

# **Fort Recovery Elementary School**



**Student/Parent Handbook  
2009-2010**

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June 2009. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://www.fortrecoveryschools.org">www.fortrecoveryschools.org</a> by clicking on "Administration" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## **Student/Parent Handbook**

for

FORT RECOVERY ELEMENTARY SCHOOL  
865 Sharpsburg Road  
Fort Recovery, OH 45846  
419-375-2768

*Welcome to Fort Recovery Elementary School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as possible. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact me at any time.*

*Shelly Vaughn*

Mrs. Shelly Vaughn, Principal Ext. 201 [vaughn@fortrecoveryschools.org](mailto:vaughn@fortrecoveryschools.org)

Mrs. Lucy Staugler, Guidance Counselor Ext. 302 [stauglerl@fortrecoveryschools.org](mailto:stauglerl@fortrecoveryschools.org)

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### **School Year 2009 - 2010**

Student/Parent Handbook adopted by the Board of Education on June 9, 2009  
Student Code of Conduct adopted by the Board of Education on June 9, 2009.

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## **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2008. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **MISSION OF THE SCHOOL**

The mission of the Fort Recovery Local School District is to create a culture of collective responsibility to add value for all students through academic rigor and best instructional practices in a safe, caring learning environment.

## **SCHOOL DAY**

8:15 – School Begins

3:21 – Bus and Parent pick up dismissal bell

3:26 – Walker Dismissal Bell

Walkers should not arrive before 8:00 and are to go directly to their classrooms and remain there until the start of school. If students do arrive before 8:00, they must report to the designated “early arrival” room. Bus students will not be dismissed from buses before 8:00. After 8:00, all students should report directly to their classrooms. There should be no loitering in the halls. All students should be in their rooms by the 8:15 bell.

All teachers and students are involved with instruction until the “get ready bell” at 3:17. At 3:21 the bell rings which dismisses bus students and children being picked up. At 3:26 a bell rings which allows walkers to be dismissed from the back doors. Parents who are picking up children must make arrangements to be at school by 3:20.

Children are expected to clear the school building immediately upon their dismissal bells. The school cannot be responsible for the supervision of children beyond that time. The school is directly responsible for supervision of students only while they are on school property. Once they leave school property, this becomes the responsibility of the parents. The school will cooperate with the parents in stressing the rules of safety to and from school and will assist with discipline problems that occur between home and school.

## **CROSSING GUARD**

A crossing guard will be provided at the intersection of Center and Elm (State Route 49) from 7:45-8:15 and from 3:25-3:40 each day.

## **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 student should seek help from Mrs. Vaughn.

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. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, 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.

## **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. a birth certificate or similar document

- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. 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.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The School secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

### **SCHEDULING AND ASSIGNMENT**

The Principal in cooperation with the teachers 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.

### **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. Students who start kindergarten during or after the 1999 school year must be immunized against Hepatitis B. Students who start kindergarten during or after the 2006 school year must be immunized against 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.

### **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:

- A. 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.
- B. 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.

- C. 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.
- D. Medication that is brought to the office will be properly secured. 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. 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 autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the office. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. 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.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed 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 nonprescribed 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.

### **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.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

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

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.

Other than directory information, FERPA and Ohio law protect access to all other student records. 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.

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 Mrs. Vaughn.

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Fort Recovery Local Schools charges specific fees for workbooks, current event news, copier costs, art supplies, and materials used in the course of instruction.

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.

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.

## **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 \$2.00. Ala carte items are available to 5<sup>th</sup> graders. Students may also bring their own lunch to school to be eaten in the cafeteria. No student may leave school premises during the lunch period. Milk cards are also available to students for a fee of \$7.00.

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

Envelopes are provided for lunch and milk money. Student ID numbers must be included on envelopes. Only one envelope per family is needed. Reminder notes are generated when students are out of money. Mrs. Vickie Jutte can answer any questions about student lunch/milk status at 419-375-2768 Ext. 638. Parents are also encouraged to check their child's lunch balance on line.

