies of quizzes or tests, except when allowed by the teacher.
- Using unauthorized materials during quizzes or tests.
- Obtaining or exchanging information verbally or in writing during quizzes or tests.
- Copying another student's classwork or homework.

### **Grading Periods**

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. Students will also receive a midterm interim report as a communication tool for parents and students. Note: Students must be up to date with school fees in order to receive a report card. Fees must also be paid for all years in school in order to participate in graduation.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **Promotion, Acceleration, and Retention**

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in mathematics and reading
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

### **Honor Roll/Merit Roll**

To qualify for Honor Roll recognition a student will have a GPA of 3.5 – 4.0 and be a member of the third, fourth or fifth grade class. To qualify for Merit Roll recognition, a student will have a GPA of 3.0 – 3.49 and be a member of the third, fourth or fifth grade class. Honor Roll and Merit Roll will be recognized at the end of each semester.

### **Homework**

Board Policy 2330 with specific homework guidelines is clearly defined. Our philosophy is that homework is pivotal in reinforcing skills and concepts taught in the classroom. It is important in developing self-discipline beliefs by assigning homework in **moderation** and at the discretion of the teacher. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance. Parents can contribute greatly to a child's success by providing appropriate reading materials in the home environment. Classroom guidelines for homework must follow board policy and are consistent with the student handbook.

### **STAR ROOM**

Students who habitually do not complete a homework assignment, who need to make up work, or who need extra practice to master standards, will receive aide in the **STAR ROOM** (Stay Focused, Try your best, Act responsibly, Respect others) Room during their homeroom time. The STAR Room will be monitored by a staff member and will be held in a classroom from 8:35 – 9:00 AM. Students who are assigned to homeroom for not completing homework five times in a single grading period may be assigned an after-school detention.

### **Homework Request**

In the event of an excused absence from school for three or more days it is recommended the parent request homework assignments. Please allow at least 4 hours before picking up the assignment in the office. It is the student's responsibility to obtain assignments missed and to make arrangements with their teacher to make up tests missed during the absences. When homework is requested before an extended absence, the work will be due upon the student's return.

### **Parent-Teacher Conferences**

Conferences between parents and teachers are very important. This is especially true at the elementary school level. Parents are urged to utilize face to face parent-teacher conferences frequently. It is suggested the conferences be set up immediately before or after school or during a staff member's conference period. Please arrange in advance to have a conference with your child's teacher. In doing so, it will also permit the teacher to be well prepared to meet your requests and/or concerns about your child's progress.

### **Telephone Calls to Classroom Teachers**

It is the policy of the school not to disrupt the instructional process that is taking place in the classroom. As a result, except for emergency reasons, teachers will not be asked to leave the classroom for telephone calls. The office will relay all messages.

Questions or concerns may be communicated with a phone message or email to the classroom teacher first.

### **Title I Parental Involvement Policy**

1. Title I teachers meet with parents of Title I students a minimum of twice a year. At the first meeting in the fall and explanation of the current Title I program is explained to parents. A second meeting will be scheduled later in the school year and parent program recommendations will be accepted. Title I teachers will respond to these recommendations soon after these recommendations have been made. Parents must approve the program procedures.
2. Home and school partnership is encouraged through activities approved by Title I teachers and parents of Title I students.
3. Documentation of all Title I teacher and parent meetings will be made available to all Title I parents, regular classroom teachers and administrators.
4. Documentation will be available to show parental involvement in home activities established by Title I teachers and parents.
5. Title I parents will receive reports on student's progress in the Title I program at the end of each 9 weeks grading period.
6. An evaluation from the Title I parent will be conducted at the end of each school year to determine current productive activities and additional needs for the program to be considered for the following year.
7. Parents are encouraged to volunteer as aides in the Title I classroom.
8. Parents are encouraged to observe in the Title I classroom at any time by making arrangements through the elementary principal's office.
9. Throughout the school year Title I teachers will provide training for parents of the Title I students concerning home activities through conferences, workshops and seminars.