## **SAFETY AND SECURITY -VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in 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 School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. 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.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

## **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. 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 once 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 parents through the One Call Now system. Enrollment for this system is available each school year. The School will also notify the following radio and television stations: *WCSM, WKKI, PG14, T-102, Channel 7 – Dayton, Channel 35 - Lima*

Closing and delay information can also be obtained on the School's website at <http://www.noacsc.org/mercer/fr/>. Parents and students are responsible for knowing about emergency closings and delays.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Each class will be scheduled to visit the library weekly. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

## **LOST AND FOUND**

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

## **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.

Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES**

Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the cellular telephones or ECDs during specified times includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

A student may keep his/her cellular telephone or ECD "on" if the student is involved in an extra-curricular activity after school hours and needs to communicate with his/her parent/guardian when the activity is ending so the student can be picked up.

Use of a cellular telephone or other ECD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone and/or ECD. If a cellular telephone or ECD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed, and/or referral to law enforcement if the violation involves an illegal activity.

The District is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

### **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.

## **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. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students who violate school rules may lose the privilege to go on 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.

### **GRADES**

Fort Recovery Elementary has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

- 100 to 93 = A = Excellent achievement
- 92 to 83 = B = Good achievement
- 82 to 73 = C = Satisfactory achievement
- 72 to 65 = D = Minimum-Acceptable achievement

In grades K-4, a standards based report card is used to inform parents of their child's progress on standards set by the State of Ohio.

### **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.

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**

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade:
- B. achieved the instructional objectives set for the present grade:
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade:
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

### **Academic Acceleration**

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian. Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- A. a parent/guardian, or a representative designated by that parent/guardian
- B. a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
- C. a principal or assistant principal from the child's current school
- D. a current teacher of the referred student
- E. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

Students considered for whole-grade acceleration will be evaluated using an acceleration process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- A. placement of the student in an accelerated setting;
- B. strategies to support a successful transition to the accelerated setting;
- C. requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
- D. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous through the curriculum.

## **Retention**

In the elementary school every effort shall be made to provide a developmentally appropriate curriculum. Therefore, students who put forth effort will generally be successful in meeting their

learning objectives in the elementary grade level K-5. However, when there are circumstances (like absences, lack of effort) which prevent the student from achieving the grade level objectives which are appropriate for him/her, retention may become an appropriate course of action.

If the teacher believes it is appropriate to consider the retention of a student, an Intervention Assistance Team meeting must be scheduled by that teacher before March 1<sup>st</sup> of that school year. Present at that meeting must be the classroom teacher, other teachers who are immediately involved in the child's education, the guidance counselor, the school psychologist and the principal. At that meeting all factors affecting the child's achievement, progress, and placement will be discussed. A recommendation for passage/retention will be determined. A follow up meeting with the parents will be scheduled.

The attendees at that meeting may be the parent(s), classroom teacher, school psychologist, principal, and any other of the original IAT attendees that the parent(s) would like to have included.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal

## **HOMEWORK**

### **Introduction**

Education is a lifelong process which extends beyond the school; it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities which are related to classroom work, but which are assigned to be done at home.

### **Reasons for Homework**

To establish independent study skills  
To foster self discipline and responsibility  
To integrate what is learned in the classroom with real life situations  
To reinforce or complete classwork  
To make up work missed due to absences  
To aide in academic learning  
To encourage parents' awareness of student learning  
To aid in evaluating student progress

### **Guidelines for Homework**

- Homework assigned will depend on the discretion of each teacher based on knowledge of the student's individual ability and needs, and the practice of good learning theory.
- Homework may include mandatory and voluntary assignments meant to meet the individual needs of the students or group of students.
- Some homework assignments may be formally evaluated and some may not. Homework assignments will be used to identify areas of needed improvement in student progress and to individualize instruction.