**Technology Acceptable Use Policy for Students**

**Please read this Acceptable Use Policy (“Policy”) carefully before signing. This Policy is a legally binding agreement. The details of this Policy reflect the Policy of the Strasburg-Franklin Local School District Board of Education (“Board” or “School District”).**

The Board recognizes that an effective educational system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the School District will use technology resources as a powerful and compelling means for students to learn core subjects and apply skills in relevant and rigorous ways. It is the Board’s goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in workplaces and other real-life settings. The School District’s technology resources will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

***Filtering and Monitoring***

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children’s Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes “other objectionable” material is a local decision. The Board will also have procedures or guidelines that provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA. While the Board takes all reasonable efforts to block access to objectionable material, it makes no guarantees about blocking access to such information.

The procedures or guidelines will be designed to:

- Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
- Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- Restrict minors’ access to materials “harmful to minors,” as that term is defined in CIPA.

- Students will receive education about appropriate on-line behavior, pursuant to state and/or federal law. Parents should be aware that:

\*Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take personal responsibility for his or her use of the network and Internet and avoid objectionable sites.

\*Users/parents/guardians are advised that use of any network may include the potential for accessing web sites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through prudent use of the Internet. If a student accidentally accesses one of these sites, they should immediately exit from that site and/or notify a staff member

\* Any attempts to defeat or bypass the district’s internet filter or conceal internet activity are prohibited Whether the attempt is made with district-owned equipment or a personal technological device. The



attempts include proxies, https, special ports, third party applications, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication inappropriate content.

\* The Board is not responsible for students accessing information from personal mobile devices network access outside of the School District network.

## 1. **Personal Responsibility**

By signing this Policy, you are agreeing not only to follow the rules stated herein, but are agreeing to report any misuse of the network to a teacher or building principal. Misuse means any violation of this policy, board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

## II. **Terms of Permitted Use**

As used in this Policy, "Network" refers to interconnected computer systems, computer equipment, computer programs, the Internet, electronic mail, IP- or Internet-based telephone systems, and related communication technologies.

A student who submits to the school, as directed, a properly signed Policy and abides by the Policy will be provided computer Network and Internet access during the course of the school year. Students will be asked to sign a new Policy when they enter a new building before they are given an access account. (ex. Elementary to Junior High or Freshman to High School)

By signing the Policy, the students acknowledges and understands the following regarding the use of the computer/network:

1. Computer use is not private. System managers have access to all information and messages, including illegal activities and activities not in the best interest of the School district. Inappropriate and illegal activities may be reported to the authorities as necessary.
2. All electronic data that passes through a District-owned computer or a personally owned device on the School District's network is subject to monitoring and seizure and may be handed over to law enforcement officers.
3. All electronic data created for administrative or instructional purposes under the Board approved curriculum for a course or program is the property of the School District.
4. The rules and regulations of online etiquette are subject to change by the Administration. The student code of conduct is applicable in the online environment and computer Network
5. The User in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if computer and/or network under their account. Users shall keep personal account information and all other sensitive information private. Users shall use this system only under the login and password information issued to them, by the School District. Users shall not grant others access to a computer and/or the Network under their login and password.
6. Computer systems and the School District network shall be used only for purposes related to education and shall not be used for personal use.
7. Violation of this Policy could result in the cancellation of user Network privileges and possible discipline under the student code of conduct.

## III. **Acceptable Use**

The School District is providing access to its Network and the Internet for educational purposes *only*. If you have doubt about whether a contemplated activity is educational, you should ask your teacher or building principal if a specific use is appropriate.

#### IV. Unacceptable Use

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Violating or encouraging others to violate this Policy, the law or Board Policy.
2. Revealing private information about yourself or others. Private information includes, but is not limited to a person's password, social security number, credit card number or other confidential information that has the potential to harm you or others or violate the law if shared with other persons.
3. Uses that cause harm to others or that cause damage to their property.
4. Uses that constitute defamation (i.e. harming another's reputation by lies), or that harass, threaten or bully others.
5. Using profanity, obscenity or other language, which may be offensive to other users.
6. Uses that are for commercial transactions (i.e. buying or selling or making arrangements to buy or sell over the Internet).
7. Use that causes disruption to the use of the computer and/or Network by others or that disrupts the educational process of the School District.
8. Using the system to encourage the use of, or to facilitate the sale of, drugs, alcohol or tobacco.
9. Viewing, downloading or transmitting material that is threatening, pornographic, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs.
10. Copying or placing copyrighted material or software on the system without the author's permission and/or in violation of law.
11. Reading, deleting, copying or modifying other user's email or files without their permission or attempting to interfere with another User's ability to use technology resources.
12. Using another person's password or some other identifier that misleads recipients into believing someone other than you is communicating or accessing the Network or Internet.
13. "Hacking," gaining or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks.
14. Use that causes excessive consumption of paper and other relevant supplies.
15. Downloading and/or installing freeware or shareware programs without the approval of the Technology Department. This includes use of peer-to-peer file sharing programs.
16. Uploading or otherwise placing or inviting a worm, virus or other harmful form of programming onto the Network or Internet.
17. Plagiarizing copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work.
18. Using social network sites such as Facebook, Twitter, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of students or staff.
19. Using instant messaging, text messaging, video messaging and Internet telephone services without the consent of your teacher, supervisor, or director.
20. Uses that degrade or disrupt the operation of the Network or that waste limited computer, paper or telephone resources or cause unnecessary traffic. For example, toner and paper in printers are a cost to the District and must not be wasted. Chain letters and similar multiply forwarded messages are prohibited because, even for non-commercial or apparently "harmless" purposes, they use up limited Network capacity resources. The sending of messages to more persons than is necessary is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Unless approval has been granted, you may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
21. Any use of the Network or a District-issued device that would otherwise constitute a violation of the student code of conduct.

**V. Privacy**

Network and Internet access is provided as a tool for your education. The School district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer Network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials, regardless of storage location.

**VI. Vandalism**

Vandalism will result in disciplinary action that may include cancellation of privileges, suspension/expulsion and/or prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user or equipment or any network connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses or spyware, erasing, deleting, or otherwise making the school's programs or networks unusable and includes theft or the damaging or defacing of equipment. The School district may hold users (or their legal guardian) personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred, and any costs incurred to return such services to their normal state.

**VII. Warranties/Indemnification**

The School District makes no warranties of any kind, either express or implied, in the connection with its provision of access to and use of its computer Networks and the Internet provided under this Policy. Neither the Board nor its employees shall be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. The User takes full responsibility of his or her usage and agrees to indemnify and hold harmless the School District and its Board members, administrators, teachers, and staff from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The User and, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School District in the event of the initiation of an investigation is not a user's use or his or her access to its computer network and Internet, whether that use is on a District-issued device or on another device outside the School District's Network.

**Web Page Information**

The Strasburg Local School District provides a web site on the Internet so that the students and staff have access to educationally significant Internet resources that enhance and complement the curriculum. The site also informs the Internet community about our school.

The web site is a part of the curriculum and subject to direct supervision and control. Ownership, including all intellectual property rights, is and remains with the school. All postings shall conform to adapted school board policies.

The Strasburg Local School District cannot control materials posted on web pages other than those hosted at [www.strasburg.k12.oh.us](http://www.strasburg.k12.oh.us). If someone feels that a Strasburg student or staff member has posted inappropriate materials at a non-Strasburg site, they must pursue civil action against that individual.

Strasburg Elementary has a Facebook page which is monitored by the principal. This provides a wonderful avenue for spotlighting students.

### **Student Web Page Policy – Grades K-12**

The unauthorized disclosure, use and dissemination of personal identification information regarding minors are strictly prohibited. The following student information may be posted at the discretion of the school district.

- A digitized version of the student's school projects
- School building that a student attends
- Name and/or description of the student's project or award
- Grade and/or program (sports news, classroom awards, etc.) and/or year of graduation.

### **Student Assessment**

Each student will take all State-mandated assessment tests. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

### **Public School Choice Options**

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

### **Band**

Band is a co-curricular activity open to all students in the fifth grade. To be a band member a student shall be responsible for home practice and will attend pre-scheduled before and after school concerts and practices. Students meet in small groups for instruction weekly. Each small group will meet once weekly from 8:00-8:40 a.m. before the elementary school day begins. All students are to report to the band room at 8:00 a.m. on their assigned day. This allows for students to participate in band without interfering with the academic schedule.