- Homework will not be used to teach new skills. It should be the independent practice of a learned skill.
- It is important that homework be within the student's capability.
- Students should have readily available to them books and materials required to complete the assigned work.
- Homework is not to be used as disciplinary punishment for individuals and busy work is not to be assigned as group punishment.
- Homework should be given with a purpose that is understood by both the teacher and the student.
- Teachers should coordinate projects which may be assigned in various subject areas that require study time outside of class.
- Teachers should coordinate testing days throughout the week which require students to study outside of class to avoid loading up on tests.
- Consideration should be given for no homework assignments on Wednesday evenings.
- Whenever possible, teachers should attempt to give parents a schedule of expected homework assignments on a regular basis.

The following time chart is a suggested guide for average students:

Grade Levels

1-2-3	20-30 minutes 1 to 3 times per week
4-5	40-60 minutes 2 to 4 times per week
6-7-8	60-90 minutes 3 to 5 times per week
9-12	90+ minutes will vary according to the level of the subject material

**Guidelines for Parents**

Parents can support a child's interest in lifelong learning by encouraging good study habits and by providing a good learning environment in the home. It is imperative that children develop good study habits at school and at home.

- Take an active interest in what your child is doing in school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Provide a quiet, and well-lighted place for your child to do the homework assignments.
- Encourage your child to set aside a regular time to do homework, to do his/her best on the assignment, to complete the assignment on time, and to turn it in when it is due.
- Encourage your child to seek additional help from the teacher at school if there seems to be any difficulty with the work.
- Encourage and guide your child with assigned homework.
- If your child is absent for an extended period of time, please contact the school in regard to the classroom and homework expectations.
- If you feel your child has an unreasonable amount of homework or that your child is spending an unreasonable amount of time on homework, contact the teacher IMMEDIATELY.
- Consult your child's teacher as soon as problems arise.

**COMPUTER TECHNOLOGY AND NETWORKS**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public

forum. The following principles and guidelines, and the Student Code of Conduct govern student use of the District's computers, network and Internet services/connection. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District supports and respects each family's right to decide whether to apply for independent student access to the Internet. Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belongings to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal

Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
  4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
  5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
  6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
  8. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- J. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication.
- K. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to

monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- L. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- M. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- N. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Fort Recovery Elementary provides students the opportunity to broaden their learning through curricular-related activities. The Board authorizes the following student groups that are sponsored by a staff member: Student Council and Book Club

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

*Boy Scouts, Girls Scouts, 4-H, Big Brothers/Big Sisters*

Nonschool-sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork 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.**

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **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.

#### **Truancy/Unexcused Absences**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. 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.

#### **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:

- a. personal illness
- b. illness in the family requiring the student at home
- c. death in the family
- d. religious holiday
- e. wedding of a member of the immediate family
- f. family vacation leave (application must be filled out prior to the trip)

#### **Vacations During the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss this matter with the principal to make necessary arrangements and complete a vacation form. It may be possible for a student to receive certain assignments to be completed on during the trip.

## **Notification of Absence**

If a student will be absent, the parents must notify the School at 419-375-2768 Ext. 203 by 8:30 A.M. 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.

## **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.

## **Tardiness**

A student who is not in his/her assigned location by 8:15 AM shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

## **CODE OF CONDUCT**

A major component of the educational program at Fort Recovery Elementary 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.

## **Student Expectations**

1. Students are to be respectful and mannerly in all situations.
2. Students should be good, responsible citizens. They should:
  - a. Pick up after themselves and clean their classroom each day before dismissal
  - b. Turn "found" money and items in to the teacher
  - c. Help where help is needed
  - d. Respect both school and student property

In cases of willful destruction students are expected to make payment and/or restitution. If books are destroyed, students will pay the cost of replacement. If books are damaged, students will be assessed fines of a certain percentage of the book replacement cost and age of the book depending on the degree of damage.