### SECTION III – STUDENT CONDUCT School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

#### Truancy

Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more school days in 1 month, or 12 or more school days in 1 school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for 7 or more consecutive school days, for 10 or more school days in 1 month, or 15 or more school days in 1 school year.

If a student is habitually or chronically truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

#### Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- Personal illness of the student
- Illness in the family
- Death of a family member or relative
- Health Department quarantine of the student or the student's residence
- Observance of a religious holiday
- Absence attributable to any authorized and approved functions
- Any emergency set of circumstances which constitute good and sufficient cause
- Students will be excused for the fair only on days that they are showing their animals or exhibits
- Circumstances and situations deemed necessary as approved by the principal

**After the 7<sup>th</sup> absence in a school year**, the student must present a valid medical excuse for illnesses.

1. Written verification from the Doctor/Dentist/Counselor appointments
2. Illness:
  - \* Personal - Valid Medical excuse
  - \* Illness in the immediate family requiring the student to be absent will require Medical documentation
3. Death/Funeral – Funeral card must be returned with a note.
4. Subpoena – Written verification from court is required.
5. County Fair – Authorized absence according to rules from the County Extension Office. Student absence will only be Authorized for the day they are officially showing their fair project.
6. Excessive absences of 9 days or more will result in a family vacation to be considered "Unexcused".

### **Notification of Absence**

If a student will be absent, the parents must notify the School at 330-878-6503 by 9:00 AM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the principal.

### **Student Attendance at School Events**

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

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the teacher as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the principal to arrange for administration of the test at another time.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence. A suspended student will not be allowed to make-up school work missed due to suspension and will receive no credit for work assigned on days missed. Tests may not be made up.

### Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

### Tardiness

A student must be on time to school and in attendance every day. Students who arrive after 8:45 are considered tardy and must be accompanied by a parent or guardian to be signed in at the school office. Any student who has not checked in with either his/her homeroom teacher or the building secretary before the tardy bell rings will be considered tardy. A letter will be sent home to the parent reviewing the tardy policy once a student accumulates five (5) tardies during a nine week grading period. All tardies due to a doctor, dentist, orthodontist or court appointment must have official documentation from that office.

### Consequences for Excessive Tardiness

If a student is habitually or chronically truant or tardy and the student's parent fails to ensure the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

### Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. Students may be excused for family vacations for ***no more than 5 days per school year!*** Vacations may NOT be scheduled during the following times:

- Midterm/final exams
- Final weeks of a semester
- State testing

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 may be completed during the trip.

### CODE OF CONDUCT

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### Expected Behaviors

Students are expected to:

- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the School.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A teacher to communicate effectively with all students in the class; and
- All students in the class the opportunity to learn.

### **Cafeteria Behavior**

To maintain a neat, clean and orderly lunchroom students are instructed to observe the following rules:

1. Students are not permitted to change seats once they have been seated to eat their lunch.
2. No student is permitted to cut in line. Line-cutters will be sent to the end of the lunch line along with the student permitting the line-cut.
3. Students should not leave their seat without raising their hand and receiving permission from the staff member on duty.
4. Quiet talking is permitted. A general guideline is to only talk to students seated at the same table.
5. No student shall take food from another's tray or handle another's food without the student's permission.
6. Food is to be eaten, not played with. Food/drink should not be mixed to amuse students at the table.
7. Nothing is to be thrown or blown through straws
8. Every child should buy a lunch or bring one from home.
9. Upon dismissal from the cafeteria children are encouraged to pick up anything on the floor or table where they were sitting.
10. Always demonstrate appropriate table manners.
11. Each student is responsible for returning all eating utensils and their tray in the same condition as received to the appropriate location and boxes placed on the dish washing counter.
12. No food or drink is to be taken from the cafeteria without the permission from the staff member on duty.

### **Playground Rules**

Homeroom teachers discuss playground rules with students, and post them in each classroom so students understand what is expected of them. Students who do not comply with these rules may lose playground privileges or recess time. The playground supervisors are there to help protect students from injury and to ensure all students enjoy some play time.