3. Walkers are not to arrive before 8:00. Both walkers and bus students should go to their homerooms and stay there. There should be no students loitering in the halls or visiting other classrooms before school or after school.
4. All students should go outside at recess time. Students may stay in only when they have a note from their parents (stating that the child must stay in for health reasons), or when they are being kept in for disciplinary reasons. Teachers or the principal will check with

parents of students who consistently bring notes to stay in. Once outside, the students should not return in until the bell rings.

5. During inside recesses, students should go to the restroom, return to their rooms, and play quiet inside games.
6. Students may eat treats in class when they are given as a reward by that teacher. Students should not eat the candy during other classes.
7. Gum should not be chewed at school. If gum is given as a treat, students should be instructed to chew it at home.
8. Students may bring treats on their birthdays. Students may come to the office on their birthday (or designated summer birthday) for a birthday treat from the principal.
9. No students/children may be in any teacher's work room or supply room. They should not be present at staff meetings or gatherings unless they are part of the school improvement committee working at that time/place.
10. Students are permitted to wear shorts. When there is a concern about appropriateness, situations will be handled on an individual basis.
11. A student who uses bad language at school will be required to call home and tell his parents what he said. A discipline form will follow.
12. Students who fight on the playground will be required to take home a discipline form to be signed by a parent/guardian.. They will lose their recesses the next day. If they do not bring the form back, they will lose recesses until the form is signed and returned.
13. Students may request to see the guidance counselor either directly to the counselor or through the classroom teacher. Strict confidentiality will be observed.
14. Students are permitted to use the telephone when they have the permission of their teacher and should use the phone in the elementary office.
15. Students who walk home should leave the school grounds immediately after the busses.
16. Students should be a good audience at all times but especially when guests are present. Failure to do so will mean that student will not be permitted to attend future assemblies.
17. Students are to use good manners in the cafeteria. This includes
  - a. walk at all times
  - b. fill seats in order; no saving or skipping
  - c. visit quietly with only those students immediately around them
  - d. leave all food, sticks, straws, cups etc. in the cafeteria

### **STUDENTS' RULES FOR CAFETERIA BEHAVIOR**

#### ***While in the Cafeteria students will...***

1. - sit in area assigned to your grade level and will keep hands off of and out of food on tray until seated at the table.
2. - sit in the order that you come in. Girls will sit on one side, boys the other side.

3. - talk in soft quiet voices to students seated nearby.
4. - keep hands, feet, and objects to yourself.
5. - walk in the cafeteria at all times.
6. - speak respectfully to all adults and fellow students.
7. - be encouraged to say, "Please" and, "Thank you".
8. - stay in your seat until you are dismissed.
9. - dump your trash/leftovers carefully in the trash cans when returning your trays and no carrying of straws, ice cream sticks, or any food out of the cafeteria.
10. - exit cafeteria the same way you came in, unless the monitor asks you to take another route.

### **FORT RECOVERY ELEMENTARY PLAYGROUND RULES**

#### ***While at recess all students...***

1. will play in their designated area and always show respect to playground supervisors and other students.
2. will use playground equipment properly.
  - Do not swing sideways, hook your feet, or lean back unsafely
  - Do not play tag or run on the equipment
  - Do not run up or down the slides...bottoms only and facing forward ☺
  - Do not climb on the outside of the equipment except in areas made for climbing.
3. may not use bad language or fight with other students.
4. may not exclude students from playing in any way
5. may not bully other students by pushing, shoving or calling names.
6. may not play rough or play tackle football
7. may not throw, carry away, or misuse rubber.
8. may not play on wet grass or in front of the classroom windows.

#### ***Other important things to remember: All students...***

1. must go outside at recess time, unless there is an excuse for illness.
2. must remain on the playground at all times unless you have permission for a play ground supervisor to go back into school.
3. should not bring toys or play things from home.
4. may ask permission to sit and talk in the gazebo- grades 4 and 5

#### ***When coming in from recess all students...***

1. must line up quickly and quietly when the bell rings and should not enter the building until the playground supervisor gives the signal to enter.
2. will walk in the gray street area quietly and in an orderly fashion with your hands to yourself.