The following are the general rules for the playground:

1. Take turns on all equipment.
2. Do not throw anything at others with the exception of designated equipment in an approved manner.
3. Line up immediately in an orderly fashion when signaled by the staff member on duty.
4. Always stay within the playground area as designated by the staff member on duty.
5. Do not return to the building during recess without the permission of the staff member on duty.
6. Go around rather than through areas where organized games are in progress.
7. Stay away from classroom windows that open to the playground area
8. No throwing of snowballs
9. Share the equipment provided for your grade level to use.
10. Do not play in areas directly in front or behind the swings.
11. Do not play tag on the playground equipment.
12. Play which could cause any student to lose their grip on a piece of playground equipment is not permitted on or near the equipment.
13. All students shall play within sight of a staff member on duty.
14. Football games are only permitted if playing flag or touch.
15. No toys should be brought from home without prior permission from the homeroom teacher.



All other organized games and rules not specifically covered are up to the discretion of the staff on duty- if in doubt, ask.

### **Appropriate Student Outdoor Weather Dress**

Playground monitors are instructed to exercise their best judgment as to when students should wear their hats, coats, boots, etc. during outdoor recess. The guideline is to instruct students to wear what they were sent to school in, unless it is obvious this would not be appropriate. If in doubt, students are to consult with their classroom teacher. Shorts are not permitted December 1 – April 1.

### **Indoor Recess Requests**

All students are expected to participate in outdoor recess. Exceptions are made when a medical excuse is provided. All students will stay in for recess when the weather dictates it.

### **Dress and Grooming**

The Strasburg Franklin Local School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste.

#### **General Expectations**

1. All clothing must be neat, clean and in good taste.
2. Clothing displaying language/symbols related to tobacco, drugs and alcohol are not permitted.
3. Clothing displaying symbols of an offensive nature (e.g., sexist, obscene, sexually suggestive) are not permitted.
4. Clothing depicting violent expressions, images or pictures is not permitted.
5. Clothing that is ripped, torn or has holes which are revealing/offensive is not permitted.
6. Clothing should be worn as constructed and not in a manner that is revealing.
7. Proper footwear must be worn at all times. (No flip flops or slippers)
8. Any new “fads” in clothing or anything not specifically covered in the guidelines, which are considered inappropriate dress shall be dealt with by the principal or designee.

#### **Shirts/Blouses**

1. Tank tops, tube tops, halter tops, muscle shirts, backless shirts, spaghetti straps, sheer shirts or other shirts which show midriff are not permitted. All shirts must cover the shoulders.
2. Shirts must be hemmed around the neck, arms, and bottom.
3. Shirts/blouses must not expose cleavage.
4. Tops and bottoms must overlap at all times, including when arms are raised. If you raise your arms to shoulder level and the stomach shows, the top is unacceptable.
5. Oversized arm holes are not permitted.

#### **Pants/shorts/skirts**

1. Pants must be worn at the natural waist level and not be oversized (this includes over sizing of legs). Waistline of shorts/skirts/pants must be on or above the hips.
2. Pants are not to sag and reveal undergarments or skin. No underwear can be visible at any time.
3. There should be no rips or holes above the knee.
4. Tight-fitting pants, pajama bottoms, and baggy/saggy pants dragging on the floor are not permitted.
5. All shorts, skirts and dresses must be at least mid-thigh in length.

6. Spandex, body-glove shorts, tight fitting clothing and bike pants/shorts are not acceptable.
7. Leggings must be covered with a shirt that is mid-thigh in length.

#### **Jackets/Coats/Hats**

1. Trench coats are not permissible.
2. Coats and jackets are not to be worn in classrooms (unless permission is granted).
3. Caps, hats, gloves, visors, sport headbands, bandanas, sweatshirt hoods, etc. are not to be worn in school.

#### **Hair**

1. Hair must be completely out of students' eyes at all times.
2. Hair color must be a natural shade – extreme hair color is not permitted.
3. Hair should be clean, well groomed. Extreme hairstyles are not permitted, e.g. No dreadlocks or mohawks.
4. No male facial hair is permitted.

#### **Backpacks/Purses**

1. Backpacks, books, notebooks, purses, etc. must be free of inappropriate writing or images.
2. Backpacks must be left in cubbies during the school day.
3. Purses which are large enough to carry a textbook must be stored in cubbies.

#### **Jewelry/Makeup**

1. Jewelry and/or makeup must be modest and conservative. Excessive jewelry and/or makeup considered a distraction are not allowed.
2. Pierced jewelry will be limited to the ear only in school . (No facial piercing, dental jewelry, ear gauges or tongue rings) No excuses will be accepted from students who need to keep facial piercing in place due to healing purposes.

#### **Sunglasses**

1. Sunglasses are not acceptable unless deemed necessary by the nurse.

THE TEACHING STAFF AND THE ADMINISTRATION RETAIN THE RIGHT TO RULE ON QUESTIONABLE DRESS.

#### **DRESS CODE CONSEQUENCES**

- Students will be given the opportunity to conform to the dress code and put on acceptable attire. If students do not have clothing to make the correction, or the student is unable to have a family member bring them acceptable clothing, he/she will be assigned to in-school suspension for the remainder of the school day.  
Note: Clothing is available in the office for emergency situations.
- Repeated Offenses – Students who are found to be in violation of any portion of the dress code three times or more will be considered willfully disobedient and will receive a more severe consequence.

**NOTE THAT WHEN A STUDENT IS ATTENDING A HOME SCHOOL FUNCTION, THE HOME SCHOOL DRESS CODE AND STUDENT CODE OF CONDUCT APPLIES.**

#### **Care of Property**

Students are responsible for the care of their own personal property. The School is not 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 taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### **Bullying, Harassment, and Intimidation**

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. Violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking bullying/cyberbullying, intimidating, and menacing, coercion, and name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents,

guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

#### **1. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

**2. Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

**3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

Firearm is defined as any weapon (including a starter gun) that will or is 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 firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

**4. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, 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. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

**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, and jewelry.

**6. 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. Failure to report such knowledge may subject the student to discipline.

**7. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

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

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

**9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

**10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalizing, assault (verbal and/or physical), and destruction of property.

**11. Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

**12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

**13. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

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

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

**15. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, 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 and will subject the student to disciplinary action.

**16. Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is not permitted.

**17. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

**18. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

**19. Theft, or knowingly receiving or possessing stolen property**

Theft is unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The School is not responsible for personal property.

**20. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

**21. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

**22. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court.

**23. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

**24. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

**25. Aiding or abetting violation of school rules**

Assisting other students in the violation of any school rule is forbidden. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**26. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**27. Possession of electronic equipment**

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the Principal. Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

**28. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

**29. Violation of bus rules (see Section IV – Transportation)**

**30. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threatens to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

**31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes



physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

**32. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

**33. Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

**34. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

**35. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

**36. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

**37. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party (ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

**38. Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames.

**39. Possession of Pornography**

Possessing sexually explicit material.

### **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, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

Post-Secondary students must adhere to all Strasburg Franklin Local District rules while on school grounds.

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- Change of seating or location;
- Lunch-time or after-school detention;
- Discipline Intervention
- In-school suspension
- Friday school.

### **Detentions**

Detentions will take place in an assigned area for after school or before school punishment. Parents will be notified by the Principal of the times assigned. Students are responsible and required to bring schoolwork or reading materials. Parents will be notified the day of the violation either by the teacher or principal. The student or his/her parents are responsible for transportation. Transportation problems are not considered acceptable reasons for missing a detention. Food or drink is not permitted. Sleeping is not an option.

### **Discipline Intervention**

Students may be assigned to Discipline Intervention. This will occur during school hours with a board approved substitute teacher and may include the School Counselor. The student will be required to complete work for assignments the entire time, except for small breaks. Strategies for controlling behavior and alternatives to misbehavior will be discussed with each student. Any misbehavior will result in a referral to the principal for further consequences.