3. will go directly to your classroom not stopping at the restroom or drinking fountains.

\*Playground supervisors and teachers will monitor students coming in from recess as they enter and come up the and down hallways.

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### **BULLYING, HARASSMENT, AND INTIMIDATION**

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

#### **Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

#### **Nonverbal:**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

#### **Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

### **Bullying Policy and Procedures**

School personnel have a duty to protect students from known or reasonably foreseeable harm such as bullying occurring during or in connection with school activities.

School personnel are responsible for properly monitoring and disciplining students whether they are the classroom teacher or not. This duty includes a responsibility to train students with respect to the issues that surround bullying and illegal harassment. As students are identified as being involved in a bullying situation staff should refer to the following steps to intervene:

1. Stop the bully
2. Address the victim
3. With the bully, define the behavior and state the rule.
4. Address the bystanders
5. After all others have gone, discuss the consequences with the bully

School personnel can then refer to the Elementary Bullying Behavior Rubric to determine consequences for the various offences. This could include the "Improve Your Actions" form or the IAT process.

## FORT RECOVERY ELEMENTARY BULLYING BEHAVIOR RUBRIC

- **REPEATED**
- **IMBALANCE OF POWER**
- **INTENTIONAL**

BEHAVIOR	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
<b>VERBAL/SOCIAL</b> Teasing Rumors/gossip Name calling Exclusion Humiliation Etc.	Office recess (pm recess) Verbal apology	Office recess (pm recess) “Improve your Actions” Written apology	Office recess (pm recess) “Improve Your Actions” Written Apology Go to office Student contacts parent Begin IAT (Parent Mtg.)	Office recess (pm recess) “Improve Your Actions” Written Apology Go to office Student contacts parent After School Detention
<b>INTIMIDATION</b> Threats Taking Possessions Extortion Defacing Property Etc.	Go to office “Improve your Actions” Written apology Student contacts parent	Go to office “Improve your Actions” Written apology Student contacts parent Begin IAT (Parent Mtg.)	Go to office “Improve your Actions” Written apology Student contacts parent After School Detention	Go to office “Improve your Actions” Written apology Student contacts parent After School Detention Call law enforcement
<b>PHYSICAL</b> Unwanted touching Pushing/Shoving/Hitting Biting Tripping/Kicking Etc.	Go to office “Improve your Actions” Written apology Student contacts parent	Go to office “Improve your Actions” Written apology Student contacts parent After School Detention Begin IAT (Parent Mtg.)	Go to office “Improve your Actions” Written apology Student contacts parent After School Detention Call law enforcement	Administrative Decision

- **Cyberbullying, depending on severity, is at the discretion of the administration**
- **The rubric will be followed when possible. If behavior is more severe, or is not listed on the rubric, the school does have the right to impose other consequences.**
- **School policy is in effect, and more serious physical offenses could result in other consequences.**

## **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.

### **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.

### **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.

### **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.

### **Extortion**

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

### **Falsification of schoolwork, identification, forgery**

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

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

### **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.

**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 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.

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

Unauthorized taking of property of another person or receiving or possessing such property is theft. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school. School is not responsible for personal property.

**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.

**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.

**Refusing to accept discipline**

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

**Aiding or abetting violation of school rules**

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

**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.

**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 threaten 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.

**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).

## **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 types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the School. It includes: writing assignments; change of seating or location; after-school detention; and in-school discipline.

#### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

#### In-School Discipline

In School Detention will be in session from 8:15 to 3:35. Assigned students will attend a continuous seven hour period during which time they will be permitted one 10 minute break. Each student shall arrive with sufficient educational materials to be busy during this period.

### **Formal Discipline**

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.

### **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 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 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 questioning. 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.

## **SECTION V - TRANSPORTATION**

### **Bus Transportation to School**

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 and the student will be required to obtain a bus pass from the school office.

### **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
- 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 parents' 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 eat or play games, cards, etc.;
- 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.

### **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.

### **Transportation of Students By Private Vehicle**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.