### **Friday School**

Students may be assigned to a Friday School from 3:15 – 5:30 PM at the discretion of the principal. Students are responsible for making transportation arrangements and bringing schoolwork to complete for each of his/her classes. Students must follow strict rules and work on assignments the entire time, except for short breaks. Any misbehavior will result in referral to the principal for further consequences.

### **Homework Intervention**

Homework given in moderation and reviewed for not only completion but for reteaching purposes, is a critical component of the academic program. The Strasburg Franklin Local district, in an attempt to ensure the success of all students, will begin monitoring homework completion. **Zeros are NOT an option for homework assignments.** Each week, students with outstanding homework assignments will be identified. Those students will be assigned morning or afternoon detention for the first two offenses. On the third offense of a nine week grading period, the following options or strategies will be implemented:

1. Discipline Intervention will take place. (See above)
2. In-school Suspension may be used as an option.
3. A Friday School may be assigned. (See Above)

If a student is struggling with homework completion because they do not understand the material or need clarification for completion, it is the responsibility of the student to meet with the teacher and arrange a time to meet. If a parent has a concern about the quantity or quality of assignments, they are encouraged to contact the teacher. If after a conversation or meeting has been held with the teacher and concerns still exist, parents should contact the principal.

### **Community Service**

Students can be requested to perform acts of community service as part of a discipline plan. These acts must have approval from the parents and the principal. It is the responsibility of the student to have these acts verified in writing by a person in charge of this community organization.

### **In-School Suspension**

Assignment of a student to In-school Suspension is intended to be a punitive action. ISS results in a student being removed from classes for a specified period of time while still allowing a student to complete assigned work. A student missing any portion of his/her assigned time in detention or in-school suspension may be given additional time equivalent to the amount of time missed. Failure to serve detention may lead to suspension from school for a period not to exceed three (3) days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to detention and in-school suspension:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.

### **Formal Discipline**

#### **Out of School Suspension**

Out of school suspensions are from one to ten days in length. A suspension is treated as an unexcused absence, which means a suspended student will be responsible for making up school work missed due to suspension. The student will not be given credit for completed assignments but will receive the opportunity to make up tests, quizzes and projects. Make up of missed assessments are to be scheduled with each teacher when the student returns to school. A maximum of ten days will be given for the assessments to be made up. This takes into consideration that the student may have missed multiple assessments during their suspension.

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in

conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

### **Due Process Rights**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within three (3) days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from

curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within three (3) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **Discipline of Students with Disabilities**

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

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

### **Search and Seizure**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **Interrogation of Students**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questions. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **Student Rights of Expression**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so 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, or pervasively 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
  5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or 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 materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

## **SECTION IV – TRANSPORTATION**

### **Bus Transportation to School**

The School provides transportation for all students who live farther than 1 mile from the school. The transportation schedule and routes are available by contacting the bus coordinator at 330-878-5571.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:  
Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;

- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
  - not use nuisance devices (e.g. laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
  - not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

#### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

#### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

#### **Section V – ELEMENTARY GRADING PROCEDURE**

Teachers will use the letters **A, B, C, D, F, AND I** as a basis for indicating the quality of the students work. The grades have the following values:

<b>A</b>	<b>90-100</b>	<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>	<b>D</b>	<b>60-69</b>
<b>F</b>	<b>59 or below</b>	<b>I</b>	<b>Incomplete</b>



Incompletes are usually given as a result of student illness. An incomplete grade must be made up within two weeks of the next grading period. Permission for an extension beyond this may be approved by the principal. If the incomplete is not made up by that deadline, the grade becomes an "F", but not a zero.

The school year begins in late August and is completed by early June. Students must realize that they may not make their grade early and then "coast" or do nothing for the remainder of the year. Thus, a failing grade can be recorded for the non-completion of the required work of the course. The N (non-completion) can be recorded at the end of a one-semester course or at the end of a year-long course. The entire amount of work required for the course in the grading periods will be considered when evaluating a completion or non-completion of that particular course. **Before credit can be given for a course, all work must be completed satisfactory and turned in.**

### **ACCELERATION**

The Board recognizes that all students learn and progress at different rates and that the time it takes to reach academic standards varies among students. The Board believes students should be challenged and supported to reach their full potential and that the practice of educational acceleration is used to match appropriate learning opportunities with student abilities. The goals of acceleration are to adjust the pace of instruction to the student's capabilities, provide an appropriate level of challenge and to reduce the time period necessary for students to complete traditional schooling:

The district uses acceleration strategies in four academic areas:

1. **Whole grade acceleration:** The practice of assigning a student on a full-time basis to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities.
2. **Individual subject acceleration:** The practice of assigning a student to a higher grade level than is typical given the student's age, for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.
3. **Early admission to Kindergarten:** The practice of admitting a student to kindergarten who has not yet reached the typical age at which students are admitted to Kindergarten, for the purpose of providing access to appropriately challenging learning opportunities.
4. **Early High School Graduation:** The practice of facilitating completion of the high school program in fewer than four years, for the purpose of providing earlier than typical access to post-secondary educational opportunities.

### **Referrals and Evaluations:**

Referrals for students to be evaluated and assessed should be made to the building principal. The building principal or his/her designee solicits referrals for evaluation for possible accelerated placement on an annual basis, and ensures that all staff he/she supervises are aware of procedures for referring students for evaluation for possible accelerated placement. The District Acceleration Policy and referral forms for evaluation for possible early entrance, whole grade acceleration, individual subject acceleration, and early high school graduation are made available to district staff and parents. Referrals are accepted from teachers, administrators, gifted education specialists, guidance counselors, school psychologist, parents, students and/or their peers. Students referred and having parental permission may be tested using a variety of assessments. The assessments are reviewed to determine the most appropriate and shall be evaluated using an ODE approved acceleration assessment process. The Iowa Acceleration Scale, recognized by the ODE as a useful tool for determining grade level acceleration, may be used to determine acceleration for a referred student. The evaluation committee will consider the student's maturity when selecting the most appropriate assessment. The committee will also consider the student's own thoughts on possible accelerated placement in its evaluation and recommendation. Referrals are processed in a timely manner, within 30 days of receipt, and are accepted no later than April 1<sup>st</sup>. of each school year for evaluation and placement. The parent(s) or legal guardian(s) of the referred student will be notified of the evaluation process within 45 days of the referral submission. This notification includes instructions for appealing the outcome of the evaluation process. A parent or legal guardian of the referred student may appeal in writing the decision of the evaluation committee to the District Superintendent within 30 days of being notified of the committee's decision. The Superintendent reviews the appeal and notifies the parent or legal guardian who filed the appeal of his/her final decision within 30 days of receiving the appeal. The Superintendent's decision is final.

**Acceleration Evaluation Committee**

The acceleration evaluation committee includes a parent, (at least) current content area teacher, previous content area teacher of referred student, future content area teacher of referred student, gifted director and/or a gifted intervention specialist, principal, school psychologist, curriculum director, and guidance counselor. The acceleration evaluation committee shall issue a written decision to the principal and the student's parent/legal guardian. The committee will reach a consensus or will make its recommendation based upon a majority vote of committee members.

**Accelerated Placement**

The acceleration evaluation committee shall provide the parent/legal guardian a copy of the written acceleration plan describing the placement, the strategies to support a successful transition; requirements and procedures for earning high school credit prior to entering high school; and an appropriate transition period. The written acceleration plan will be placed in the student's file by the principal or his/her designee. The acceleration evaluation committee shall designate a school staff member to ensure successful implementation of the written plan and to monitor the adjustment of the students to the accelerated setting. The transition period will begin upon placement and end at the interim reporting period. The parent or legal guardian of the accelerated student can request removal of the student during the transition period. This request must be in writing and addressed to the principal of the building or his/her designee. In such a case, the principal shall remove the student without repercussions from the accelerated placement. During the transition period, if a parent/legal guardian is not satisfied with the outcome of the placement, an alternative such as differentiated instruction can be suggested. The accelerated student would be removed from the accelerated setting and differentiated instruction would be established in order to meet the student's learning needs. At the conclusion of the transition period, the accelerated placement becomes permanent. The student's records are modified accordingly and the acceleration implementation plan becomes part of the student's permanent record.